

Public Document Pack



LICENSING SUB-COMMITTEE

Wednesday, 16 March 2016 at 10.00 am
Council Chamber, Civic Centre, Silver Street,
Enfield, EN1 3XA

Contact: Jane Creer
Committee Secretary
Direct : 020-8379-4093
Tel: 020-8379-1000
Ext: 4093
E-mail: jane.creer@enfield.gov.uk
Council website: www.enfield.gov.uk

Councillors : Chris Bond (Chair), George Savva MBE and Peter Fallart

AGENDA – PART 1

1. WELCOME AND APOLOGIES FOR ABSENCE

2. DECLARATION OF INTERESTS

Members are asked to declare any disclosable pecuniary, other pecuniary or non pecuniary interests relating to items on the agenda.

3. TRENT PARK, COCKFOSTERS ROAD, EN4 0PS (REPORT NO. 214) - 10:00 - 11:30 (Pages 1 - 346)

Application for a new premises licence.

4. BAR TAPS, 29 SILVER STREET, ENFIELD, EN1 3EF (REPORT NO. 215) - 11:30 - 13:00 (Pages 347 - 390)

Application to review a premises licence.

5. ONCU FOOD CENTRE, 418-426 HERTFORD ROAD, LONDON, N9 8AA (REPORT NO. 216) - 14:00 - 14:40 (Pages 391 - 434)

Application to vary a premises licence.

6. SILVERPOINT FOOD CENTRE, 76-82 FORE STREET, LONDON, N18 2FF (REPORT NO. 217) - 14:40 - 15:20 (Pages 435 - 462)

Application for a new premises licence.

7. MINUTES OF PREVIOUS MEETING (Pages 463 - 468)

To receive and agree the minutes of the meeting held on Wednesday 24 February 2016.

8. EXCLUSION OF THE PRESS AND PUBLIC

If necessary, to consider passing a resolution under Section 100A(4) of the Local Government Act 1972 excluding the press and public from the meeting for any items of business moved to part 2 of the agenda on the grounds that they involve the likely disclosure of exempt information as defined in those paragraphs of Part 1 of Schedule 12A to the Act (as amended by the Local Government (Access to Information) (Variation) Order 2006).
(There is no part 2 agenda)

MUNICIPAL YEAR 2015/16 REPORT NO.

COMMITTEE :
Licensing Sub-Committee
16 March 2016

REPORT OF :
Principal Licensing Officer

LEGISLATION :
Licensing Act 2003

Agenda - Part	Item
<p>SUBJECT : Application for a new premises licence</p> <p>PREMISES : Trent Park, Cockfosters Road, EN4 0PS</p> <p>WARD : Cockfosters</p>	

1. LICENSING HISTORY & CURRENT POSITION:

- 1.1 On 26 June 2015, an application by **Found Series Limited** for a new Premises Licence, was granted which was not subject to any representations, was granted by officers in accordance with delegated powers.
- 1.2 This premises licence was time restricted, namely for an event on 8 August 2015 only, and it permitted:
- 1.2.1 **Hours the premises are open to the public:** 11:00 to 22:00.
- 1.2.2 **Supply of alcohol (on supply):** 11:00 to 21:30.
- 1.2.3 **Live music:** 11:00 to 22:00.
- 1.2.4 **Recorded music:** 11:00 to 22:00
- 1.2.5 **Performance of Dance:** 11:00 to 22:00.
- 1.7 A copy of a location map of the premises is attached as Annex 01.

2 THIS APPLICATION :

- 2.1 On 19 January 2016 an application was made by **Found Series Limited** for a **new Premises Licence** for Trent Park, Cockfosters Road, EN4 0PS.
- 2.2 The application seeks:
- 2.2.1 The premises licence to be valid between 6 and 7 August 2016.
- 2.2.2 The expected capacity at any one time is 12,500.
- 2.2.3 **Hours the premises are open to the public:** Saturday 11:00 to 22:30 and Sunday from 11:00 to 21:30.

- 2.2.4 **Supply of alcohol (on supplies only):** Saturday 11:00 to 21:45 and Sunday from 11:00 to 20:45.
- 2.2.5 **Live music (indoor and outdoor):** Saturday 11:00 to 22:00 and Sunday from 11:00 to 21:00.
- 2.2.6 **Recorded music (indoor and outdoor):** Saturday 11:00 to 22:00 and Sunday from 11:00 to 21:00.
- 2.2.7 **Performance of Dance (indoor and outdoor):** Saturday 11:00 to 22:00 and Sunday from 11:00 to 21:00.
- 2.2.8 **Late Night Refreshment (indoors):** Sunday to Thursday from 23:00 to 00:00, Friday and Saturday from 23:00 to 01:00 the following day.
- 2.3 The application was advertised in accordance with the requirements of the Licensing Act 2003.
- 2.4 Each of the Responsible Authorities were consulted in respect of the application.
- 2.5 A copy of the application is attached as Annex 02.
- 2.6 On 26 February 2016, the applicant provided additional information to the Licensing Authority and Interested Parties and a made request to meet with local residents. A copy of this information is provided as Annex 03.

3 RELEVANT REPRESENTATIONS:

- 3.1 **Other Persons:** Representations have been made, against the application, by 19 local residents/resident groups. The grounds of representation include the prevention of crime & disorder; the prevention of public nuisance: public safety and the prevention of children from harm.
- 3.2 Copies of these representations are attached as Annex 04.
- 3.3 Additional information was later supplied by the Interested Parties and is attached as Annex 05. One resident has provided video footage which can be made available upon request
- 3.4 One representation was received supporting the application and is attached as Annex 06.

4 PROPOSED LICENCE CONDITIONS:

- 4.1 The conditions arising from this application are attached as Annex 07, which have not been disputed by the Responsible Authorities.

5 RELEVANT LAW, GUIDANCE & POLICIES:

- 5.1 The paragraphs below are extracted from either:
 - 5.1.1 the Licensing Act 2003 ('Act'); or
 - 5.1.2 the Guidance issued by the Secretary of State to the Home Office of March 2015 ('Guid'); or
 - 5.1.3 the London Borough of Enfield's Licensing Policy Statement of January 2015 ('Pol').

General Principles:

- 5.2 The Licensing Sub-Committee must carry out its functions with a view to promoting the licensing objectives [Act s.4(1)].
- 5.3 The licensing objectives are:
 - 5.3.1 the prevention of crime and disorder;
 - 5.3.2 public safety;
 - 5.3.3 the prevention of public nuisance; &
 - 5.3.4 the protection of children from harm [Act s.4(2)].
- 5.4 In carrying out its functions, the Sub-Committee must also have regard to :
 - 5.4.1 the Council's licensing policy statement; &
 - 5.4.2 guidance issued by the Secretary of State [Act s.4(3)].
- 5.5 The Sub-Committee may not have regard to whether or not a proposal is likely to be permitted in accordance with the law relating to planning or building [Pol s.17.1].
- 5.6 There can be confusion about the difference between the "need" for premises, and the "cumulative impact" of premises on the licensing objectives. "Need" concerns the commercial demand for another pub or restaurant or hotel, and is a matter for the planning authority and for the market. This is not a matter for the Sub-Committee in discharging its licensing functions [Guid 13.18].

Time Limited Licence:

- 5.7 Licensing authorities should note that a premises licence may be sought for a short, discrete period. [Guid 5.24]
- 5.8 The procedures for applying for and granting such a licence are identical to those for an unlimited duration premises licence [Guid 5.25].

Significant Events:

- 5.9 The Council recommends that for significant events, a comprehensive risk assessment is undertaken by premises licence holders to ensure that matters related to the licensing objectives are identified and addressed. [Pol 14.1]
- 5.10 Licence holders are advised to contact the Metropolitan Police Service and enquire if the Police require that the Event Risk Assessment Form 696 and

the After Promotion/Event Debrief Risk Assessment Form 696A be completed and submitted to them.[Pol 14.2]

Hours:

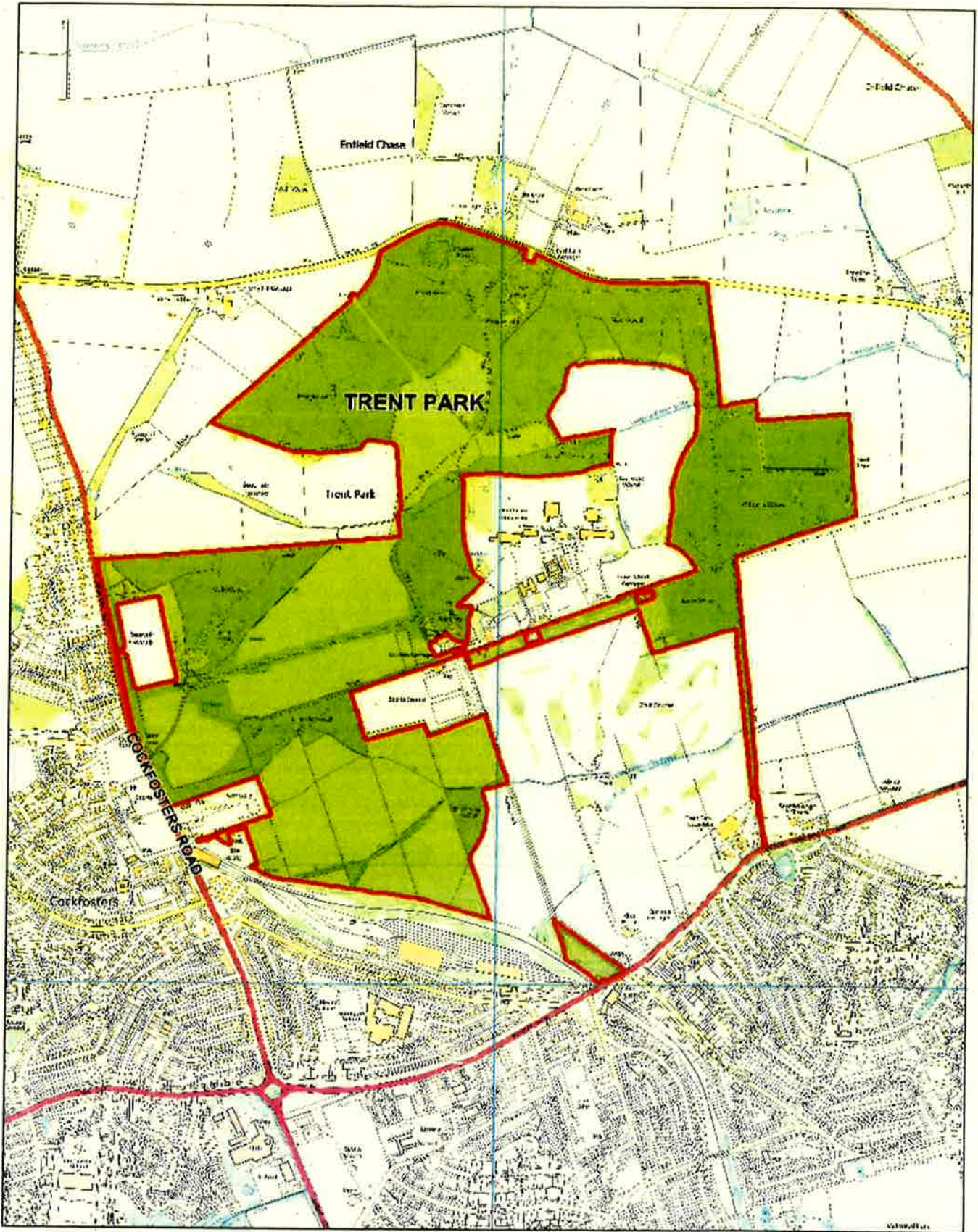
- 5.11 The Sub-Committee decides licensed opening hours as part of the implementation of the licensing policy statement and is best placed to make decisions about appropriate opening hours in their area based on their local knowledge and in consultation with responsible authorities [Guid 10.13].
- 5.12 Stricter conditions with regard to licensing hours may be required for licensed premises situated in or immediately adjacent to residential areas to ensure that disturbance to local residents is avoided. This will particularly apply in circumstances where, having regard to the location, size and nature of the premises, it is likely that disturbance will be caused to residents in the vicinity of the premises by concentrations of people leaving, particularly during normal night-time sleeping periods [Pol s.8.4].

Decision:

- 5.13 As a matter of practice, the Sub-Committee should seek to focus the hearing on the steps considered appropriate to promote the particular licensing objective or objectives that have given rise to the specific representation and avoid straying into undisputed areas [Guid 9.36].
- 5.14 In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the Sub-Committee must give appropriate weight to:
 - 5.14.1 the steps that are appropriate to promote the licensing objectives;
 - 5.14.2 the representations (including supporting information) presented by all the parties;
 - 5.14.3 the guidance; and
 - 5.14.4 its own statement of licensing policy [Guid 9.37].
- 5.15 Having heard all of the representations (from all parties) the Sub-Committee must take such steps as it considers appropriate for the promotion of the licensing objectives. The steps are:
 - 5.15.1 to grant the application subject to the mandatory conditions and such conditions as it considers necessary for the promotion of the licensing objectives;
 - 5.15.2 to exclude from the scope of the licence any of the licensable activities to which the application relates;
 - 5.15.3 to refuse to specify a person in the licence as the premises supervisor;
 - 5.15.4 to reject the application [Act s.18].

Background Papers :
None other than any identified within the report.

Contact Officer :
Ellie Green on 020 8379 8453



Trent Park, Cockfosters Road, BARNET, EN4 0PS

LONDON BOROUGH OF ENFIELD
CMC CENTRE, SILVER STREET,
ENFIELD, EN1 3XE
www.enfield.gov.uk



© Crown Copyright and database right 2010
Ordnance Survey. Licence no 100014441

Drg.No. 6800DZ
Scale 1:15000

was also EB195

*Annex 2
1556235144 WP
£2100.00*

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 **FOUND SERIES 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

TRENT COUNTRY PARK, COCKFOSTERS ROAD			
Post town	ENFIELD	Postcode	EN4 OPS

FD

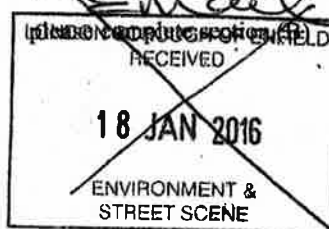
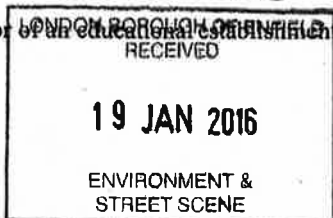
Telephone number at premises (if any)	N/A
Non-domestic rateable value of premises	£UNKNOWN

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

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 please complete section (B)
 - ii. as a partnership 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 institution please complete section (B)



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

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

Please tick yes

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

SECOND INDIVIDUAL APPLICANT (if applicable)

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

(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 FOUND SERIES LTD
Address UNIT 104, 12 - 18 HOXTON STREET LONDON N1 6NG
Registered number (where applicable) 8104318
Description of applicant (for example, partnership, company, unincorporated association etc.) LIMITED COMPANY
Telephone number (if any) 02077393693
E-mail address (optional) YASMIN@FOUND SERIES.CO.UK

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
06	08	2016

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

DD	MM	YYYY
06	08	2016

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

This is a music event to be held at Trent Country Park with ancillary facilities, a map of the location is attached. There will be 3 bars and 1 VIP bar which will take place across two days being the 6th & 7th of August 2016.

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

12,500

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

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

Provision of regulated entertainment

Please tick any that apply

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

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

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

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) The majority of music will be pre-recorded and played by DJs. There will be a number of Pas and two live bands. This will take place on an open air outdoor stage and in tented arenas.		
Mon					
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4) N/A		
Thur					
Fri			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 (please read guidance note 5)		
Sat	11:00	22:00	N/A		
Sun	11:00	21:00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) Disc Jockeys will perform in all both outdoor and indoor-tented arenas.		
Mon					
Tue			State any seasonal variations for the playing of recorded music (please read guidance note 4) N/A		
Wed					
Thur			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 (please read guidance note 5) N/A		
Fri					
Sat	11:00	22:00			
Sun	11:00	21:00			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)</u>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here (please read guidance note 3)</u> This is a dance event for the event attendees who will be dancing throughout the day in all arenas. There will also be some hired dancers who will perform on stage alongside the music artists.		
Tue					
Wed			<u>State any seasonal variations for the performance of dance (please read guidance note 4)</u> N/A		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)</u> N/A		
Sat	11:00	22:00			
Sun	11:00	21:00			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4) N/A		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	11:00	21:45			
Sun	11:00	20:45	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5) N/A		

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

Name		Lizamarie O'Sullivan
Address		
74a Huddleston Road Tufnell Park London		
Postcode	N7 0EG	
Personal licence number (if known)		
12535		
Issuing licensing authority (if known)		
Islington		

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 8).
 N/A

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)	
Day	Start	Finish		
Mon			N/A	
Tue				
Wed				
Thur				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 5) N/A
Fri				
Sat	11:00	22:30		
Sun	11:00	21:30		

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

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

The site will be monitored by security and a full site check will be carried out prior to the commencement of the show. All relevant personnel will be present to carry out the full site check. CCTV will be in full operation covering the main entrance and all search lanes. There will be CCTV in operation at the artist entrance and CCTV to give a panoramic view of the site. CCTV controllers at the command centre will monitor the CCTV.
All security and staff will be in communication via 2-way radio at all times.
All perimeters will be monitored to ensure there are no breaches.

Having held the event last year the following additional conditions reflect our consultation with the licensing authority for this event:-

Clicker counters will be used for determining the number of persons on the premises at any one time to ensure that the maximum permitted number is not exceeded.

All staff shall receive relevant training in relation to the sale of alcohol and the times and conditions of the premises licence.

All training relating to the sale of alcohol and the times and conditions of the premises licence shall be documented and records kept. These records shall be made available to the Police and/or Local Authority upon request and shall be kept for at six weeks.

Challenge 25 shall be in operation and relevant material shall be displayed at the premises. Only passport, photographic driving licences or ID with the P.A.S.S. logo (Proof of Age Standards Scheme) may be accepted.

A written record of refused sales shall be kept on the premises and completed when necessary. This record shall be made available to Police and/or the Local Authority upon request and shall be kept for at least six weeks from the date of the last entry.

No persons under the age of 18 years shall be permitted to enter the premises.

A personal licence holder is to be present on the premises and supervise the sale of alcohol, throughout the permitted hours for the sale of alcohol

b) The prevention of crime and disorder

There will be 200 members of security and stewards on site at all times. An SIA approved contractor will provide these security and stewards.

CCTV will be in operation.

All members of the public will be subject to a mandatory search upon entry.

There will be regular patrols and frequent spot checks of the perimeter throughout the day.

c) Public safety

Security will patrol the site on a regular basis.

Any member of the public causing a nuisance will be required to leave the site and a note will be made of this in a log retained by the security control.

There is a robust plan in place for sound management.

d) The prevention of public nuisance

On entry ID will be required from any person who appears to be 18 or younger. Entry to this event is restricted to persons over the age of 18. Challenge 25 will be in operation for the sale of alcohol.

e) The protection of children from harm

This is an 18+ event. Valid ID is a condition of entry. Challenge 25 will be in operation at the bars.

Checklist:


Please tick to indicate agreement

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

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

Part 4 – Signatures (please read guidance note 10)

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

Signature	 Yasmin Galletti
Date	13 th January 2015
Capacity	Event Organiser

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). 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 13)

Yasmin Galletti
Found Series Ltd
Unit 104
12 – 18 Hoxton Street

Post town	London	Postcode	N1 6NG
Telephone number (if any)	020 7739 3693		

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)
yasmin@foundseries.co.uk

Consent of individual to being specified as premises supervisor

Lizamarie O'Sullivan

I
[full name of prospective premises supervisor]

of

**74a Huddleston Road
Tufnell Park
London
N7 0EG**

[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Premises Licence

[type of application]

by

Found Series Ltd

[name of applicant]

relating to a premises licence

[number of existing licence, if any]

for

Trent Country Park, Cockfosters Road, EN4 0PS

[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

FOUND SERIES LTD
[name of applicant]

concerning the supply of alcohol at

Trent Country Park, Cockfosters Road, EN4 0PS
[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

12535
[insert personal licence number, if any]

Personal licence issuing authority

Islington
[insert name and address and telephone number of personal licence issuing authority, if any]

Signed

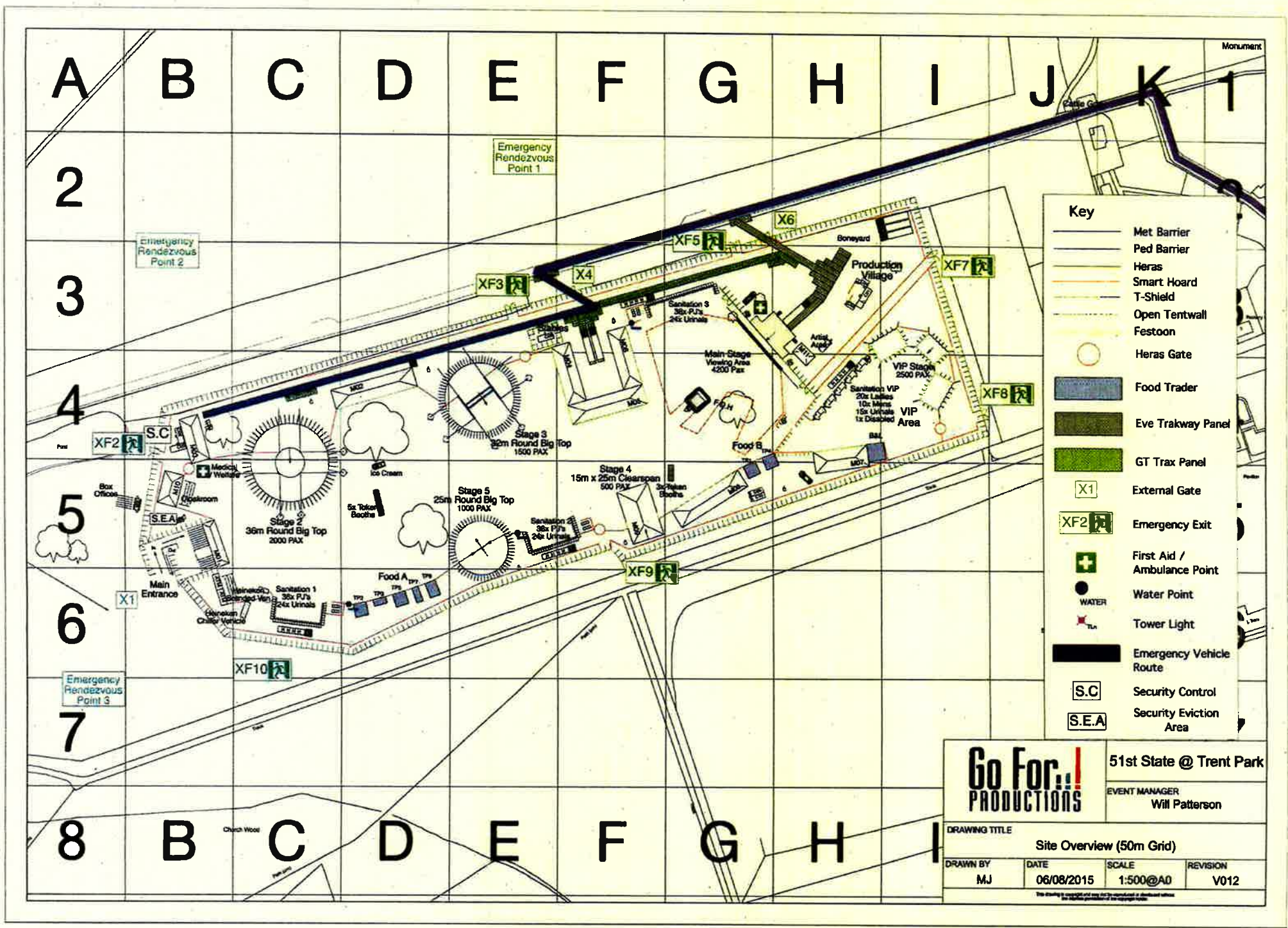
L O'SULLIVAN

Name (please print)

Lizamarie O'Sullivan

Date

15th January 2016



Go For...!
PRODUCTIONS

51st State @ Trent Park
EVENT MANAGER
Will Patterson

DRAWING TITLE
Site Overview (50m Grid)

DRAWN BY MJ	DATE 06/08/2015	SCALE 1:500@A0	REVISION V012
----------------	--------------------	-------------------	------------------

This drawing is copyright and may not be reproduced or distributed without the prior permission of the copyright owner.

FOUND SERIES LTD

Unit 104, Hoxton Street Studios, 12-18 Hoxton Street, London N1 6NG | hello@foundseries.co.uk

Dear Resident,

26/02/16

Found Series Limited**Application for Time Limited Premises Licence for 51st State Festival at Trent Park on Saturday 6th/Sunday 7th August 2016**

Let me introduce myself. I am Yasmin Galletti, Event Producer for Found Series Limited.

I have been passed copies of your representations and would like to assure you that all the matters that have been raised in your representations have been matters we have taken very seriously and have explored at length with the London Borough of Enfield to ensure that the correct traffic, waste and noise management plans are in place for this proposed event.

1. Traffic Management

We have engaged a new traffic management company in conjunction with our discussions with the London Borough of Enfield to manage the road closures, entry and exit of the Festival and attendees into the Park. Marshalls will be positioned throughout the day along Cockfoster's Road, The Cricket Field and 8 of the residential roads between Cockfoster's Tube Station and the Park to ensure that no persons from the event are parking in places that they should not be.

We have engaged the same traffic management company which the Park Authority uses for other events. We are pleased to say that having received recommendations in relation to this company they have successfully undertaken traffic management at other festivals of this kind and at large events in Central London, for example, football matches and music concerts.

2. Waste Management

In relation to dealing with the matter of waste and litter at the event, we have employed our own private company, who will be working the entire time during the event and after the event to ensure that they carry out a large sweep of all the area of the Park and surrounding areas and streets to ensure that it is kept clean and tidy. Together with our own private company we have agreed with London Borough of Enfield to pay a further sum to Enfield Waste Services Team to carry out this process as well and it has been agreed with London Borough of Enfield that Enfield's Waste Services Team will operate throughout the entire event and after the event to ensure that no litter or waste has been missed from the Park and surrounding streets. We are confident that with these measures in place there should not be a problem after the festival.

FOUND SERIES LTD

Unit 104, Hoxton Street Studios, 12-18 Hoxton Street, London N1 6NG | hello@foundseries.co.uk

3. Noise Management

Our acoustic consultants are preparing our Noise Management Plan and this will be circulated to you all as soon as this is received and approved. This has been developed to ensure that the level of sound heard from the Park causes minimal disturbance to the surrounding neighbours.

The Noise Management Plan will also include measures that we have put in place to invest in new technology to ensure that we comply with all the sound guidelines as provided by the Environmental Health Noise Team for London Borough of Enfield.

We will be providing a dedicated telephone line to all residents so that they can telephone if there are any issues or there are any questions during the event.

Acoustic consultants will be on hand for the entire two days and if there are any complaints made regarding sound, this can be addressed immediately on site with the benefit of having our acoustic consultants at the event to ensure that all off-site sound levels are kept to a minimum.

I will provide the Noise Management Plan and other documentation as soon as this has been approved, so that I can demonstrate that we have considered the impact the festival will have on our neighbours and have dealt with the areas of concern.

I set out below my email address. Please do not hesitate to contact me direct if you have any questions.

Kind regards,

Yasmin Galletti

Mobile: 07546 106928

E-mail: yasmin@foundseries.co.uk

Annex 4 IP1

Ellie Green

Subject: FW: Found Music Festival licensing August 2016 [SEC=UNCLASSIFIED]**From:** [REDACTED]
Sent: 02 February 2016 14:58
To: Matthew Watts
Subject: Found Music Festival licensing August 2016

Dear Mr Watts

I fully realise that Enfield Council want to utilise the facilities in the area to generate income, but it always seems to me no consideration is given to residents in the area whatsoever. Most of the people who work for the London Borough of Enfield do not actually live within the area in question so are not inconvenienced in any way by this event.

I live in Kent Drive, Cockfosters and last year visitors to this event not only dropped volumes of rubbish prior to returning to their cars in our street & surrounding area but proceeded to urinate in peoples gardens which I find totally unacceptable.

In 2015 this event was a one day festival this year you are proposing a two day event which in simple terms doubles the problems incurred last year.

The roads leading to Trent Park just cannot cope with the volume of traffic generated by 10,000 visitors per day & queues stretching back to Junction 24 of the M25 provided misery for motorists who were not even going to the festival.

As alcohol is freely available at the festival drunkenness was apparent in 2015 which is a terrible example to children who attend this type of function. last year the festival was poorly managed & I cannot see any improvement to this situation in 2016. Why, because Enfield Council will not want to expend any further money on a event like this.

Please give consideration to the above points & no doubt the points raised by many other residents who live within the boundaries of Trent Park.

Yours sincerely

[REDACTED] (Kent Drive, Cockfosters)

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

IP2

Ellie Green

From: Licensing
Subject: FW: CANCEL FOUND MUSIC EVENT [SEC=UNCLASSIFIED]

From: [REDACTED]
Sent: 03 February 2016 19:17
To: Licensing
Subject: RE: CANCEL FOUND MUSIC EVENT [SEC=UNCLASSIFIED]

Address ref:
[REDACTED] The Mall, Southgate, N14 6LP.

From: Licensing@enfield.gov.uk
To: [REDACTED]
Subject: FW: CANCEL FOUND MUSIC EVENT [SEC=UNCLASSIFIED]
Date: Wed, 3 Feb 2016 16:42:56 +0000

Classification: UNCLASSIFIED
Dear [REDACTED]

Thank you for your email.

Please can you provided your full residential address details.

Kind Regards

Licensing Team
Regeneration & Environment
London Borough of Enfield
Website: www.enfield.gov.uk
Protect the Environment – Think Before You Print.

From: [REDACTED]
Sent: 02 February 2016 11:24
To: Matthew Watts
Subject: CANCEL FOUND MUSIC EVENT

TO Matthew Watts
Enfield Borough Council

STOP THE FOUND MUSIC FESTIVAL IN TRENT PARK.

After last year's shambles, it should have been crystal clear that the Nuisance Value of the Found Music Festival Two day event by far outweighed any benefit to the local community or to the council

Yet the LBE council has approved this use of our public park again.

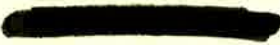
This decision has to be reversed.

There is no merit in hosting this festival, which caused so much disruption and nuisance to local people and park users last year.

It is not the kind of thing we should be encouraging.

The noise alone was appalling, The alcohol, drugs and litter totally inappropriate for the setting.

If this goes ahead it is clear proof that LBE cannot be trusted with the care of our local parks.


Enfield resident, Trent Park user and member of the Friends of Trent Park.

Classification: UNCLASSIFIED
Classification: UNCLASSIFIED
Classification: UNCLASSIFIED



Follow us on Facebook



Twitter



<http://www.enfield.gov.uk>

Enfield Council is committed to serving the whole borough fairly, delivering excellent services and building strong communities. Opinions expressed in this email are those of the individual and not necessarily those of the London Borough of Enfield. This email and any attachments or files transmitted with it are strictly confidential and intended solely for the named addressee. It may contain privileged and confidential information and if you are not the intended recipient and receive it in error you must not copy, distribute or use the communication in any other way. All traffic handled by the Government Connect Secure Extranet may be subject to recording/and or monitoring in accordance with relevant legislation.

This email has been scanned for viruses but we cannot guarantee that it will be free of viruses or malware. The recipient should perform their own virus checks.

IP3

Ellie Green

From: Licensing
Subject: FW: Found Music Festival licensing 2016 - objection

From: [REDACTED]
Sent: 04 February 2016 14:41
To: Licensing
Cc: Parks Business Unit
Subject: Found Music Festival licensing 2016 - objection

Dear Sirs

We wish to state our objections to the Found Music Festival proposed for 6th and 7th August 2016 in Trent Country Park.

This festival caused havoc in Cockfosters last year, as it attracted large numbers of young people and most of the problems resulted from the use of alcohol and 'legal highs'. The level of music disrupted the usual peace and quiet of the area. It continued way past any social hours and made it impossible to relax in our back garden or even stay indoors with the windows open, during the weekend, in the height of summer! The P.A. system was far too loud, with every announcement being heard clearly outside the park and even into the Barnet area. People leaving the venue had no respect for the local residents and left litter everywhere, as well as being extremely noisy and, in some cases, urinating in the streets.

We consider that the event was poorly managed and we feel let down by Enfield Council and the festival organisers. Promises made about concern for local residents were not kept and we therefore believe that this event or, in fact, any other such large scale event, should not be held again in Trent Park.

Yours faithfully

[REDACTED]
Osborne Close
Barnet, Herts.
EN4 9TU

IP4

Ellie Green

From: Licensing
Subject: FW: Objection to Found Music Festival proposed for August 6-7, 2016, in Trent Country Park [SEC=UNCLASSIFIED]

Response to IP06

From: Angie Allin On Behalf Of Licensing
Sent: 05 February 2016 09:57

To: [REDACTED]

Subject: RE: Objection to Found Music Festival proposed for August 6-7, 2016, in Trent Country Park [SEC=UNCLASSIFIED]

Classification: UNCLASSIFIED

Dear [REDACTED]

The statutory guidance, under the Licensing Act 2003, confirms that the licensing authority can only withhold the contact details of objectors if those persons have a 'genuine and well-founded fear of intimidation or violence if their personal details are divulged to the applicant' and that we should only consider withholding the personal details of objectors 'where the circumstances justify the action'. The relevant sections of the Home Office guidance are set out below.

The licensing authority does not (and does not need to) seek permission to publish the personal details of objectors. Their disclosure/publication is the 'default position' under the Licensing Act 2003.

If an application attracts representations, then this is heard with the applicant present by the Licensing Sub-Committee. All objectors are invited to attend the hearing and emails sent out with the date and time once the last date for representations has passed. Whilst your representation would be published within a Licensing Sub-Committee report on the Council's website, your name or address is not 'searchable' within the agenda document or via web searches.

The application you are objecting to and all correspondence and other documents associated with it are kept on our computer system record.

Home Office - October 2012

Amended Guidance issued under Section 182 of the Licensing Act 2003

Disclosure of personal details of persons making representations

9.22 Where a notice of a hearing is given to an applicant, the licensing authority is required under the Licensing Act 2003 (Hearings) Regulations 2005 to provide the applicant with copies of the relevant representations that have been made.

9.23 In exceptional circumstances, persons making representations to the licensing authority may be reluctant to do so because of fears of intimidation or violence if their personal details, such as name and address, are divulged to the applicant.

9.24 Where licensing authorities consider that the person has a genuine and well-founded fear of intimidation and may be deterred from making a representation on this basis, they may wish to consider alternative approaches.

9.25 For instance, they could advise the persons to provide the relevant responsible authority with details of how they consider that the licensing objectives are being undermined so that the responsible authority can make representations if appropriate and justified.

9.26 The licensing authority may also decide to withhold some or all of the person's personal details from the applicant, giving only minimal details (such as street name or general location within a street). However, withholding such details should only be considered where the circumstances justify such action.

Please can you advise whether you wish to proceed with your representation or withdraw it.

Kind regards

Rose
Licensing Team
Regeneration & Environment
London Borough of Enfield
Website: www.enfield.gov.uk
Protect the Environment – Think Before You Print.

From: [REDACTED]
Sent: 04 February 2016 18:54
To: Licensing
Subject: RE: Objection to Found Music Festival proposed for August 6-7, 2016, in Trent Country Park
[SEC=UNCLASSIFIED]

Dear Ms McMurray

My address is [REDACTED] CHERITON CLOSE, EN4 9TX.

Could you please tell me why you need it, whether you intend to store this data in any identifiable form and in any specific database or context and if so to what purpose? - the reason for my questions being that depending on your reply, I might wish either to give or to withhold permission accordingly. Many thanks. [REDACTED],

From: Rose McMurray (<mailto:Rose.McMurray@enfield.gov.uk>) On Behalf Of Licensing
Sent: 03 February 2016 17:10
To: [REDACTED]
Subject: RE: Objection to Found Music Festival proposed for August 6-7, 2016, in Trent Country Park
[SEC=UNCLASSIFIED]

Classification: UNCLASSIFIED
Dear [REDACTED]

Thank you for your email.

Please can you provided your full residential address details.

From: [REDACTED]
Sent: 02 February 2016 12:59
To: Licensing
Subject: Objection to Found Music Festival proposed for August 6-7, 2016, in Trent Country Park

Please pass this email to

Dear Sir or Madam

Please pass my objections, listed in this email, to the person(s) responsible for the planned Found Music Festival, proposed for Aug 6-7, 2016 in Trent Country Park. I have seen a notice that the Council is seeking a licence for drinking and loud music over this two day festival to be held On August 6-7 in Trent Country Park, so please be sure to include the appropriate person at the Trading and Licensing Dept.

The festival has a poor track record and caused havoc in Cockfosters in 2015, and I specify below some of the reasons for my objection and my request that you please cancel or restrict this event.

We had experience of this last year - bringing 10,000 revellers into our suburban neighbourhood is much more than a nuisance, it is an inexcusable intrusion. Because of the nature of the festival, it attracts large numbers of young people and most of the problems last year resulted from the use alcohol and legal highs [which should not be legal]. Issuing the license will guarantee the same issues this year.

The event is generallyg poorly managed and the extra resources promised by LBE will fall short of resolving the problems. Many hundreds of us will bear the cost and even have to leave the neighbourhood, based on last year's event, and this is unacceptable.

As local residents entitled to enjoy our local amenities, we have found that we cannot even take our own families into the park when such an unacceptably noisy and intrusive event is taking place.

Apart from the amenity loss in having the park kitted up with shuttering and floorboards, and toilet cubicles for several days, which makes it less than inviting, we lose the peace and quiet at the height of the summer and the start of the school holidays.

The council's budget may gain from licensing this event but we will be the net payers.

Enfield Council has often issued vague assurances that event management will improve but we know better. Dealing with large numbers of visitors to a site not set up for such activities is a specialist job, as we see each week at football grounds such as Wembley Arena and similar venues.

Dealing with thousands of revellers is beyond the scope of your resources and skills, and we know that the police will hardly feature in the plans because the cost of their services is more than anyone wants to bear.

This kind of event on a Sunday is out of the question. Some residents have complained that they have had to fight their way to church and back through litter and unruly revellers.

Making this a two day event will subject us to concentrated noise and nuisance and I would like you to refuse or withhold permission/cancel it or whatever appropriate action is required at this stage in order to ensure that the event does not take place once again, against the will of local residents who fund the amenities throughout the year.

Thank you:


Cheriton Close

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

IPS

Ellie Green

From: Licensing
Subject: FW: Found Music Festival Licencing 2016 Objection

From: [REDACTED]
Sent: 07 February 2016 17:09
To: Licensing
Cc: Matthew Watts
Subject: Found Music Festival Licencing 2016 Objection

To whom it may concern

I have been made aware that the Council are seeking a licence for drinking and loud music over a two day festival to be held on August 6th and 7th in Trent Country Park.

After last year's festival, the local residents were informed that this would never be repeated. I would like to strongly object to the festival taking place again this year on the following grounds:

- The noise, litter and disruption to the neighbourhood was intolerable.
- Whoever organized this event had absolutely no idea how to cope with something on this scale – there was no proper policing and there were far too few stewards supervising the crowds.
- All the local side roads, including my own, were supposed to have been closed off but people still gained access and left a trail of debris behind them. People also managed to park on the verges all along the Cockfosters Road which again, should not have been permitted.
- The noise levels were beyond acceptable limits and continued beyond an acceptable time.

I would be grateful if you would take my comments, and those of my fellow neighbours, into careful consideration.

Yours faithfully

[REDACTED]
Fairgreen East, Cockfosters, EN4 0QR)

IP6/1

Ellie Green

From: Licensing
Subject: FW: Large Events being held at Trent Park

From: [REDACTED]

Sent: 06 February 2016 10:18

To: [REDACTED]

Cc: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Subject: Re: Large Events being held at Trent Park

FORWARDING TO

Licensing@enfield.gov.uk

From: [REDACTED]

To: [REDACTED]

Cc: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Sent: Tuesday, 2 February 2016, 15:19
Subject: Large Events being held at Trent Park

Dear Mr Watts,

I have seen a notice that the Council is seeking a licence for drinking and loud music over a two day festival to be held on August 6-7 in Trent Country Park bringing 10,000 revellers into our suburban neighbourhood. We have resided here since 1983 and have endured unacceptable and inexcusable intrusion and nuisances from various events over many years. In the recent years these event have become larger and longer. Many hundreds of us will bear the cost and even now have to leave this neighbourhood based on last year's event, and this is unacceptable.

We are disabled. My husband goes with the carer daily with his trolley for a walk but we who are residents paying high rate of council tax are penalised because of these inconsiderate events housed by the council. It would be impossible for us to plough though the maze of revellers.

Apart from the amenity loss of the Park we are harassed and embarrassed by cars penetrating your so called road protection and resulting in the revellers urinating on our fences, performing sexual acts and selling drugs in their vehicles. This is unforgivable on the part of Enfield Council.

The council's budget may gain from licensing this event but we will be the net payers. It seems the council has double standards, you penalise the small man for the same offences of loud music and nuisance etc but the Council feel they have the right to force this unacceptable intrusion on us who are rate payers.

Enfield Council has always offered vague assurances that even management will improve but we have experienced the opposite. Trent Park is not a football ground and Wembley Area. You have no skills to deal with thousands of revellers and it is far beyond the scope of your resources and skills and we know that the Police expertise will not be utilised because of the cost of their services.

The neighbourhood intends to make a stand against the uncompromising attitude of the Council, and its useless promises.

Yours faithfully,

A thick black horizontal bar redacting the signature of the sender.

IP 6/2

Ellie Green

From: Licensing
Subject: FW: Large Events being held at Trent Park(Sec=Unclassified)

From: [REDACTED]
Sent: 07 February 2016 01:14
To: Licensing
Subject: Large Events being held at Trent Park(Sec=Unclassified)

Thank you for your email dated 3rd February asking me for my full residential address and my relevant objection under the licensing act of the 4 objections.

- 1) The prevention of crime and disorder.: - Large gatherings at these types of events encourage crime in the district and residents trying to use the amenities of the park and neighbourhood cannot do so safely and without fear. This has been demonstrated and witnessed during the past events.
- 2) Public Safety. Residents were jostled and subjected to watch unacceptable acts of indecency trying to get home from the tube station.
- 3) There are documented evidence of the events being a public nuisance and many objections to confirm this.
- 4) Children need to be protected. It is a terrifying experience walking amongst milling, shoving, drunk and drugged revellers. Many visitors and residents were frightened confronted with these crowds.

There is no adequate Police presence, and the organisers have no experience in handling events of this largeness. We know Enfield enjoys revenue from them but we pay our rates too and we are entitled to the licensing acts been enforced to protect the residents.

[REDACTED]
Fairgreen East,
EN4 0QR

IP7

Ellie Green

From: Licensing
Subject: FW: Found Music Festival

-----Original Message-----

From: [REDACTED]
Sent: 06 February 2016 15:21
To: Licensing
Subject: Found Music Festival

I strongly object to your plans to allow the Found music festival to be held again this year in Trent Park. The noise, litter and drug taking last year should have precluded this ever being considered to be repeated

Trent Park is a country park and this event is entirely unsuitable. If you want to have a music festival hire a stadium.

[REDACTED]
Osborne Close
EN4 9TU

IP8

Ellie Green

From: Licensing
To: [REDACTED]
Subject: RE: Found Music Festival [SEC=UNCLASSIFIED]

From: [REDACTED]
Sent: 05 February 2016 17:05
To: Licensing
Subject: Re: Found Music Festival [SEC=UNCLASSIFIED]

An example of public nuisance is very loud music that can be heard outside the park in nearby residential areas and also the high incidence of litter dropped, again, outside the park in residential areas nearby. This is based on what happened at last year's festival.
I hope this provides the necessary information.

Regards

[REDACTED]

Sent from my iPad

On 4 Feb 2016, at 09:16, Licensing <Licensing@enfield.gov.uk> wrote:

Classification: UNCLASSIFIED

Dear [REDACTED]

Thank you for your email.

You are required to give me an example of how it'll cause you a nuisance.

Kind Regards

Licensing Team
Regeneration & Environment
London Borough of Enfield
Website: www.enfield.gov.uk
Protect the Environment – Think Before You Print.

From: [REDACTED]
Sent: 03 February 2016 23:00
To: Licensing
Subject: Re: Found Music Festival [SEC=UNCLASSIFIED]

Hi,

In response to your e mail my objection is on the grounds of prevention of public nuisance.

My full postal address is [REDACTED] Lonsdale a Drive, Enfield, Middx EN2 7 LH

Kind Regards

Sent from my iPad

On 3 Feb 2016, at 16:39, Licensing <Licensing@enfield.gov.uk> wrote:

Classification: UNCLASSIFIED

Dear [REDACTED]

Thank you for your email.

Please can you provided your full residential address details.

Please note for a relevant objection under the licensing act any of the 4 objections need to be quoted below :-

They are:

- the prevention of crime and disorder,
- public safety,
- prevention of public nuisance, and.
- the protection of children from harm.

Kind Regards

Licensing Team
Regeneration & Environment
London Borough of Enfield
Website: www.enfield.gov.uk
Protect the Environment – Think Before You Print.

From: [REDACTED]
Sent: 02 February 2016 17:09
To: Matthew Watts
Subject: Found Music Festival

To: Matthew Watts. email: matthew.watts@enfield.gov.uk
Subject: Found Music Festival licensing

Dear Mr. Watts

Please pass this email to the appropriate person at the Trading and Licensing Dept.

I wish to state my objections to the Found Music Festival, proposed for Aug 6-7, 2016 in Trent Country Park. The festival has a poor track record and caused havoc in Cockfosters in 2015. Because of the nature of the festival, it attracts large numbers of young people and most of the problems last year resulted from the use alcohol and legal highs [which should not be legal]. Issuing the license will guarantee the same issues this year. The event

is poorly managed and the extra resources promised by LBE will fall short of resolving the problems..

The grass in certain areas, particularly where the lorries drove over it, has still not recovered and is often waterlogged which shows damage and the need to let it repair.

Litter was also a big problem last year with people dropping it not just in the park but in the surrounding streets outside the park. There may have been people picking up litter in the park after the event but there wasn't in the surrounding streets and if these festival goers can't have respect for our local area and just drop litter and bottles why should we welcome/ accept them.

There is just not the resources needed to cope with this type of event in this area either from the organisers, the police or indeed the council.

I have spoken to you several times in the past Mathew, expressing my concern about these events and feel you and your team have not taken on my/ our concerns. Why, for example, have you not used some of the money ' held as a bond'(your words) from the organisers to repair the grass ?

Please cancel or restrict this event!

Sincerely,



Member of the Trent a Park a Conservation Committee
EN2 7 LH

Sent from my iPad

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

<image001.jpg>

Follow us on Facebook <image002.png> Twitter <http://www.enfield.gov.uk>

Enfield Council is committed to serving the whole borough fairly, delivering excellent services an strong communities. Opinions expressed in this email are those of the individual and not necessari of the London Borough of Enfield. This email and any attachments or files transmitted with it are confidential and intended solely for the named addressee. It may contain privileged and confident information and if you are not the intended recipient and receive it in error you must not copy, dis use the communication in any other way. All traffic handled by the Government Connect Secure I may be subject to recording/and or monitoring in accordance with relevant legislation.

This email has been scanned for viruses but we cannot guarantee that it will be free of viruses or r. The recipient should perform their own virus checks.

Classification: UNCLASSIFIED

IP9/1

Ellie Green

From: Licensing
Subject: FW: Music festival [SEC=UNCLASSIFIED]

-----Original Message-----

From: Rose McMurray On Behalf Of Licensing
Sent: 08 February 2016 09:57
To: [REDACTED]
Subject: RE: Music festival [SEC=UNCLASSIFIED]

Classification: UNCLASSIFIED
Dear [REDACTED]

Thank you for your email.

Please can you provided your full residential address details.

Please note for a relevant objection under the licensing act any of the 4 objections need to be quoted below :-

They are:

- § the prevention of crime and disorder,
- § public safety,
- § prevention of public nuisance, and.
- § the protection of children from harm.

Kind Regards

Licensing Team
Regeneration & Environment
London Borough of Enfield
Website: www.enfield.gov.uk
Protect the Environment – Think Before You Print.

-----Original Message-----

From: [REDACTED]
Sent: 07 February 2016 11:55
To: Licensing
Subject: Music festival

Dear Mr Watts, I feel I have to object in the strongest terms to the proposed Music Festival in Trent Park on the 6/7 Aug '16.

The last one day festival caused chaos not only in the park but in the surrounding neighbourhood.

This Country Park is used daily by many hundreds of people enjoying the park a music festival would deny them this right.

I am sure when this Park was created and opened to the public nobody thought anything like a Music Festival could or would be allowed to take place.

Despite a letter from Enfield Council reassuring local people how well events will be policed I have no confidence in these assurances, based on past experience, let's not forget we are trying to protect Trent Park not Wembley Arena.

Yours Faithfully, [REDACTED]

Sent from my iPad

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

IP9/2

Ellie Green

From: Licensing
Subject: RE: Proposed Music Festival at Trent Park on 6/7 August '16

-----Original Message-----

From: [REDACTED]
Sent: 08 February 2016 11:35
To: Licensing
Subject: Proposed Music Festival at Trent Park on 6/7 August '16

Dear Licensing Team. Thanks for your E,Mail. In addition to my previous objections, I would also object to this Festival based on the conduct of people who attended the previous Festival, where it is alleged illegal substances were used, so I would object under the the ,Prevention of Crime and Disorder.

This Festival will bring many Thousands of people into an area that is not equipped to deal with this volume of people, so I would also object on the Public Nuisance aspect.

My Home address is [REDACTED] Cheriton Close, EN4 9TX. Regards [REDACTED]

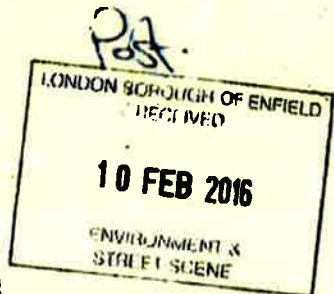
Sent from my iPad

IP10

Chalk Lane
Cockfosters
Barnet
EN4 9HJ
Tel: [REDACTED]

8 February 2016

Head of Trading Standards & Licensing
PO Box 57
Civic Centre
Silver Street
Enfield EN1 3XH



Dear Sir,

Premises Licence, Trent Country Park, Cockfosters

I have seen the notice that Enfield Council has applied for a Licence for the provision of alcohol, dance, recorded and live music over a two-day festival to be held on August 6-7 in Trent Country Park. Residents local to the Park, including me, had experience of suffering this event last year. Based on last year's fiasco, the effect of bringing 10,000 revellers into the neighbourhood around the park will be much more than a nuisance; it will be an inexcusable intrusion. Many local residents will again suffer the cost and many will choose to leave their homes due to the disruption caused by this event. This is an unacceptable state of affairs and I object strongly to the granting of this Licence.

Granting the Licence will again result in issues of noise, alcohol and public disorder.

- **Noise** - Last year's experience showed that the noise of the very loud music, regardless of acoustic predictions, was intrusive into the homes of local residents and carried much further beyond the Park boundary than the Council anticipated. Residents' own sound readings were higher than the Council's for the same event. To my knowledge, such Council measurements were never published for residents' review.
- **Alcohol** - The provision of alcohol to so many predicted attendees at the event will again exacerbate the public disorder situation, as seen last year where the Event organisers demonstrated their complete inability to control alcohol availability and consumption. Control was so bad that unlicensed alcohol was being freely sold from a van parked in nearby Chalk Lane and then hand-carried by eventgoers (some apparently underage) into the Park, without any challenge whatsoever by Stewards, the Council attendees or the non-present Police. The same alcohol vendor was regularly biking quantities of alcohol and other drinks into the park and selling it to eventgoers in full view of officials. Regularly coming and going, his loaded bike was never challenged at the Park gate. Furthermore, many more eventgoers made stops en-route at the local supermarkets (e.g. the Co-Operative Store and Sainsbury's) close to Cockfosters Underground Station to purchase their own beer, which they then carried in plastic carrier bags into the Park. The Council had not forecast nor anticipated these activities. I and other local residents have no confidence in the Council's ability to prevent all this happening again.
- **Resulting Public Disorder**. Many residents wrote to the Council following last year's FOUND Event to complain about eventgoers using and discarding legal high canisters, throwing their beer bottles and cans into gardens and hedgerows and urinating in local gardens, against local walls, trees and fences. This was an alcohol-driven effect.

Enfield Council has often in the past issued vague assurances that event management will improve next time but local residents have never seen any change.

All the above leads me to object strongly to the granting of this Licence.

Yours faithfully,

[REDACTED SIGNATURE]

IP10

Chalk Lane
Cockfosters
Barnet
EN4 9HJ
Tel: [REDACTED]

8 February 2016

Head of Trading Standards & Licensing
PO Box 57
Civic Centre
Silver Street
Enfield EN1 3XH



Dear Sir,

Premises Licence, Trent Country Park, Cockfosters

I have seen the notice that Enfield Council has applied for a Licence for the provision of alcohol, dance, recorded and live music over a two-day festival to be held on August 6-7 in Trent Country Park. Residents local to the Park, including me, had experience of suffering this event last year. Based on last year's fiasco, the effect of bringing 10,000 revellers into the neighbourhood around the park will be much more than a nuisance; it will be an inexcusable intrusion. Many local residents will again suffer the cost and many will choose to leave their homes due to the disruption caused by this event. This is an unacceptable state of affairs and I object strongly to the granting of this Licence.

Granting the Licence will again result in issues of noise, alcohol and public disorder.

- Noise - Last year's experience showed that the noise of the very loud music, regardless of acoustic predictions, was intrusive into the homes of local residents and carried much further beyond the Park boundary than the Council anticipated. Residents' own sound readings were higher than the Council's for the same event. To my knowledge, such Council measurements were never published for residents' review.
- Alcohol - The provision of alcohol to so many predicted attendees at the event will again exacerbate the public disorder situation, as seen last year where the Event organisers demonstrated their complete inability to control alcohol availability and consumption. Control was so bad that unlicensed alcohol was being freely sold from a van parked in nearby Chalk Lane and then hand-carried by eventgoers (some apparently underage) into the Park, without any challenge whatsoever by Stewards, the Council attendees or the non-present Police. The same alcohol vendor was regularly biking quantities of alcohol and other drinks into the park and selling it to eventgoers in full view of officials. Regularly coming and going, his loaded bike was never challenged at the Park gate. Furthermore, many more eventgoers made stops en-route at the local supermarkets (e.g. the Co-Operative Store and Sainsbury's) close to Cockfosters Underground Station to purchase their own beer, which they then carried in plastic carrier bags into the Park. The Council had not forecast nor anticipated these activities. I and other local residents have no confidence in the Council's ability to prevent all this happening again.
- Resulting Public Disorder. Many residents wrote to the Council following last year's FOUND Event to complain about eventgoers using and discarding legal high canisters, throwing their beer bottles and cans into gardens and hedgerows and urinating in local gardens, against local walls, trees and fences. This was an alcohol-driven effect.

Enfield Council has often in the past issued vague assurances that event management will improve next time but local residents have never seen any change.

All the above leads me to object strongly to the granting of this Licence.

Yours faithfully,

[REDACTED SIGNATURE]

[REDACTED SIGNATURE]

IP11/1

Ellie Green

From: [REDACTED]
Sent: 10 February 2016 20:52
To: Jonathan Stephenson; Licensing
Cc: Matthew Watts
Subject: Trent Country Park - Large Events - Found Music Festival 2016
Attachments: Alan Draft FUTURE EVENT PLANNING FOR TRENT PARK.docx

Dear Jonathan

Thank you for your correspondence regarding the above. Although [REDACTED] and I met with both yourself and Matthew on the 26th November 2015 where we represented the views of Clara, I am writing today as a resident of Fairgreen East in order to make you aware of my personal objections to the proposed Found Festival on both Saturday 6th August and the additional day of Sunday 7th August 2016.

Firstly, I would confirm my comments made to you at our meeting in that I support the use of Trent Park for suitable family events and also understand the need for the council to raise money from events in order to support their finances. However, as we discussed events should not be to the detriment of park users, wildlife and the residents. You will recall that prior to your review I left you with a document which summarised the views of both Clara and other representative bodies around the Cockfosters area. I have attached a copy of the document again and would respectfully refer you to the section headed "Type of Event". Within that section is the following statement which says "Events such as the FOUND Music Festival should not under any circumstances be considered". The reasons why this type of event was seen as unsuitable has been clearly documented in other correspondence that you have received and in addition was discussed in depth with both Cllr Anderson and Matthew at the Friends of Trent Country Park meeting held on September 10th 2015 at the Trent Golf Club. An exert from the minutes of the meeting reported by [REDACTED] states the following:

*
Cllr Anderson was invited to give his views on the escalation of private events taking place in the park this year, their heavy impact on the park and neighbourhood, and what could be expected in the future to lessen the load on the user and resident community

*
• He stated he was well aware of the concerns expressed recently by residents over the impact of larger events, especially the FOUND music festival that had attracted a very large (10,000) audience, that had placed great strain on access to the park by regular users, left considerable litter in the neighbourhood, and caused antisocial behaviour and parking problems. The numbers attracted were such that they were overwhelming to many not accustomed to crowds in this small community, and the event produced an unexpected and intrusively high level of sound from the music equipment.

*
• He went on to remind the meeting that EBC was in serious financial deficit and needed the income, so was persuaded to continue with a level of events, but not to the extent of causing stress to the community nor damage to the park.

I would add, that not one member of the audience from this meeting supported the Music Festival. In addition, at later meetings of the Friends of Trent Park, and Clara not one resident has supported the use of Trent park for this type of event.

Each resident has their own opinion as to what is so clearly wrong with using Trent Park for this type of event. They include all of the items within both the Friends minutes and the document I left you. For me the biggest issues last year was that of the noise generated by the event and the inability to use the park. Yes the crowds were a problem and the parking but at least you can go home to get away from them. Or that's what I thought. The noise levels where I live in Fairgreen East were completely unacceptable. On the day of last years event I had both of my Grandchildren staying with us. The noise was such that neither of them could have their normal daytime sleep. In addition, on a summers day we simply could not have any windows open due to the event noise. As the event went on so late the normal 7.30pm bedtime for our grandchildren simply didn't happen. We did try taking the boys to Trent Park during the day but unfortunately our four year old found the noise frightening and wanted to go home.

I tried the helpline number in order to complain about the noise and although I tried on four occasions during the day the telephone number provided was not available. At approximately 8.30pm I just kept continually ringing the number and eventually a young lady answered and I was advised that the mobile signal for her phone didn't work most of the time in the park and that's why I couldn't get through. She advised that someone would come around and take noise level readings and report back. I asked if they could call at my home and this was rejected. I asked for a report back of the findings and that was agreed. I am still waiting for the results.

In addition, the comments from the Council after the event was that the noise levels were no different to heavy traffic. Not helpful when you have experienced loud music for nearly 12 hours. I was also advised that it was only background noise and mainly base notes. During the evening of the event I stood in my Garden and made a recording of the music and the words of the female singers song. All tones were clear and audible. No different to having a radio on loudly in your garden. If I did that at home I would expect my neighbours to complain and rightly so. So why is it acceptable to have noise of this level continuously for nearly 12 hours just to suit a music festival?

In conclusion, in addition to the matters already raised by others regarding the overall impact that this event had last year I would ask the licensing body to reject the application for the FOUND Music Festival planned for the 6th and 7th August 2016 on the grounds that the noise levels generated by the event are unsuitable for the local area and that the park would not be available for the normal use of the public. I would also add that the comment made by Cllr Anderson that a level of events were needed but not the extent of causing stress to the community nor damage to the park needs to be considered.

Regards


Fairgreen East
Cockfosters
Barnet
Herts
EN4 0QR

FUTURE EVENT PLANNING FOR TRENT PARK

Pre Event Consultation:

As a result of the failures experienced during the events organised during 2015, the residents of all areas surrounding Trent Park will form a group specifically to discuss the events being considered by the Council. The group should meet with the Council representatives and be a part of the planning process before events are agreed and during event planning. The group would be independent of other groups such as The Friends of the Park, and will have a mandate to discuss and agree matters relating to the overall impact of any events on the local residents. We would ask that the council support this initiative in order that any future events have the support of the local residents.

Post Event Consultation:

Following each event, meetings should be held with the residents group in order to evaluate their success and resolve any failures to ensure they are not repeated at future events.

From discussions held both with Local resident's groups and individuals the consensus for planning future events should include the following:

Type of Event:

Future events should be daytime Community events, sports events and cultural events. All events should be seen to be an advantage to both Park users and local residents and in the main be restricted to daytime. All events should allow the normal day time use of the park on a free access basis. Events such as the FOUND music festival should not under any circumstances be considered.

Event Attendees:

There should be a clear attendee limit set in order to ensure that the local area, the park and the transport system can cope with the numbers. From experience of some 2015 events it is clear that event attendee numbers should be restricted to a maximum of 5000 per day.

Duration of events:

The majority of events should be during daytime only. For occasional events either taking place solely during the evening or finishing after 6pm then there should be very clear noise restrictions placed on the organisers. For events when noise is considered possible the event should not take part on the showground and should be moved to a more central location away from areas where noise could travel to local residential areas.

Noise levels:

No events should be permitted where it is expected that there will be loud and continuous noise which will affect the surrounding residents. Realistic noise levels should be agreed before any event and be monitored independently and professionally during any event. Sound monitoring should be measured by a declared standard with data being available for auditing in the event of complaints and at post event consultation meetings.

Frequency of Events:

The frequency of events should be restricted to one per calendar month.

Travel to Events:

All event organisers should promote heavily that travel to the event should be by public Transport. Should circumstances require travel by car then organisers should be renting suitable parking space from a local farmer. Street parking should not be permitted under any circumstances and in order to ensure that this is adequately enforced traffic management should be the responsibility of the LBE and be enforced by a recognised certified contractor i.e. CSP. The present scheme of local road closure should be maintained and enforced correctly during all events.

Alternative access to the events from Cockfosters/Oakwood station should be investigated to see if they could be utilised as a main access during the event thus reducing local street traffic. Some are currently only used as emergency exits.

The local transport operators should be advised of the numbers of attendees likely at each event and adequate planning of resources agreed.

Police and Security:

It is clear from past events that to rely solely on private Marshalls is not either effective or safe for the local residents. With all future events there should be representatives from the Police both on site, in the local areas affected by those traveling to and from the events, and at the main transport areas. Advice regarding the numbers of Police Officers required should be taken directly with the local police and their attendance costed and passed to the event organisers for payment. The provision of adequate Policing should be considered as a mandatory issue and therefore not open to negotiation.

Communication During the Event:

It is clear from past failures that communication channels during an event need improvement. As a minimum the following should be available during all future events:

- (1) The LBE call centre should remain open and available during both the full duration of the event and for a period after to allow adequate crowd dispersal. A working phone number for both in hours and out of hours should be provided to all local residents.
- (2) The event organisers should provide working telephone numbers for use by residents should there be a need to contact them during an event. There should be a recognised response time, discipline and solution period.
- (3) All telephone numbers provided should be tested to ensure that they will work in all locations within the event and that call failures due to mobile signal difficulties are eliminated.

Alcohol sale at and during the event:

There should be appropriate measures in place to ensure that the sale and consumption of Alcohol is restricted during every event. This should be monitored not only within the park but also within the surrounding areas of Cockfosters and Oakwood. The sale and use of Alcohol and the sale and use of illicit substances should be added to the public consultation presently underway. They should be seen as a priority

Unofficial Ticket Sales:

Adequate contractual planning should be undertaken to ensure that any unofficial ticketing is policed adequately.

Event Clean UP:

The LBE should retain responsibility for the cleaning up of the local area after any event. Organisers should have strict guidelines imposed on them for the construction and removal of any event equipment. The present scheme of penalty payments for failure should be continued but more vigorously enforced.

Procedure for Resolving Local Damage:

The procedure for resolving and local damage caused by either the event organisers or the attendees should be declared to all local residents. A monitoring scheme should be put in place in order to ensure it is effective.

Financial matters:

Clearly one of the objectives of each event is that the LBE make a profit and therefore ease their financial budget difficulties. With this in mind there should be a declared public account ensuring that all residents can see the levels of income generated by each event. A percentage of the profit should be directly reinvested in the park.

IP12

Chalk Lane
Cockfosters
Barnet
EN4 9HJ
Tel: [REDACTED]

LONDON BOROUGH OF ENFIELD

1 FEB 2016

DEVELOPMENT SERVICES

8 February 2016

Head of Trading Standards & Licensing
PO Box 57
Civic Centre
Silver Street
Enfield EN1 3XH

Dear Sir,

Premises Licence, Trent Country Park, Cockfosters

I have seen the notice that Enfield Council has applied for a Licence for the provision of alcohol, dance, recorded and live music over a two-day festival to be held on August 6-7 in Trent Country Park. Residents local to the Park, including me, had experience of suffering this event last year. Based on last year's fiasco, the effect of bringing 10,000 revellers into the neighbourhood around the park will be much more than a nuisance; it will be an inexcusable intrusion. Many local residents will again suffer the cost and many will choose to leave their homes due to the disruption caused by this event. This is an unacceptable state of affairs and I object strongly to the granting of this Licence.

Granting the Licence will again result in issues of noise, alcohol and public disorder.

- Noise - Last year's experience showed that the noise of the very loud music, regardless of acoustic predictions, was intrusive into the homes of local residents and carried much further beyond the Park boundary than the Council anticipated. Residents' own sound readings were higher than the Council's for the same event. To my knowledge, such Council measurements were never published for residents' review.
- Alcohol - The provision of alcohol to so many predicted attendees at the event will again exacerbate the public disorder situation, as seen last year where the Event organisers demonstrated their complete inability to control alcohol availability and consumption. Control was so bad that unlicensed alcohol was being freely sold from a van parked in nearby Chalk Lane and then hand-carried by eventgoers (some apparently underage) into the Park, without any challenge whatsoever by Stewards, the Council attendees or the non-present Police. The same alcohol vendor was regularly biking quantities of alcohol and other drinks into the park and selling it to eventgoers in full view of officials. Regularly coming and going, his loaded bike was never challenged at the Park gate. Furthermore, many more eventgoers made stops en-route at the local supermarkets (e.g. the Co-Operative Store and Sainsbury's) close to Cockfosters Underground Station to purchase their own beer, which they then carried in plastic carrier bags into the Park. The Council had not forecast nor anticipated these activities. I and other local residents have no confidence in the Council's ability to prevent all this happening again.
- Resulting Public Disorder. Many residents wrote to the Council following last year's FOUND Event to complain about eventgoers using and discarding legal high canisters, throwing their beer bottles and cans into gardens and hedgerows and urinating in local gardens, against local walls, trees and fences. This was an alcohol-driven effect.

Enfield Council has often in the past issued vague assurances that event management will improve next time but local residents have never seen any change.

All the above leads me to object strongly to the granting of this Licence.

Yours faithfully,

[REDACTED SIGNATURE]

IP13

Ellie Green

Subject: FW: Fwd: The Aftermath of the Event - Residents up in arms - an objection [SEC=UNCLASSIFIED]

IP13

From: [REDACTED]
Sent: 11 February 2016 12:42
To: Licensing
Subject: Re: Fwd: The Aftermath of the Event - Residents up in arms - an objection [SEC=UNCLASSIFIED]

● Games road
Cockfosters
EN4 9HN

From: Licensing <Licensing@enfield.gov.uk>
To: [REDACTED]
Sent: Monday, 8 February 2016, 10:02
Subject: FW: Fwd: The Aftermath of the Event - Residents up in arms - an objection [SEC=UNCLASSIFIED]

Classification: UNCLASSIFIED
Dear [REDACTED]

Thank you for your email.

Please can you provided your full residential address details.

Kind Regards

Licensing Team
Regeneration & Environment
London Borough of Enfield
Website: www.enfield.gov.uk
Protect the Environment – Think Before You Prin

From: [REDACTED]
Sent: 06 February 2016 12:15
To: Licensing
Subject: Fw: Fwd: The Aftermath of the Event - Residents up in arms- an objection

Dear Licensing dept

following on from our complaints last year, I write as a a resident of Games Road (Barnet council) and as Secretary of CLARA, that I am in strong opposition to the planned 2 day music event in the park.

I object to the licence for drink, and worry about people sleeping in the park overnight

The noise was intolerable last year. It was disturbing, unbalancing, and not in keeping with the conservation area. The behaviour of people attending was threatening and horrible to witness.

I strongly object a 2 day music festival in the park

[REDACTED]
CLARA and Games Road resident

----- Forwarded Message -----

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Sent: Monday, 10 August 2015, 21:50
Subject: Fwd: The Aftermath of the Event - Residents up in arms

Hi [REDACTED]

I would like to add my concerns to my fellow residents. I tried to be patient with the fun of the event but it's been deeply frustrating to avoid using the park for 10 days with the disruption. The chaos that occurred on the day including the large number of people driving to the event causing traffic chaos all day. The rubbish that continues to exist and the numerous posters all around town and every available post by cat hill roundabout.

I live just off Verwood Drive and could hear the music well from home all day. It seems that Trent Park is for sale for any event organiser and it certainly feels like it has gone too far.

Thank you for coordinating the views of the local residents and pursuing the matter with the council.

Kind regards
[REDACTED]

Begin forwarded message:

From: [REDACTED]
Date: 10 August 2015 21:41:34 BST
To: [REDACTED]
Subject: FW: The Aftermath of the Event - Residents up in arms

From: [REDACTED]
Reply-To: [REDACTED]
Date: Monday, 10 August 2015 13:22
To: [REDACTED]
Subject: Re:The Aftermath of the Event - Residents up in arms

To David Burrows

It is safe to say there have been numerous emails from the residents of Cockfosters who are upset, frustrated, and deeply annoyed that a Music Festival for 10,000 people could be allowed to happen in a quiet country park.

The countless complaints over the weekend speak volumes, and we still have not seen one response from the Council to my email below or to any of the residents emails.

The streets were mobbed, people were terrified walking to/from home, people were roaming the streets, and it was absolute carnage out there. The litter and drugs are still evident on the roads. - Mount Pleasant, Westpole Avenue, Games Road, Chalk Lane.

On behalf of the residents, we argue - No More.

We will do all we need to - protest outside the Civic Centre if need be. We are not being listened too, and we will not tolerate this abuse of our neighbourhood ever again.

We want a full investigation into the appalling running of this event, and a stop to such large scale events ever taking place in the park again.

We also want to see a Deep Clean of the area - not just the immediate gates, and the removal of all posters lining the streets.

We await your response please.


CLARA

From: 

To: 

Sent: Monday, 10 August 2015, 0:20

Subject: Re: Today's Festival - rubbish, urinating, noise and more. Note to Cllr (NEIGHBOURS COMPLAIN PLEASE)

Dear 

I strongly disagree with your comment:-

'Otherwise, parking inconvenience to neighbouring residents was not generally more than from commuters and the rush that occurs on Arsenal home games days.'

Firstly, we have yellow lines deterring commuter parking. Secondly, commuters, Arsenal fans etc do not urinate on roads and fences, throw bottles, rubbish, nor do they hang about in their cars sharing drugs. Therefore your comparison to normal Parker's with the festival Parker's I am sad to say is rubbish. We should not have had any. I am certain you would not like them on your doorstep.

There was an agreement regarding the monitoring of these events and the size of them. If you feel that the music level were acceptable to you I personally do not know where you were because even being slightly deaf the vibration thudding alone from the music affected my heart and my ears. Us the residents heard the music quite loudly. A neighbour was unable to bed his grand children and we live in Fairgreen East. The residents are very upset and want these large events stopped.

On Sunday, 9 August 2015, 15:50 [REDACTED] wrote:

I am passing on your comments to Tanja Ottman, who manages events for EBC.

Having reviewed the issues with her on site yesterday, it is recognised that more can be done to tighten up on organisation of parking and a different company will be employed in future to achieve the required standard. By far the majority of attendees used public transport as was urged at all stages in the marketing of the event; this is now the standard for all events in our park.

Otherwise, parking inconvenience to neighbouring residents was not generally more than from commuters and the rush that occurs on Arsenal home games days.

Music sound levels were monitored and although the still air yesterday allowed it to travel further than usual, I heard it clearly myself, I have no evidence that permitted levels were exceeded.

Litter control and antisocial behaviour will be taken up with EBC and parks police this week.

Why we have such large events in our park is down to EBC to explain; the Friends have pressed hard to limit the size and number but Enfield takes a cut on the gate revenues so has an incentive to permit more not less. So there are more this year than ever before. And we have noticed that regular park user numbers are much down during these events affecting the café and Go Ape revenues. Mr Ian Davis, Director responsible for Parks is not willing to put out any policy statement. Residents can draw their own conclusions, but the Friends will not relent.

[REDACTED]
Chairman
Friends of Trent Country Park

How was an event of this size ever given permission to take place in this quiet neighbourhood

There are cars all the way down fairgreen & fairgreen east on the grass verges and half way across my drive.

What's the point of having someone on patrol at the beginning of the road?

I have also seen illegal subsidence's being smoked in cars.

This must not happen again

[REDACTED]
Sent from my iPad

On 8 Aug 2015, at 20:08, [REDACTED] wrote:

Dear [REDACTED]

Many residents have objected and feel they are not going to accept this diabolical state of affairs. The street warden was busy on his mobile and he did not speak English. We had numerous car and bikes parked

down Fairgreen and Fairgreen East. The grass verges on Cockfosters Road were full of cars.

Our road was littered with Vodka bottles, plastic bottles and glasses etc. The public were behaving disgustingly urinating on the street and M&S walls. The music was atrocious thump, thump, all the time. I have a severe heart condition and I have been having severe Angina pains. I understand the music will go on to 10 pm and not 9.30 as per the leaflet. This should not happen again. When we purchased our house we did not purchase it near a concert hall/venue but a country park. This is going too far. and must stop. Badly organised.

Residents please send your complaints to Councillor Jason Charalambous and [REDACTED]

Best wishes

[REDACTED]
On Saturday, 8 August 2015, 18:05, [REDACTED] wrote:

Dear Cllr,

Are you witnessing the Festival today - Sat 8th Aug?

Cockfosters is in an absolutely appalling condition

Litter - All along from the Station to the park entrance. Around the brick wall of the trent boys school, around the entrance to the station - both sides, around the brick wall of the UDT building, around M&S and along the parade outside Flo's

Urinating - several residents have seen men urinating in the car park of M&S and by the side of the station

Noise - there is a constant thud/drone that residents closer to the park can hear

Recreational drugs - evidence by the car park to the pub on Chalk Lane

NONE of the phone numbers on the flyers distributed to residents work.

They just go to voice mail. How effective is this meant to be, and how safe are the residents meant to feel when no one is picking up?

The numbers were/are:
Event Organisers 020 7739 3693
Event Noise Monitoring 07591 663 270
Enfield Safer Neighbourhoods Team
0208 721 2686

This large scale event has not been thought through, and the area can not cope with this amount of people.

Tomorrow we will see the aftermath of this event, and it will not be a pretty site.

On behalf of CLARA, we want to know when the clear up will begin, and strongly oppose an event of this scale taking place in the park again.


CLARA

This email and any attachments are intended solely for the addressee(s) and no other person(s) or organisation(s), and may be confidential, legally privileged, and protected by law. If you have received this message in error, please return it to the sender then delete the message and any copies of it. Internet communications are not guaranteed to be secure or free of viruses. We cannot accept liability for any loss arising from unauthorised access to a message by a third party or damage caused by viruses.

Condor Cycles Limited is a company registered in England and Wales (no. 05351196). Registered office: 66 Prescott Street, London, E1 8NN.

Classification: UNCLASSIFIED



Follow us on Facebook



Twitter



<http://www.enfield.gov.uk>

Enfield Council is committed to serving the whole borough fairly, delivering excellent services and building strong communities. Opinions expressed in this email are those of the individual and not necessarily those of the London Borough of Enfield. This email and any attachments or files transmitted with it are strictly

IP14/1

Ellie Green

From: Licensing
Subject: FW: proposed FOUND musical event in Trent Park, August 2016 [SEC=UNCLASSIFIED]

From: [REDACTED]
Sent: 12 February 2016 11:36
To: Licensing
Subject: Re: proposed FOUND musical event in Trent Park, August 2016 [SEC=UNCLASSIFIED]

[REDACTED]
Osborne Close
Barnet
Herts.
EN4 9TU
Sent from my BlackBerry smartphone from Virgin Media

From: Licensing <Licensing@enfield.gov.uk>
Sender: Rose McMurray <Rose.McMurray@enfield.gov.uk>
Date: Fri, 12 Feb 2016 10:18:48 +0000
To: [REDACTED]
Subject: RE: proposed FOUND musical event in Trent Park, August 2016 [SEC=UNCLASSIFIED]

Classification: UNCLASSIFIED

Dear [REDACTED]

Thank you for your email.

Please can you confirm your full residential address.

Kind Regards

Licensing Team
Regeneration & Environment
London Borough of Enfield
Website: www.enfield.gov.uk
Protect the Environment – Think Before You Print.

From: [REDACTED]
Sent: 12 February 2016 08:03
To: Licensing
Subject: proposed FOUND musical event in Trent Park, August 2016

To whom it may concern:

I am sure you will already have received very many letters complaining about the noise, mess and loss of amenity caused by the one day FOUND event last August, and objecting strongly to the proposed two day event in August this year, as I do. Such an event is totally out of character with this area.

I should like to add some serious objections on the grounds of safety:

1. ROAD SAFETY: My husband was driving us both home fairly late on the evening of last year's event, proceeding northwards along Cockfosters Road. While we were surprised to see so many people still around, near the station and the Co-op store, what really alarmed us was that a number of people, presumably under the influence of excessive amounts of alcohol (or some other drug), were wandering around on the main road, seemingly oblivious to the danger this posed to themselves and other road-users.

2. PERSONAL SAFETY: I normally use Cockfosters station to travel to and from our church in Knightsbridge, which is our place of work as well as our place of worship, so staying at home is not an option. On the weekend in question I shall have to return home on my own quite late on the Saturday evening, and possibly on the Sunday evening as well. People under the influence of excessive amounts of alcohol, or drugs, are often irresponsible and inconsiderate in their behaviour, and sometimes violent. We have lived at our present address for almost twenty years, and this is normally a quiet, safe and pleasant neighbourhood. I have never before felt so seriously worried about my personal safety in and around Cockfosters station as I do when contemplating the proposed FOUND event in August.

I would, therefore, urge the licensing committee in the very strongest terms to refuse to grant a licence for the proposed event in August.

Yours faithfully,

[Redacted signature]

EN4 9TU

Classification: UNCLASSIFIED



Follow us on Facebook



Twitter



<http://www.enfield.gov.uk>

Enfield Council is committed to serving the whole borough fairly, delivering excellent services and building strong communities. Opinions expressed in this email are those of the individual and not necessarily those of the London Borough of Enfield. This email and any attachments or files transmitted with it are strictly confidential and intended solely for the named addressee. It may contain privileged and confidential information and if you are not the intended recipient and receive it in error you must not copy, distribute or use the communication in any other way. All traffic handled by the Government Connect Secure Extranet may be subject to recording/and or monitoring in accordance with relevant legislation.

This email has been scanned for viruses but we cannot guarantee that it will be free of viruses or malware. The recipient should perform their own virus checks.

IP14/2

Ellie Green

From: Licensing
Subject: FW: Objection to proposed FOUND 2 day event in Trent Park

From: [REDACTED]
Sent: 12 February 2016 16:30
To: Licensing
Subject: Fwd: Objection to proposed FOUND 2 day event in Trent Park

To whom it may concern:

I write to object strongly to the proposed FOUND 2 day event in Trent Park this August. I am surprised that the Council is even considering this application after all the complaints from local residents about the 1 day event held last year. The peace of what is normally a quiet residential neighbourhood was disturbed by a large number of not very well-behaved people, who left behind them a great deal of litter. Such unruly behaviour is quite intimidating, especially to women.

It's clear the Council is unable to make adequate arrangements for an event of this kind, so I urge that the application be rejected. I might add that we have no problem with the other events that take place every year.

Yours,
[REDACTED]

EN4 9TU

IP15

Ellie Green

From: Licensing
Subject: FW: Found Music Festival [SEC=UNCLASSIFIED]

From: [REDACTED]
Sent: 12 February 2016 15:42
To: Licensing
Subject: Re: Found Music Festival [SEC=UNCLASSIFIED]

As requested.

● Mansfield Avenue,
EN4 8QF

Please note I represent Enfield Residents In Cat Hill, Leys Gardens, Heddon Court Avenue, west pole Avenue, Kent Drive, Sussex Way and Gloucester Gardens.

By it's very nature, and hence the residents association name, we straddle Enfield and Barnet.

[REDACTED]

Sent from my iPad

On 12 Feb 2016, at 08:41, Licensing <Licensing@enfield.gov.uk> wrote:

Classification: UNCLASSIFIED

Dear [REDACTED]

Thank you for your email.

Please can you provided your full residential address details.

Kind Regards

Licensing Team
Regeneration & Environment
London Borough of Enfield
Website: www.enfield.gov.uk
Protect the Environment – Think Before You Print.

From: [REDACTED]
Sent: 11 February 2016 15:20
To: Licensing
Subject: Found Music Festival

Dear Sirs.

I wish to state my objections to the Found Music Festival, proposed for Aug 6-7, 2016 in Trent Country Park. The festival has a poor track record and caused havoc in Cockfosters in 2015. Because of the nature of the festival, it attracts large numbers of young people and most of the problems last year resulted from the use alcohol and legal highs [which should not be legal]. Issuing the license will guarantee the same issues this year. The event is poorly managed and the extra resources promised by LBE will fall short of resolving the problems. Please cancel or restrict this event.

Sincerely,


Cat Hill Area Residents Association CHARA

I attach here other points the Council should be taking into consideration:

I have seen a notice that the Council is seeking a licence for drinking and loud music over a two day festival to be held On August 6-7 in Trent Country Park. We have experience of this last year - bringing 10,000 revellers into our suburban neighbourhood is much more than a nuisance, it is an inexcusable intrusion. Many hundreds of us will bear the cost and even have to leave the neighbourhood, based on last year's event, and this is unacceptable.

How can any of us take our families into the park when such a din is taking place?

Apart from the amenity loss in having the park kitted up with shuttering and floorboards, and toilet cubicles for several days, which makes it less than inviting, we lose the peace and quiet at the top of the summer and the start of the kids holidays.

The council's budget may gain from licensing this event but we will be the net payers.

Enfield Council has often issued vague assurances that event management will improve but we know better. Dealing with large numbers of visitors to a site not set up for such activities is a specialist job, as we see each week at football grounds and Wembley Arena etc.

Dealing with thousands of revellers is beyond the scope of your resources and skills, and we know that the police will hardly feature in the plans because the cost of their services is more than anyone wants to bear.

This kind of event on a Sunday is out of the question. We are not going to fight our way to church and back through litter and unruly revellers.

Making this a two day event will subject us to concentrated noise and nuisance.

IP16

Ellie Green

From: [REDACTED]
Sent: 18 February 2016 10:18
To: Ellie Green
Subject: RE: IP16: WK/215073195 Found Festival Trent Park, Cockfosters Road, BARNET, EN4 OPS.

For Ellie Green.

Thank you for your response.

We would object under "prevention of public nuisance".

Our full address is:-

Fairgreen East
Cockfosters
Herts
EN4 0QR

[REDACTED]

From: Ellie Green [<mailto:Ellie.Green@Enfield.gov.uk>]
Sent: 17 February 2016 16:00
To: [REDACTED]
Subject: IP16: WK/215073195 Found Festival Trent Park, Cockfosters Road, BARNET, EN4 OPS.

Dear [REDACTED]

I have received your email from Matthew Watts. Please note for a relevant objection under the Licensing Act any of the four objections need to be quoted below :-

They are:

- the prevention of crime and disorder,
- public safety,
- prevention of public nuisance, and.
- the protection of children from harm.

Please can you also confirm your full address for your objection to be accepted?

Please note the Home Office guidance below:

If an application attracts representations, then this is heard with the applicant present by the Licensing Sub-Committee. All objectors are invited to attend the hearing and emails sent out with the date and time once the last date for representations has passed. Whilst your representation would be published within a Licensing Sub-Committee report on the Council's website, your name or address is not 'searchable' within the agenda document or via web searches.

The application you are objecting to and all correspondence and other documents associated with it are kept on our computer system record.

I look forward to hearing from you.

Kind regards

Ellie Green

**Principal Licensing Officer
Licensing Team
London Borough of Enfield**

- 020 8379 8543 (Tel)
 - 020 8379 8506 (Fax)
 - ellie.green@Enfield.Gov.uk
- Protect The Environment – Think Before You Print**

From: [REDACTED]

Sent: 12 February 2016 10:26

To: Matthew Watts

Cc: David Burrowes, [REDACTED]

Subject: Found Music Festival & Drinks Licence

Dear Mr Watts,

After the problems experienced from the last 'Found Music Festival', we wish to register an objection in the strongest possible terms to this type of festival ever taking place again in Trent Park and also object to a drinks licence being issued, bearing in mind last year's disgusting behaviour of festival goers.

As local residents and rate payers we have the right to live without the intrusion of loud heavy thumping music and the area being completely taken over with thousands of people, many of whom were urinating and taking drugs in public.

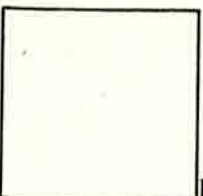
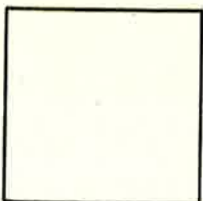
The organisers of this type of festival should be directed to Hyde Park, but not to Cockfosters which is a quiet small residential suburb not suited to this type of large scale music event.

[REDACTED]

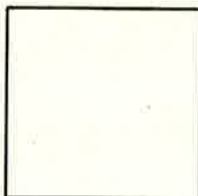
EN4 0QR

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED



Follow us on Facebook



Twitter



<http://www.enfield.gov.uk>

IP17

Ellie Green

From: [REDACTED]
Sent: 18 February 2016 21:39
To: Ellie Green
Subject: Re: IP17: WK/215073195 Found Festival Trent Park, Cockfosters Road, BARNET, EN4 OPS.

Dear Ellie Green,

Thank you for your email.

Our objection is entered on behalf of the Friends of Trent Country Park of which I am current chairman. My personal address is 3, Lichfield Close, Barnet, Herts EN4 9TR.

It is pursuant to a discussion by Friends held at our last public meeting at which the overwhelming majority expressed disapproval to the proposed event.

Our objection is entered under the heading of Prevention of a Public Nuisance. The basis for the rejection is that the FOUND music event held last August, to the same formula as proposed this year, caused much resentment and disturbance to the local community and park users, and that objections to this nuisance were registered with EBC Parks Dept in full at the time.

Sincerely,

[REDACTED]
Chairman
Friends of Trent Country Park

From: Ellie Green <Ellie.Green@Enfield.gov.uk>
Sent: 17 February 2016 16:09
To: [REDACTED]
Subject: IP17: WK/215073195 Found Festival Trent Park, Cockfosters Road, BARNET, EN4 OPS.

Dear [REDACTED]

I have received your email from Matthew Watts.

Do you wish to include this as an Interested Party representation for the new premises licence application under the Licensing Act 2003?

If so, please note for a relevant objection under the Licensing Act, you need to confirm under which of the four objections you are making your representation, quoted below :-

They are:

- the prevention of crime and disorder,
- public safety,
- prevention of public nuisance, and.
- the protection of children from harm.

Please can you also confirm your full address for your objection to be accepted?

IP18 & IP19

[Redacted]

From: [Redacted]
Sent: 18 February 2016 17:22
To: 'Ellie Green'
Subject: RE: IP17: WK/215073195 Found Festival Trent Park, Cockfosters Road, BARNET, EN4 0PS.

Dear Ms. Green

Thank you for your email 17th February 2016.

I do wish to include my email to Matthew Watts as from an interested party representation on behalf of both CLARA and myself as a local resident.

I confirm that the objection under the Licensing Act is made under all four objection categories mentioned in your email, all of which are offences proposed to be committed in the course of the Licensing Application. If I can only nominate one, then please make it the first one.

Please note my name and address as given below.

With kind regards

Yours sincerely

[Redacted signature]

[Redacted address]

Games Road
Cockfosters
North London
EN4 9HW
United Kingdom

Phone: [Redacted]
Fax: [Redacted]
Website: [Redacted]

From: Ellie Green [mailto:Ellie.Green@Enfield.gov.uk]
Sent: 17 February 2016 16:13
To: [Redacted]

Subject: IP17: WK/215073195 Found Festival Trent Park, Cockfosters Road, BARNET, EN4 OPS.
Importance: High

Dear [REDACTED]

I have received your email from Matthew Watts.

Do you wish to include this as an Interested Party representation on behalf of yourself or CLARA, for the new premises licence application under the Licensing Act 2003?

If so, please note for a relevant objection under the Licensing Act, you need to confirm under which of the four objections you are making your representation, quoted below :-

They are:

- the prevention of crime and disorder,
- public safety,
- prevention of public nuisance, and.
- the protection of children from harm.

Please note the Home Office guidance below:

If an application attracts representations, then this is heard with the applicant present by the Licensing Sub-Committee. All objectors are invited to attend the hearing and emails sent out with the date and time once the last date for representations has passed. Whilst your representation would be published within a Licensing Sub-Committee report on the Council's website, your name or address is not 'searchable' within the agenda document or via web searches.

The application you are objecting to and all correspondence and other documents associated with it are kept on our computer system record.

I look forward to hearing from you.

Kind regards

Ellie Green

**Principal Licensing Officer
Licensing Team
London Borough of Enfield**

- 020 8379 8543 (Tel)
- 020 8379 8506 (Fax)
- ellie.green@Enfield.Gov.uk

Protect The Environment – Think Before You Print

From: [REDACTED]

Sent: 12 February 2016 17:17

To: Matthew.watts@enfield.gov.uk; Parksbusinessunit@enfield.gov.uk; [REDACTED]; LICENSING@ENFIELD.GOV.UK

Subject: URGENT Trent Country Park - Large Events 2016

Dear Matthew,

I am writing as Chairmah of **CHALK LANE AREA RESIDENTS ASSOCIATION (CLARA)** and thank you for forwarding the email 15th January 2016 from Jonathan Stephenson.

For clarification, **CLARA's** "territory" covers the residential roads which immediately surround the Cockfosters entrances to Trent Country Park.

Inevitably, Chalk Lane and related residential area is the first to be impacted by crowds overflowing from Trent Country Park and therefore needs to receive primary consideration from EBC when contemplating granting permission for large events.

CLARA has many Members in the wider Cockfosters district, among whom are both Barnet and Enfield ratepayers (and voters).

The Council is proposing to grant permission to **FOUND SERIES LIMITED** to hold a two day concert, at which the Council will, surprisingly, undertake to control, through its Officers and Employees and such "stewards" as they may appoint (none of whom have power of arrest or restraint) between 7,000 and 10,000 persons.

At closure of the proceedings each evening, this volume of people, many of whom are likely to be under the influence of drink or drugs, or both, are to be let loose from the main Cockfosters Gate and the smaller extra gate, both of which are on the A111, to be funnelled along that busy highway towards transport at the Tube Station and Bus stops, (though many will detour to THE COCK INN in Chalk Lane.)

We have already endured such an influx at the previous event, resulting in revellers urinating in garden hedges and behaving menacingly to local residents.


Although **FOUND SERIES LIMITED** is thoughtfully seeking to ensure a ready supply of alcohol to the occasion by applying for a licence, (which will be vigorously opposed by residents) we have already seen the ease with which alcohol and drugs were obtained and supplied at the previous **FOUND SERIES LIMITED** concert at Trent Country Park.

We would ask the Council to consult with senior Police and let us know the police view of the proposed event and their estimate of the minimum number of uniformed police which would be required to exercise effective crowd control in the above circumstances.

They, after all, are the experts in these matters, even though not infallible, and until you give us your assurance that this presence will be assured, we must remain steadfastly opposed to the granting of permission for this and similar events.


We look forward to hearing from you.

Yours sincerely


Games Road
Cockfosters
North London
EN4 9HW
United Kingdom

Phone: 

Fax: 

Website: 

Please note the Home Office guidance below:

If an application attracts representations, then this is heard with the applicant present by the Licensing Sub-Committee. All objectors are invited to attend the hearing and emails sent out with the date and time once the last date for representations has passed. Whilst your representation would be published within a Licensing Sub-Committee report on the Council's website, your name or address is not 'searchable' within the agenda document or via web searches.

The application you are objecting to and all correspondence and other documents associated with it are kept on our computer system record.

I look forward to hearing from you.

Kind regards

Ellie Green

**Principal Licensing Officer
Licensing Team
London Borough of Enfield**

(020 8379 8543 (Tel)

(020 8379 8506 (Fax)

*** ellie.green@Enfield.Gov.uk**

Protect The Environment – Think Before You Print

From: [REDACTED]

Sent: 12 February 2016 18:02

To: **Matthew Watts**

Subject: **Fw: URGENT Trent Country Park - Large Events 2016**

Importance: High

Matthew,

It will not surprise you that the Friends of Trent Country Park, a number of whose members have already individually responded to your call for comments on your proposals, entirely agrees with and supports the letter from [REDACTED] below on behalf of CLARA.

Although some concessions have been offered as a result of our meeting at the end of last year, there is seemingly to be no let up in the events that inflict most loss on the community. FOUND is one of them, and from comments made at our meeting I have no doubt you will be seeking more of these and less community events, which at least have some civic value.

It appears you have already conceded to FOUND in respect of the first day which is deeply regretted. A second day is rejected outright - and your assurances there will be no sleeping over in the park will prove undeliverable.

Assuming you push this through, we will attend the planning session when it is called to hold you to the highest management standards, and with much more determination than last year.

I know I reflect the values and observations of many when I remind you that residents are very aware that the Council takes the view that parks are non-statutory and therefore expendable. Since it is now proposed to abandon the PRIO structure, we have all the proof we need that not one champion of the parks remains in EBC.

What a desultory critique of the stewardship that EBC should exercise over all its assets.

Sincerely,

[REDACTED]
Chairman
Friends of TCP

IP18 + IP19 Annex 5



From: [Redacted]
Sent: 03 March 2016 20:40
To: Ellie Green Ellie.Green@Enfield.gov.uk
Cc: [Redacted]
Subject: FW: URGENT: HEARING OF ENFIELD COUNCIL LICENSING SUB-COMMITTEE 16TH MARCH 2016: EVIDENCE IN THE MATTER OF APPLICATION BY FOUND SERIES LIMITED FOR PREMISES LICENCE

Dear Ellie,

Have now realised that the material may not be acceptable to your Enfield Council email filters, given our previous experience!

Therefore will hand deliver tonight.

Kind regards

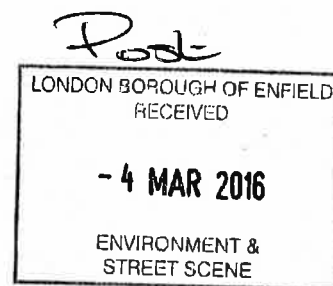
With kind regards

Yours sincerely



Games Road
 Cockfosters
 North London
 EN4 9HW
 United Kingdom

Phone: [Redacted]
 Fax: [Redacted]
 Website: [Redacted]



From: [Redacted]
Sent: 03 March 2016 20:27
To: Ellie Green Ellie.Green@Enfield.gov.uk
Cc: [Redacted]
Subject: URGENT: HEARING OF ENFIELD COUNCIL LICENSING SUB-COMMITTEE 16TH MARCH 2016: EVIDENCE IN THE MATTER OF APPLICATION BY FOUND SERIES LIMITED FOR PREMISES LICENCE
Importance: High

The Licensing Act 2003

**IN THE MATTER of
an Application by
FOUND SERIES LIMITED
of 19th January 2016
for a Premises Licence**

**This is the Exhibit *R1* to be referred to in the submission
of [REDACTED] before the Hearings of the Licensing
Sub-Committee of Enfield Council of Wednesday 16th
March 2016**

1st Sept 2015

Dear Sir,

RE: LARGE EVENTS AT TRENT COUNTRY PARK

I am writing on behalf of CLARA (CHALK LANE AREA RESIDENTS ASSOCIATION) to express the views and serious concerns shared by itself and a significant number of Residents of the area, who have been affected by Enfield Council's large-scale events taking place in Trent Country Park.

The planning, booking and operation of these events are the responsibility of Enfield Council but the poor discharge of these duties has also affected London Borough of Barnet's residents in the vicinity.

This matter has come to a head as a result of the FOUND 51st State Event held in the park on 8th August 2015 and it is fair to say that the surrounding area is still not recovered to the condition it was in prior to that date. CLARA has received copies of many complaints to Enfield expressed by Residents with very little coming back from Enfield Council beyond 'we will try better next time'. Some local businesses in Cockfosters have also expressed their concerns.

The anti-social problems experienced locally included but were not limited to:

- Severe noise from the event throughout the day, mostly in lower frequency bass thumping which impacted mainly to the west of Trent Park and which penetrated even well-insulated homes;
- Complete lack of traffic management with event visitors parking unchallenged in local side streets;
- A substantial amount of rubbish (cans, plastic bottles, food cartons etc.) dropped on the pavement and thrown into hedgerows and gardens;
- Congregated crowds throughout the day and even after the event helping gridlock Chalk Lane itself until late at night. Also crowds congregating at the BP Petrol Station and Marks and Spencer Food Outlet, preparatory to departing by tube or car or bus.
- Event goers drinking alcohol and/or using crack in the side streets and discarding the cylinders and balloons as rubbish;
- Black market traders selling event tickets and drinks etc. in the park operating out of Chalk Lane;
- Intimidation of older and female Residents;
- Urination (and worse) in many gardens and against walls in the area (including food stores);
- Fly-posters across Cockfosters, making the area look even more like a third-world shantytown.

There were no Police or local Community Police in attendance at any time throughout the day. Our subsequent investigation has uncovered that the

The Licensing Act 2003

**IN THE MATTER of
an Application by
FOUND SERIES LIMITED
of 19th January 2016
for a Premises Licence**

**This is the Exhibit ⁽ⁱ⁾ 22 to be referred to in the submission
of [REDACTED] before the Hearings of the Licensing
Sub-Committee of Enfield Council of Wednesday 16th
March 2016**

IP11

Subject: FW: Email 1 to IPs - WK/215073195 Trent Park, Cockfosters Road, BARNET, EN4 0PS./ Found Series Limited, Unit 104, 12-18 Hoxton Street, London, N1 6NG.

From: [REDACTED]

To: [REDACTED]

Date: Thursday, 3 March 2016, 8:07

[REDACTED]

As promised, please find attached a copy of my email and video attachment sent to Ellie Green this morning.

Regards

[REDACTED]

From: [REDACTED]

Date: Thursday, 3 March 2016 at 07:03

To: Ellie Green <Ellie.Green@Enfield.gov.uk>

Subject: Re: Email 1 to IPs - WK/215073195 Trent Park, Cockfosters Road, BARNET, EN4 0PS./ Found Series Limited, Unit 104, 12-18 Hoxton Street, London, N1 6NG.

Dear Ellie

Thank you for your email

In support of my letter objecting to granting a license for the proposed Found Music Festival, I attach as evidence a 51 second video which was taken in my front garden at 22.00hrs on August 2015. The date of the last Found Music Festival in Trent Park. The video is dark as it is night time. However, the sound track demonstrates clearly the noise level at my home that was generated from last years event and continued all through the duration of the concert. In addition, the letter from the London Borough of Enfield which advised us of the event stated that the event would finish 21.30. As stated, this video was taken at 22.00.

I would be grateful if you could submit the video in support of my claim that the noise level produced by last years music festival were unacceptable to local residents.

Regards

[REDACTED]

Fairgreen East
Cockfosters
Barnet
Herts
EN40QR

[REDACTED]

From: Ellie Green <Ellie.Green@Enfield.gov.uk>

Date: Monday, 22 February 2016 at 18:02

[REDACTED]

03/03/2016

The Licensing Act 2003

**IN THE MATTER of
an Application by
FOUND SERIES LIMITED
of 19th January 2016
for a Premises Licence**

**This is the Exhibit R3 to be referred to in the submission
of [REDACTED] before the Hearings of the Licensing
Sub-Committee of Enfield Council of Wednesday 16th
March 2016**

From: [REDACTED]
Sent: 02 March 2016 10:15
To: [REDACTED]
Subject: Fw: Found 51st State Music Festival on 8th August 2015

----- Forwarded Message -----

From: [REDACTED]
To: [REDACTED]
Sent: Saturday, 27 February 2016, 12:48
Subject: Fw: Found 51st State Music Festival on 8th August 2015

----- Forwarded Message -----

From: [REDACTED]
To: ian.davis@enfield.gov.uk; Matthew Watts <matthew.watts@enfield.gov.uk>
Cc: Jason Charalambous <cllr.jason.charalambous@enfield.gov.uk>;
cllr.michael.lavender@enfield.gov.uk; [REDACTED]
Sent: Sunday, 9 August 2015, 23:09
Subject: Found 51st State Music Festival on 8th August 2015

Dear All,

As long-term local residents, we were notified by the Council in its letters dated 21 January 2015 and 27 July 2015 of the above large scale event and the various measures to be taken on the day. We also received a further July 2015 circular from the FOUND Series Team, confirming its aim to impact on the local community as little as possible. We were therefore astounded and increasingly angered throughout the day and evening when neither the Council nor FOUND delivered on the assurances they had previously given us. We and our local neighbours found ourselves subjected to large-scale disruption and disorder from the worst organised event we have ever had to experience locally.

Listed below are some of our major concerns and observations witnessed in the Chalk Lane area throughout the day and evening:

- **Road Closure.** We had been in communication with the Council many times previously, explaining from experience how the only way to protect our local road from event parking and subsequent noise, rubbish etc. was with an official road closure permanently attended by the Police with strict traffic enforcement. What we actually got (at the north end) were a few traffic cones and two half-hearted, non-effective event traffic stewards who made very little effort to stop traffic; admitting openly that they were unable to prevent event visitor traffic entering Chalk Lane, and finally not even noticing cars driving right past them! The road duly filled up with vehicles coming, going and parking throughout the day until several hours after the event finished.
- **Police.** On walking around the area during the day, it was noticeable that there was no Police or CSO attendance in Cockfosters or the nearest roads to the Park entrance. Calls to the Enfield Safer Neighbourhoods Team (suggested in the FOUND circular) went to Voice Mail.
 A result of the Council clearly not requesting Police Patrols resulted in the following in Chalk Lane:

The Licensing Act 2003

**IN THE MATTER of
an Application by
FOUND SERIES LIMITED
of 19th January 2016
for a Premises Licence**

**This is the Exhibit ^{R4} to be referred to in the submission
of [REDACTED] before the Hearings of the Licensing
Sub-Committee of Enfield Council of Wednesday 16th
March 2016**



July 2015

Dear resident,

We are writing to let you know that we are staging a one-day mini-festival called '51st State Festival' on Saturday 8th of August at Trent Park.

The event site will occupy the field that runs parallel to Go Ape and to the east of the pond. Construction of the site will commence Sunday 2nd at 8am and finish on Friday 7th August. The event itself will run from 11am - 10pm on Saturday 8th August. The site will be de-rigged from Sunday 9th August - Wednesday 12th August, when we will leave the site in its original condition. There will inevitably be a small level of production and contractor traffic on the build-up and de-rig days.

Our aim is to impact on the local community as little as possible, and to leave the park in as good a state as we found it. 9,999 people are expected to attend, and we are heavily promoting the use of public transport and discouraging people from travelling to the event by car.

Further details on the event can be found here: www.51ststatefestival.com

Useful numbers

Event Organisers (prior to event day): 020 7739 3693

Event Noise Monitoring: 07591 663 270

Enfield Safer Neighbourhoods Team: 0208 7212 686

There will be 24 hour security monitoring the site throughout the build, break and event day.

If you have any questions regarding the show then please email us at hello@foundseries.co.uk

Yours sincerely

The FOUND Series Team x

The Licensing Act 2003

**IN THE MATTER of
an Application by
FOUND SERIES LIMITED
of 19th January 2016
for a Premises Licence**

**This is the Exhibit 5 to be referred to in the submission
of [REDACTED] before the Hearings of the Licensing
Sub-Committee of Enfield Council of Wednesday 16th
March 2016**

1P6 / 1P13 / 1P19 / 1P17

From: [REDACTED]
Sent: 02 March 2016 10:14
To: [REDACTED]
Subject: Fw: Re:The Aftermath of the Event - Residents up in arms. RESPONSE FROM THE COUNCIL [SEC=UNCLASSIFIED]

----- Forwarded Message -----

From: [REDACTED]
To: [REDACTED]
Sent: Saturday, 27 February 2016, 12:53
Subject: Fw: Re:The Aftermath of the Event - Residents up in arms. RESPONSE FROM THE COUNCIL [SEC=UNCLASSIFIED]

----- Forwarded Message -----

From: Matthew Watts <Matthew.Watts@Enfield.gov.uk>
To: [REDACTED]
Cc: Graham Deal <Graham.Deal@enfield.gov.uk>
Sent: Monday, 17 August 2015, 11:51
Subject: RE: Re:The Aftermath of the Event - Residents up in arms. RESPONSE FROM THE COUNCIL [SEC=UNCLASSIFIED]

Classification: UNCLASSIFIED
 Morning [REDACTED]

I think we learn things from every event we permit within our parks.

Some of the key lessons from the Found 51st State festival include:

- the use of a traffic management company that we have worked with previously and who understand the Council's needs. The company that was stipulated to the organisers of the Ghana Family Festival did, we believe, the most effective job of any company used for managing the traffic for park events. Unfortunately the company used for the Found Festival failed to implement many of the measures we had agreed ahead of the event.
- the council taking full responsibility for all litter clearance associated with events (obviously at the cost of the event organiser)
- a greater Police presence to support event stewards at the egress to ensure that participants are moved from the park and back to the station as quickly as possible.
- additional ways to contact the Council/event organisers (to get around the problem of mobile phones becoming unavailable when large numbers of people are together) as I understand residents had some problems contacting the numbers provided ahead of the event to report problems

As outlined in my previous email, we will be conducting a full review of events at Trent Park and will be working with colleagues from across the Council and the emergency services to identify the most effective way to manage the issues that occurred last weekend. We will also be visiting other London boroughs who hold large scale events to see what we can learn from them.

With regards to the Bear Grylls event, we are expecting up to 9,000 participants on the Saturday and only 1000 participants on Sunday. Participants will be going off in waves throughout the event so only a proportion of the participants will be in the park at the same time. However, we know that this event will have an impact on the park and the surrounding area and are working

with the organisers to finalise plans. This will obviously include controls on access into the surrounding residential roads for the duration of the event.

Finally, the Found Festival organisers have confirmed that the majority of participants were from the Enfield area, but I await the postcode information of those who purchased tickets from the organisers to confirm the exact split of those living within the borough and those from outside Enfield.

I'm more than happy to meet with you to discuss the issues further if you would like.

Best wishes

Matthew

From: [REDACTED]
Sent: 14 August 2015 17:42
To: Matthew Watts
Cc: Graham Deal
Subject: Re: Re:The Aftermath of the Event - Residents up in arms. RESPONSE FROM THE COUNCIL

Dear Matthew,

CLARA residents are on copy of your response. Thank you for acknowledging my email and replying with the below.

We would like to know what learnings Enfield council have taken from last weekend, and what improvements we can expect to see for the next large scale event, scheduled to be the Bear Gryll's event, for 25,000 people over 2 days. (1st weekend of Oct. 15,000 on the Sat, 10,000 on the Sun).

We strongly feel that events of this size are not feasible in a country park, and it's position in the heart of a residential area.

We are still feeling and seeing the impact of last weekend on the environment, and challenge Enfield Council to really think about the size of events that are given permission to be held in Trent Park.

The FOUND music festival was organised by a group based in Dalston, London. People traveled from far afield to come. It was of no enrichment to the residents of Cockfosters, and was not something the community participated in. We want to be seeing events that contribute to our immediate society.

I look forward to hearing from you on what enforcement planning is being scheduled for the event in Oct.

[REDACTED]
CLARA

From: Matthew Watts <Matthew.Watts@Enfield.gov.uk>
To: [REDACTED]
Sent: Friday, 14 August 2015, 16:18
Subject: FW: Re:The Aftermath of the Event - Residents up in arms [SEC=UNCLASSIFIED]

Classification: UNCLASSIFIED
[REDACTED]

I am responding on behalf of the Parks Service to the email that you sent to David Burrows MP, copied below. We have received a few complaints about last weekend's event, so for consistency I have provided the same response, which I have outlined below.

Can I begin by apologising for the disruption caused by Saturday's event in Trent Park, which you have described in your email below. I was disappointed that aspects of the event management were not delivered by the organisers as effectively as the Council had stipulated.

To provide some background to Saturday's event, the organiser approached the Council in January about the potential to hold the event in Trent Park. The Parks Service consulted local residents in line with the Council's events guidance document, and with very few responses the event was authorised to proceed. Ahead of the event the Council agreed a full event management plan with the organisers that included comprehensive details of how each aspect of the event would be managed. Unfortunately, as you have highlighted in your email, not all aspects were managed as well as the Council had expected.

Traffic Management

Some of the pre-agreed traffic management arrangements were not delivered and unfortunately this left some of the surrounding roads vulnerable to event parking. I was pleased to hear that many of those who parked illegally on Cockfosters Road received a parking ticket and the council removed a couple of cars that were parked across resident's drives.

We have asked the event organisers to explain why the agreed arrangements were not delivered and we will review how our current approach to managing the traffic/parking can be improved for future events.

Litter

The plans that the event organisers had put in place to manage the litter were not delivered sufficiently, so once it became apparent that litter was building up along Cockfosters Road and some adjoining roads, Council officers arranged for one of the Council's street cleansing teams to address the issue. We were pleased to see that litter was brought under control by late afternoon. I personally checked the park and the surrounding roads early on Sunday morning and the cleanliness was of an acceptable standard. The event organisers will be expected to bear the cost of the additional litter picking that was necessary.

The Parks Service will also review the litter management of events and in future may take sole responsibility to prevent a similar situation at future events.

Anti-social behaviour

Generally the event passed peacefully with very few disorder related offences. Some residents have reported that participants were urinating in public (mainly along the Cockfosters Road), but we believe that this was a few isolated examples. As part of the debrief meeting, which the Parks Service holds with the organisers of large scale events, we will review the egress and try to identify what more can be done to get event participants from the park to the station as quickly and safely as possible as this will help to reduce any disruption caused at the end of the event.

Noise

Sound monitoring was conducted throughout the event and noise levels were consistent with the predicted levels provided with the organisers. Whilst officers could hear the music from residential areas, the Cockfosters Road traffic largely drowned out the noise from the event. Whilst we

appreciate that the choice of music was not to everybody's liking and the bass could be heard, we do not believe that it was of an unacceptable level.

I apologise again for the disruption caused by the event, but I would like to reassure you that we will work hard to improve the management of future events at Trent Park. I have attached a letter that the event organisers will be sending to local residents which apologises for the disruption and provides some further information about why it happened. I hope this demonstrates that the organiser is sorry for the disruption but keen to improve their management for future events.

Finally, I would also like to thank you for taking the time write to the Council to report the issues you encountered.

Best wishes

Matthew

Matthew Watts
Parks Business Strategy &
Partnerships Manager
Public Realm & Sustainability
Regeneration & Environment
Enfield Council
Silver Street
Enfield
EN1 3XA

To report a problem in a park or open space please click [here](#)
For more information about the parks and open spaces please click [here](#)

Protect the Environment - Think Before You Print

"Enfield Council is committed to serving the whole borough, fairly, delivering excellent services and building strong communities."

From: [REDACTED]
Sent: 10 August 2015 13:22
To: [REDACTED]; <mailto:david@davidburrowes.com>
Cc: Tanja Ottmann; Cllr Jason Charalambous; [REDACTED]

Subject: Re:The Aftermath of the Event - Residents up in arms

To David Burrows

It is safe to say there have been numerous emails from the residents of Cockfosters who are upset, frustrated, and deeply annoyed that a Music Festival for 10,000 people could be allowed to happen in a quiet country park.

The countless complaints over the weekend speak volumes, and we still have not seen one response from the Council to my email below or to any of the residents emails.

The streets were mobbed, people were terrified walking to/from home, people were roaming the streets, and it was absolute carnage out there. The litter and drugs are still evident on the roads. - Mount Pleasant, Westpole Avenue, Games Road, Chalk Lane.

On behalf of the residents, we argue - No More.




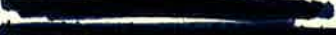












We will do all we need to - protest outside the Civic Centre if need be. We are not being listened too, and we will not tolerate this abuse of our neighbourhood ever again.

We want a full investigation into the appalling running of this event, and a stop to such large scale events ever taking place in the park again.

We also want to see a Deep Clean of the area - not just the immediate gates, and the removal of all posters lining the streets.

We await your response please.


CLARA

From: 
To:  <\"david@davidburrowes.com\">
<david@davidburrowes.com>
Cc: Tanja Ottmann <tanja.ottmann@enfield.gov.uk>; 
 Cllr Jason Charalambous <cllr.jason.charalambous@enfield.gov.uk>













Sent: Monday, 10 August 2015, 0:20
Subject: Re: Today's Festival - rubbish, urinating, noise and more. Note to Cllr (NEIGHBOURS COMPLAIN PLEASE)

Dear 

I strongly disagree with your comment;-

'Otherwise, parking inconvenience to neighbouring residents was not generally more than from commuters and the rush that occurs on Arsenal home games days.'

Firstly, we have yellow lines deterring commuter parking. Secondly, commuters, Arsenal fans etc do not urinate on roads and fences, throw bottles, rubbish, nor do they hang

I have also seen illegal substances being smoked in cars.

This must not happen again

[REDACTED]
Sent from my iPad

On 8 Aug 2015, at 20:08, [REDACTED]
[REDACTED] wrote:

Dear [REDACTED]

Many residents have objected and feel they are not going to accept this diabolical state of affairs. The street warden was busy on his mobile and he did not speak English. We had numerous cars and bikes parked down Fairgreen and Fairgreen East. The grass verges on Cockfosters Road were full of cars.

Our road was littered with Vodka bottles, plastic bottles and glasses etc. The public were behaving disgustingly urinating on the street and M&S walls. The music was atrocious thump, thump, all the time. I have a severe heart condition and I have been having severe Angina pains. I understand the music will go on to 10 pm and not 9.30 as per the leaflet. This should not happen again. When we purchased our house we did not purchase it near a concert hall/venue but a country park. This is going too far.
and must stop. Badly organised.

Residents please send your complaints to Councillor Jason Charalambous and [REDACTED]

Best wishes

[REDACTED]
On Saturday, 8 August 2015, 18:05, [REDACTED]
[REDACTED] wrote:

Dear Cllr,

Are you witnessing the Festival today - Sat
8th Aug?

Cockfosters is in an absolutely appalling
condition

Litter - All along from the Station to the park entrance. Around the brick wall of the trent boys school, around the entrance to the station - both sides, around the brick wall of the UDT building, around M&S and along the parade outside Flo's

Urinating - several residents have seen men urinating in the car park of M&S and by the side of the station

Noise - there is a constant thud/drone that residents closer to the park can hear

Recreational drugs - evidence by the car park to the pub on Chalk Lane

NONE of the phone numbers on the flyers distributed to residents work. They just go to voice mail. How effective is this meant to be, and how safe are the residents meant to feel when no one is picking up?

The numbers were/are:

Event Organisers 020 7739 3693

Event Noise Monitoring 07591 663 270

Enfield Safer Neighbourhoods Team 0208 721 2686

This large scale event has not been thought through, and the area can not cope with this amount of people.

Tomorrow we will see the aftermath of this event, and it will not be a pretty site.

On behalf of CLARA, we want to know when the clear up will begin, and strongly oppose an event of this scale taking place in the park again.


CLARA

This email and any attachments are intended solely for the addressee(s) and no other person(s) or organisation(s), and may be confidential, legally privileged, and protected by law. If you have received this message in error, please return it to the sender then delete the message and any copies of it. Internet communications are not guaranteed to be secure or free of viruses. We cannot accept liability for any loss arising from unauthorised access to a message by a third party or damage caused by viruses.

1P18/1P19

The Licensing Act 2003

**IN THE MATTER of
an Application by
FOUND SERIES LIMITED
of 19th January 2016
for a Premises Licence**

**This is the Exhibit *R6* to be referred to in the submission
of [REDACTED] before the Hearings of the Licensing
Sub-Committee of Enfield Council of Wednesday 16th
March 2016**



Please reply to: Matthew Watts
Email: matthew.watts@enfield.gov.uk

[REDACTED]
Chairman of the Chalk Lane Area Residents
Association

Date: 14th September 2015

Dear **[REDACTED]**

Re: CLARA letter large scale events at Trent Country Park

Thank you for your letter submitted on behalf of CLARA dated 1st September 2015 with regards to large events at Trent Country Park.

You have raised a number of points in your letter, so I will explain how these issues arose and outline the future mitigations that Enfield Council will put in place to address these.

The 51st State Found Festival on the 8th August 2015 was a one day music festival attended by 9514 people. The festival organisers delivered the event with a high level of professionalism, but unfortunately some aspects of the event were not delivered to the full satisfaction of the Council. The Council is working through these issues to improve the management of all park events, but particularly ahead of the Bear Grylls Survival Race and Festival which is due to take place on 3rd and 4th October 2015.

Noise

Sound monitoring was conducted throughout the 51st State Found Festival and noise levels were consistent with the predicted levels provided with the organisers. Whilst noise levels were at an acceptable level we appreciate that the lower frequency bass may have disturbed some residents.

Future mitigation

The Council will continue to work with the Council's Environmental Health Team to monitor noise levels during events and identify measures to reduce the resonance of low frequency bass sound to ensure that these are not a nuisance to local residents.

Ian Davls
Director – Regeneration & Environment
Enfield Council
Civic Centre, Silver Street
Enfield EN1 3XY



Website: www.enfield.gov.uk

For help with this document, please contact the above officer who will be able to assist in line with our accessible information policy

Traffic management

The traffic management plan that was agreed with the 51st State Festival organisers included a number of road closures for the surrounding roads with resident only access and no parking along Cockfosters Road. Unfortunately the contractor used by the organisers did not deliver the plan agreed and consequently this led to the traffic problems seen on the day. The Council officers present at the event arranged for Parking Enforcement Officers to attend the site and issue parking tickets for cars parking along Cockfosters Road and they towed away a number of event visitors' cars parked in the residential roads.

In response to these issues the organiser wrote to all residents to apologise for the failings on the day and they have subsequently dispensed with the company.

Future mitigation

Moving forward the Council will ensure that only Council approved traffic management companies will be permitted to manage the traffic for future events. Traffic management at the Bear Grylls Survival Race and Festival will be managed by the company that successfully delivered this service for the Ghana Festival and Race for Life.

Litter

The plans that the 51st State Found Festival event organisers had put in place to manage the litter were not delivered sufficiently and consequently by 4pm on the day of the event litter had started building up along Cockfosters Road. When this issue was identified a council officer on site arranged for additional Council resources to address the issue and the litter was brought under control. Flyposting along Cockfosters Road was removed by council officers and the event organisers themselves. Officers checked the park and the surrounding roads early on Sunday morning and the cleanliness was of an acceptable standard.

Future mitigation

The Council will take on the organisation of litter management for future large-scale events. This will prevent similar service failures that were observed during the 51st State Festival. The costs of providing additional Council cleansing will be paid for by the event organiser.

Use of drugs

Some drug use was observed from those going to the 51st State Found Festival, although this was limited and the six Police Officers who were present made only two arrests. The Council has no evidence of cocaine drug use during the event, but we are aware nitrous oxide (laughing gas) was used both in and around the event. Whilst a significant number of nitrous oxide canisters were discarded in and around the park, it is a legal substance so the Council and the Police have no powers to address it.

[REDACTED]

From: [REDACTED]
Sent: 03 March 2016 17:24
To: [REDACTED]
Subject: Fw: Letter from CLARA [SEC=PROTECT]
Attachments: CLARA Response - Trent Park Events.pdf

2

----- Forwarded Message -----

From: [REDACTED]
To: [REDACTED]
Sent: Wednesday, 2 March 2016, 10:12
Subject: Fw: Letter from CLARA [SEC=PROTECT]

----- Forwarded Message -----

From: [REDACTED]
To: [REDACTED]
Sent: Saturday, 27 February 2016, 12:58
Subject: Fw: Letter from CLARA [SEC=PROTECT]

----- Forwarded Message -----

From: Matthew Watts <Matthew.Watts@Enfield.gov.uk>
To: [REDACTED]
Sent: Thursday, 17 September 2015, 8:48
Subject: FW: Letter from CLARA [SEC=PROTECT]

Classification: PROTECT

Dear [REDACTED]

Please find attached a response to the letter that was sent to the Council by Mr Redman, Chairman of the Chalk Lane Area Residents Association regarding events in Trent Park.

Best wishes

Matthew

From: [REDACTED]
Sent: 01 September 2015 15:15
To: Chief Executive
Cc: [REDACTED]
Subject: Letter from CLARA

Dear Rob Leak,

Please find attached a letter from the Chairman of CLARA (Chalk Lane Area Residents Association), regarding the recent Found Festival.

A copy will also be sent in the post.

The Chief Executive of Barnet Borough Council is on copy.

Regards,

1P10

The Licensing Act 2003

**IN THE MATTER of
an Application by
FOUND SERIES LIMITED
of 19th January 2016
for a Premises Licence**

**This is the Exhibit 27 to be referred to in the submission
of [REDACTED] before the Hearings of the Licensing
Sub-Committee of Enfield Council of Wednesday 16th
March 2016**

From: [REDACTED]
To: ian.davis@enfield.gov.uk; Matthew Watts <matthew.watts@enfield.gov.uk>
Cc: Jason Charalambous <clr.jason.charalambous@enfield.gov.uk>;
clr.michael.lavender@enfield.gov.uk; [REDACTED]
Sent: Sunday, 9 August 2015, 23:09
Subject: Found 51st State Music Festival on 8th August 2015

Dear All,

As long-term local residents, we were notified by the Council in its letters dated 21 January 2015 and 27 July 2015 of the above large scale event and the various measures to be taken on the day. We also received a further July 2015 circular from the FOUND Series Team, confirming its aim to impact on the local community as little as possible.

We were therefore astounded and increasingly angered throughout the day and evening when neither the Council nor FOUND delivered on the assurances they had previously given us. We and our local neighbours found ourselves subjected to large-scale disruption and disorder from the worst organised event we have ever had to experience locally.

Listed below are some of our major concerns and observations witnessed in the Chalk Lane area throughout the day and evening:

- **Road Closure.** We had been in communication with the Council many times previously, explaining from experience how the only way to protect our local road from event parking and subsequent noise, rubbish etc. was with an official road closure permanently attended by the Police with strict traffic enforcement. What we actually got (at the north end) were a few traffic cones and two half-hearted, non-effective event traffic stewards who made very little effort to stop traffic; admitting openly that they were unable to prevent event visitor traffic entering Chalk Lane, and finally not even noticing cars driving right past them! The road duly filled up with vehicles coming, going and parking throughout the day until several hours after the event finished.
- **Police.** On walking around the area during the day, it was noticeable that there was no Police or CSO attendance in Cockfosters or the nearest roads to the Park

14

entrance. Calls to the Enfield Safer Neighbourhoods Team (suggested in the FOUND circular) went to Voice Mail.

A result of the Council clearly not requesting Police Patrols resulted in the following in Chalk Lane:

- o A preponderance of Laughing gas (cylinders and Balloons) being used and discarded through the day;
- o Alcohol consumption by crowds walking along and sitting on garden walls;
- o Discarded beer cans, plastic bottles and other food rubbish being openly thrown into hedgerows and gardens;
- o An adult and his young assistant regularly loading beers and other consumables from a parked van onto a cart pulled by a bike which he told us he was selling in the festival to make some money on the side. He was at this throughout the day, knew it wasn't legal, but he was clearly not stopped by the Stewards;
- o Black market tickets for the Event were being sold in Chalk Lane as well as in close proximity to the Station.
- The Cock Inn & Restaurant. At the start of the Event and until mid-afternoon, hoards of Event visitors, arriving on foot from both ends of Chalk Lane, were making The Cock their first stop to meet up, or for drink and food. We were regularly asked for directions to The Cock. We were told by some of them that the pub was a notified meeting point! This resulted for several hours in huge crowds and noise from people arriving and leaving on foot, plus at lunchtime, sitting and standing outside the premises, with many drinking. The pub appeared to be expecting them with large food deliveries around lunchtime.
- Cockfosters Road, the top of Westpole Avenue, Cat Hill Roundabout and outside the Station. There were dozens of fly-posters advertising other events on railings and lamposts and making the area look ugly. At time of writing, many are still in place. Was this agreed to by the Council?
- Music Noise. In spite of previous reassurances, the heavy beat of the music invaded our homes all day long until the finish and it wasn't possible for us to remain in the garden during much of this time.
- After the Event. From 10 pm, again hoards of people poured into the north end of Chalk Lane. This went on for several hours as it seemed that many were not yet ready to go home. Some went into The Cock, but others just congregated whilst even more who had come by public transport were standing around looking for taxis to go home. At one point in time Chalk Lane became gridlocked with taxis and cars unable to move until the 'rush' eventually subsided. Again, no Traffic Police or Stewards were present. They would have seen more Laughing gas balloons being used in the street. Was the Council aware that Chalk Lane would be used as a 'Taxi Rank'?

It is clear from the above that Enfield Council did not take the size and potential impact of this event seriously. The weekend was most stressful for us and additionally the local environment has suffered considerably.

It might not be surprising that we have completely lost confidence in Enfield Council's ability to handle an event of this size and to protect the local residents. We look forward to your response and trust that no large scale events will be organised in Trent Country Park in future.

Sincerely,

[Redacted signature]

Chalk Lane, EN4

1P11

The Licensing Act 2003

**IN THE MATTER of
an Application by
FOUND SERIES LIMITED
of 19th January 2016
for a Premises Licence**

**This is the Exhibit ^{RS}RS to be referred to in the submission
of [REDACTED] before the Hearings of the Licensing
Sub-Committee of Enfield Council of Wednesday 16th
March 2016**

A1 TRADE MARKS Philip Redman

From: [REDACTED]
Sent: 02 March 2016 21:42
To: [REDACTED]
Subject: Fwd: Trent Country Park - Large Events - Found Music Festival 2016
Attachments: Alan Draft FUTURE EVENT PLANNING FOR TRENT PARK.docx; ATT00048.htm

[REDACTED]
Attached is a copy of the letter sent to the licensing department. It's under the note to Ron.

Regards [REDACTED]

Begin forwarded message:

From: [REDACTED]
Date: 17 February 2016 at 17:36:15 GMT
To: [REDACTED]
Subject: Fwd: Trent Country Park - Large Events - Found Music Festival 2016

[REDACTED]
Attached is a copy of the email and attachment that I sent directly to the licensing department and Jonathan Stephenson/ Mathew Watts. The only response I have had from licensing was an auto reply. Jonathan has also confirmed receipt. Having seen your reply from licensing I fully expect to receive the same response in due course. I agree that they are obviously making a complaint as difficult as they can bearing in mind how clear your original email was. However, as they are both council departments it's obvious to me that they are simply looking for an excuse to reject our appeals and therefore go ahead with the music festival. So I suppose we had better play their game and provide the information requested.

Regards [REDACTED]

Begin forwarded message:

From: [REDACTED]
Date: 10 February 2016 at 20:52:07 GMT
To: <Jonathan.Stephenson@enfield.gov.uk>, <licensing@enfield.gov.uk>
Cc: <Matthew.Watts@Enfield.gov.uk>
Subject: Trent Country Park - Large Events - Found Music Festival 2016

Dear Jonathan

Thank you for your correspondence regarding the above. Although Colin and I met with both yourself and Matthew on the 26th November 2015 where we represented the views of Clara, I am writing today as a resident of Fairgreen East in order to make you aware of my personal objections to the proposed Found Festival on both Saturday 6th August and the additional day of Sunday 7th August 2016.

Firstly, I would confirm my comments made to you at our meeting in that I support the use of Trent Park for suitable family events and also understand the need for the council to raise money from events in order to support their finances. However, as we discussed events should not be to the detriment of park users, wildlife and the residents. You will recall that prior to your review I left you with a document which summarised the views of both Clara and other representative bodies around the Cockfosters area. I have attached a copy of the document again and would respectfully refer you to the section headed "Type of Event". Within that section is the following

statement which says "Events such as the FOUND Music Festival should not under any circumstances be considered". The reasons why this type of event was seen as unsuitable has been clearly documented in other correspondence that you have received and in addition was discussed in depth with both Cllr Anderson and Matthew at the Friends of Trent Country Park meeting held on September 10th 2015 at the Trent Golf Club. An extract from the minutes of the meeting reported by Peter Gibbs states the following:

*

Cllr Anderson was invited to give his views on the escalation of private events taking place in the park this year, their heavy impact on the park and neighbourhood, and what could be expected in the future to lessen the load on the user and resident community

*

• He stated he was well aware of the concerns expressed recently by residents over the impact of larger events, especially the FOUND music festival that had attracted a very large (10,000) audience, that had placed great strain on access to the park by regular users, left considerable litter in the neighbourhood, and caused antisocial behaviour and parking problems. The numbers attracted were such that they were overwhelming to many not accustomed to crowds in this small community, and the event produced an unexpected and intrusively high level of sound from the music equipment.

*

• He went on to remind the meeting that EBC was in serious financial deficit and needed the income, so was persuaded to continue with a level of events, but not to the extent of causing stress to the community nor damage to the park.

I would add, that not one member of the audience from this meeting supported the Music Festival. In addition, at later meetings of the Friends of Trent Park, and Clara not one resident has supported the use of Trent park for this type of event.

Each resident has their own opinion as to what is so clearly wrong with using Trent Park for this type of event. They include all of the items within both the Friends minutes and the document I left you. For me the biggest issues last year was that of the noise generated by the event and the inability to use the park. Yes the crowds were a problem and the parking but at least you can go home to get away from them. Or that's what I thought. The noise levels where I live in Fairgreen East were completely unacceptable. On the day of last years event I had both of my Grandchildren staying with us. The noise was such that neither of them could have their normal daytime sleep. In addition, on a summers day we simply could not have any windows open due to the event noise. As the event went on so late the normal 7.30pm bedtime for our grandchildren simply didn't happen. We did try taking the boys to Trent Park during the day but unfortunately our four year old found the noise frightening and wanted to go home.

I tried the helpline number in order to complain about the noise and although I tried on four occasions during the day the telephone number provided was not available. At approximately 8.30pm I just kept continually ringing the number and eventually a young lady answered and I was advised that the mobile signal for her phone didn't work most of the time in the park and that's why I couldn't get through. She advised that someone would come around and take noise level readings and report back. I asked if they could call at my home and this was rejected. I asked for a report back of the findings and that was agreed. I am still waiting for the results.

In addition, the comments from the Council after the event was that the noise levels were no different to heavy traffic. Not helpful when you have experienced loud music for nearly 12 hours. I was also advised that it was only background noise and mainly base notes. During the evening of the event I stood in my Garden and made a recording of the music and the words of the female singers song. All tones were clear and audible. No different to having a radio on **loudly** in your garden. If I did that at home I would expect my neighbours to complain and rightly so. So why is it acceptable to have noise of this level continuously for nearly 12 hours just to suit a music festival?

In conclusion, in addition to the matters already raised by others regarding the overall impact that this event had last year I would ask the licensing body to reject the application for the FOUND Music Festival planned for the 6th and 7th August 2016 on the grounds that the noise levels generated by the event are unsuitable for the local area and that the park would not be available for the normal use of the public. I would also add that the comment made by Cllr

Anderson that a level of events were needed but not the extent of causing stress to the community nor damage to the park needs to be considered.

Regards

[Redacted]

Fairgreen East
Cockfosters
Barnet
Herts
EN4 0QR

IP10

The Licensing Act 2003

**IN THE MATTER of
an Application by
FOUND SERIES LIMITED
of 19th January 2016
for a Premises Licence**

207

**This is the Exhibit 207 to be referred to in the submission
of [REDACTED] before the Hearings of the Licensing
Sub-Committee of Enfield Council of Wednesday 16th
March 2016**

[REDACTED]

From: [REDACTED]
Sent: 03 March 2016 17:26
To: [REDACTED]
Subject: Fw: Events in Trent Park

5
----- Forwarded Message -----
From: [REDACTED]
To: [REDACTED]
Sent: Wednesday, 2 March 2016, 10:13
Subject: Fw: Events in Trent Park

----- Forwarded Message -----
From: [REDACTED]
To: [REDACTED]
Sent: Saturday, 27 February 2016, 12:51
Subject: Fw: Events in Trent Park

----- Forwarded Message -----
From: "Cornelius, Cllr Richard" <Cllr.R.Cornelius@barnet.gov.uk>
To: [REDACTED]
Cc: [REDACTED]; David Burrowes <burrowesd@parliament.uk>; Cllr Anne-Marie Pearce <Cllr.Anne-Marie.Pearce@Enfield.gov.uk>; Cllr Michael Lavender <Cllr.Michael.Lavender@enfield.gov.uk>; Jason Charalambous <cllr.jason.charalambous@enfield.gov.uk>; [REDACTED]
Sent: Wednesday, 19 August 2015, 21:39
Subject: Re: Events in Trent Park

Dear [REDACTED]

Thank you for this email. I can not find any email traffic with Cllr Taylor on this matter. it is rather a while ago that I spoke to him. My memory is hazy as to his re-assurances. As you comment if our residents in Barnet are being affected then it become a Barnet Council interest rather than exclusively Enfield business.

These large occasions can be well managed and not cause horrendous problems. In Barnet we have been successful and learned from occasions that went less well. it would seem that there is some cross over here for the East of Barnet and West of Enfield.

I would be happy to discuss.

Richard Cornelius

Sent from my iPad

> On 19 Aug 2015, at 10:00, [REDACTED] wrote:
>
> Dear Councillor,
>
> You may by now be aware that the large FOUND event held in Trent Park on 8th August 2015 caused very serious problems for Cockfosters and some Hadley Wood residents in their streets, in terms of noise, huge crowds in the side-streets, anti-social behaviour (including use of crack), litter and fly-posting, irresponsible parking and non-existent traffic

management plus threatening behaviour from event goes towards local residents. There was admittedly poor management by the event organisers, but also clear evidence that Enfield did not sufficiently manage the organiser or supervision outside the park.

>
> There have since been a growing number of complaints to the Council by residents and resident's groups concerning these and associated problems and the Council's desire to hold more and larger events in the future.

>
> Back in February, when the Council first notified residents of the event plan, on being notified of the concerns, you said that you would be raising this matter with Enfield. Enfield has stated in their defence that they received a very limited response to their request for comments. To help understand why they have made that statement, it would be much appreciated if you could please advise any response to your meeting with Cllr. Taylor as you mention below.

>
> Local residents are now faced with the prospect of much larger, frequent events which based on the Council's previous performance record, will create more chaos locally and based on the current sentiments of residents, will be vigorously opposed. As a local for almost 30 years I can't remember having to experience anything like this before.

>
> I will be happy to forward a more comprehensive list of all the reported issues if you wish.

>
> I look forward to hearing back from you.

>
> With thanks,

>
> [REDACTED]
> [REDACTED] Chalk Lane, EN4
> [REDACTED]

>
> On 15 Feb 2015, at 18:26, Cornelius, Cllr Richard <Cllr.R.Cornelius@barnet.gov.uk> wrote:

>
> I will raise this with Enfield. I am seeing Cllr Taylor tomorrow.
> Richard Cornelius

>
> Sent from my iPad

>> On 9 Feb 2015, at 21:34, [REDACTED] wrote:

>> Park

>
> This email and any attachments to it are intended solely for the individual to whom it is addressed. It may contain sensitive or confidential material and should be handled accordingly. However, it is recognised that, as an intended recipient of this email, you may wish to share it with those who have a legitimate interest in the contents.

>
> If you have received this email in error and you are not the intended recipient you must not disclose, distribute, copy or print any of the information contained or attached within it, all copies must be deleted from your system. Please notify the sender immediately.

>
> Whilst we take reasonable steps to identify software viruses, any attachments to this email may contain viruses which our anti-virus software has failed to identify. No liability can be accepted, and you should therefore carry out your own anti-virus checks before opening any documents.

>
> Please note: Information contained in this e-mail may be subject to public disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

>

This email and any attachments to it are intended solely for the individual to whom it is addressed. It may contain sensitive or confidential material and should be handled accordingly. However, it is recognised that, as an intended recipient of this email, you may wish to share it with those who have a legitimate interest in the contents.

If you have received this email in error and you are not the intended recipient you must not disclose, distribute, copy or print any of the information contained or attached within it, all copies must be deleted from your system. Please notify the sender immediately.

Whilst we take reasonable steps to identify software viruses, any attachments to this email may contain viruses which our anti-virus software has failed to identify. No liability can be accepted, and you should therefore carry out your own anti-virus checks before opening any documents.

The Licensing Act 2003

**IN THE MATTER of
an Application by
FOUND SERIES LIMITED
of 19th January 2016
for a Premises Licence**

**This is the Exhibit *R10* to be referred to in the submission
of [REDACTED] before the Hearings of the Licensing
Sub-Committee of Enfield Council of Wednesday 16th
March 2016**

From: [REDACTED]
Sent: 03 March 2016 17:26
To: [REDACTED]
Subject: Fw: Event at trent Park on 8th August

6

----- Forwarded Message -----

From: [REDACTED]
To: [REDACTED]
Sent: Wednesday, 2 March 2016, 10:14
Subject: Fw: Event at trent Park on 8th August

----- Forwarded Message -----

From: [REDACTED]
To: [REDACTED]
Sent: Saturday, 27 February 2016, 12:50
Subject: Fw: Event at trent Park on 8th August

----- Forwarded Message -----

From: [REDACTED]
To: 'Cllr Michael Lavender' <Cllr.Michael.Lavender@enfield.gov.uk>
Cc: [REDACTED]
Sent: Sunday, 30 August 2015, 15:38
Subject: RE: Event at trent Park on 8th August

Thank you for getting back to me there are a few things I need to bring up 1st the litter was cleared from the park side but I went away for the week and when I came back the chalk lane side was still filthy, I go down there a lot and there was a load of rubbish and 23 bottles and 25 cans on the chalk lane side so we can safely assume this was not done the other main problem was people coming out of the park afterwards it was a disaster everyone had to walk in the road not a single policeman and traffic could not move if there are other large scale events there must be a lots more police and they must be on duty after the match at least 1. To 1/5 hours after the event we must think football match with a crowd of over 10000 I thank you for coming back to me and hope you will take this forward I am not saying we should not have these events but the should be properly organised thanks again [REDACTED]

From: Cllr Michael Lavender [mailto:Cllr.Michael.Lavender@enfield.gov.uk]
Sent: Sunday, August 30, 2015 1:41 PM
To: [REDACTED]
Cc: Cllr Jason Charalambous; Cllr Anne-Marie Pearce; David Burrowes (david.burrowes.mp@parliament.uk)
Subject: Event at trent Park on 8th August

Dear [REDACTED]

I set out below a copy of a response received from the relevant council officer. For once I am pleased that the facts are acknowledged, regrettably officers still feel the need to add a 'but' or qualify the facts.

There are a number of obvious action points for me to follow up and I shall keep you informed once I have a response which sets out definitively the action the council proposes to take to avoid a repetition of this.

Kind regards,

Michael

'Dear Cllr Lavender,

1P18/1P19

The Licensing Act 2003

**IN THE MATTER of
an Application by
FOUND SERIES LIMITED
of 19th January 2016
for a Premises Licence**

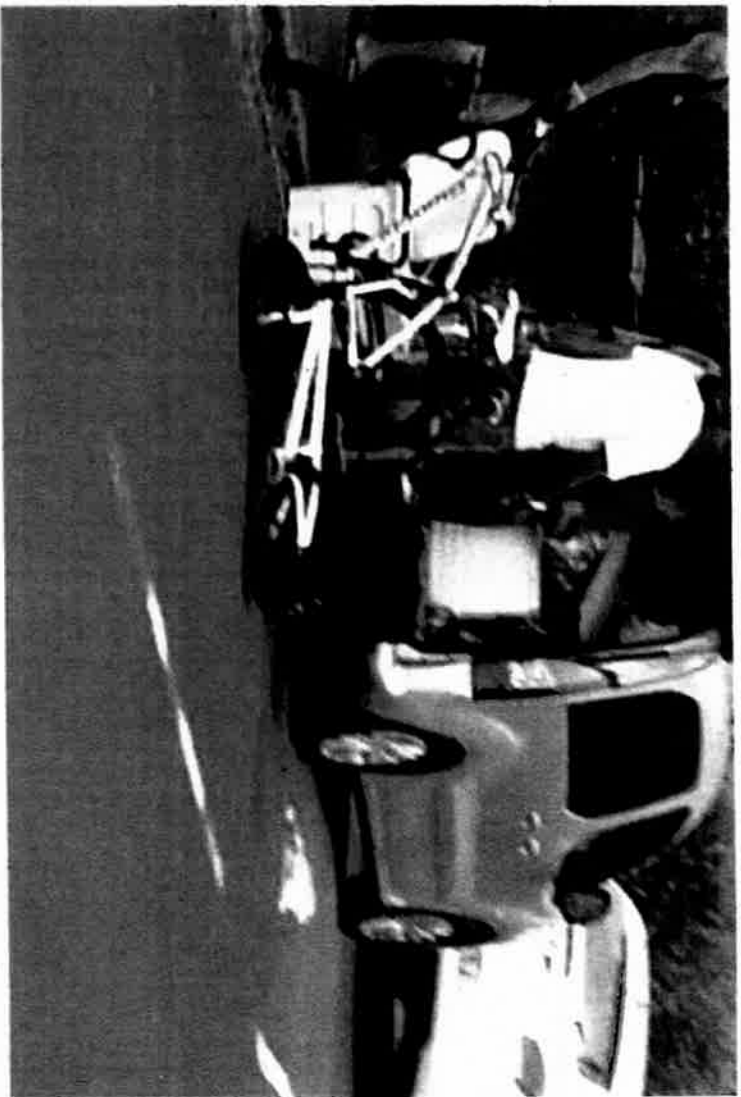
**This is the Exhibit R//to be referred to in the submission
of [REDACTED] before the Hearings of the Licensing
Sub-Committee of Enfield Council of Wednesday 16th
March 2016**

1P10

The Licensing Act 2003

**IN THE MATTER of
an Application by
FOUND SERIES LIMITED
of 19th January 2016
for a Premises Licence**

**This is the Exhibit ~~1/2~~ to be referred to in the submission
of [REDACTED] before the Hearings of the Licensing
Sub-Committee of Enfield Council of Wednesday 16th
March 2016**



Annex 6

SUP01

Ellie Green

Subject: FW: Fwd: Fw: Found Music Festival licensing 2016 - No objection [SEC=UNCLASSIFIED]

Sup 01

From: [REDACTED]
Sent: 01 February 2016 18:23
To: [REDACTED]
Cc: Matthew Watts
Subject: Re: Fwd: Fw: Found Music Festival licensing 2016 - No objection

Dear [REDACTED]

Just to let you know that not everyone shares your views on this matter. It is only a couple of days a year. It is something for young people. I am in favour of such an event although there is nothing wrong with seeking assurances about proper management of the event.

I do not buy the 'fighting our way to church through the litter argument'. All you are doing here is highlighting how few people will be affected. This sort of argument make you all look like rather petty Daily Mail readers. Sunday is a rather good day to hold such an event. We don't HAVE to take our families into the park on that weekend. It is just one weekend after all. It seems to me a rather good use of such a resource. The park is for everyone. Running events like this is part of that - no matter how much we might personally dislike such music. I am sure that many young people feel the same about what we like.

I am copying Matthew into this email.

Best wishes

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

On 01/02/2016 17:08, Secretary wrote:

Classification: UNCLASSIFIED



 Follow us on Facebook  Twitter  <http://www.enfield.gov.uk>

Enfield Council is committed to serving the whole borough fairly, delivering excellent services and building strong communities. Opinions expressed in this email are those of the individual and not necessarily those of the London Borough of Enfield. This email and any attachments or files transmitted with it are strictly confidential and intended solely for the named addressee. It may contain privileged and confidential information and if you are not the intended recipient and receive it in error you must not copy, distribute or use the communication in any other way. All traffic handled by the Government Connect Secure Extranet

Annex 7

Licence Conditions for Trent Park, Cockfosters Road, BARNET, EN4 OPS

Annex 1 - Mandatory conditions

The Mandatory Conditions are attached and form part of the Operating Schedule of your licence/certificate. You must ensure that the operation of the licensed premises complies with the attached Mandatory Conditions as well as the Conditions in Annex 2 and Annex 3 (if applicable). Failure to do this can lead to prosecution or review of the licence.

Annex 2 - Conditions consistent with the Operating Schedule

1. The site will be monitored by security and a full site check will be carried out prior to the commencement of the show. All relevant personnel will be present to carry out the full site check.
2. CCTV will be in full operation covering the main entrance and all search lanes. There will be CCTV in operation at the artist entrance and CCTV to give a panoramic view of the site. CCTV controllers at the command centre will monitor the CCTV.
3. All security and staff will be in communication via 2-way radio at all times.
4. All perimeters will be monitored to ensure there are no breaches.
5. Clicker counters will be used for determining the number of persons on the premises at any one time to ensure that the maximum permitted number is not exceeded.
6. All staff shall receive relevant training in relation to the sale of alcohol and the times and conditions of the premises licence.
7. All training relating to the sale of alcohol and the times and conditions of the premises licence shall be documented and records kept. These records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least six weeks.
8. Challenge 25 shall be in operation upon entry and at the bar and relevant material shall be displayed at the premises. Only passport, photographic driving licences or ID with the P.A.S.S. logo (Proof of Age Standards Scheme) may be accepted.
9. A written record of refused sales shall be kept on the premises and completed when necessary. This record shall be made available to Police and/or the Local Authority upon request and shall be kept for at least six weeks from the date of the last entry.

10. No persons under the age of 18 years shall be permitted to enter the premises.
11. A personal licence holder is to be present on the premises and supervise the sale of alcohol, throughout the permitted hours for the sale of alcohol.
12. There will be 200 members of security and stewards on site at all times. An SIA approved contractor will provide these security and stewards.
13. All members of the public will be subject to a mandatory search upon entry.
14. There will be regular patrols and frequent spot checks of the perimeter throughout the day by security.
15. Any member of the public causing a nuisance will be required to leave the site and a note will be made of this in a log retained by the security control.
16. There is a robust plan in place for sound management.

Annex 3 - Conditions attached after a hearing by the Licensing Authority

This page is intentionally left blank

Ellie Green

From: Lisa Inzani <L.Inzani@popall.co.uk>
Sent: 08 March 2016 15:41
To: Ellie Green
Cc: [REDACTED]
Subject: Trent Park, Cockfosters Road, Barnet - Found Series - Premises Licence Application for Saturday 6th and Sunday 7th August 2016 - Emails and letters in support from local residents

Attachments:

[REDACTED]

Dear Ellie,

I attach the letters and emails we received from residents in support of my client's application.

I also attach the typed version of these communications as some of them are quite difficult to read.

My client has advised that these residents are more than happy to come along to the hearing to support the application.

I would be grateful if you would kindly telephone me in relation to the attached.

Kind regards,

Lisa

Lisa Inzani | Partner

Poppleston Allen


E: L.Inzani@popall.co.uk | T: 0203 078 7487 | M: 07831 649 788 | W: www.popall.co.uk

London Office, 31 Southampton Row, London, WC1B 5HJ



Authorised and Regulated by the Solicitors Regulation Authority (SRA No: 78244). The professional rules to which we are subject are the Solicitors Code of Conduct. These rules can be viewed at www.sra.org.uk.

This email and the attachments are intended for the above named persons only and may be confidential and privileged. If you receive it in error please tell the sender immediately and do not copy, show or distribute them to anyone. Although we have taken steps to ensure that this email and its attachments are free from any viruses, it is your responsibility to ensure that viruses do not adversely affect your system.


Games Road
Barnet
EN4 9HR

4th March 2016

The Licensing Department, Enfield Council
Civic Centre
Silver Street
Enfield
EN1 3XA

To whom it may concern,

I am very keen to see the Found Series back in Trent Park with their 51st State Festival. I am a local resident and have been for nearly 40 years and to say that prior to last year's event I was a little dubious regarding the amount of people coming into the area and the amount of disturbance that was going to be made. However I can say post the event that the organisation regarding the sheer amount of people was fantastic.

The other main issue I concerned myself about was how tidy was the area going to be post the event especially as I am a resident who lives directly opposite the main entrance to park. As soon as the event ended the litter pickers got into action and not just the main road but the country lane surrounding were also cleared to a decent standard.

I must say that I am looking forward to this year's event as long as the high levels of security are still the same and our roads are closed again to prevent festival goers parking in our private roads.

Kind Regards,


FAO Licensing Department Enfield Council

To whom it may concern,

I am a local resident who found 51st State to be least disruptive. I feel that these types of event help the local economy as well as provide something new in the area for the locals and I.

As well as the above I found the below points to be true for the event:

The organisers had contacted us well in advance of the event to inform us of the plans and the inevitable impact leading up to the event and post event. They had distributed the letters to local residents as some of my friends also received one last year.


We walked through the park on the event day to see what was going on and only found a small portion of the park used for the site.

During our walk we found that the area contained a large number of stewards and security guiding people and managing the area.

I found the music levels didn't cause any disruption to our day.

We do not oppose having the event take place again this year as it supports local businesses and also brings in a little cash to the council, which should help with the parks upkeep.

Kind regards,



SOUTH LODGE DRIVE
N14 4XH

FAO Licensing Department Enfield Council



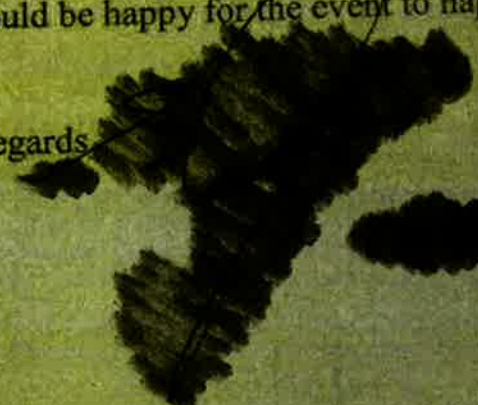
Dear Sir / Madam,

We were pleasantly surprised to receive a letter from the organisers of 51st State Festival before the event took place. We thought this showed the event was very well organised.

There was no trouble or disruption to us due to the event, and it all looked like it was being managed well. We saw a load of litter pickers clearing away the rubbish after the event and there were always plenty of security on site so we felt safe at all times.

We would be happy for the event to happen again.

Kind regards



SOUTH LODGE
DRIVE
N14 4XL

FAO Licensing Department Enfield Council,

Dear Sir/Madam,

We would like to show our support for the festival 51st State at Trent Park. We feel it was well organised for these reasons:

- We were impressed with the event organisers dialogue with local business' & residents on the event day.
- We witnessed litter pickers clearing up the area after the crowds had left late at night.
- We saw that there was an extensive number of security present throughout the day.
- The park is for everybody, we welcome these sorts of event taking place on occasion as it is refreshing and new for the area.

We also felt the positive impact of increased business on the day of the event due to the festival crowds coming into the area.

Yours sincerely,

A large, dark, irregular redacted area covering the signature of the sender.

AO Licensing Department Enfield Council,

Dear Sir/Madam,

I am in favour of 51st Stat Festival taking place this year. We didn't experience any problems with disorder or disorder last year. The event appeared to be very well organised, we received a local business letter about the event in the run up. There seemed to be a lot of security present when there were crowds around.

It is good to have young people around

Yours sincerely,

A large, irregular black redaction mark covers the signature area of the letter.

FAO Licensing Department Enfield Council,

Dear Sir/Madam,

We run a business local to Trent Park and we are in support of the Found Series festival taking place in the park. The organisers were very communicative before and during the event. We witnessed a lot of security going to and from the site and we felt that overall the event was well managed. We are glad to have new people visiting the area and putting Oakwood & Cockfosters on the map!

Yours sincerely

[Redacted signature]

[Redacted signature]

[Redacted signature]



[REDACTED]
Cockfosters Parade,
Cockfosters Rd,
Barnet EN4 0BX.

FAO Licensing Department Enfield Council.

Dear Sir/Madam,

We run a café on Cockfosters road and would be happy to 51st State Festival back to the park again. We enjoyed having the event on as we had increased business from the suppliers and staff who worked on the event site as well as from the festival goers on the day.

We had a letter in the post from the festival organisers before the event happened with information and a number we could call if we had any problems.

We saw litter pickers going up and down the street while the crowds were leaving clearing away any mess. There was a lot of security as well looking out for the crowds so we weren't worried at any time.

Yours sincerely,

[REDACTED]

FAO Licensing Department Enfield Council



Hi there,

I am a local resident and am writing to you in regards to the event 51st State that is taking place in Trent Park this year.

I support events such as this taking place at the park. Last year's event was not much trouble to us at all. It was not for very long and it was exciting to have something like this going on in the area. Local young people enjoyed it and it was praised in the local newspaper, which brought a lot of positive attention to Enfield and the park.

There was minimal disruption to our use of the park during the event, the park is huge and there is plenty of space available for events and for dog-walking or playing in the park. We noticed a lot of security on during the event. The following day we returned to the park and saw that the rubbish had been cleared. The park was left in good condition once the event organisers had cleared the site.

Thank you,


 Soltz Lodge Drive

N14 4XH

Mar 7 (1 day ago)



[REDACTED]
to [REDACTED]

Hi [REDACTED]

Thank you very much.

Please could you let me know your address, so we can add it to your letter.

Best,

[REDACTED]
On Mon, Mar 7, 2016 at 9:17 AM, [REDACTED] wrote:
Hope this is ok?

To whom it may concern,

I am very keen to see the Found Series back in Trent Park with their 51st State Festival.

I am a local resident and have been for nearly 40 years and to say that prior to last year's event I was a little dubious regarding the amount of people coming into the area and the amount of disturbance that was going to be made. However I can say post the event that the organisation regarding the sheer amount of people was fantastic.

The other main issue I concerned myself about was how tidy was the area going to be post the event especially as I am a resident who lives directly opposite the main entrance to park. As soon as the event ended the litter pickers got into action and not just the main road but the country lane surrounding were also cleared to a decent standard.

I must say that I am looking forward to this year's event as long as the high levels of security are still the same and our roads are closed again to prevent festival goers parking in our private roads.
Kind Regards

[REDACTED]

FOUND SERIES LTD

Unit 104, Hoxton Street Studios, 12-18 Hoxton Street, London N1 6NG | hello@foundseries.co.uk

Evidence of Good Practice

[REDACTED]

[REDACTED]

8/30/15

To Event organisers

I'm looking forward to the events of 8th August hosted in trent park, as the only private residents of trent park we hope everything runs smoothly. We also wish to join in with the festivities on the day, and would like to request 4 complimentary tickets so we can enjoy the events that are so close to home.

If you could provide us with 4 tickets we will happily support the festival this year and every year after. As we live in trent park we would like to join the party every year rather than oppose it, and we are also happy to help when needed.

Many thanks

[REDACTED]

[REDACTED]

7/3/15

Hi

Thank you for getting in touch.

Yes we will happily give you 4 tickets.

We will be in touch later in July to issue E-Tickets.

If you have any queries our Office number is 020 7739 3693. Please ask for Yas.

Many thanks,

FOUND

FOUND SERIES LTD

Unit 104, Hoxton Street Studios, 12-18 Hoxton Street, London N1 6NG | hello@foundseries.co.uk

7/24/15

[REDACTED]
to me

Hi
Firstly a big thank you for leafletting local residents to let us know in advance, this is rare and is much appreciated.

2 things please

1 - Will the park be closed to the public? I walk my dog there regularly

2 - As much as you recommend travelling by public transport with the numbers you have there will be lots of people who chose to drive and will clog up local roads. What are you/local council doing to stop people parking on residential streets? Often the roads off Cockfosters Road are blocked off but very little is done in the main part of Cockfosters (which is only minutes walk away from Trent Park) where we always end up losing our local parking ... and cause problems for us

How do we make sure this concern is addressed?

Thanks

[REDACTED]
Cockfosters resident

8/4/15

FOUND Series <hello@foundseries.co.uk>

[REDACTED]
Hi

Thank you for getting in touch, and apologies for the delayed response.

We have taken temporary traffic orders out on 5 local roads:

- Chalk Lane
- Green East
- Bournewell Close
- Coombehurst Close
- Green Oaks Place

We have an extensive traffic marshal team on board to stop any issues with cars stopping on Cockfosters Road, and we have stewards only allowing entry to the park for park users. Our customers will be redirected to local car parks:

- Enfield Town
- Oakwood Car Wash

Don't hesitate to get in touch with any further queries.

Best,
Yasmin

FOUND SERIES LTD

Unit 104, Hoxton Street Studios, 12-18 Hoxton Street, London N1 6NG | hello@foundseries.co.uk

[REDACTED]

Pt. 1

51st State Festival Inbox x 51st Resident x

8/15/15

[REDACTED]

Thank you for your letter. I live on Sovereign Mews. Personally I am all for the council making income from event hires in the park if this is protecting services for residents. Everyone knows that public sector budgets are continuing to be cut so I think it's a good idea and worth a little inconvenience. However we actually need more information about the event to be able to access and comment on the overall impact and if it was worth it such as:

How much you made on tickets and merchandise? (I looked on line and saw you sold about 6000 tickets before and at huge prices.

What were your other streams of income from the event?

We need a breakdown on what you spent on security and supporting the event in relation to the local community etc. Blaming the security company is a bit of a cop out - what instructions and training did you give them after all? Are you actually experienced and qualified in crowd control or should this have been the responsibility of the council?

We also similarly need to know how much the council made from the hire and the cost to them in supporting the event in advance, during and after.

We should also have been consulted on the hire agreement and should have been given a copy of it because without it we couldn't really say if either you or the council fulfilled your sides of the agreement.

Personally I was not inconvenienced or bothered by the event. We had lots of clear communication from the council beforehand about the event and so residents could plan their day - shop early, gone away for the day or stayed in etc. I'm sorry for those that had a more negative experience but I also think people do make a fuss about nothing sometimes.

We had stewards on the entrance to Bournewell close who seemed to have done their job effectively - we have more problems with parking during the week with builders parking up from Hadley wood building sites and also when Arsenal plays so having stewards at the entrance worked as far as I am concerned.

I didn't think the finish time was too late nor was the music too loud or disruptive. If the vague bass bothered people they could close their windows.

Hopefully the local shops would have had increased income from the extra people which would have helped business.

It was actually nice to see people enjoying themselves and generally I didn't think it was aggressive or intimidating but then again I am not that near to the station and had the common sense to stay in from late afternoon. However my daughter drove through just before it ended and said it was packed with drunks and disorderly people going back to the station. She didn't see any signs of trouble as such though.

There was a lot of rubbish in the road on both sides of Cockfosters road which should have been cleared up by Sunday morning. I didn't go in the park after the event so can't comment on what the state of the park was like or how this affected the resident wild life.

FOUND SERIES LTD

Unit 104, Hoxton Street Studios, 12-18 Hoxton Street, London N1 6NG | hello@foundseries.co.uk

Pt. 2

There was a lot of rubbish in the road on both sides of Cockfosters road which should have been cleared up by Sunday morning. I didn't go in the park after the event so can't comment on what the state of the park was like or how this affected the resident wild life.

It was difficult to know who was in an official position regarding the event. There was not a police presence that I could see which might have helped keep any unruliness under control like you get at football matches. I also saw no signs of council officials either.

The perennial problem you have and which you and the council should have planned for more effectively is the mainly white generation X culture of binge drinking and recreational drugs. I saw so many people coming out of the station already drinking or worse for wear before they even got into the event. Should there not have been prohibition on alcohol from the station and to and from the venue? Was there liaison with TFL about the event because I thought there was no alcohol allowed on the underground so who was policing that?

There was congestion on the road all day because people kept on stopping at the main entrance to try and get in, then had the debate at the gate and then had to turn back onto the road. What should have happened was to have strictly no turning or stopping at all. If you had special VIPS they should have had clear and large tickets for display in their windscreen which security could spot at a distance and wave everyone else on.

The road at each end should have had very clear and large signage at least a couple of weeks before the event so that residents locals and regular users could take alternative routes on the day.

Best wishes

FOUND Series <hello@foundseries.co.uk>

8/26/15

D

Thank you for your feedback. We will be digesting this and discussing with the council directly.

I am unable to provide information regarding figures and budgets as this is confidential.

We take full responsibility for the security company, and all staff working under us are properly briefed and trained.

We are aware that despite an extensive litter picking plan in place, there was more than we had planned for on the ingress and this is something we would adapt for future events.

There were several meetings with TFL prior to the event, so they were aware that the event was taking place.

We will make note of the remainder of your feedback and suggestions to explore how we could make any future event smoother for all sides.

Thank you,
Yasmin



Trent Park Festival 8th. August 51st Resident x



8/14/15

to me -

It is nice to see the park used and youngsters enjoying themselves. There will always be groups displaying unseacial behaviour and policing these minority groups in and outside the park is essential.
Loud music is expected and as concerts at Trent Park are infrequent, not daily, not weekly and not even monthly then I see no problem; It did not continue late into the night.

My only criticism is policing our road, Coombehurst Close, I did not see a control 'warden' when I left early evening whereas there were two on duty at other road entrances chatting sociably with each other; at previous events our Road was well 'policed'



FOUND Series <hello@foundseries.co.uk>

8/21/15

Dear

Thank you for getting in touch.

I apologise for any inconvenience caused by the traffic on your road. If any future event were considered, we would plan on using CSP who we believe were very effective for the council the weekend prior to our show.

Thank you,
Yasmin

FOUND



South Lodge Drive
Enfield
London
N14 4XL

4th March 2016

The Licensing Department, Enfield Council
Civic Centre
Silver Street
Enfield
EN1 3XA

Dear Sir/Madam,

We were pleasantly surprised to receive a letter from the organisers of 51st State Festival before the event took place. We thought this showed the event was very well organised.

There was no trouble or disruption to us due to the event, and it all looked like it was being managed well. We saw a load of litter pickers clearing away the rubbish after the event and there were always plenty of security on site so we felt safe at all times.

We would be happy for the event to happen again.

Kind regards,



● South Lodge Drive
Enfield
London
N14 4XH

4th March 2016

The Licensing Department
Enfield Council
Civic Centre
Silver Street
Enfield
EN1 3XA

To whom it may concern,

I am a local resident who found 51st State to be least disruptive. I feel that these types of event help the local economy as well as provide something new in the area for the locals and I.

As well as the above I found the below points to be true for the event:

The organisers had contacted us well in advance of the event to inform us of the plans and the inevitable impact leading up to the event and post event. They had distributed the letters to local residents as some of my friends also received one last year.


We walked through the park on the event day to see what was going on and only found a small portion of the park used for the site.

During our walk we found that the area contained a large number of stewards and security guiding people and managing the area.

I found the music levels didn't cause any disruption to our day.

We do not oppose having the event take place again this year as it supports local businesses and also brings in a little cash to the council, which should help with the parks upkeep.

Kind regards,



South Lodge Drive
Enfield
London
N14 4XH

4th March 2016

The Licensing Department
Enfield Council
Civic Centre
Silver Street
Enfield
EN1 3XA

Hi there,


I am a local resident and am writing to you in regards to the event 51st State that is taking place in Trent Park this year.

I support events such as this taking place at the park. Last year's event was not much trouble to us at all. It was not for very long and it was exciting to have something like this going on in the area. Local young people enjoyed it and it was praised in the local newspaper, which bought a lot of positive attention to Enfield and the park.

There was minimal disruption to our use of the park during the event, the park is huge and there is plenty of space available for events and for dog-walking or playing in the park. We noticed a lot of security on during the event. The following day we returned to the park and saw that the rubbish had been cleared. The park was left in good condition once the event organisers had cleared the site.

Thank you,




Bramley Road
Oakwood
London
N14 4XA

4th March 2016

The Licensing Department
Enfield Council
Civic Centre
Silver Street
Enfield
EN1 3XA

Dear Sir/Madam,

We run a business local to Trent Park and we are in support of the Found Series festival taking place in the park. The organisers were very communicative before and during the event. We witnessed a lot of security going to and from the site and we felt that overall the event was well managed. We are glad to have new people visiting the area and putting Oakwood & Cockfosters on the map!

Yours sincerely,



[REDACTED]
Bramley Road
Oakwood
London
N14 4XA

4th March 2016

The Licensing Department
Enfield Council
Civic Centre
Silver Street
Enfield
EN1 3XA

Dear Sir/Madam,

I am in favour of 51st Stat Festival taking place this year. We didn't experience any problems with litter or disorder last year. The event appeared to be very well organised, we received a local business letter about the event in the run up. There seemed to be a lot of security present when there were crowds around.

It's good to have young people around

Yours sincerely,

[REDACTED]

Cockfosters Parade
Cockfosters Rd
Barnet
EN4 0BX

4th March 2016

The Licensing Department
Enfield Council
Civic Centre
Silver Street
Enfield
EN1 3XA

Dear Sir/Madam,

We run a café on Cockfosters road and would be happy to 51st State Festival back to the park again. We enjoyed having the event on as we had increased business from the suppliers and staff who worked on the event site as well as from the festival goers on the day.

We had a letter in the post from the festival organisers before the event happened with information and a number we could call if we had any problems.

We saw litter pickers going up and down the street while the crowds were leaving clearing away any mess. There was a lot of security as well looking out for the crowds so we weren't worried at any time.

Yours sincerely,

●

[REDACTED]
Cockfosters Parade
Cockfosters Rd
Barnet
EN4 0BX

4th March 2016

The Licensing Department
Enfield Council
Civic Centre
Silver Street
Enfield
EN1 3XA

Dear Sir/Madam,

We would like to show our support for the festival 51st State at Trent Park. We feel that the event was well organised for these reasons:

- We were impressed with the event organisers dialogue with local business' & residents in the lead up to the event day.
- We witnessed litter pickers clearing up the area after the crowds had left late at night.
- We saw that there was an extensive number of security present throughout the day.
- The park is for everybody, we welcome these sorts of event taking place on occasion as it is refreshing and new for the area.

We also felt the positive impact of increased business on the day of the event due to the festival crowds coming into the area.

Yours sincerely,

[REDACTED]
[REDACTED]

MUNICIPAL YEAR 2015/16 REPORT NO.

COMMITTEE :
Licensing Sub-Committee
16 March 2016

REPORT OF :
Principal Licensing Officer

LEGISLATION :
Licensing Act 2003

Agenda - Part	Item
<p>SUBJECT : Application for a new premises licence</p> <p>PREMISES : Trent Park, Cockfosters Road, EN4 0PS</p> <p>WARD : Cockfosters</p>	

1. SUPPLEMENTARY INFORMATION:

- 1.1. On 8 March 2016, **Found Series Limited** provided further information to support the new premises licence application.
- 1.2. A copy of the information is attached as Annex 08.

Background Papers :
None other than any identified within the report.

Contact Officer :
Ellie Green on 020 8379 8453

Ellie Green

From: Lisa Inzani <L.Inzani@popall.co.uk>
Sent: 08 March 2016 15:37
To: Ellie Green
Cc: Steve Burnett
Subject: Trent Park, Cockfosters Road, Barnet - Found Series - Premises Licence Application for Saturday 6th and Sunday 7th August 2016 (EMAIL 1 OF 2)
Attachments: Documents Index.doc; 1. FOUND~51st State-Trent Park-6&7th August 2016-Event Safety Plan v2.pdf; 2. FOUND~51st State-Emergency Response Plan~Trent Park~6&7th August 2016....pdf; 3. FOUND~51st State-Risk Assessment & Fire RA~Trent Park~6&7th August 20....pdf; 51st State @ Trent Park2016V1.pdf; 5. FOUND~51st State-Trent Park Medical Operation Plan.pdf; 51STSTATE~Medical Provision.pdf; 6. FOUND~51st State-Trent Park Site Evaluation.pdf; 7. FOUND~51st State-Trent Park Public Liability Insurance.pdf; 8. FOUND~51st State-Trent Park Roles and Responsibilitiesv2.pdf; 9. FOUND~51st State Trent Park Crowd Management Policyv2.pdf; 10. FOUND~51st State-Trent Park~Waste Management Planv2.pdf; 11. FOUND~51st State-Trent Park Ticketing Information.pdf; 12. FOUND~51st State-Trent Park Local Community Engagement.pdf; 13. FOUND~51st State-Trent Park Noise Management Plan.pdf; Noise management statement2016v1.pdf; review 2015.pdf; 14. FOUND~51st State-Trent Park London Metropolitan Police.pdf; 15. FOUND~51st State-Trent Park Drugs Policy.pdf; 16. FOUND~51st State-Security~Trent Park~6&7th August 2016.pdf; Trent Park Security Deployment 2016 Build & Break .pdf; Trent Park Security Deployment 2016.xlsx

Dear Ellie,

In support of my client's application to be heard before Enfield Licensing Committee on Wednesday 16th March 2016 at 10am, I attach the following documentation in line with the index which I also attach.

I may need to send you the documents listed over several emails and depending on whether these bounce back.

You will appreciate there are a large number of documents which need to be in place for this event.

I would be grateful if you would confirm that these documents will be placed before the hearing on 16th and also will be disseminated to those residents who have made representations. These form part of my client's evidence in support of their application.

Please note that to do date I have not had any telephone calls or emails from any of the residents that have made representations.

I will be sending you a further email also with details of residents who are in support of the application.

I appreciate they have not written in during the 28 day consultation period, however in any event I will be attaching letters as these have been sent to my clients.

I will send them on a separate email to you.

I will send the second part of this email with the additional documents.

Please acknowledge safe receipt.

Kind regards,

Lisa

Lisa Inzani | Partner

Poppleston Allen

E: L.Inzani@popall.co.uk | T: 0203 078 7487 | M: 07831 649 788 | W: www.popall.co.uk

Trent Park Documents

Index

No.	Document	Notes
1.	Event Safety Plan	
2.	Emergency Procedure	
3.	Event Risk Assessments	
4.	Site Plan	
5.	Medical Operation Plan	Cover note
5a.	Medical Provision 2015	Highlights the level of provision in 2015, which far exceeded requirements
6.	Site Evaluation	
7.	Insurance Policy	
8.	Roles & Responsibilities	
9.	Crowd Management Policy	
10.	Waste Management Policy	
11.	Ticketing Information	
12.	Local Community Engagement	
13.	Noise Management Policy	Cover note
13a.	Noise Management Review Draft	Completed closer to the time upon appointment of contractors
13b.	Noise Review from 2015	
14.	Police	
15.	Drugs Policy	
16.	Security Deployment	Cover note
16a.	Security Deployment Event Day	

16b.	Security Deployment During Build & Break	
17.	Traffic Management Plan	Cover note
17a.	Traffic Management Plan	Will be finalised once meeting takes place this Wednesday
18.	Show Stop Procedure	
19.	Terrorism Advice Documents	

Event Safety Plan v2

'51st State Festival' 6&7th August 2016

Trent Park, Enfield

London Borough of Enfield
Cockfosters Road
Barnet
Enfield
EN4 0PS

FOUND
Unit 104
12-18 Hoxton Street
N1 6NG

Version Two**Revision History**

Date	Details
04/03/16	Version 1 Created by Found & HornerSalus Ltd
04/03/16	Version 1 Distributed for comment
07/03/16	Version 2 Created by Found & HornerSalus Ltd
07/03/16	Version 2 Distributed for comment

Contents:

1. Introduction
2. Requirements of the 2003 Licensing Act.
 - The Prevention of Crime & Disorder
 - Public Safety
 - The Prevention of Public Nuisance
 - The Protection of Children from Harm
3. Event Evaluation
4. Site Rules
5. Risk Assessment
 - Duties
6. Event Health, Safety and Welfare
 - Safety Management Structure
7. Stage, Temporary Structures and Infrastructure
8. Electrical Systems
9. Food, Refreshments and Traders
10. Waste Disposal
11. Security/Stewarding
12. Guest/Traffic Management
13. Organisation and Contractors
14. Communication
15. Medical/First Aid Provision
16. Fire Precautions and Equipment
17. Sanitary Accommodation
18. Emergency Procedures
19. Event Inspection
20. Accident Reporting & Investigation
21. Provisions for Persons with Special Needs
22. Contingencies
23. Controlling Noise at Work
24. Emergency Contact List

- Appendix A: Event Risk Assessment
Appendix B: Fire Risk Assessment
Appendix C: Site Layout Plan
Appendix D: Emergency Response Plan

1. Introduction

- 1.1 In four years FOUND Series have forged a reputation for producing landmark events across London.

After launching with a series of 15 club events in South London, the FOUND brand has become synonymous with quality. The team have produced, programmed and licensed music events across two London parks, a series of outdoor street parties, warehouse venues, Art Deco theatres and super clubs.

The FOUND team draws on over a combined 50+ years experience in promotional and operational experience. Driving British club culture through innovative, professional and memorable showcases in clubs, venues and green field sites across the UK and Europe.

Our Operational team, have a vast amount of experience in the management of licensed premises, event spaces, street events and festival spaces. They have a thorough knowledge of licensing & health and safety and work closely alongside authorities in 4 different London Boroughs. As a team we operate 3 licensed premises in the Capital alongside our growing festival business.

At its core, FOUND exists to nurture grass roots talent, hand-picking artists from across the globe to deliver the most authentic and unforgettable festival experiences.

The brand caters to a broad demographic of 18 – 35 year old electronic music fans, with a bookings policy that reflects London's cultural diversity.

Since 2012, Found has been operating festivals across London Parks including Haggerston Park, Finsbury Park, Brockwell Park and Trent Park. 2015 saw the debut of our flagship '51st State Festival' at Trent Park.

After a hugely successful, sold out debut for 51st State Festival at Trent Park, we propose to expand the event two days in 2016.

The festival and its programming ethos will continue to reflect the area's rich and varied range of background and cultures. Into its second year, 51st State will continue to build on relationships with local stakeholders to nurture our spot as the areas landmark festival celebrating roots in electronic dance music.

- 1.2 FOUND have undertaken Risk Assessments, an Event Safety Plan and Emergency Procedures for this event.

The Event Safety Plan

- 1.3 Following site visits and meetings with FOUND, the Event Organiser for the event, this document represents the proposals that should be adopted in order to provide the necessary safety and environmental precautions associated with this event.

- 1.4 This has relied on extensive knowledge and experience of the application of The Health and Safety at Work Act (1974), The Event Safety Guide (now known as the Purple Guide) and the Regulatory Reform (Fire Safety) Order 2005. It is, however, recognised that these documents are not wholly appropriate to this event. In common with all such events, a practical, pragmatic and realistic approach has been adopted.
- 1.5 These proposals are not necessarily final, but give an indication to the appropriate procedures for this type of event.

Sensible Risk Management

- 1.6 The Health & Safety Executive (HSE) believe that risk management should be about practical steps to protect people from real harm and suffering - not bureaucratic back covering.
- 1.7 This is not the HSE's vision of sensible health and safety – the HSE want to save lives, not stop them. Their approach is to seek a balance between the unachievable aim of absolute safety and the kind of poor management of risk that damages lives and the economy.

2. Requirements of the 2003 Licensing Act.

- 2.1 FOUND in consultation with the Local Licensing Officer have applied for a Premises Licence for this event. All of the conditions applied to the Premises Licence will be rigorously complied with.
- 2.2 FOUND take their duties under the new Licensing Act 2003 seriously and intend to fulfil their duties as organisers in meeting the four key objectives in the following way:

The Prevention of Crime and Disorder

- 2.3 All activities within the Licensed Premises will be managed with a view to preventing crime and disorder by adopting the following policies. All issues arising outside the licensed premise will be the responsibility of the local police force and measures will be taken to minimise the impact through a full consultation process with the local police authority.
- Use of appropriate numbers of stewards/security at access/egress points and other appropriate locations.
 - CCTV operation will be in position and will operate at all times.
 - Amnesty boxes will be provided at the entry point to the festival site for any illegal items such as drugs and or weapons.
 - There will be a three point search operation; 1 CCTV, 2 Wand detector, 3 Actual per person search. There will be 15 search lanes to ensure the flow of people continues and does not back up. This is an increase of 50% on last year and is intended to reduce queuing time on entry.
 - All drinks to be served in bottles or receptacles.
 - Measures to prevent open bottles or other drinks containers being carried beyond the licensed premises.
 - Use of appropriate numbers of stewards/security at access/egress points and other appropriate locations.
 - Sufficient lighting of the event arena during hours of darkness including routes leading away within the immediate vicinity.
 - Enfield Council in consultation with the Police may introduce a Public Spaces Protection Order to allow greater powers to the Police and the parks authority to enable a more robust response to the use of 'Legal Highs' this is in response to last years feedback and the continued popularity of these substances generally in society.

Crime Prevention Policy

- 2.4 Tried and tested methods that have been developed to deal with issues of crime and disorder will be employed.
- 2.5 The policing of the event will be controlled by FOUND's nominated Security Company – Saber Security. Briefings will take place throughout the event with the Event Organisers, any Emergency Services that may be present, Event Safety Officer and security/stewards.
- 2.6 The event will have stewards and security on hand to deal with potential crime and disorder issues.
- 2.7 SIA registered Door Supervisor's will be used throughout the festival site including 'Rapid Response' Teams and on any fixed positions. The supervisor in control will also hold a Door Supervisors licence. They will all have their badge of accreditation on display.

Public Safety

- 2.8 The production of the Event Safety Plan is in itself a commitment to public safety. The risk assessments will take account of foreseeable hazards and risks and reasonable control measures where required will be implemented. Included within the documentation will be regard to the following key objectives under the Licensing Act 2003.
- 2.9 The measures detailed below will be in place to protect public safety:
 - Safe capacities to be calculated for the event site and subsequently the total venue capacity. Admission will not exceed safe capacity.
 - Exit widths to be calculated in accordance with capacity and in consultation with the relevant emergency services.
 - Suitable medical facilities will be provided to cater for all foreseen incidents and the number of attendees.
 - Safe places of refuge, free drinking water, adequate and sufficient sanitary facilities and food and drink will be available.
 - Suitable and sufficient lighting on egress to all designated routes.

The Prevention of Public Nuisance

2.10 It is accepted that events have an impact upon the locality and all reasonable measures will be taken to ensure that any negative impact the event may have, will be minimised as far as reasonably practicable. In addition to these measures further consideration will be given to the following items in order to meet the licensing objectives.

- The nature of the activities being offered. The suitability of the venue will be assessed and the site designed in order to minimise the negative impact upon the local area.
- Due to the residential nature of the area surrounding the park additional Traffic management will be in place with the assistance of CSP Ltd.
- The character of the surrounding area in relation to the proximity to residential and other noise sensitive premises.
- Measures to deal with dispersal of visitors from the site as necessary, including the employment of stewards/security and notices at exits requesting visitors to respect neighbours.
- Noise limiters will be fitted to all sound systems.
- There will be an acoustic consultant on-site to set the sound levels and react to any issues.
- Lighting will be sympathetically rigged and positioned to avoid glare and to prevent disturbance.
- A consultation with the local residents will take place whereby letters will be sent out and signage will be displayed.
- Recycling and waste points will be provided throughout the festival site to minimise on the build up of scattered waste.
- Clearance and disposal of waste to be undertaken as soon as reasonably practicable and complete by the end of the event period. We shall ensure that the wider area that may have been affected by the festival will be litter picked.

The Protection of Children from Harm

2.11 The Organisers recognise the importance of protecting children from harm and consideration has been given in order to protect children from the event. This will be undertaken in consultation with the relevant authorities.

- In all cases the minimum age for admission is 18 years and as such further control measures for protecting children from harm are not required. Furthermore admittance will be closely managed by Saber Security and proof of age will be requested where required.

Proof of Age Policy

- 2.12 The Police Licensing Unit will be given the details of the Designated Premises Supervisor (D.P.S.) well in advance of the event.
- 2.13 The appropriate posters will be displayed in the bar areas to deter persons under the age of 18 from attempting to purchase alcohol.
- 2.14 All bar staff will be 18 years old or over and trained on the requirements of the law regarding the sale of alcohol, this will include instruction on how to question and refuse sales if necessary.
- 2.15 All bar staff will be encouraged to use the "Think 25" age recognition policy.
- 2.16 In the event of an individual being refused alcohol SIA registered security staff will be on hand to assist in the management of any subsequent issues.
- 2.17 Any person deemed to be intoxicated will not be served further alcohol; bar Managers will monitor alcohol sales closely.
- 2.18 No persons under the age of 18 will be served alcohol, documented proof of age will be requested by bar staff when in doubt.
- 2.19 A drinks token system will be operated whereby a kiosk will sell tokens and they will be used at the bar rather than cash handling at the bar.

Conclusion

- 2.20 Throughout the Event Safety Plan and Risk Assessment reference is made to meeting the above licensing objectives. These objectives will take priority alongside the other important health and safety considerations outlined in the Event Safety Plan and Risk Assessment.
- 2.21 FOUND, the organisers of this event are committed to producing an event that has taken all necessary action to protect the health, safety and welfare of all those taking part.

3. Event Evaluation

- 3.1 There will be an outdoor stage with a PA, four outdoor arenas and one VIP arena with international DJs and musicians who will be performing at the event.

There will be 3 bars and 1 VIP bar offering a selection of beverages. There will be a 'Food Village' with 10 food traders. There will also be cash sale retail points.

- 3.2 51st State festival will be promoted using social media as well as traditional marketing methods such as licensed billboard sites.

The event intends to sell 11,500 tickets per day to over 18's only. All tickets will be sold exclusively through Resident Advisor Ticketing Outlet. If the event is not sold out in advance, then tickets will be available to purchase at the event.

Audience Profile

The age of ticket holders to this event is between 25 – 55 years of age. The gender ratio is 55% male to 45% female.

Promotion will focus heavily on people in the local areas of North London, however some of the audience may travel in from the other areas via train. Notices will be displayed around the park from June to advertise that the event will take place.

The 2015 event saw 1710 tickets purchased from the immediate postcodes. This means around 20% of total tickets were purchased from these postcodes:

Postcode	Tickets Sold
EN1	292
N14	267
EN4	255
N21	214
EN2	207
N11	156
EN3	147
N13	128
N9	44

We expect this percentage to increase in 2016 through more targeted marketing and a greater awareness of the event in the surrounding area.

3.3 Event Timings

Date	Activity	Times
Monday 29th July- Friday 5th August	Site Build	0800-2000 each day
Saturday 6th August	Event day 1- 51st State	1100-2200 *site crew will be onsite before and after these times
Sunday 7th August	Event day 2	1100-2100 *site crew will be onsite before and after these times
Monday 8th - Wednesday 10th August	Site de-rig	0800-2000

The site will be cleared and available for handover by 18:00 on Wednesday 10th August. A full production schedule will be available for viewing two weeks prior to the event.

Transport

- 3.4 There are several transport links close by for the provision of public transport such as underground, train and buses given the city location. This will help to ensure a quick and safe dispersal of the guests following the event.

We will liaise with TFL again in 2016. Guests will arrive throughout the day across a variety of transport links, we will however ensure that all guests are directed to Cockfosters tube station on egress. Provisions will be made with our Traffic Management company to ensure this is the case

Please see separate Traffic Management Plan for Greater detail (Appendix 17 of the Event Safety File).

The immediate transport links are:

- Oakwood Station Piccadilly line
- Cockfosters Station Piccadilly line
- New Barnet (Gt Northern)
- High Barnet (Northern line)
- Enfield Chase, Gordon Hill and Hadley Wood

Entertainment

- 3.5 The following forms of entertainment will be staged at the event:
- Performances of amplified live music on a main stage and within marquees.
 - Playing of recorded amplified music by DJ's and as background to dance.
 - Performances of dance
 - Stalls

4. Site Rules

Introduction

- 4.1 The following Rules will be applied to all persons working on this event unless the FOUND Event Organisers have individually agreed to a dispensation in exceptional cases:
- 4.2 When deemed necessary safety footwear and high visibility vests, and any other form of personal protective equipment required to carry out the task safely, must be worn. Hard hats will be worn by all personnel and visitors to the designated site area unless and until the nominated Event Safety Officer establishes that they are unnecessary by virtue of his evaluation of the risks involved in the work activities on site.
- 4.3 All persons are to attend an event induction prior to working on site. This is in addition to employer's own inductions.
- 4.4 No one is to operate plant or equipment or carry out any other tasks for which they have not been properly trained. Proof of suitable training will be a prerequisite before any person is given authorisation to operate plant.
- 4.5 Authorised Driver/Operators will become key holders for the plant/equipment type designated. Keys must be returned to the Production Manager at the end of plant/equipment use or end of shift. The authorised Driver/Operator is responsible to ensure this is carried out.
- 4.6 No one is permitted to enter or work on site under the influence of alcohol or drugs. This rule is non-negotiable, and any person found to be in breach of it shall be removed from site.
- 4.7 The use of transistor radios or personal stereos is not permitted.
- 4.8 Raised voices, shouting and swearing is discouraged unless in response to imminent danger.
- 4.9 Misuse and non-authorised use of the site temporary electrical system is forbidden.
- 4.10 All incidents, near misses and accidents must be reported to the relevant responsible supervisor/employer at the earliest possible opportunity.
- 4.11 Anyone observing unsafe acts or conditions, unsafe equipment, faulty plant or tools must report the fact to their supervisor.
- 4.12 All site-wide safety signage and notices must be observed and obeyed.
- 4.13 No one must interfere with anything provided in the interest of health, safety and welfare.

- 4.14 Any persons wishing to use Safety Harnesses must provide the Event Safety Officer with a detailed Method Statement explaining the procedures and the Rescue protocols in place prior to the activity commencing.
- 4.15 The use of Mobile phones is prohibited when operating plant or working at height.

5. Risk Assessment - Duties

- 5.1 Numerous pieces of legislation require risk assessments to be carried out and, in particular, the Management of Health and Safety (Workplace) Regulations 1999. All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people. Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards.
- 5.2 The risk assessment for the 51st State festival is based on the activities that shall be undertaken whilst building, during and de-rigging at the event site. The assessment shall also incorporate the experience of holding previous events.
- 5.3 Refer to the Event Risk Assessment as detailed in Appendix A.

6. Event Health, Safety and Welfare

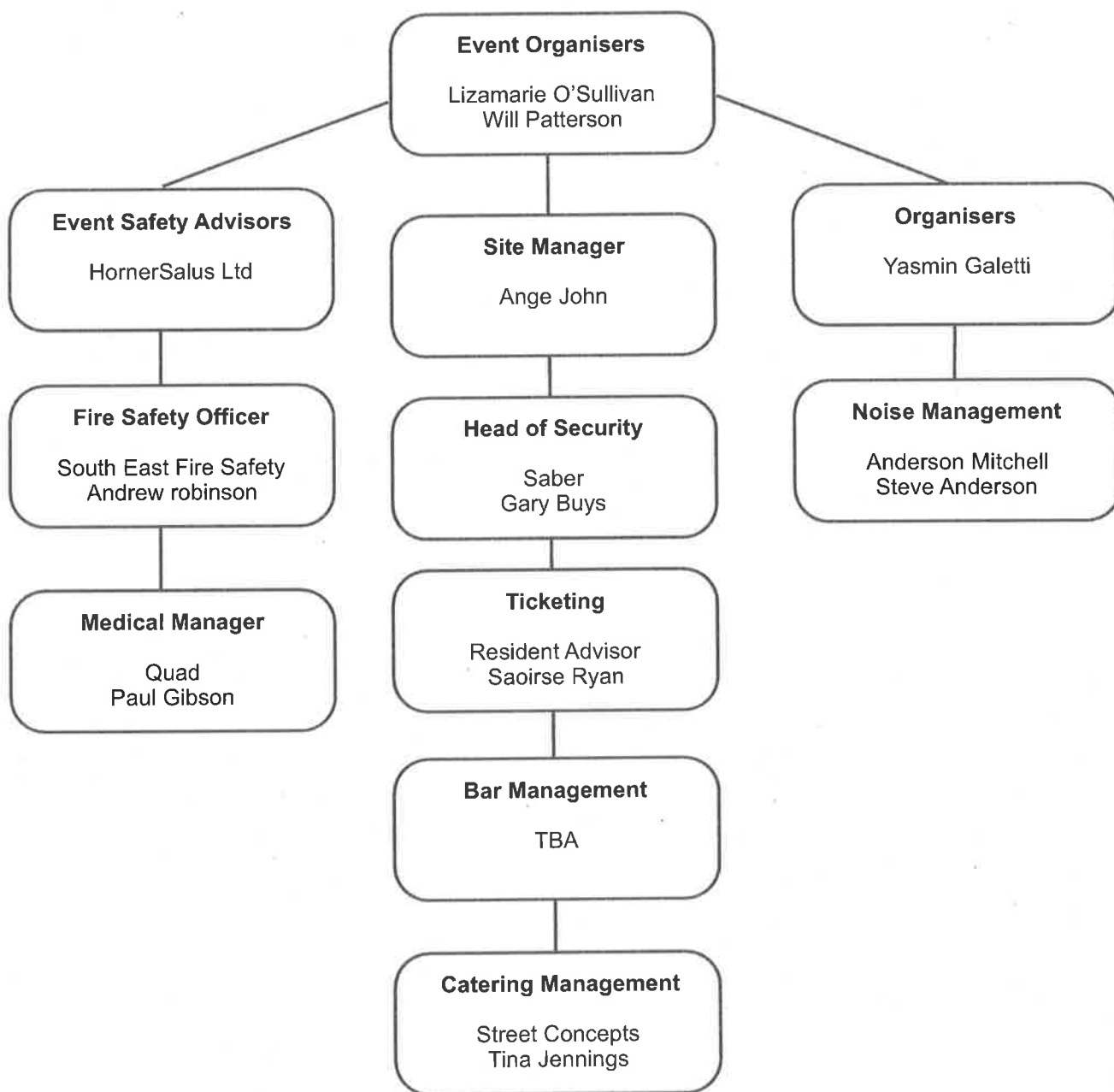
- 6.1 It is the policy of the Event Organisers, FOUND, to promote the highest possible standards of health and safety so as to lead to the avoidance or reduction of risks to the health and safety of all persons who, may be affected by their work activities, and to ensure compliance with all current legislation. In particular the 'Health and Safety at Work Act (1974)'.
- 6.2 FOUND make specific commitments to working safely, personal safety, care of the environment and being mindful of safety issues when planning events.
- 6.6 FOUND considers that these issues are the responsibility of the Company's management team and rank equally with that of finance, marketing, human resources and commercial issues.
- 6.7 The Event Organisers take responsibility for the implementation of the Company's Health and Safety policy. Such responsibilities include but are not restricted to:
- Ensuring that health and safety, as well as licensing obligations, site rules and regulations are a major consideration when planning this event.
 - Undertaking suitable and sufficient assessments of all the foreseeable risks presented to, and posed by any of the work activities undertaken whilst on site.
 - Ensuring staff under their control, including freelance workers and contractors are competent and fully aware of any potential hazards.
 - Informing all persons on site of what action to take in the event of a fire, bomb threat or any other emergency, and bring the emergency fire routes and evacuation areas to their attention.
 - Ensuring that adequate provisions for first aid are in place and that all workers are aware of these provisions.
 - Monitoring all plant and work equipment to ensure it is operated in a safe manner and that any safety devices that are fitted are used in the correct way.
 - Maintaining a system of good housekeeping in order to reduce the risk of trip/slip hazards and fire risks.
 - Ensuring that if Personal Protective Equipment (PPE) is required that it is suitable and worn by all persons deemed to be at risk.
- 6.8 The Event Organisers are also mindful that they carry a considerable responsibility for the safety of the visitors whilst events under their control are taking place.

6.9 The Event Organisers are well aware of their responsibilities for ensuring the health, safety and welfare of all persons attending the event site before, during and after the entertainment. Steps have been taken to fulfil these responsibilities by the employment of competent persons including an Event Safety Officer (ESO). The ESO's responsibilities include the following:

- Monitoring of contractors;
- Liaison with contractors, self employed persons on site, and the health and safety enforcement authority;
- Checking of safety method statements and risk assessments;
- Preparation, as necessary, and monitoring of site safety rules;
- Checking of appropriate certificates in relation to electric, fire, etc
- Monitoring and co-ordinating safety performance;
- Advising the Organiser on unsafe work and the use of unsafe equipment;
- Assisting the Organiser in stopping such unsafe work or the use of unsafe equipment;
- Liaison, as and where thought necessary and appropriate, with the Local Authority Personnel, etc during the event;
- Provide safety consultancy as necessary;

6.10 The Event Safety Officer role will be the Event Organisers shared responsibility during the event day.

6.11 Safety Management Structure:



7. Stage, Temporary Structures and Infrastructure

- 7.1 All temporary structures and equipment installations will be designed and built/installed by proprietary contractors.
- 7.2 Full details of temporary structures will be submitted on request to Enfield Council Building Control Department for approval. Full technical drawings, supporting calculations and any relevant test results should be made available before construction commences. All design loads should be in accordance with the appropriate British Standards having regard to their location and use.
- 7.3 All main contractors should submit safety method statements to the ESO in respect of their on site activity; these will include details of employee/subcontractors competencies and training in respect of their ability to operate equipment. All activities at the event site relating to the erection and construction of the structures should be monitored by the ESO or a nominated safety representative who should ensure that contractors and personnel follow safe working practices and erect the temporary structures as detailed in the specification.
- 7.4 The ESO will ensure that all structures are checked by a competent person and a Completion Certificate issued before they are used. Structures erected and certificated for the festival must have provided completion certificates for the ESO and the Event Organisers.
- 7.5 The stage, marquees and any catering areas will be provided with suitable and sufficient means of access and egress, which should be shown on the events individual site plans.
- 7.6 The pedestrian routes to and from the event area will have pedestrian barriers installed in high-risk areas. Security and stewards will ensure the barriers are in place and inspected at least 2 hours before the events gates are to be opened.
- 7.7 The ESO or the nominated safety representative during the build period should check stores and stacked materials for suitability of location and stability and initiate remedial action where necessary. Where materials are to be stacked and left in position awaiting final positioning the initiating contractor should ensure that they are safe, secure and highlighted.
- 7.8 Tent structures, their dimensions and capacities.

Area	Dimensions	Capacity
Main Stage	15m width	5000 standing capacity
Stage 2	38m round	2000
Stage 3	34m round	1550
Stage 4	30m x 30m	1150
Stage 5	15m x 25m	500
VIP Stretch tent (no sides)	25m x 25m	Nominal capacity 1000

Please refer to Event Safety File section 18 Suppliers TDS for the Tent structures and fire exit schedule document which defines the fire exit widths per tent.

8. Electrical Systems

- 8.1 Petrol generators will not be permitted on site or on any other element of the event.
- 8.2 All electrical installations and equipment used should comply with the general requirements of the Electricity at Work Regulations 1989, i.e. installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers "Regulation for Electrical Installations" and other relevant guidance. Regard should be paid to HSE Guidance Note GS50: "Electrical Safety for Place of Entertainment". Temporary installations cannot fully comply in all respects with the IEE Regulations and details of variances should be provided. All electrical installations on the event site shall comply with BS7909 2011 - Code of practice for temporary electrical systems for entertainment and related purposes.
- 8.3 All work should be carried out under the control of a competent electrician who should remain on site whilst the public are present. This person should provide electrical certificates in a form prescribed in the IEE Regulations prior to the visitors being given access to the site. Copies of these certificates should be obtained by the ESO and made available to the local authority on request. Prior to the event opening, the ESO will inspect the site and ensure that appropriate fire fighting equipment has been installed.
- 8.4 As the event progresses into the hours of darkness additional lighting will be required. Temporary structures will be fitted with appropriate levels of emergency exit signage and non-maintained emergency lighting. These emergency lighting systems will be thoroughly tested prior to the guests entering the site.
- 8.5 The ESO will inspect the condition of any generators and ensure that fire-fighting equipment is provided prior to use.
- 8.6 All suspended lighting apparatus should be fitted with suitable safety steels and these will be inspected.
- 8.7 Hand held tools should, where possible, be 110v reduced low voltage or battery operated. Where this is not possible and for other hand held equipment residual current devices having 30mA tripping current and a maximum operating time of 30 milliseconds should be used. Test buttons should be incorporated.

9. Food and Refreshments

- 9.1 Food and refreshments will be available throughout the site from a variety of catering outlets. All food traders will have a FHRS rating of at least 3, being 'generally satisfactory'.
- 9.2 Stewarding should ensure that large catering vehicles will not move whilst the visitors are on site without suitable and sufficient Banksmen, if at all. All contractor vehicles must use their hazard warning lights during all movement on-site.
- 9.3 A variety of food and drink outlets are available throughout the site (please refer to the site plan for their location).
- 9.4 Catering units that are grouped together should have a firebreak of 3.5 metres. Sections of Heras may be used to provide compounds for catering units, preventing members of the audience accessing preparation areas and or gas storage.
- 9.5 Suitable risk assessments and fire risk assessments will be obtained from all food outlets along with food hygiene certification and gas safety certification for all gas equipment.
- 9.6 Caterers are required to develop overall food safety and health and safety operating standards, which will assist the promoter in the safe running of the event. They should comply with all relevant statutory regulations with regard to food safety and health and safety. Staff shall receive sufficient training on the use of dangerous equipment, on operational practices and in emergency procedures for the evacuation of premises in response to an incident or threat to the public or themselves.
- 9.7 Food safety will include satisfactory catering procedures, delivery and storage of materials, refrigeration and temperature control, disposal of waste materials and dishwashing and cleaning and food hygiene generally. Health and Safety matters will include staff briefing, fire safety and evacuation, working with gas and electricity, handling of materials, first aid and accident reporting.

10. Waste Disposal

- 10.1 Waste bins will be provided for all catering waste in the secure areas to the rear of the catering units. The ESO will monitor the areas to ensure inappropriate levels of waste and combustible items do not build up during the event period. The event Organisers will provide a number of litter pickers throughout the duration of the event. However, visitor behaviour and density will limit their effectiveness and use.
- 10.2 All areas in the immediate vicinity of the site should be cleared of litter. All clean-up staff must be provided with appropriate PPE.
- 10.3 Waste should be cleared from bins and removed after the visitors have moved off the site. Suitable waste disposal should be carried out.

11. Security / Stewarding

- 11.1 The Event Stewarding Plan will identify the numbers and location of stewards. In order to carry out the stewarding effectively, a chain of command will be established.
- 11.2 The steward's main responsibilities will be to assist visitor management, facilitate searches, prevent overcrowding, reduce crushing problems, minimise injury, prevent unauthorised access and provide assistance to the emergency services when required.
- 11.3 Key stewards will use radios and be trained in radio procedure and discipline. Security control will be located in the temporary site office as indicated on the plan.
- 11.4 A full briefing session will take place prior to the commencement of the event.
- 11.5 The contracted Security company, Sabre, will be aware of the SIA requirements for registered Door Supervisors. It is the intention to have SIA registered staff on the gates, bars and on the Response team's. Badges of accreditation will be visibly displayed.
- 11.6 There will be two hundred (200) SIA registered security staff provided for this event.

12. GUEST/TRAFFIC MANAGEMENT

Build/Breakdown Controls

- 12.1 Due to the extremely open nature of Trent Park during the first stages of the event build and breakdown, all materials and equipment should be securely stored or closely monitored, with appropriate stewarding organised temporarily if alternative storage cannot be sourced. All materials and equipment should be highlighted with hazard tape if they are left in public areas.
- 12.2 All contractors must observe a strict 5mph speed limit throughout the event area. Hazard lights must be operational and where necessary, marshalling should be used.
- 12.3 During the erection and dismantling of the event, hard-hat areas should be established where necessary and highlighted with hazard tape. The contractor will be responsible for ensuring members of the public do not enter their work areas.
- 12.4 The ESO or a nominated safety representative should also monitor general work operations and intervene where necessary if unsafe practises are being committed.
- 12.5 FOUND will provide overnight security for the event site during all relevant periods.

Visitor Access

- 12.6 The event is ticketed and the festival site will have a fixed boundary line of fencing to control the ingress of the audience.

There are six emergency egress points to the event area (please see the Site Plan):

- 1) XF2 4m
- 2) XF3 4m
- 3) XF6 4m
- 4) XF7 4m
- 5) XF8 4m
- 6) XF9 4m
- 7) XF10 4m

Trained and competent stewards will be located throughout the event site to provide information and guide visitors to appropriate viewing areas and welfare facilities.

13. ORGANISATION AND CONTRACTORS

- 13.1 FOUND, in hiring the services of contractors, intends to fulfil its responsibilities under Health and Safety Legislation and good practise by taking reasonably practicable steps to ascertain the level of health and safety awareness and competence of such third party organisations. All contractors will be expected, prior to commencing work, to provide details of how they intend to undertake the work in a safe manner.
- 13.2 All personnel working on site will be required to work with regard for their own and others health and safety, in accordance with current legislation and good practise, and within their companies own health and safety management framework.
- 13.3 To facilitate compliance and to ensure awareness of potential health and safety problems and conflicts between contractor activities, contractors will receive information in respect of site practises, access routes, and access times. The ESO or nominated safety representative will monitor the contractor activities and intervene as necessary should unsafe practises or unsafe conflicts become apparent.
- 13.4 Each company involved in the event should submit the name and on-site contact details of a nominated person who will be available on site to liaise with the ESO on health and safety issues.
- 13.5 Details of contractors to include H&S documentation and their contact details will be available from FOUND.

14. COMMUNICATION

- 14.1 The importance of communication on site is recognised. There needs to be clear and effective communication between the various disciplines and identified lines of demarcation. Agreed procedures, roles and specific duties will be drawn up. The Event Organisers, security and the stewards will need to communicate effectively.
- 14.2 Radio communication should be used by all relevant personnel including management teams, stewards, security etc. It is imperative that all radio frequencies are submitted to the Production Manager prior to the event in order to prevent crossover. Correct radio procedure and discipline should be maintained.
- 14.3 All senior event staff will have mobile phones to back-up radio communications.
- 14.4 Communication with the visitors should be carried out when necessary by using the event PA system allowing clear and audible messages.
- 14.5 It is advised that meetings between the security manager, medical services, ESO and the Organiser take place at specified intervals throughout the event to discuss the event to date.

15. MEDICAL/FIRST AID PROVISION

- 15.1 The Organiser and the ESO should liaise and consult on the overall medical/first aid provisions.
- 15.2 Having regard to the nature of the event and locality of hospitals full consultation with the medical provider will be undertaken.
- 15.3 First aid facilities will be provided on site for all staff and visitors during the event period. For the build and breakdown periods, each contractor will provide first aid kits and a nominated first aider. In the event of an accident, the nominated first aider shall be called and shall attend to the injured party. Where the requirement is greater the ambulance service will be called via the 999 system.
- 15.4 Prior to the event commencing all on site staff and the head of security should be briefed and made aware of any contingency plans, including evacuation points, designated ambulance loading points (Emergency Vehicle Routes) and forward ambulance aid points. This briefing will also make clear what the procedure is for liaising with the emergency services and who shall meet and brief them where required.
- 15.5 The first aid point should be provided with contingency plans and site contact numbers, together with site plans.
- 15.6 The level of medical/first aid provision for the event has been calculated in accordance with Chapter 20 of "The Event Safety Guide", by the medical provider completing an assessment as to the likely requirement based on the activity attendees demographic the activities and previous experience of this type of event.
The medical provisions for this event is likely to be:
A Doctor
Ambulance x 2 with staff
Paramedics / Emergency Nurses x 2
First Responders x 2
First aiders x 4
Medical Team Manager x 1
- 15.7 The proposed provision should be discussed with the Local Licensing Officer and the LAS.
- 15.8 The first aid point will be clearly signed, and provided with fresh water, a disabled toilet and power. This is marked on the plan.
- 15.9 Medical teams will be on-site a minimum of one hour prior to the start of the event, and will remain on-site for one hour after it has finished or until the site is clear of visitors. All medical staff will wear identified uniforms.
- 15.10 Quad Medical Ltd will be the medical provider and will provide an Operational Plan, which will be located within the Event Safety File section 5.

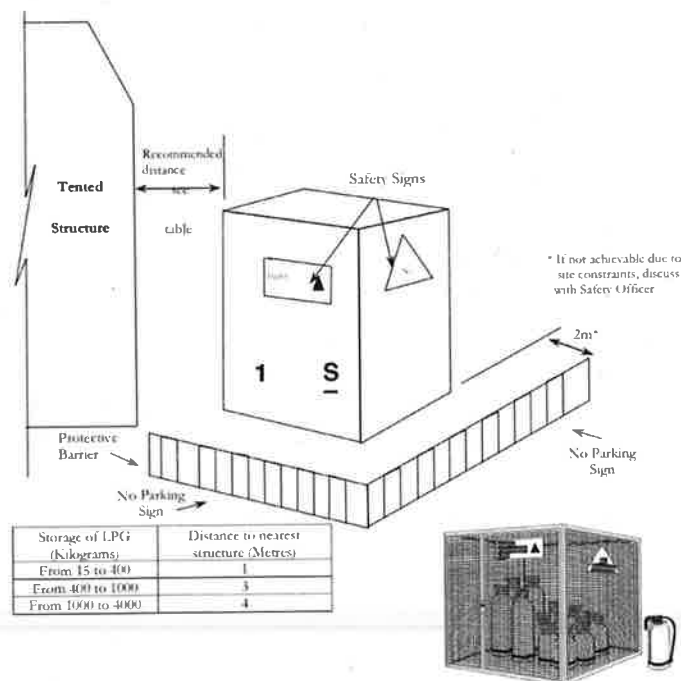
15.11 The nearest hospital to the event site is approximately 3.5 miles away. The address and contact details are listed below:

Barnet Hospital
Wellhouse Lane
Barnet
Hertfordshire
EN5 3DJ
<https://www.royalfree.nhs.uk/>
020 8216 4600

16. FIRE PRECAUTIONS AND EQUIPMENT

- 16.1 Fire fighting equipment to be provided by FOUND. Guidance has been taken from the Regulatory Reform (Fire Safety Order) 2005 in particular the section entitled 'Open-Air Events and Venues' and also the Local Authorities Licence conditions.
- 16.2 Site access for emergency vehicles will be determined by the nature and location of the incident. EVRs will be designated and secured by teams of stewards. Paramedics on foot will be escorted by security as required.
- 16.3 All drapes, curtains, marquees and scrim cloths etc for all stages will be certificated to the relevant fire resisting/retardant standard. Samples of cloth will be available for testing upon request.
- 16.4 All catering outlets should be at least 3.5 metres apart with a fencing panel being utilised to provide both separation and a flush face. Catering vehicles and outlets will be required to provide suitable fire extinguishers and fire blankets.
- 16.5 Closed containers will be provided in the secure area to the rear of the catering outlets and stalls to accommodate refuse generated during the event.
- 16.6 Each caterer should be only permitted 1 spare LPG cylinder with the unit, for each cylinder in use unless this amount is considered to be excessive on site. This level of provision should be sufficient for the duration of the event. Spare cylinders will be stored in a secure well-ventilated location in a remote compound which will be secured and off limits to the guests.
- 16.7 It is advised that all caterers submit certification to the effect that their LPG installations were installed and have been inspected by a GSR engineer in the 3 months preceding the event. There shall be a gas safe engineer on site for the event day in any case.
- 16.8 The use of petrol generators will not be permitted on the site.
- 16.9 Stewards who may be called upon to use fire-fighting equipment should be trained to a suitable standard. The use of fire-fighting equipment by stewards or others employed on the site should be considered to be an emergency first measure only and the Fire Brigade should always be called via the 999 system for every actual or suspected fire even if it is considered to have been extinguished.
- 16.10 All on-site 999 emergencies will go via security to the Event Organiser. Stewards should be advised of this arrangement during the on-site briefing. Should any 999 calls be made directly by the visitors, the 999 centre should communicate with the Event Organiser before action is taken via the on-site LAS team.

- 16.11 The ESO covering the area will carry out checks prior to opening and during the event to ensure that the above is adhered to. Such details should be in addition to any checks/inspections undertaken by the relevant licensing and enforcement authorities.
- 16.12 The stage will be provided with two water extinguishers, two CO² extinguishers and a light duty fire blanket.
- 16.13 All mobile catering vehicles must be equipped with suitable and sufficient fire extinguishers and fire blankets relevant to their tasks.
- 16.14 Any generators should be equipped with a dry powder extinguisher.
- 16.15 The mixer control position should be equipped with a CO² extinguisher and a dry powder extinguisher.
- 16.16 Fire points will be located throughout the event infrastructure and will be equipped with one H²O or AFFF and one CO² fire extinguisher.
- 16.17 An emergency access route will be established into the main event site. This must be kept clear of traffic obstacles. Please refer to the site plan for exact location of the EVR's.
- 16.18 The layout of a typical secure compound and traffic protection measures are shown below:



17. SANITARY ACCOMMODATION

- 17.1 Adequate numbers of toilets and washbasins will be provided. These facilities will be maintained to ensure that they are kept in a clean and serviceable condition throughout the duration of the event and maintained to a high standard of hygiene.
- 17.2 Disabled facilities will be provided at an appropriate level for the anticipated attendance. It is suggested that one toilet with hand washing facilities should be provided per 75 people with special needs. The toilet location will be clearly signed in the banner type format.
- 17.3 Toilet facilities will be erected at a suitable time prior to commencement of the event to ensure a thorough inspection by the Environmental Health Department should they require. All of the toilets will have suitable and sufficient lighting, Halogen and Tower lights will be employed dependant on number and location.
- 17.4 The toilet requirements for this event have been calculated using Chapter 14 of 'The Event Safety Guide' and based on the attendance figure of 12500. If the attendance figure drops significantly below this number, the toilet numbers will be reduced accordingly. The planned numbers are detailed below:

For events with a gate opening time of 6 hours or more with Alcohol and food served:

- 1 toilet per 75 females = 67
- 1 toilet per 400 males = 19
- 1 urinal per 100 males = 75

It has been confirmed that there will be the following provision across the festival site:

Main site

- 114 unisex 'Polyjohn' toilets all with hand washing facilities
- 72 urinals
- 2 x Disabled units per toilet area

VIP area

- 20 female toilets
- 10 male toilets
- 15 urinals
- 1 x Disabled units

Hand washing facilities in the ratio of one per five toilets with no less than one hand washing facility per ten toilets provided = 12

It is suggested that one toilet with hand-washing facilities should be provided per 75 people with special needs = 2

- 17.5 Please refer to the site plan for the exact location of the toilets.

18. EMERGENCY PROCEDURES

- 18.1 Any emergency may normally require a multi-disciplinary consultation, in which the organiser, the police, the ambulance service and the fire authority services may all play a part. An emergency evacuation plan has been drawn up laying down formalised emergency procedures.
- 18.2 All radio communication will be controlled from the Security Control. Stewarding and the ESO will be mobile and in radio contact with Control to monitor and manage the crowd.
- 18.3 The Security Control will have copies of the site plans indicating all services and relevant telephone numbers.

EMERGENCY LIAISON TEAM

- 18.4 The event will operate under the guidance of the Emergency Liaison Team (ELT) located in the Security Control. The Security Control has been positioned within the temporary site office to provide the optimum view of the event site.
- 18.5 FOUND, in conjunction with the ESO, first aid providers and the stewarding manager accept that they are normally responsible for dealing with most emergencies that could occur within the immediate vicinity of the event infrastructure and the site and for taking appropriate decisions. However, the circumstances in which the police would take over this responsibility will have to be established. This will be done by means of a verbal hand over by the Event Organiser.
- 18.6 All fires of any size should be notified immediately to the fire service via the 999 system.
- 18.7 An emergency evacuation plan has been developed and includes:
- Identification of key decision making personnel.
 - Provisions for stopping the event if necessary.
 - Identification of emergency routes.
 - Details of coded messages.
 - Details of script to address audience.
 - Identification of rendezvous point for emergency vehicles.
- 18.8 Emergency access routes have been detailed on the Site Layout Plan provided by FOUND and a suitable first aid point will be designated.

19. EVENT INSPECTION

- 19.1 In order to allow an inspection to be carried out by all relevant person's the site will be inspected at a time to be agreed, this will take place on the Friday, 7th, prior to the Saturday event day.
- 19.2 The Event Organisers will check the event site prior to the event to confirm that the site is safe for the event to proceed.

20. ACCIDENT REPORTING AND INVESTIGATION

- 20.1 The accident book will be located in the Production area, any employee, contractor or freelance worker who suffers an accident must ensure that the accident is reported to the ESO as soon as possible.
- 20.2 In the event of a reportable accident i.e. Major Injury, Dangerous Occurrence etc. The ESO will advise who is the correct company or individual to report the accident.
- 20.3 Reports should be made by the quickest practical means, normally by telephone, and a note will be made of the call. A RIDDOR form (F2508) must be filled out. The HSE's contact details are:

Telephone: 0845 300 9923
Fax: 0845 300 9924
E-mail: riddor@natbrit.com

- 20.4 All accident and incidents will be investigated by the ESO and a written report will be undertaken.

21. PROVISIONS FOR PERSONS WITH SPECIAL NEEDS

- 21.1 FOUND is aware of the legal requirements under the Disability Discrimination Act 1995 (DDA). They have therefore taken the appropriate steps to ensure reasonable access and facilities are to be provided to all persons with Special Needs who may attend this event.
- 21.2 Suitable provisions will be made by FOUND for any visitors with mobility issues.
- 21.3 Within the festival site there will be two temporary Disabled Toilets, these will be signed accordingly. Only persons with disabilities will be allowed to use this facility, stewards will be in attendance in this area.
- 21.4 Disabled parking can be found close to the event site and competent stewards will be in attendance to assist as required.
- 21.5 All emergency and information signage will be clearly posted in a suitable font size and use appropriate contrasting colours.
- 21.6 Found have developed a disability policy which ensures they provide a free carer pass to anybody who is eligible. Disabled patrons who make a request will be sent out an 'access information pack' in advance of the event, which will give details of fast-track access, on site medical provisions and procedures, help on request and any other relevant information.

22. CONTINGENCIES

22.1 Keeping contingencies in their most simple and immediate form, the following risks and contingencies have been identified:

Severe Weather (Heat)

- i) Constant supply of drinking water will be available
- ii) Bottled drinking water available from multiple points
- iii) Sunscreen/block supply with medical personnel
- iv) Constant advice via stage PA

Severe Weather (Wet & Cold)

- i) Provision of ground cover immediately in front of stage areas to prevent slipping
- ii) Pre-warnings if anticipated
- iii) Consideration of shortening/stopping event if very severe
- iv) Messages via stage PA advising people to leave if cold and wet

Structural Collapse

- i) Constant monitoring of all structures throughout event to prevent overcrowding and unauthorised entry
- ii) If collapse occurs, suspension or termination of show to be considered
- iii) Inner cordon of stewards in immediate vicinity to separate crowd from area
- iv) Consideration of outer cordon to enable emergency services to deal with incident site

23. CONTROLLING NOISE AT WORK

- 23.1 The Control of Noise at Work Regulations 2005 (the Noise Regulations) came into force for all industry sectors in Great Britain on 6 April 2006 (except for the music and entertainment sectors where they came into force on 6 April 2008).
- 23.2 The aim of the Noise Regulations is to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears).

Key Messages

- 23.3 Detailed below are the key messages that should be followed:
- People who work or perform in pubs, clubs or live music events where amplified music is played are likely to experience high noise levels.
 - Regular exposure to high levels of noise can cause permanent hearing damage.
 - Employers and employees working in pubs, clubs and live music events have responsibilities to protect the hearing of all employees. This includes bar staff, performers and crew.
 - Employers must carry out a Noise Risk Assessment (Where live amplified music is performed you may assume that you need to take action).
- 23.4 Detailed below are the Steps that FOUND will endeavour to take to reduce people's exposure to noise include:
- Where ever possible try to implement to help to absorb reverberant noise
 - Provide to keep event staff away from noisy areas
 - Provide directional controls to point the sound where you want it - the event area, and away from bars and other areas
 - Identify the volume control and request that the Sound Contractor keeps all sound equipment in good working condition and provides details of who can use the volume controls
 - Endeavour to reduce the length of time to which individuals are exposed
 - Ensure that all event staff exposed to significant noise levels have suitable and sufficient hearing protection.

Length of Exposure

- 23.5 Different event staff who work on this event are exposed to different levels of noise.

Acceptable Noise Exposure Limits

23.6 Within the legislation the maximum unprotected exposure limits are detailed below:

Level (dB9a)	Time Exposed Unprotected
80	8 hours
86	2 hours
92	30 minutes
101	3.75 minutes
110	28 seconds

Hearing Protection

23.7 FOUND will ensure that Personal hearing protection is used where necessary to eliminate or reduce the risk to hearing.

23.8 Contractors to FOUND and their staff should be involved in the selection. Users must receive appropriate instruction, information and training in the use of the selected protection, and be monitored in its use.

23.9 Personal hearing protection should:

- Control the risk
- Not over-protect
- Be the right type
- Be comfortable and suitable for the environment
- Be properly used - improper use is sometimes worse than no protection at all because the user assumes they are being shielded
- Be worn whenever there is a noise hazard present
- Be readily available to all who need it
- Be properly maintained

24. Emergency Contact List

Name	Position of Responsibility	Company	Contact Number
Will Paterson	Event Organiser	FOUND	07546 106 928
Lizamarie O'Sullivan	Event Manager	FOUND	07958 439 581
Yasmin Galletti	Operations Manager	FOUND	07809 128 069
Gary Buys	Head of Security	Saber Security	07590 067 717
Chris Horner	Safety Officer	HornerSalus	07775 796 496
Craig Murphy			07834 862 381
Ange John	Site Manager	TBA	07919 493 019
Steve Anderson	Sound Consultant	Anderson Mitchell	07814 944 791
TBA	Head of Bar Team	TBA	TBA
Andrew Robinson	Fire Officer	SEFS	07885 977 005
Paul Saddington	Medical Manager	Quad	07904 706 660

APPENDIX 2
Emergency Procedure

APPENDIX 3
Event Risk assessment / FIRE Risk assessment

APPENDIX 4
Site layout plan

★hornersalus
event safety consultancy

www.hornersalus.com
info@hornersalus.com
020 8954 6333

Emergency Procedures & Evacuation Plan ^{v2}

'51st State Festival' 6&7th August 2016

Trent Park, Enfield

London Borough of Enfield
Cockfosters Road
Barnet
Enfield

FOUND
Unit 104
12-18 Hoxton Street
N1 6NG

Version Two**Revision History**

Date	Details
04/03/2016	Version 1 Created by Found & HornerSalus Ltd
04/03/2016	Version 1 Distributed for comment to Found
07/03/16	Version 2 Created by Found & HornerSalus Ltd
07/03/16	Version 1 Distributed for comment to Found

Contents:

1. Introduction	Page 4
2. Emergency Plan / Show Stop Procedure	Page 5
3. Evacuation Plan	Page 6
4. Alert Status	Page 8
5. Coded Messages	Page 9
6. Exit calculations	Page 11
7. Emergency contact list	Page 13

1. Introduction

- 1.1 Inside of four years FOUND has forged a reputation for producing landmark events across London.

After a hugely successful, sold out debut for 51st State Festival at Trent Park, we propose to expand the event two days in 2016.

The festival and its programming ethos will continue to reflect the area's rich and varied range of background and cultures. Into its second year, 51st State will continue to build on relationships with local stakeholders to nurture our spot as the areas landmark festival celebrating roots in electronic dance music.

The FOUND team draws on over a combined 50+ years experience in promotional and operational experience. Driving British club culture through innovative, professional and memorable showcases in clubs, venues and green field sites across the UK and Europe.

Our Operational team, have a vast amount of experience in the management of licensed premises, event spaces, street events and festival spaces. They have a thorough knowledge of licensing & health and safety and work closely alongside authorities in 4 different London Boroughs. As a team we operate 3 licensed premises in the Capital alongside our growing festival business.

The brand caters to a broad demographic of 18 – 35 year old electronic music fans, with a bookings policy that reflects London's cultural diversity.

- 1.2 The emergency procedures that are to be adopted have been used on multiple occasions at similar previous events in London.
- 1.3 In producing these procedures the Police, the Fire Safety Officer, the Council Environmental Health Officer and the Stewarding Company should be consulted. This will or has taken place at the proposed SAG meetings with Enfield Council.

2. Emergency Plan

- 2.1 In the event of a major incident developing it may be necessary to evacuate the event site or individual areas of it. The process of emergency site evacuation carries its own risks and must therefore only be undertaken when absolutely necessary.

FOUND accept that they are normally responsible for dealing with most emergencies that could occur and can take the appropriate decisions. The decision to partially or fully evacuate the site, will however be made on the basis of a FOUND and multi-disciplinary evaluation of the prevailing conditions at the time on the event site.

- 2.2 It is impossible to predict every eventuality that could necessitate the evacuation of the event and it is not possible to specify for every eventuality how an evacuation would take place. This plan therefore sets out the framework for action taking into account the event layout.

- 2.3 If any of the emergency services are requested on-site the head of security along with one of the event organisers (please see the Emergency Management Team section 3.7 below) will meet the incoming service provider at either the '**Blue**' entrance gate known as (emergency vehicle route) EVR1. Please see the Site Plan for further information. They will provide what information they have in order to offer a satisfactory appraisal of the emergency situation.

- 2.4 If a site evacuation is required then announcements will be made over the PA, with all music suspended, which will provide instructions to all guests and staff. This shall be done in a way which does not create panic. Further to this an audible alarm will be sounded to ensure all persons are aware of the need to evacuate.

The 'Show Stop Procedure' will be followed in this circumstance - see Event Safety File section 20.

- 2.5 Due to the incidents last year in Europe and the rise of potential terrorist attacks at public gatherings, FOUND and its security provider along with the emergency services follow the latest advice from The CPNI and NaCTSO - see Event Safety File section 21 Terrorism advice, for further details.

3. Evacuation Plan / Show Stop Procedure

- 3.1 In the event that an incident occurs: (e.g. temporary structure collapse, severe weather conditions, crowd disorder, fire or bomb alert etc) stewards will report this immediately to the Security Control. Notifications made by guests will be routed via stewards to the same location. Any notifications made by site personnel will be made using the coded messages below in order to avoid panic. Notifications through the emergency services should also be routed to the Security Control for action.
- 3.2 A complete list of key on site personnel with details of their responsibilities, together with details of the key emergency services and local authority contact is appended to this plan.
- 3.3 The Emergency Management Team (EMT) will evaluate the information. Having received notification of an incident or situation the notification will be passed to the appropriate team for action.
- 3.4 The final decision to evacuate the event site in the event of an emergency will lie with either **Lizamarie O'Sullivan or Will Paterson**, Event Organisers for FOUND in consultation with the Emergency Management Team (EMT).

Emergency Management Team

- 3.5 In the event of a major incident occurring the Emergency Management Team will be contacted by the quickest possible means and requested to be in attendance at the relevant Emergency Rendezvous Point (ERP).
- 3.6 The Emergency Rendezvous Points (ERP) are located subject to threat:

- ERP 1) Outside of the event space beyond Exit XF2 & 3
- ERP 2) Outside of the event space beyond Exit XF3 & 5
- ERP 3) Outside of the event space beyond Exit XF10

Please see the Site Plan in reference to the above.

- 3.7 The following individuals make up the Emergency Management Team:

- | | |
|------------------------|-----------------------------------|
| • Lizamarie O'Sullivan | Event Organiser & Police Contact |
| • Will Paterson | Event Organiser & Police Contact |
| • Yasmin Galletti | Event Organiser & Police Contact |
| • Gary Buys | Saber Security - Head of Security |
| • Chris Horner | Event Safety Consultant |
| • Craig Murphy | Event Safety Consultant |
| • Ange John | Site Manager |
| • Team Leader | Saber Security Officer 1 |
| • Team Leader | Saber Security Officer 2 |

Medical Emergency

- 3.8 In the event of the notification of a medical emergency the medical service provider will be advised of the location and nature of the incident and will deploy staff with steward support as necessary to secure rapid access to the incident site.
Stewards co-ordinated through Security Control will secure as necessary clear routes for ambulance access and egress.

Fire

- 3.9 In adherence with the Premises Licence all fires must be reported to the Local Fire Service to initiate a fire service response - the message will include the festival location and that of the fire on the site.
- 3.10 The steward for the area concerned will evaluate the situation and immediately evacuate the area affected by the fire.

Bomb Threat

- 3.11 If the reported incident is a bomb alert the police will be asked to consider the validity of the alert and advise on action before an evacuation is considered.
- 3.12 Event or stewarding staff identifying suspect packages should ensure that, where possible, the package remains under surveillance and is not disturbed, whilst a message is relayed to Security Control. Persons notifying suspect packages should not use their radios or mobile phones to make the notification within 100m of the package.
- 3.13 Recommended evacuation radii for suspect devices is as follows

Suspect device	Radius
Briefcase	100 metres
Suitcase	200 metres
Car	400 metres
Lorry	800 metres

Structural Failure - stage or marquee

- 3.14 If any structural failure is detected then that immediate area will be evacuated by security staff and rendered out of bounds until an investigation can be completed. This may mean the event will be cancelled.

Severe Weather

- 3.15 In cases of strong winds and heavy rain the assembled marquees will be large enough to house all guests and staff to offer a place of shelter.
However in strong winds that could affect the structures then the site will be evacuated and the emergency management team will make this decision based upon current weather reports. There will be an anemometer linked to the production office to record wind speed.

Other Situations

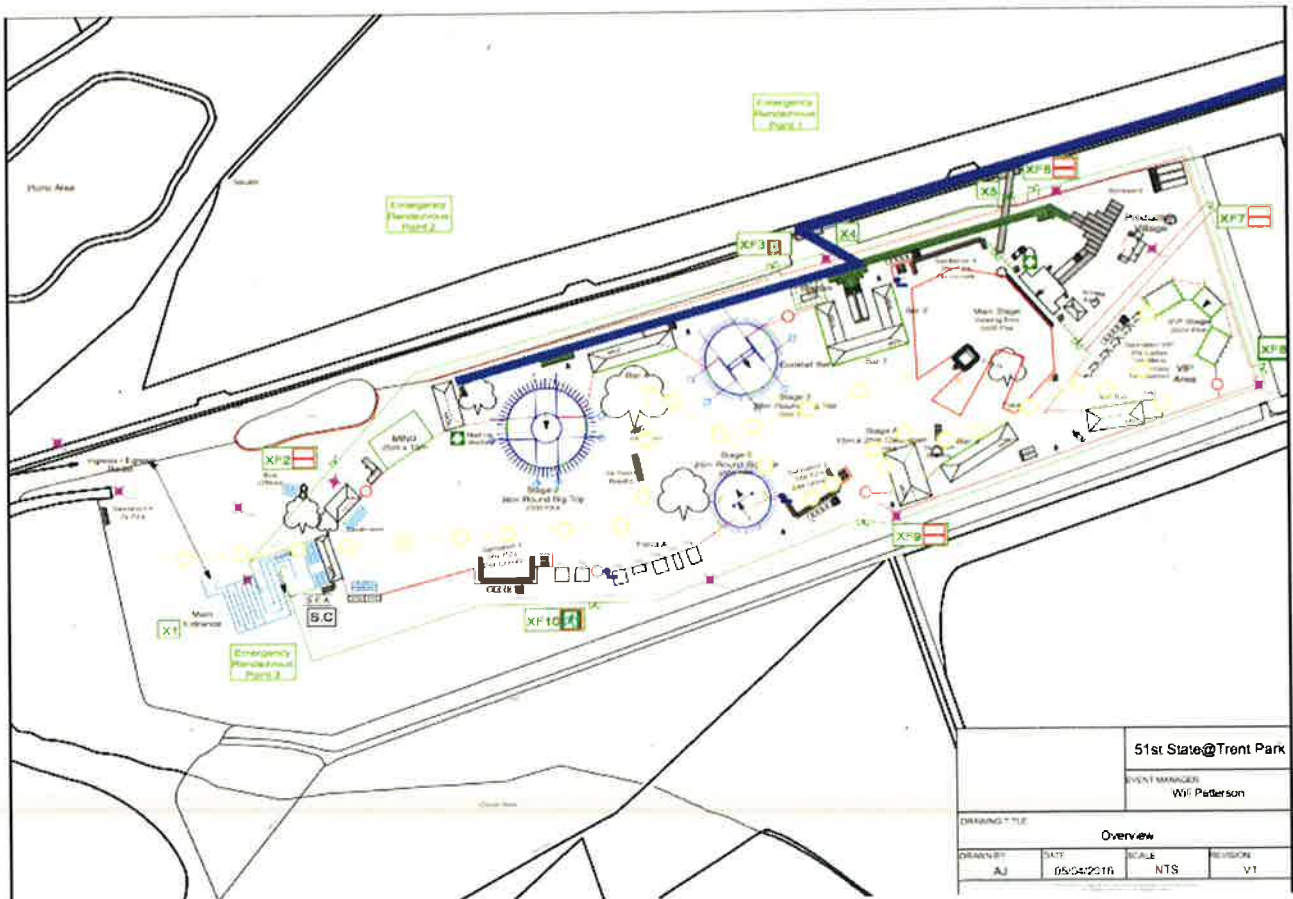
- 3.16 Other situations will need to be evaluated on their merits.

4. Alert Status

- 4.1 During the evaluation process stewards will be instructed to put the area on Amber Alert using the coded radio messages. Stewards will secure the area concerned to prevent additional persons entering the area.
Sound system staff will prepare to turn off music on the sound systems and prepare to issue evacuation instructions via the event PA where appropriate.
- 4.2 The best evacuation route will be determined based on the nature of the incident so that it can be advised to Security Control and emergency services via the Security Control.
- 4.3 The guests will be advised to evacuate the area using the message indicated below over the event PA system and on loud hailers if required.
- 4.4 Stewards will then help disperse the guests away from the affected area and will secure the site and prevent re-entry until the all clear is given.

Evacuation Route Options and Dispersal Points

- 4.5 This will depend on the area to be evacuated. For most areas guest relocation should be adequate having regard to the nature of the incident.



5. Coded Messages

5.1 Reporting Detection of a Fire

- Never use the word **FIRE** on the radios; it may cause alarm if overheard by the public.
- The code word for a fire is **Mr Sands**.

The steward for the area will immediately evaluate the situation and evacuate the area affected.

5.2 Reporting Detection of a Suspect Package

- Never use the word **BOMB** on the radios; it may cause alarm if overheard by the public.
- The code word for detection of a suspect package is **Mr Case**.

Declaring Amber Alert

5.3 The first message issued in this event will be:

THIS IS A STAFF CALL FOR MR AMBER

This is a warning that the alert evacuation procedure is on **AMBER**. All staff to stand by radios and wait further instructions. Sound system staff to prepare to close down sound systems. Stewards to stop more persons entering the site and clear exit routes.

Red Alert

5.4 This message in this event will be:

THIS IS A STAFF CALL FOR MR RED

This is a warning that the alert state has gone to **RED**. An evacuation of the event site will follow.

Stewards to be prepared to evacuate.

Evacuation

5.5 A full evacuation will take place when you hear the following announcement:

LADIES AND GENTLEMEN, THIS IS A SECURITY MESSAGE. DUE TO CIRCUMSTANCES BEYOND OUR CONTROL THE EVENT HAS TO BE STOPPED. WILL YOU PLEASE VACATE THE AREA USING ALL THE AVAILABLE EXITS AS QUICKLY AS POSSIBLE.

Stand Down

5.6 If it is decided not to evacuate once the alert state has gone to amber or red, the following announcement will be broadcast on the radio:

THE PREVIOUS STAFF CALL FOR MR AMBER / RED IS CANCELLED

Evacuation Options

- 5.7 The general policy for localised evacuation will be to disperse the guests into the remaining free available space in the immediate area. The event site or parts of it will then be closed or secured temporarily depending on the severity of the incident.
- 5.8 In the event of a whole area evacuation being required e.g. bomb scare, then it is likely that this would mean that the event may not restart. It would be the intention to, where possible, direct the guests back to their means of transportation and for them to depart the site. In the event that one of the exits is obstructed due to the emergency then there is sufficient exit capacity through the other exits to allow for evacuation within an acceptable time. Stewards would direct event guests leaving the site, using loud hailers to their destinations.
- 5.9 Should there be a fire or other incident backstage; the performers/artistes will be escorted by security to another area deemed safe depending on the location and severity of the incident.
- 5.10 In the event of a full evacuation the guests will be directed to the available fire exits, along the Park paths through to a 'Place of Safety'.
- 5.11 In the event of a full evacuation the performers/artists will be escorted by security to the backstage area.

6. Exit calculations

- 6.1 These calculations have been undertaken using the Regulatory Reform (Fire Safety) Order 2005, in particular the 'Open Air Events and Venues' section.

Escape Route Capacities

- 6.2 The capacity of an escape route is determined by the rate at which people pass along the route during each minute of the defined escape time.

The following are suggested rates of passage for open-air parts of venues:

- on all routes within seated accommodation (including gangways and ramps) and stairways – 73 people/meter/minute; and

- on all routes in other parts of the event or venue (including within standing accommodation) – 109 people/meter/minute.

- 6.3 The width and capacity of the escape routes required for the number of people present can be calculated by using the formula:

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

- 6.4 There are five main egress points from the event area - not including the main entrance.

- 6.5 The exit widths are as follows (please see the Site Plan):

- 1) XF2 4m
- 2) XF3 4m
- 3) XF6 4m
- 4) XF7 4m
- 5) XF8 4m
- 6) XF9 4m
- 7) XF10 4m

- 6.6 When calculating the overall available escape route capacity for an event or venue that has more than one way out, you should normally assume that the widest is not available because it has been compromised by fire.

- 6.7 This being the case one of the seven exits has been discarded in this calculation (they are all 4m) leaving an available total exit value of 24m.

Step 1 Determine risk level

6.8 For this event the risk is considered Normal

(Please see page 64 of the RFO Fire Safety Guide on Open Air Events and Venues detailing guidance on Escape routes level of risk)

Step 2 Determine escape time

6.9 Normal risk = <5 <10 minutes (we have opted for 5 minutes here for best practice)

Step 3 Determine exit flow rate

6.10 No seating or stair ways = 109 persons/meter width/minute

Step 4 Determine occupancy

6.11 This is an invite-only event, therefore 12500 event attendees including working personnel = maximum number of 12500 in the event area at any one time.

Step 5 Determine total exit width required

6.12 Total exit width required = $12500 / 109 / 5 = 23\text{m}$

6.13 Therefore the exit width is well within the determined escape time for a Normal Risk event.

Step 6 Determine minimum number and size of exits required

Minimum width of an exit is normally required to be at least 1.05m, therefore the minimum number of exits required (1.05m wide) is $23\text{m}/1.05\text{m} = 22$ exits

6.14 As highlighted in section 6.5 above there will be seven fire exits all at 4m width, not including the main entrance, that have a combined exit width of 28m. With the largest of these discounted as it should be assumed that one exit could be compromised by fire the remaining exit width is 24m.

6.15 **NB. In accordance with Enfield Council the above exit calculations have not been submitted due to their preference for their own capacity attendance requirements.**

7. Emergency contact list

Name	Position of Responsibility	Company	Contact Number
Will Paterson	Event Organiser	FOUND	07958 439 581
Lizamarie O'Sullivan	Operations Manager	FOUND	07809 128 069
Gary Buys	Head of Security	Saber Security	07590 067 717
Yasmin Galletti	Organiser	FOUND	07546 106 928
Chris Horner	Safety Officer	HornerSalus	07775 796 496
Craig Murphy	Safety Officer	HornerSalus	07834 862 381
Ange John	Site Manager	TBA	07919 493 019
Steve Anderson	Sound Consultant	Anderson Mitchell	07814 944 791
TBA	Head of Bar Team	TBA	TBA
Andrew Robinson	Fire Officer	SEFS	07885 977 005
Paul Saddington	Medical Manager	Quad	07904 706 660


event safety consultancy

www.hornersalus.com
info@hornersalus.com
020 8954 6333

Risk Assessment & Fire Risk Assessment **'51st State Festival' 6&7th August 2016** **Trent Park, Enfield**

London Borough of Enfield
Cockfosters Road
Barnet
Enfield
EN4 0PS

FOUND
Unit 104
12-18 Hoxton Street
N1 6NG

Version One

Revision History

Date	Details
04/03/2016	Version 1 Created by Found & HornerSalus Ltd
04/03/2016	Version 1 Distributed for comment

Contents:

1. Introduction
2. Risk Rating Matrix
3. Risk Assessment - Event Infrastructure Build/De-rig
4. Risk Assessment - Working at Height
5. Risk Assessment - Catering
6. Risk Assessment - Temporary Structures
7. Risk Assessment - Event Open Period
8. Risk Assessment - Noise at Work
9. Fire Risk Assessment
10. Emergency contact list

1. Introduction

Risk Assessments

Numerous pieces of legislation require risk assessments to be carried out and, in particular, the Management of Health and Safety (Workplace) Regulations 1999. All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people. Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards.

This risk assessment provided by FOUND is specific to the 51st State music festival which is to be held on 6&7th August 2016 at Trent Park, Cockfosters Road, Barnet, Enfield, EN4 0PS. The assessment also incorporates the experience of undertaking previous similar events in London parks.

Risk Assessments and method statements together with details of relevant insurances will be sought from the various contractors and suppliers to FOUND and will be taken into consideration when preparing further drafts of this document.

In undertaking risk assessments, the following approach has been adopted:

- Gather information/identify risks
- Consider control measures appropriate to the identified risks
- Evaluate residual risk
- Review findings and aim to continually improve

The risk assessments below give both primary and residual risks. The primary risk is the risk associated with the identified hazard assuming that the risk associated remains completely Initial. The residual risk is the level of the remaining risk produced when proposed control measures have been applied. The figures given can be interpreted using the risk rating matrix below. FOUND management must ensure that the risk control measures are fully implemented to achieve these levels. The columns following the residual risk data indicate where additional controls are required or where special attention should be given.

For the avoidance of confusion - the columns of the risk rating sections are headed

$S \times L = R$.

S is for "severity" and is given in the first column.

L is for "likelihood" and is indicated in the second column.

The control measures, indicated within the assessment, are considered to be reasonably practicable measures, to control the risks identified based on experience of similar events.

A review of the assessment will be made, should further information be received which suggests that the control measures suggested are no longer sufficient to control risks or are inappropriate or if additional hazards are identified. During the event build up a process of continuous assessment

and reassessment will be undertaken by the Event Organisers, to ensure appropriate risk controls are put in place should situations develop which are not covered within this assessment.

2. Risk Rating Matrix

Definitions	<i>Likelihood</i>			
	Risk Rating	Low = 1	Med = 2	High = 3
Severity	Low = 1	1	2	3
	Med = 2	2	4	6
	High = 3	3	6	9

Severity x Likelihood = RISK RATING

RISK RATING

6 - 9 = High risk – action required to reduce risk

3 - 4 = Medium risk – seek to further reduce risk

1 - 2 = Low risk – no action but continue to monitor

DEFINITIONS

Severity

H = Fatality or major injury causing long term disability

M = Injury or illness causing short-term disability

L = Other injury or illness

Likelihood

H = Certain or near certain

M = Reasonably likely

L = Very seldom or never

3. Risk Assessment - Event Infrastructure Build/De-rig

3. EVENT INFRASTRUCTURE – Build and Breakdown										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Arrival and Event installation procedures: Failure to maintain control of equipment	3.1	Event staff, contractors and members of the public.	3	1	M	Event Safety Officer (ESO) should be appointed to oversee the work of installation and to liaise with contractors and statutory authorities. Load in may necessitate traffic/people management. Temporary barriers should be erected around work sites during build/dismantle. All contractor vehicles/plant movement to be supervised. All persons to be trained and competent.	2	1	L	Security to provide traffic marshals
Working light: Insufficient visibility for working	3.2	Event staff, contractors and members of the public.	3	1	M	Ensure adequate lighting levels if build/dismantle during hours of darkness. Avoid glare by rigging well above eye level. Avoid using any lights near to roads.	2	1	L	
Use of Electrical equipment: Electrical Shocks or Burns	3.3	Event staff and contractors	3	2	H	All individual contractors own power supplies to be certified as appropriate. Use of 110V or battery operated tools where practicable. Portable tools, etc to be examined and certificated. Event Organisers to monitor	2	1	L	

3. EVENT INFRASTRUCTURE – Build and Breakdown

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Storage of Materials: Falls, trips, unsafe stacking and or collision	3.4	Event staff and contractors	3	2	H	Safe storage locations to be identified by contractors with Site Manager in advance. Fencing, cones, hazard tape and hazard lighting to be erected as necessary where public have access or where there is a significant risk of vehicle collision. Security may be needed if left unattended.	2	1	L	
Medical Provisions: Lack of adequate medical provisions	3.5	Event staff and contractors	3	3	H	The Event Safety Officer will evaluate the medical provisions for the work required and assess if they are suitable for the work activities being undertaken - If not then the medical provisions will be increased accordingly. The Production Manager will distribute to all site crew this information prior to the build. The Production Manager will provide to contractors details of the medical provisions to enable them to undertake their own medical assessment for their employees. FOUND will ensure the appropriate levels of medical cover are in place for the duration of the build and dismantle. Event Safety Officer will identify the location of the nearest hospital with an operational A&E Department.	2	1	L	Contractors will be encouraged to inform the Event Safety Officer of any additional first aid provisions that may be required due to the nature of the work.

3. EVENT INFRASTRUCTURE – Build and Breakdown										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
<p>Lack of protection for head, hands, feet, ears: Cuts, lacerations, concussions, crushing injuries etc.</p>	3.6	Event staff and contractors	2	2	M	<p>Individual contractors to be responsible for ensuring that they have appropriate Personal Protective Equipment (PPE) for the activities which they are undertaking and ensuring the exclusion of all other persons from areas where PPE is required.</p> <p>Signage/barriers placed as appropriate.</p> <p>Contractors should ensure that areas requiring PPE remain off limits until safe.</p> <p>Event Organisers to monitor this.</p> <p>Contractor's method statements should clearly state PPE requirements as appropriate.</p> <p>The method statements should identify the operations/ periods where PPE is necessary.</p>	1	2	L	
<p>Manual Handling: Back injuries, strains, sprains, etc</p>	3.7	Event staff and contractors	2	3	H	<p>Task specific risk assessments to be undertaken by individual contractors.</p> <p>Staff of competent contractors to be trained in manual handling techniques.</p> <p>Appropriate design of equipment.</p> <p>Weight of equipment to be established before lifting operation proceeds.</p> <p>Event Organisers to monitor.</p>	2	1	L	Mechanical handling devices to be used whenever possible.

3. EVENT INFRASTRUCTURE – Build and Breakdown

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Erection and Breakdown of Structures: Falling materials. Vehicle movement. Unstable part of completed structures	3.8	Event staff and contractors	3	2	H	All structures to be erected by competent contractors who should have been vetted in advance by Event Organisers. The safety of the contractor's employees is the responsibility of the contractor. The Event Organisers should, however, intervene if unsafe working practices are observed. Areas where erection taking place should be "off limits" to others not taking part. If working on or adjacent to a road and especially at night, high visibility jackets should be worn. Such working areas should be barriered and/or stewarded. Head protection should be worn where necessary. Method Statements and/or Risk Assessments to be provided where appropriate. Event Organisers to audit compliance with method statements.	2	1	L	

3. EVENT INFRASTRUCTURE – Build and Breakdown

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Incorrect and/or Unstable Structures: Potential for total or partial collapse.	3.9	Event staff, contractors and Event attendees.	3	2	H	Plans, specifications and calculations for all structures should be made readily available for examination by interested parties to allow checks to be made on the suitability of the finished structures in light of the intended use and foreseeable overload conditions. The structures to be erected by contractors who have had their health and safety standards vetted. The Event Organisers should monitor the erection. The final structure should be subjected to an independent erection check by a structural engineer or other competent person and/or completion certificated by a competent person. The Event Organisers should intervene if serious breaches of safe practice by contractors are observed.	2	1	L	
Weather Conditions:	3.1	Event staff and contractors.	2	2	M	In the event of severe weather, which constitutes a severe risk to the health and safety of those on site: The Event Organisers should have the authority to stop all activities until conditions improve. Access to suitable and sufficient welfare facilities and drinking water Use of sunblock.	2	1	L	

3. EVENT INFRASTRUCTURE – Build and Breakdown

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Site Clearance: Cuts and puncture wounds.	3.11	Event staff, contractors and Event attendees	2	2	M	Site to be thoroughly cleared prior to public congregation and after site clearance/get-out. Any persons required to litter pick should be provided with suitable pick up tools and gloves. All persons involved should be made aware of the potential health risks.	1	1	L	
Equipment on Hire: Whenever hired equipment is used, the risk of accidents is increased due to a potential lack of training, discipline in use, documentation & maintenance. Examples of this equipment are MEWP, cars, forklift trucks, etc.	3.12	Event staff, contractors and General public	3	2	H	The Production Manager will ensure that the equipment is fit for purpose, used with due diligence and if necessary that access to and use of the equipment is restricted. All users must be competent and, if necessary, properly insured. Event Organisers to monitor	2	1	L	If a Contractor provides equipment to be used by crew, they should ensure that the equipment carries a full test and maintenance history, is fit for purpose and comes with all appropriate user manuals and available for inspection on request
Communication Failure: Communications systems need to exist between all parties in order to prevent, or minimise, injuries that may be caused by an emergency.	3.13	Event staff, contractors and General Public	2	3	H	Decisions will be taken as to whether communications between teams are via personal contact, mobile phones or Radios. The Production Manager will publicise this information prior to the event build. Event Organisers to ensure all parties are aware of the communication protocols.	2	1	L	All Contractors should inform the Production Manager as to any requirement for safety critical communications they may require.

3. EVENT INFRASTRUCTURE – Build and Breakdown										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Loading & Unloading Vehicles: People may be injured by reversing vehicles, blocking of access & egress routes and insufficient crew assigned to unload vehicles.	3.14	Event staff, contractors and General Public	3	2	H	The Production Manager will control and ensure proper supervision of vehicle unloading and loading. If unloading/loading is undertaken on a public highway hazard signage will be displayed and red & white tape used to restrict access to the area. In areas of high risk, barriers will be put in place. High Vis must be worn when unloading vehicles on the public highway.	2	1	L	All Contractors must ensure a competent member of their crew is available during the loading and unloading of their equipment.
Welfare Provisions: Insufficient welfare provisions can lead to fatigue, dehydration, hypothermia, overheating, etc.	3.15	Event staff and contractors	2	2	M	The Production Manager should always identify the nearest available drinking water point and toilets. Where necessary FOUND will provide these facilities on site. The Event Organisers must inform staff of extreme weather conditions they may encounter whilst on site and provide instructions regarding the appropriate clothing, PPE, etc.	1	1	L	
Drugs & Alcohol: Reduction of stamina, disorientation, incoherence, lack of judgement	3.16	Event staff and contractors	3	2	H	All staff to be advised prior to their arrival onsite that the consumption of alcohol and the taking of recreational drugs are prohibited by FOUND. The Production Manager will send off site any member of staff who is or appears to be under the influence of alcohol or drugs.	2	1	L	

3. EVENT INFRASTRUCTURE – Build and Breakdown

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Use of Personal Protective Equipment (PPE): PPE should only be used as a 'last resort' control measure	3.17	Event staff and contractors	3	2	H	All staff using PPE must be trained by a competent person in its use. The Event Organisers will ensure that all staff, freelancers and contractors required to wear PPE adhere to the safe working practices as detailed by their risk assessments and the manufacturer.	3	1	M	The Event safety Officer insists that the use of safety harnesses is reduced to the lowest possible level.
Noise Levels: Crew and staff may be working in the vicinity of high sound levels.	3.18	Event staff and contractors	3	2	H	The Production Manager will inform all Staff and Crew of the need to provide and use Ear Protection (PPE). Work areas where noise is expected to exceed 80dB (A) over an eight hour period to be identified and signed. (typically FOH, Stage Barrier etc) Event Organisers on site to advise staff accordingly and provide appropriate hearing protection. Production Manager to ensure that sound system is designed, installed and operated by competent persons.	2	1	L	All Contractors should inform the Production Manager prior to the build if any equipment is likely to make a significant amount of noise.

3. EVENT INFRASTRUCTURE – Build and Breakdown

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
<p>Lifting Operations: All lifting operations (i.e. MEWP, forklifts, chain hoists etc) must be properly planned and appropriately supervised.</p>	3.19	Event staff and contractors	3	3	H	<p>Contractors will ensure that every lifting operation has a nominated "responsible person" who is in charge of all lifting & lowering operations of the system.</p> <p>This person will be in overall charge of the operation irrespective of whom it belongs to.</p> <p>The Production Manager will identify any appropriate communication systems and chain of command, especially if loads are being moved as part of the event.</p> <p>All lifting operations should be in compliance with the Lifting Operations and Lifting Equipment Regulations Regs 1998.</p> <p>Event Organisers to monitor.</p>	3	1	M	All Contractors must supply all relevant information including licences to the responsible person, prior to the start of the event build
<p>Control of substances hazardous to health: Certain substances if not stored and used correctly can cause injury. Burns, skin & eye irritations</p>	3.2	Event staff and contractors	2	2	M	<p>The Contractors will ensure that the use of any substance that is recognised to be hazardous to health is reduced to a minimum or if possible replaced with a less harmful substance.</p> <p>All staff to be instructed and trained in the use of such hazardous substances.</p> <p>All of the manufactures Hazard Data sheets will be stored in the appropriate first aid point.</p> <p>All hazardous substances are stored in secure and marked containers.</p> <p>The correct PPE must be worn when required.</p>	2	1	L	Event Organisers to monitor.

4. Risk Assessment - Working at Height

4. EVENT INFRASTRUCTURE – Working at Height										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Supervision of Work at Height: Supervision the use of access equipment, ladders and access towers etc.	4.1	Event staff and contractors	3	2	H	Consideration should always be given to eliminating or reducing the amount of work at height. Before any work at height is undertaken, suitable 'Rescue Protocols' must be identified and put in place. The Event Organisers must have sight of all contractor Risk Assessments pertaining to Work at Height. The Event Organisers must monitor all work activities that are undertaken at height. Contractors must ensure that areas beneath the work activity have restricted access. Contractors must ensure that the appropriate PPE is worn and staff are properly trained in its use.	3	1	M	Great care must be exercised whilst working at height in areas that the event attendees have access to.

4. EVENT INFRASTRUCTURE – Working at Height

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
<p>Use of Mobile elevated work platform (MEWP): Overturning of the MEWP. Falls of personnel from the operating basket. Falls of materials. Personnel becoming trapped or entangled in moving parts.</p>	4.2	Event staff and contractors	3	2	H	<p>Ensure that MEWP is on firm, level grounding and where applicable that the outriggers are used.</p> <p>Trained personnel only to operate MEWP.</p> <p>Use of restraint harness equipment where manufacture requires it. Always work within cage.</p> <p>Adequate planning of works to ensure where necessary that materials can be taken up within the cage.</p> <p>Always work within the MEWP's SWL.</p> <p>Never use MEWP as a crane.</p> <p>Keep unauthorised personnel away from the work zone by using barriers or hazard tape if necessary.</p> <p>Ensure the MEWP is suitable for the task conditions and terrain is used; if in doubt consult the manufacturer.</p> <p>When operating indoors ensure appropriate head protection is used.</p> <p>Production Manager to monitor.</p> <p>Ensure that a suitable rescue plan is in place: by ensuring that the ground controls work and that a competent person is available to use them and has been shown prior to the MEWP being used.</p>	3	1	M	<p>Event Organisers to check MEWP Licences: if PAL or the recognised equivalent.</p> <p>Contractors to ensure that Daily Checks are undertaken on all MEWPs.</p> <p>Authorised Driver/ Operators will become key holders for the plant/ equipment type designated.</p> <p>Keys must be returned to the Production Manager at the end of plant/ equipment use or end of shift.</p> <p>Keys must NEVER be left unattended in the ignition.</p>

4. EVENT INFRASTRUCTURE – Working at Height

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Working at heights (Aluminium Towers): There is a risk of overturning the tower with or without personnel on working platform also falls by personnel and falls of materials and or components or tools.	4.3	Event staff and contractors	3	2	H	Towers to be erected by competent personnel only. Use of outriggers where applicable. Never overload working platform. Towers always to be erected on firm level ground. Always empty platform before releasing wheel locks. NEVER ALLOW PERSONS TO RIDE A WORKING PLATFORM. Use of system decking for working platform. Use of toe boards/mid rails. Do not overload platforms. Keep personnel from under decked area while in use. Always ensure that before and after use the tower is stored securely. Always climb tower from inside. Adequate handrails to be provided. Event Organisers to monitor.	3	1	M	PASMA cards to be inspected prior to the tower being erected.

4. EVENT INFRASTRUCTURE – Working at Height

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
<p>Work at height (ladders); There is a risk of falls of personnel from steps, equipment being dropped and the ladder overturning</p>	4.4	Event staff and contractors	2	2	M	<p>Consider the use of a small Access Tower as an alternative work platform.</p> <p>Identify most appropriate means of access equipment for each task by using the HSE Work at Height Tool Kit.</p> <p>Ensure all ladders are suitable for the task and are well maintained.</p> <p>Stepladders for general access only, prolonged work activities to be undertaken from a working platform.</p> <p>Never work from top rungs.</p> <p>Ladder always to be footed however each use should be considered for this requirement.</p> <p>Use ladder on firm flat ground only</p> <p>Ladder not to carry loads other than one person.</p> <p>The use of two ladders with deck between should be avoided.</p> <p>Not to be used for work at great heights.</p> <p>Ladders only to be used for tasks of short duration – 15 to 30 minutes.</p> <p>Ladders to be used as per the manufactures guidelines.</p> <p>Event Organisers to monitor.</p>	2	1	L	

5. Risk Assessment - Catering

5. Catering										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
General Arrangement of Temporary Units: Overcrowding/ Pinch points	5.1	Event staff, contractors and Event attendees	3	2	M	All units to be located in areas where excessively high crowd densities not to be expected and aligned to not obstruct crowd flows. Stall and unit sites to be allocated in advance on to plan showing detail of unit dimensions, materials/food to be sold and of vendors. Unauthorised vendors to be removed from site in liaison with relevant authorities. Units to be grouped and where necessary fences to be installed between and at rear to prevent unauthorised crowd access.	2	1	L	Site Manager to take responsibility for the siting of all temporary units. Event Organisers to monitor.
Generators: Fire and electric shock	5.2	Event staff, contractors and Event attendees	3	1	M	Where possible, consideration should be given to connecting units and lighting to main supplies. Where this is not possible, a minimum number of synced generators to be used. No petrol generators to be used. Generators to be located in secure areas away from public. Generators to be secured by using 'Heras' fencing. All generators to have suitable and sufficient fire extinguishers close at hand. Generators only to be provided by event approved Electrical Distribution contractor.	2	1	L	Event Organisers to monitor.

5. Catering										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Cable Runs: Slips, trips and falls	5.3	Event staff, contractors and Event attendees	2	2	M	<p>Minimum number of cable runs to be used.</p> <p>Where possible, these not to be in public areas. If in public areas, acceptable cable covers in high visibility colours to be used.</p> <p>High-level 'goal posts' or similar cable runs preferred.</p> <p>When possible cables should be 'Trenched' In.</p> <p>Event Organisers to inspect</p>	2	1	L	
LPG: Fire and explosion	5.4	Event staff, contractors and Event attendees	3	2	H	<p>LPG to be limited to a maximum of one cylinder spare for each one in use at each unit.</p> <p>Vehicles and units to be checked on a regular basis for compliance.</p> <p>Unit operators to submit certification in advance that gas installation has been installed and checked within the last three months by competent approved contractor.</p> <p>Details to be vetted in advance of siting by the Event Organisers.</p> <p>Competence/training of staff in the use/changing of LPG to be vetted.</p> <p>LPG storage facility to be established remote from main event infrastructure at an agreed location.</p> <p>Event Organisers to inspect.</p> <p>Fire extinguishers and fire blankets to be supplied to all food stands and stages.</p>	3	1	M	The Minimum Separation distance for LPG storage as detailed in the LPGA Code of Practice – Section 2, page 13 will be followed. As a minimum there shall be 3.5m separations between traders operating with gas.

5. Catering										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Cooking Fire: Fire and burn injuries	5.5	Event staff, contractors and Event attendees	2	2	M	Background of caterers to be checked by Event Organisers for past experience. All caterers to fill out a Pre-Event Safety Questionnaire. Fire fighting equipment to cover normal requirements and to the satisfaction of the Fire Safety Officer will be required. Caterers to be trained/vetted in the use of extinguishing media. Fire extinguishers and fire blankets to be supplied to all food stands and stages. Event Organisers to inspect	2	1	L	
Waste Storage: Fires	5.6	Event staff, contractors and Event attendees	3	2	H	Waste storage close to units to be provided in metal skips in secure locations away from main public areas. Suitable and sufficient fire fighting equipment to be in place Event Organisers to inspect	2	1	L	
Miscellaneous Trader Hazards: Ejection of materials Sale of unsuitable materials. Unsuitable displays. Fire.	5.7	Event staff, contractors and Event attendees	2	2	M	All traders to complete a basic risk assessment form and indicate scope of activity and sales range. Unsuitable activities to be prohibited. Unsuitable materials/goods - flares, fireworks, etc to be prohibited. Units to be monitored by security for compliance. Structure of trader's units to be checked for stability by Event Organisers.	2	1	L	

5. Catering										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Emergency Situations: Panic, crushing, overcrowding	5.8	Event staff, contractors and Event attendees	3	1	M	Measures in place to reduce possibility of emergencies, fire or collapse to a minimum. In the event of an incident, units are located away from areas of expected excessively high crowd density allowing free movement away from area. Additional fire fighting resources available to deal with small fires before they escalate. Stewards positioned to facilitate localised evacuation. Fire extinguishers and fire blankets to be supplied to all food stands and stages.	2	1	L	

6. Risk Assessment - Temporary Structures

6. Temporary Structures										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Means of Escape (Marquees for public occupation): Panic Crushing Inability to escape	6.1	Event staff, contractors and Event attendees	3	2	H	<p>A suitable and sufficient number of emergency exits shall be positioned around the perimeter of each marquee in accordance with the Regulatory Reform (Fire Safety) Order 2005.</p> <p>Details to be agreed with Event Safety Officer and Fire Safety Officer prior to build.</p> <p>Exit doors (if fitted) shall open outwards and shall be unlocked when the tent is occupied. Panic bolts may be fitted if appropriate.</p> <p>Exits to be stewarded throughout period of public occupation.</p> <p>Suitable and sufficient maintained emergency signage and lighting to be available.</p> <p>FOUND to ensure that contracts with either tent supplier or electrician states responsibility for provision of lighting/signage.</p> <p>Inspection of lighting and signage by Event Organisers as appropriate prior to public use.</p>	2	1	L	Exit doors to be maintained clear inside and outside the tent.

6. Temporary Structures										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Fire: Damage by fire or smoke to persons and/or property	6.2	Event staff, contractors and Event attendees	3	2	H	Keep combustibles to minimum. No storage of combustible or explosive material permitted in tent. Provide suitable and sufficient fire extinguishers and at exit doors. Stewards to be aware of location of extinguishers. Fabric of tent, drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7837, BS5287 Table 1 or BS5867 Part2 Type B as appropriate. Certificates to be available for inspection. Petrol generators not to be used.	2	1	L	
Temporary Flooring: Slips, trips and falls	6.3	Event staff, contractors and Event attendees	2	2	M	Flooring materials to be laid evenly to avoid any tripping points and be securely fixed. Installer to remain on site until Event Organiser has checked and approved the floor for use.	2	1	L	
Services: Gas, electric, water etc services either overhead or underground Fire, explosion, damage to services	6.4	Event staff and contractors	3	2	H	Site survey to be undertaken to review the locations of any overhead cables and buried services chambers. Marquees to be positioned to avoid these. Service providers to be consulted where there is any doubt relating to the possibility of encountering buried services. CAT Scanners to be used where doubt exists as to the location of Service cables.	2	1	L	

6. Temporary Structures

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
<p>Wind Loading: Overload conditions leading to structural instability and collapse</p>	6.5	Event staff, contractors and Event attendees	3	2	H	<p>Weather forecasts to be obtained at regular intervals and, where strong winds are forecast, the high wind procedures specified by the marquee supplier shall be consulted.</p> <p>Where wind gust speeds are predicted to exceed 18m/s or supplier stated figure, the marquee and the immediate area is to be evacuated and secured against re-entry.</p> <p>Marquee dismantling or strengthening may be carried out as determined by the contractor.</p> <p>Event Organisers to monitor wind speeds using an Anemometer and checking BBC/Met office Websites on a regular basis.</p>	2	1	L	

7. Risk Assessment - Event Open Period

7. Event Open Period										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Overcrowding: Consequence of entertainment failure or public disturbance. Drunken disorder. Effects on adjacent areas.	7.1	Event staff, contractors and Event attendees	3	2	H	Capacity of event having regard to site lines and seating/standing arrangements as given in text. Event is ticketed, tickets distributed in advance. Use stewards/barriers to control crowd movements as required. Licensed safe capacity never to be exceeded.	2	1	L	
Emergencies: Hazards from the need to evacuate. Local or area. - Consider what may cause and how can be controlled. - Fire – restriction of protected route Bomb – Evaluate Risk/ disorder localised. Evacuation – collapse of structure Terrorist attack - Multiple possible scenarios.	7.2	Event staff, contractors and Event attendees	3	2	H	An evacuation plan will be agreed with the emergency services. Emergency announcements made over PA to give instructions to the public. This to be supplemented with messages relayed using loud hailers. All access routes to be stewarded. Stewarding companies and Event Organisers to be familiar with any event specific evacuation strategy and alarm system. Police intelligence will be relied on to give warnings of any such danger in advance. In the event of a marauding or other such terrorist attack the latest guidance will be followed as issued by CPNI & NaCTSO.	3	1	M	
Hazards arising through unauthorised access to plant, structures and equipment:	7.3	Event staff, contractors and Event attendees	3	1	M	All plant and equipment will, as far as is possible, be contained in secure areas. Event stewards to monitor.	2	1	L	

7. Event Open Period										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Structures: Collapse	7.4	Event staff, contractors and Event attendees	2	2	M	Temporary structures to be suited to their intended use and foreseeable overload conditions, including adverse weather conditions. Refer to assessments for build (3.9) The structures to be erected by contractors who have had their health and safety standards vetted and completion certificates issued. The Event Organiser will monitor conditions on site, as they develop to ensure that design limits not exceeded. To be checked by competent person as appropriate.	2	1	L	
Weather Conditions: Heavy rain, wind	7.5	Event staff, contractors and Event attendees	2	2	M	Heavy rain not likely to have effect on structures or equipment. If adverse weather that can affect structures, i.e. wind etc Event Organiser will have authority to stop all activities until conditions improve.	2	1	L	
Conflicts between pedestrians and vehicles:	7.6	Event attendees	2	2	M	Once the installation has completed there will be no further vehicle access required. As such there will be no event vehicles and all guests are expected to arrive on foot. Ensure that an effective Traffic Management Plan is in place. No vehicles allowed to operate whilst the event is open. Stewards to control and restrict vehicular access	2	1	L	Emergency vehicles accessing the site will always use warning lights and alarms if necessary.

7. Event Open Period										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Disabled Persons: Sight lines poor, crushed, immobile in crowd.	7.7	Disabled Persons	3	2	H	Provide viewing areas where practicable and appropriate. Ensure facilities such as ramps are available for wheelchair users where applicable. Stewards in attendance on disabled ramp where applicable if ramps have been provided.	2	1	L	
Electrical Hazards: Electrocution.	7.8	Event staff, contractors and Event attendees	3	1	M	All electrical equipment and generators to be supplied and installed by reputable, competent contractors. Their standards will be pre-vetted, as will all contractors and a copy of their certificate as to membership of a recognised professional body obtained. All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc to be away from public. A competent person should certify all electrical installations as to their safety on completion. A competent electrical contractor should be available to deal with any problems should they arise.	2	1	L	A Temporary Electrical Installation certificate will be obtained.
Medical Provisions: Insufficient, unsuitable provisions in place.	7.9	Event attendees	3	2	H	Provide medical cover commensurate with audience numbers. The Event Safety Guide, Chapter 20, will be used to calculate the required provisions.	2	1	L	

7. Event Open Period										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Loss of Light: Unable to see Secondary systems. Lighting for evacuation	7.1	Event attendees	2	2	M	Emergency lighting & emergency exit signage present in all areas. Secondary lighting from stage, and street lighting. Key stewards to be provided with torches. Paths leading away from the festival site shall be well lit to aid safe departure.	1	1	L	
Artists & Performers: Accidents	7.11	Event attendees	2	3	H	All artists and performers are required to provide relevant H&S documentation. The suitability of all activities have been audited by the Event Safety Officer and FOUND. All artists and performers will be subject to the three point search system by security staff.	1	1	L	

8. Risk Assessment - Noise at Work

8. Noise at Work										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Noise: Hearing damage.	8.1	Event staff, and contractors	2	2	M	<p>Work areas where noise expected to exceed 80dB (a) over and 8 hour period to be identified and signed.</p> <p>Exposure to excessive noise levels to be reduced to the minimum, shift systems to be considered.</p> <p>Employers on site to advise event staff accordingly and provide appropriate instruction, information and training in the use of the selected hearing protection.</p> <p>Sound levels to be monitored at the FOH Mixer position. Directional controls to point the sound in to the event area and away from bars and other areas.</p> <p>Bars and stalls to be located well away from stage area.</p> <p>Production Manager to Identify the volume control and request that the Sound Contractor keeps all sound equipment in good working condition and provides details of who can use the volume controls.</p>	1	1	L	<p>Production Manager to monitor.</p> <p>Acoustic consultant employed to advise on all areas of concern.</p>
Noise: Hearing damage.	8.2	Event Attendees	2	2	M	<p>Suitable separation distances to be set between the event attendees and the PA.</p> <p>Physical barriers to be in place to prevent event attendees becoming too close to the PA.</p> <p>The Event Safety Guide recommends 3m as a minimum, this will be adhered to.</p>	1	1	L	<p>Licence noise level conditions to be adhered to.</p> <p>Production Manager to monitor.</p>

9. Fire Risk Assessment

9. Fire Risk Assessment										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Fire Hazard - Stages: Death, major injury and damage to property	9.1	Event staff, contractors and Event attendees	3	2	H	All structures to stage/front of house to be of flame retardant substances. Stage/mixer to be equipped with CO ₂ , powder and water extinguishers. All generators to have dry powder. Stewards to evacuate area to allow tenders through if necessary and appropriate. Petrol generators will not be allowed. Evacuation strategy in place Stage to be inspected by Event Organiser.	2	1	L	Fire extinguishers and fire blankets to be supplied to all food stands and stages.
Fire Hazard- Event Infrastructure: Death, major injury and damage to property	9.2	Event staff, contractors and Event attendees	3	2	H	Event stewards to be positioned and continually checking for ignition sources Stewards to patrol event site at open times. To be equipped with an event Radio. Daily inspection carried out by the Event Organiser. Fire points placed in secure locations – all stewards made aware of their positions prior to the event opening. Selected stewards trained in fire fighting procedures. Evacuation strategy in place.	2	1	L	Event site exit values to be calculated using the Regulatory Reform (Fire Safety) Order 2005

9. Fire Risk Assessment

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Fire Hazard – Temporary structures/bars: Death, major injury and damage to property	9.3	Event staff, contractors and Event attendees	3	2	H	All temporary structures/bars will be inspected prior to opening by the Event Organisers. The following areas will be inspected: <ul style="list-style-type: none"> • Fire Exits – Suitable and enough properly signed and not obstructed. • Occupancy capacities • Fire Fighting Equipment • Flame retardant Certificates • Stewarding numbers • Emergency Procedures • Combustible materials • Storage of Waste The name and contact details of the Responsible Person will be obtained and passed to the Fire Safety Officer.	2	1	L	
Emergency Vehicle Routes: Becoming blocked or obstructed.	9.4	Event staff, contractors and Event attendees	3	2	H	Emergency Vehicle Routes (EVRs) clearly detailed on site plan. Herne Hill entrance A will be the main access point for Emergency Vehicles. EVRs stewarded at all times event site is open to Event attendees. Stewards policing EVRs to have operational Radios in contact with the Security Control.	2	1	L	Fire Safety Officer to be invited to facilitate practice runs to ensure practicability of EVRs

9. Fire Risk Assessment

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
LPG: Fire and explosion	9.5	Event staff, contractors and Event attendees	3	2	H	LPG to be limited to a maximum of one cylinder spare for each one in use at each unit. Vehicles and units to be checked on a regular basis for compliance. Unit operators to submit certification in advance that gas installation has been installed and checked within the last three months by competent approved contractor. Details to be vetted in advance of siting by the Event Organisers. Competence/training of staff in the use/changing of LPG to be vetted. LPG storage facility to be established remote from main event infrastructure at an agreed location.	3	1	M	The Minimum Separation distance for LPG storage as detailed in the LPGA Code of Practice – Section 2, page 13 will be followed. As a minimum there shall be 3.5m separations between traders operating with gas. Event Organiser to inspect.
Generators: Fire and electric shock	9.6	Event staff, contractors and Event attendees	3	1	M	Where possible, consideration should be given to connecting units and lighting to main supplies. Where this is not possible, a minimum number of shared generators to be used. No petrol generators to be used. Generators to be located in secure areas away from public. Generators to be secured by using 'Heras' fencing. All generators to have suitable and sufficient fire extinguishers close at hand. Generators only to be provided by event approved Electrical Distribution contractor.	2	1	L	

9. Fire Risk Assessment										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Cooking Fire: Fire and burn injuries	9.7	Event staff, contractors and Event attendees	2	2	M	Background of caterers to be checked by Event Organisers. All caterers to fill out a Pre-Event Safety Questionnaire. Fire fighting equipment for normal requirements and to the satisfaction of the Fire Safety Officer will be required. Caterers to be trained/vetted in the use of extinguishing media. Event Organiser to inspect.	2	1	L	Fire extinguishers and fire blankets to be supplied to all food stands and stages.
Waste Storage: Fires	9.8	Event staff, contractors and Event attendees	3	2	H	Waste storage close to units to be provided in metal skips in secure locations away from main public areas. Suitable and sufficient fire fighting equipment to be in place Event Organiser to inspect.	2	1	L	
Means of Escape: Panic, crushing Inability to escape	9.9	Event staff, contractors and Event attendees	3	2	H	A suitable and sufficient number of emergency exits shall be available in accordance with the Regulatory Reform (Fire Safety) Order 2005. Suitable and sufficient maintained emergency signage and lighting to be available. Inspection of lighting and signage by Event Organiser as appropriate prior to public use.	2	1	L	Exit routes to be maintained clear at all times.

9. Fire Risk Assessment

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Arson: Damage by fire or smoke to persons and/or property as a result of a wilful act.	9.1	Event staff, contractors and Event attendees	3	2	H	Keep combustibles to minimum. No storage of combustible or explosive material permitted. Provide suitable and sufficient fire extinguishers. Stewards to be aware of location of extinguishers. Fabric of tent, drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7837, BS 5287 Table 1 or BS5867 Part2 Type B as appropriate. Certificates to be available for inspection. Access to combustibles to be restricted to working personnel by stewards. Security to make regular inspections of the festival site.	2	1	L	Petrol generators not to be used.
Emergencies: Hazards from the need to evacuate. - Consider what may cause and how can be controlled. - Fire – restriction of protected route Bomb – Evaluate Risk/ disorder localised. Evacuation – collapse of structure	9.11	Event staff, contractors and Event attendees	3	2	H	An evacuation plan will be agreed with the emergency services. Emergency announcements made over PA (back up power necessary) to give instructions to the public. All access routes to be stewarded. Stewarding companies and Event Organisers to be familiar with any event specific evacuation strategy and alarm system.	3	1	M	

9. Fire Risk Assessment										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Portable Electrical Equipment: Sources of Ignition and heat	9.12	Event staff, contractors and Event attendees	3	2	H	FOUND to contract only reputable equipment suppliers. Evidence of PAT testing available upon request. Event staff to visually inspect equipment as installed on site. All equipment to be powered down at the end of the work activity. Event Organisers to monitor.	2	1	L	
Fire Escape Routes: Becoming blocked or obstructed.	9.13	Event staff, contractors and Event attendees	3	2	H	All cables laid flat, matted with heavy rubber matting and taped in place when in public areas whilst the event is open. White/hazard tape to be used to mark trip hazard. Consider alternative route with less traffic. Event Organisers to monitor.	2	1	L	
Power Failure: Lighting failure, evacuation issues	9.14	Event staff, contractors and Event attendees	3	2	H	Maintained emergency lighting to be installed around stage area and exit routes. Emergency maintained Fire Exit signs to be fitted. Key Stewards to be provided with torches.	2	1	L	

9. Fire Risk Assessment

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
General Risks:	9.15	Event staff, contractors and Event attendees	3	2	H	<p>Production Manager to limit sources of ignition.</p> <p>Limit sources of fuel – all event infrastructure fabric / drapes / dressing to be treated with a fire retardant.</p> <p>Separate risk assessment to be undertaken when oxidising agents and or oxygen gas cylinders brought onsite.</p> <p>All event staff & stewards to be briefed on proper procedures to be undertaken when discovering a fire.</p> <p>All event staff & stewards to be briefed on evacuation procedure including escape routes.</p> <p>Any flammable substances to be identified and storage agreed with the Production Manager prior to arrival on site.</p> <p>All fabrics to be treated with flame / fire retardant and relevant certificates to be included.</p>	2	1	L	Production Manager to conduct a separate risk assessment where egress routes, signage or fire fighting equipment is obstructed.

10. Emergency contact list

Name	Position of Responsibility	Company	Contact Number
Will Paterson	Event Manager	FOUND	07958 439 581
Lizamarie O'Sullivan	Operations Manager	FOUND	07809 128 069
Gary Buys	Head of Security	Saber Security	07590 067 717
Yasmin Galletti	Event Organiser	FOUND	07546 106 928
Chris Horner	Safety Officer	HornerSalus	07775 796 496
Craig Murphy	Safety Officer		07834 862 381
Ange John	Site Manager	TBA	07919 493 019
Steve Anderson	Sound Consultant	Anderson Mitchell	07814 944 791
TBA	Head of Bar Team	TBA	TBA
Andrew Robinson	Fire Officer	SEFS	07885 977 005
Paul Saddington	Medical Manager	Quad	07904 706 660

★hornersalus
event safety consultancy

www.hornersalus.com
info@hornersalus.com
020 8954 6333

36m Round Big Top
2000 PAX

Stage 2

5x Token Booths

Ice Machine

Bar 4

M02

Stage 5

25m Round Big Top
1000 PAX

Sanita

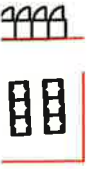
38x 24x 1

32m Round
1500 PAX

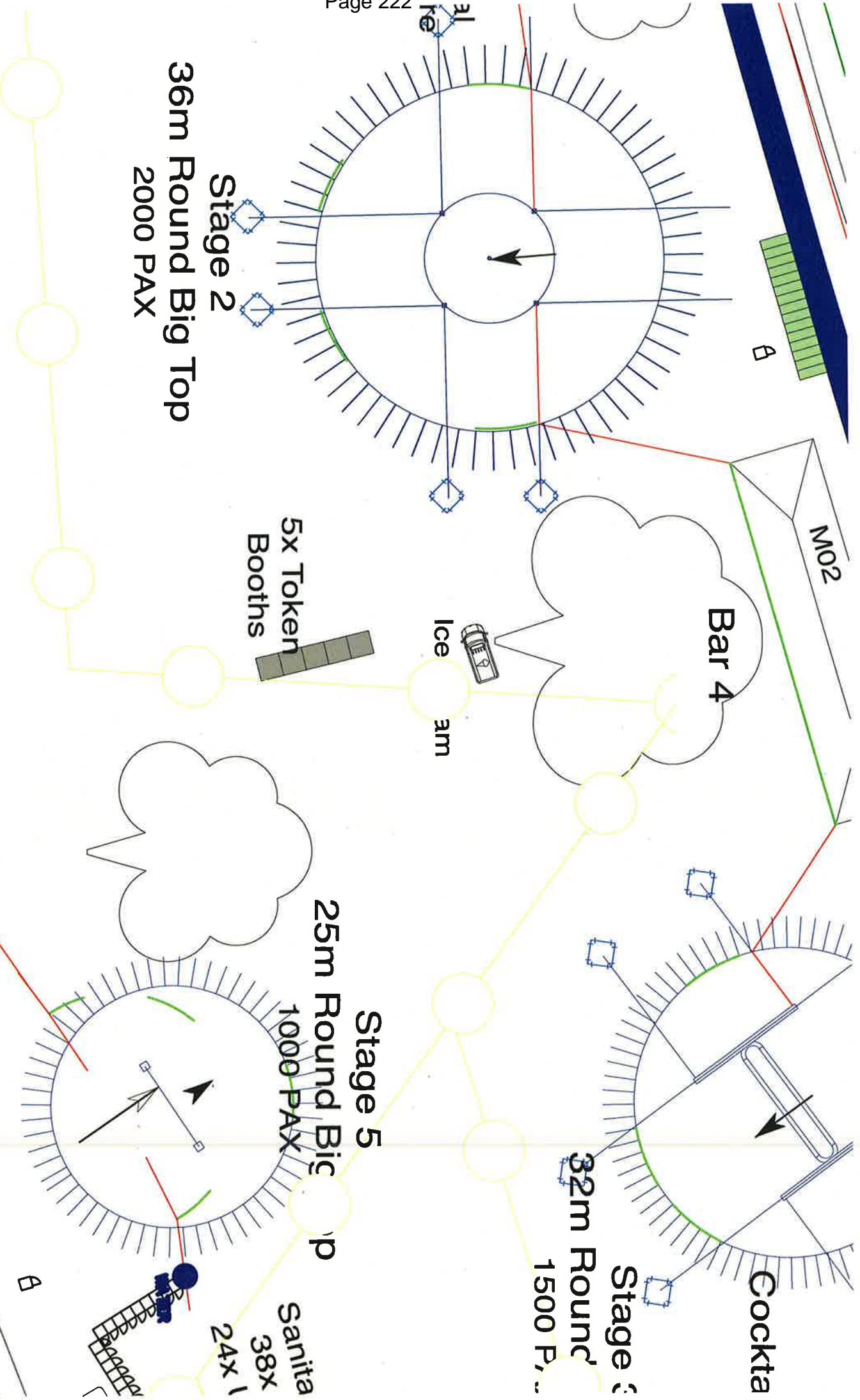
Stage 3

Cocktail

Sanitation 1
38x PJs
4x Urinals



Food A



London Met Police
'51st State Festival' 6&7th August 2016
Trent Park, Enfield

London Borough of Enfield
Cockfosters Road
Barnet
Enfield
EN4 0PS

FOUND
Unit 104
12-18 Hoxton Street
N1 6NG

London Met Police

The Found Series will liaise with the MET Police throughout the planning process.

In 2015 London Met Police stated they were generally happy with the event, as ever social dynamics and the use of 'legal highs' is an issue that exists outside of the staging of public events as such Enfield Council in cooperation with the Police may look into the introduction of a Public Spaces Protection Order in an attempt to control these activities as at present their powers are limited.

Found will continue to liaise with the Police and Council on this and all related matters in 2016.

Found Drugs Policy

'51st State Festival' 6&7th August 2016

Trent Park, Enfield

London Borough of Enfield
Cockfosters Road
Barnet
Enfield
EN4 0PS

FOUND
Unit 104
12-18 Hoxton Street
N1 6NG

Found Drugs Policy

Found Series operates a strict anti-drug policy that will be in operation at all times. This includes any illegal, legal or herbal drugs.

Our Security provider is experienced in operating similar events and adheres strictly to our policy.

There will be a strict search upon entry of the event by SIA licensed staff.

All search lanes are monitored by the CCTV system. The CCTV cameras are displayed on a large TV Screen in the Control Centre and are accessible to the Police and the Council at all times.

There will be an Amnesty Box located next to each search table for members of the public to willingly surrender any items prior to the search.

During the event there will be security dedicated to patrol the grounds, observing the crowd and any signs of drug dealing.

Alongside the security patrolling, there will be undercover security within the event delivering any relevant information via mobile phone messages to a member of the security management.

Any person suspected of dealing illegal drugs will be apprehended and taken to the exclusion unit. The security team will inform the Police.

Any person found to be unwell will be taken to the medical area and kept safely under the supervision of the medical team.

Information regarding drug use and our strict no drugs policy will be on signage displayed at the entrance to the event.

There will be a full record of any confiscations and incidents kept in the Control Room

Security Deployment Plan

'51st State Festival' 6&7th August 2016

Trent Park, Enfield

London Borough of Enfield
Cockfosters Road
Barnet
Enfield

FOUND
Unit 104
12-18 Hoxton Street
N1 6NG

Version One**Revision History**

Date	Details
04/03/2016	Version 1 Created by Found & HornerSalus Ltd
04/03/2016	Version 1 Distributed for comment

Following Last years event and Enfield Councils recommendation Found are instructing additional security to monitor the activities of the attendees and together with support from the Police and CSP Ltd will look to introduce a revised queuing system for both access and egress

The proposed security deployment is within the Event Safety File section 16.

Following meetings and the approval of the proposed Traffic Management Plan, the confirmed plan will be communicated to all parties.

Found will continue to work with Enfield Council and its partners to deliver a safe event.


event safety consultancy

www.hornersalus.com
info@hornersalus.com
020 8954 6333

Day	Position	No	Start	Finish	Hours
Monday AM	Production Gate	Security	2 07:00	19:00	12
	Snakes Lane/ Oakwood	Security	1 07:00	19:00	12
	Snake Lane/ Security Hut	Security	1 07:00	19:00	12
Tuesday AM	Production Gate	Security	2 07:00	19:00	12
	Snakes Lane/ Oakwood	Security	1 07:00	19:00	12
	Snake Lane/ Security Hut	Security	1 07:00	19:00	12
Wednesday AM	Production Gate	Security	2 07:00	19:00	12
	Snakes Lane/ Oakwood	Security	1 07:00	19:00	12
	Snake Lane/ Security Hut	Security	1 07:00	19:00	12
Thursday AM	Production Gate	Security	2 07:00	19:00	12
	Snakes Lane/ Oakwood	Security	1 07:00	19:00	12
	Snake Lane/ Security Hut	Security	1 07:00	19:00	12
Friday AM	Production Gate	Security	2 07:00	19:00	12
	Snakes Lane/ Oakwood	Security	1 07:00	19:00	12
	Snake Lane/ Security Hut	Security	1 07:00	19:00	12
Saturday AM	EVENT DAY				
Sunday AM	Production Gate	Security	2 07:00	19:00	12
	Snakes Lane/ Oakwood	Security	1 07:00	19:00	12
	Snake Lane/ Security Hut	Security	1 07:00	19:00	12
Monday AM	Production Gate	Security	2 07:00	19:00	12
	Snakes Lane/ Oakwood	Security	1 07:00	19:00	12
	Snake Lane/ Security Hut	Security	1 07:00	19:00	12
Tuesday AM	Production Gate	Security	2 07:00	19:00	12
	Snakes Lane/ Oakwood	Security	1 07:00	19:00	12
	Snake Lane/ Security Hut	Security	1 07:00	19:00	12
Wednesday AM	Production Gate	Security	2 07:00	19:00	12
	Snakes Lane/ Oakwood	Security	1 07:00	19:00	12
	Snake Lane/ Security Hut	Security	1 07:00	19:00	12

Day	Position	No	Start	Finish	Hours
Monday AM					
	Moat	Dog & Handler	2 20:00	08:00	12
	Tuesday PM				
Tuesday PM					
	Moat	Dog & Handler	2 20:00	08:00	12
	Wednesday PM				
Wednesday PM					
	Moat	Dog & Handler	2 20:00	08:00	12
	Thursday PM				
Thursday PM					
	Moat	Dog & Handler	5 20:00	08:00	12
	Friday PM				
Friday PM					
	Moat	Dog & Handler	5 20:00	08:00	12
	Saturday PM				
Saturday PM					
	Moat	Dog & Handler	4 20:00	08:00	12
	Sunday PM				
Sunday PM					
	Moat	Dog & Handler	5 20:00	08:00	12
	Monday PM				
Monday PM					
	Moat	Dog & Handler	2 20:00	08:00	12
	Tuesday PM				
Tuesday PM					
	Moat	Dog & Handler	2 20:00	08:00	12

	Position	No
Management	Head of Security	1
	Supervisors	5
	Event Controller	2
	CCTV Operators	2
Artist Entrance	Entrance and Search	5
	Artist Area	1
Production Area		5
Site Patrols	Patrolling	15
Entrance	Search	30
	Queues and Pickers	20
Response Teams	Incident Response	15
Response Teams	Incident Response	15
Main Stage	Entrances	2
	Stage	1
	Barriers	2
Arena 2	Entrances	2
	Stage	1
	Barriers	2
Arena 3	Entrances	2
	Stage	1
	Barriers	2
Arena 4	Entrances	2

	Stage	1
	Barriers	2
Arena 5	Entrances	2
	Stage	1
	Barriers	2
VIP Area	Entrances	2
	Patrolling	2
Arena Gates	Internal	9
	External	9
Moat Area	Dogs & Handlers	5
Front Entrance	Dogs & Handlers	3
Bars (Supplied via Bar Company)	Bar 1	
	Bar 2	
	Bar 3	
	VIP	
ATM	Location	2
Welfare	Medical Area	1
Park Entrance Gates & Path	Directing Public	4
Park Entrance Gates & Path	Directing Public	6
Undercover Security		6
	Total	190

Start	Finish	Hours
09:00	23:00	13
09:00	23:00	13
09:00	23:00	13
09:00	23:00	13
<hr/>		
10:00	21:30	11.5
10:00	21:30	11.5
<hr/>		
10:00	21:30	11.5
<hr/>		
10:00	21:30	11.5
<hr/>		
10:00	21:30	11.5
10:00	21:30	11.5
<hr/>		
10:00	21:30	12.5
<hr/>		
13:00	21:30	9.5
<hr/>		
10:00	21:30	11.5
10:00	21:30	11.5
10:00	21:30	11.5
10:00	21:30	11.5
10:00	21:30	11.5
10:00	21:30	11.5
10:00	21:30	11.5
10:00	21:00	11
10:00	21:00	11
10:00	21:00	11

10:00	21:00	11
10:00	21:00	11
10:00	21:00	11
10:00	21:00	11
10:00	21:00	11
10:00	21:00	11
10:00	21:00	11
10:00	21:00	11
10:00	21:30	11.5
10:00	21:30	11.5
10:00	21:30	11.5
10:00	21:30	11.5
10:00	21:30	11.5
		11.5
		11.5
		11.5
		11.5
10:30	21:00	11.5
10:30	21:30	11.5
09:30	22:00	12.5
09:30	22:00	12
14:00	20:30	6.5

Traffic Management Plan

'51st State Festival' 6&7th August 2016

Trent Park, Enfield

London Borough of Enfield
Cockfosters Road
Barnet
Enfield

FOUND
Unit 104
12-18 Hoxton Street
N1 6NG

Version One**Revision History**

Date	Details
04/03/2016	Version 1 Created by Found & HornerSalus Ltd
04/03/2016	Version 1 Distributed for comment

Following Last years event and Enfield Councils recommendation Found are instructing CSP Ltd to manage this critical area and a proposal has been put forward which will be discussed and agreed in a meeting with all parties in March 2016.

The CSP proposal is within the Event Safety File section 17.

Following this meeting and the approval of the proposed Traffic Management Plan, the details will be circulated to all parties.

Found will continue to work with Enfield Council and its partners to deliver a safe event.

★hornersalus
event safety consultancy

www.hornersalus.com
info@hornersalus.com
020 8954 6333

Ellie Green

From: Lisa Inzani <L.Inzani@popall.co.uk>
Sent: 08 March 2016 15:39
To: Ellie Green
Cc: Steve Burnett
Subject: Trent Park, Cockfosters Road, Barnet - Found Series - Premises Licence Application for Saturday 6th and Sunday 7th August 2016 (EMAIL 2 OF 2)
Attachments: 17. FOUND~51st State-Traffic Management Plan~Trent Park~6&7th August 2016....pdf; Proposal to supply Traffic Management Services at Trent Park 2016 v.1 DR....pdf; 20. FOUND~51st State-Show Stop Procedure~Trent Park~6&7th August 2016 v1....pdf; 2010002-protecting_against_terrorism_3rd_edition.pdf; NaCTSO Guidance Note 1 - 2015 - Dynamic Lockdown v1.0.pdf; NaCTSO Guidance Note 2 - 2015 - Protective Security Review v1.0.pdf; NaCTSO Guidance Note 3-2015 - Hostile Reconnaissance.pdf

Dear Ellie,

I attach the remaining documentation in support of my client's application.

Please would you place this before your committee prior to the hearing and disseminate to those who are making representations.

Please acknowledge safe receipt.

Kind regards,

Lisa

Lisa Inzani | Partner

Poppleston Allen

E: L.Inzani@popall.co.uk | T: 0203 078 7487 | M: 07831 649 788 | W: www.popall.co.uk

London Office: 31 Southampton Row, London, WC1B 5HJ



Authorised and Regulated by the Solicitors Regulation Authority (SRA No: 78244). The professional rules to which we are subject are the Solicitors Code of Conduct. These rules can be viewed at www.sra.org.uk.

This email and the attachments are intended for the above named persons only and may be confidential and privileged. If you receive it in error please tell the sender immediately and do not copy, show or distribute them to anyone. Although we have taken steps to ensure that this email and its attachments are free from any viruses, it is your responsibility to ensure that viruses do not adversely affect your system.



Proposal to Supply Stewarding and Traffic Management at Trent Park

51st State Festival

2016



www.gotocsp.com

York House, Empire Way, Wembley, Middlesex, HA9 0PA

Tel: 020 8900 2405 Fax: 020 8903 8219

Introduction to CSP

CSP is the Combined Services Provider, specialising in venue/event management providing: Internal and External Traffic Management, Security, Stewarding, Crowd Management, Cleaning & Waste Management, Cash & Tickets sales, Reconciliation and Consultancy services. Whilst our range of services continues to grow, Traffic Management and Security and Stewarding operations represent our core areas of expertise.

Setting out in 1994, we quickly gained our first major management contract after successfully bidding for all car park operations at the Wembley Stadium Complex, a contract we are proud to have held for over twenty years. Since those early days we've added numerous prestigious clients to our portfolio and now provide a range of services to some of the UK's most memorable sporting and entertainment events and venues:

- Trent Park
- The Ageas Bowl
- Alexandra Palace
- Arsenal Football Club
- Ascot Racecourse
- Chelsea FC
- Chepstow Racecourse
- Duxford Imperial War Museum
- Epsom Downs Racecourse
- European Tour
- FIVE (Farnborough)
- Forestry Commission
- Glow (Bluewater Events)
- Guards Polo Club
- Haymarket Business Exhibitions
- IMG
- Kempton Park Racecourse
- Ladies European Tour
- Ladies Golf Union
- Wentworth Golf Club
- LOCOG – Olympic Sites
- London Marathon
- Mercedes-Benz World
- The Racecourse – Newbury
- Newmarket Racecourses
- The Olympic Delivery Authority – *consultant*
- The O2
- The PGA
- Royal Automobile Club
- Royal Windsor Racecourse
- Ryder Cup Ltd
- Sandown Park Racecourse
- Tottenham Hotspur FC
- Towcester Racecourse
- Twickenham Stadium
- Windsor Golf Park
- Wembley Arena
- Wembley Stadium
- London Designer Outlet
- Homebase



With its wealth of knowledge and experience of the event industry CSP fully understands the complexities of running venues and Greenfield site operations, where an irregular event calendar, numerous ingress and egress patterns, varying staffing levels and continued innovation all add to the challenge. CSP prides itself on being able to adapt to the varying demands placed on it at each of its venues and ensures that the same high quality service is delivered for every event.

Company Structure

CSP is owned by our Chairman David Butler who is supported by a permanent management team at our Head Office in Wembley. CSP has enjoyed continued success, evolving considerably and followed a review of its infrastructure to allow for continuous and steady growth.

In response to customer demands, The Combined Service Provider gradually diversified into a number of event services, supplying some of London's most prestigious events and venues. In 2007, a change in Company strategy saw the emergence of an innovative 'Combined Services' model within the industry, providing Facilities Management services within the event sector. Shortly after, the Company underwent a rebranding exercise, changing its name to 'The Combined Services Provider' (CSP) to reflect its new direction within the provision of Facilities Management and specialist sports stadia services.

CSP currently employs the following staff from a database of approx. 1300 staff with a wide range of operational skills, experience and qualifications including, but not limited to:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Traffic Marshals • Crowd Stewards • Security Personnel • Multi-Functional Staff • Cleaners • Car Jockeys (Valet Parking) • Estate Operations • Chapter 8-trained Personnel • CSAS-accredited Personnel • Chapter 12D-trained Personnel • CCTV Operators • Supervisors • Advanced Flag Operators • Operations Managers • Business Managers • Head of Operations | <p>OFFICE BASED</p> <ul style="list-style-type: none"> • Finance Director • Finance Assistants • Quality Assurance Manager • Commercial Manager • Commercial Contracts Manager • HR Manager • HR Advisor • Resources and Recruitment Manager • Recruitment, Training and Compliance advisors • Resources Assistants • Business Development Administrator • Executive Assistant • Operations Director • Chairman |
|---|--|

This following hierarchical structure provides all clients with a designated Business Manager responsible for their operations and services. Each Business Manager has line management responsibility to a number of Operations Managers who are responsible for the day to day operations and delivery of each contract.

A team of Supervisors support the Operations Managers and have responsibility for all staff supervision. Reporting directly to the Supervisors is the Company's team of trained full and part time operational staff.

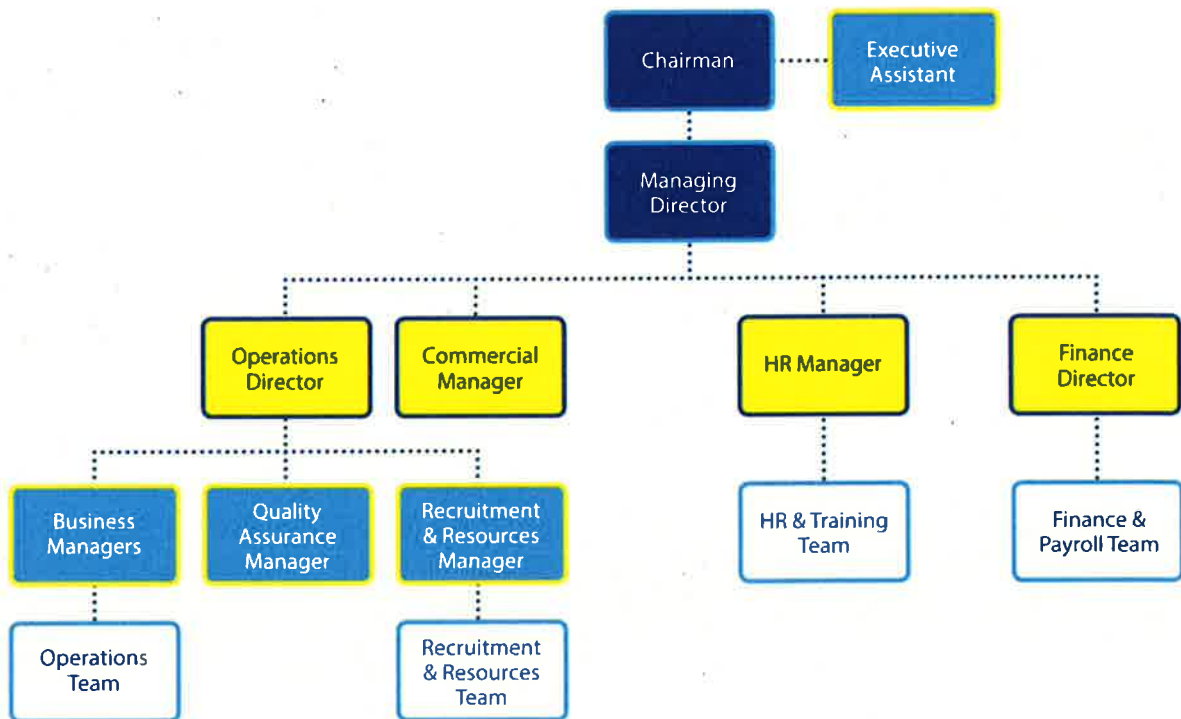
Currently there are 26 CSP Operations Managers. All Management are trained on other CSP operations in order to provide secondary support or cover when necessary. This provides a versatile and flexible departmental resource that can respond to new business and changes in the needs of existing clients. This department is further supported by a team of 20 full time Supervisors that work where and when required for all CSP Operations.

Specific CSP sites work on a 24 hours / 365 day year basis, providing a number of satellite operations from which CSP can share resources out of hours. These include 24 hour security patrols, CCTV security personnel and a regular pool of event day stewards, porters and cleaners. These sites where CSP is the venue Facilities Management Company / 24hr Operator include:

- The O2
- Kempton Park Racecourse
- Sandown Park Racecourse
- Epsom Downs Racecourse
- Wembley Park
- Freeport Braintree



Company Organogram



Company Registration and Address

8th Floor, York House

Empire Way

Wembley

Middlesex

HA9 0PA

Head Office Tel No: 020 8900 2405

Head Office Fax No: 020 8903 8219

Company Registration No: 2492591

Email: Scott.metacalfe@gotocsp.com

Website: www.gotocsp.com

Twitter: @gotocsp

Facebook: facebook.com/cspfacades

CSP Services

External and Internal Traffic Management Services

This detailed provision sees CSP's highly experienced and industry qualified management team work throughout every stage of your event strategy – taking you on the path from initial in-house discussion, through formal meetings with the stakeholders, Police and the Local Authorities before finally leading you through to our Event Day deployment and management of our qualified personnel. Unusually for the Event Industry, CSP also invest in a full-time and fully trained traffic management team to provide certified and accredited staff (Chapter 8 & Chapter 12D) all year round and not just during the peak of the summer 'event season'.

2009 also saw the first of CSP's multiple Community Safety Accreditation Scheme (CSAS) Awards as issued by the Association of Chief Police Officers (ACPO).

These awards ensure that CSP remain one of the few Event Service providers able to deploy appropriately trained and accredited staff on the public highway to direct traffic. A detailed list of Traffic Management services include:

- Traffic Coning & Signage Installation
- Liaison with all Stakeholders including Local Authorities and Police forces
- Traffic Management Plan Consultation
- Chapter 8 Qualified Staff
- CSAS accredited Staff and Chapter 12D Qualified Staff
- CAD Mapping
- Fully Trained and Experienced Traffic Managers

CSP will be well placed to provide '51st State Festival' with the experience gained from the following list of events:

- Ghana Festival and Bear Grylls Survival Race at Trent Park
- The London Marathon
- Internal and External Traffic Management for Chelsea FC
- External Traffic Management for Arsenal FC
- Internal and External Traffic Management for Twickenham Stadium
- The London to Brighton Cycle Ride
- Ride London Cycle Race
- Mitie London Revolution
- Kempton Park Racecourse
- Wembley Stadium



Car Park Management Services

CSP has been providing Clients Car Parking Management services since 1994. Wembley Stadium, The European Tour and Royal Ascot are among some of the many high profile clients within CSP's growing portfolio. A vast wealth of experience of both static and Greenfield sites is available to all clients, offering planning consultancy, event operation and delivery to thorough post event debrief management reporting. CSP has designed and managed both event and commercial car parking of every scale and complexity, with a focus on managing the experience of customers until they reach the venue gates, as well as the wider impact on local residents and business community.

A detailed list of Car Park Management services include:

- Customer Friendly Car Park Stewards;
- Visitor segregation and access control;
- Production of generic parking signage;
- Car park layout and design;
- Professional PPE and Equipment;
- CAD Mapping;
- Fully Trained and Experienced Traffic Managers.



Online Parking Reservation System

CSP has developed a new online booking system that provides the opportunity for visitors to pre-reserve their parking for an event. Working within a 'White Label' portal, a branded customer journey can be tailored specifically for any event/venue that is professional, secure and easy to use. Benefits include:

- More accurately predict anticipated vehicle arrivals;
- Minimise the volume of cash to be managed each day for paid parking;
- Telesales support included;
- Speed up the arrival of vehicles to an event;
- Collate additional marketing data of visitors;
- Opportunity to provide priority parking for customers;
- Provide visitors with a choice and guaranteed parking.

Safety Stewarding, Security and Asset Protection

CSP's continued development as the service provider of choice for the biggest names in the Events and Leisure Security Industry continues apace with the evolution of our Safety Stewarding and Event Security division.

Our vast experience of managing "first point" visitor expectations - garnered from more than 20 years of frontline Event Day delivery - underpins our approach to both Crowd Safety and Security which, when coupled with our bespoke "training pathway" programme for our staff - ensures not only compliance with British Standard 8406:2009 (in Event Stewarding and Crowd Safety) but also NVQ, Safecontractor and SIA accreditation and qualification as we honour our commitment to continual professional development for all CSP personnel.

Our team of dedicated account managers will work alongside you to develop, review and continually update your crowd safety strategy and operational plans by way of both pre-event briefings and post event debriefings that effectively measure the service delivery standard we agree in advance of deployment.

Stewarding and Security services include but are not limited to:

- Safety Stewards
- Turnstile/Ticket Check/Ticket Sales Stewards
- Exit Gate Stewards
- Horse Racing Integrity Stewards
- Queue Management/Directional Stewards
- Hospitality/Executive Stewards
- SIA Licensed General Security
- SIA Licensed Bag Search Security
- SIA Licensed Personnel Search Security
- SIA Licensed CCTV Security
- SIA Licensed Response Security
- SIA Licensed Pit Security
- SIA Licensed Vehicle Search Security
- Supervision and Management



Event Cleaning & Litter Picking

CSP has been provided professional Cleaning and Waste Management Services since 2007. In this time, the synergies between other service disciplines and Cleaning has been truly realised, developing a unique cost saving offer for specific types of events.

All staff are trained by experienced, BICSc accredited Operations Managers within the CSP Cleaning division. For those staff working on specific sites, various professional courses are provided as part of each staff learning and development pathway, designed around their goals and objectives for the future. Regular 'refresher' courses are reviewed as required, ensuring that all staff are confident in working independently of supervision and hesitation.

CSP are able to provide the following staff and equipment within a Cleaning and Waste Management service:

- Event Litter Pickers;
- Waste Collection;
- Refuse Removal and Disposal;
- Event Porters and Support Staff;
- Professional Housekeepers;
- Chewing Gum Removal;
- General Cleaning Staff;
- Waste Management Consultancy;
- Event Refuse Storage Hire.



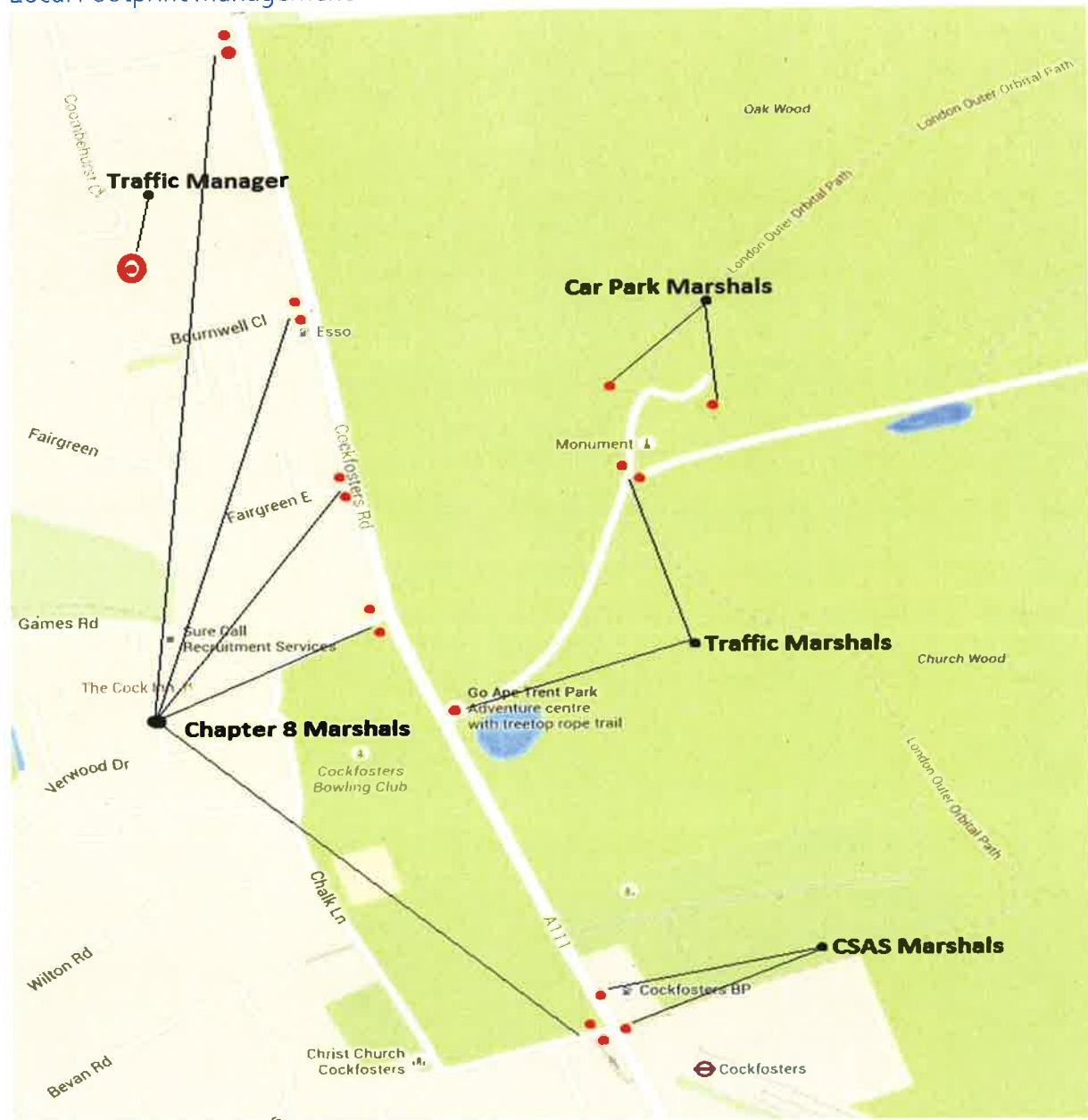
Operational Statement

CSP is committed to providing a safe, methodical, cost effective, organised and efficient Combined Services operation at Trent Park, delivering a high quality service and managing the safe and efficient arrival and departure of visitors driving or arriving by public transport to the event. This will be achieved by providing well-trained staff, led by a skilled Operations Manager, working to a robust plan.



The operation would be designed so that the local footprint would be protected from congestion and any disruption caused by the event goers. CSP's CSAS division would ensure the safe movement of pedestrians from Cockfosters Underground station to Trent Park.

Local Footprint Management



CSP understands the importance of protecting the local footprint for any potential disruptions caused by the large number of vehicle and local traffic on Cockfosters Road and the streets on the other side of the road from the park.

Prior to the festival, CSP is going to deploy no waiting cones from Cockfosters Station to Ferny Hill roundabout in order to ensure that no vehicles are parked on the day of the event on Cockfosters Road. CSP is going to limit access to the residential streets opposite the park entrance by deploying Chapter 8 accredited personnel on each road emerging to Cockfosters Road. During the festival, the two junctions of Chalk Lane with Cockfosters Road A111, Fairgreen, Bournwell Close, Coombehurst Close as well as Greenoak Place will be dynamically managed by CSP Chapter 8 marshals, which will restrict access to the roads to event traffic and only allow residents to enter the streets.

A traffic marshal would oversee the entrance of the Trent Park Cemetery and divert the unauthorized vehicles towards the event car parks.

CSP would deploy two CSAS accredited personnel, as the most efficient way of dynamically controlling the thoroughfare traffic. The traffic will be stopped in order to allow pedestrians to cross the road in a safe manner at the BP Petrol Station and at the Cockfosters Station Car Park entrance. The CSAS operation has the added benefit of being adaptable to the number of pedestrians and the number of vehicles on the road.

The external traffic management signs will be dispersed pre event and ready to be placed at each junction of the wider event footprint.

Car Park Management

It is understood that there is limited parking available for visitors, predominantly for Blue Badge holders, taxi pick-up and drop-offs, as well as contracted staff for the event. The event car park area can be accessed from the Park's Main Entrance.

All car park areas would be staffed by CSP from 11:00 am until 23:00, and will have the shared responsibility to ensure the space is fully maximised by parking all cars in double rows.

The first vehicles to arrive from the Main Gate would be parked in the overflow car park area. The festival's car park will be managed by two car park marshals. Two traffic marshals will be deployed along the route to check and point the vehicles towards the car park areas.

The local footprint management and car park management will be overseen by a dedicated CSP Traffic Manager.

Vehicles would have access from Snakes Lane towards the Hockey Club, with one traffic supervisor preventing 51st State Festival visitors to walk onto the Hockey Club grounds. The supervisor will direct all Hockey Club visitors to the designated car park area and allow access into the 51st State Festival Car Park area for vendors, High Commissioner, Animal Shelter and Enfield Council staff. The Hockey Club car park is dedicated for the Hockey Club members and wedding visitors, and will be managed by two car park marshals.



Normal park users, GoApe staff and visitors as well as café visitors still have access into Trent Park from the main gates off Cockfosters Road.

Pedestrian Management from Cockfosters Station



With the general strategy of directing the majority of festival visitors to arrive and depart from Cockfosters Underground Station, CSP will have the responsibility to facilitate the safe movement of pedestrians crossing the road from Cockfosters Station to enter Trent Park.

It is understood that event visitors will use the main exit and entry point of Cockfosters Underground Station, situated on the same side of the road as the Park entrance. CSP identified two pedestrian crossing zones, where the CSAS marshals would manage the conflict of pedestrians and vehicles, at the entrance and exit of the BP Petrol Station and at Cockfosters Station Car Park entrance. Safety Stewards will work alongside the CSAS marshals in these positions and allow visitors to cross the roads when instructed so by the CSAS marshal.

One CSAS marshal would ensure that pedestrians can cross the road from the entrance BP station in a safe manner, thus stopping vehicles entering and the petrol station and allowing pedestrians to proceed safely. As on private land, the exit of the petrol station will be managed by a CSP Safety Steward.

In addition, a CSAS marshal would manage the Cockfosters Station Car Park by stopping the vehicles willing to enter the Car Park to allow pedestrians to cross. A Safety Steward within the car parks will stop the vehicles exiting the car park to allow the safe movement of pedestrians.

A Supervisor and two Stewards will be deployed at Cockfosters Station in order to manage the access and exit of the station platforms, as well as ensuring that the car park exit is not utilised during the day.

On egress the BP crossing points will be reinstalled to facilitate the safe departure of pedestrians from Trent Park to Cockfosters Underground Station.

Three Way-finding Stewards will direct the visitors from the Park's pedestrian entrance towards the festival area. The Stewarding operation will be overseen by a CSP Stewarding Manager.

All CSP staff will have radios to be able to communicate with each other. CSP staff will remain in position until after the car park areas have cleared and the remaining visitors have left the venue by public transport.

In addition to the CSAS controlled pedestrian crossing points, 200 barriers would be installed on Cockfosters Road in order to control the safe movement of pedestrians walking from the station to the gate.

Management of the Event

In order to oversee the planning and operation, CSP will assign an Operations Manager during the event, who would be responsible for the planning leading up to the '51st State Festival', thus ensuring continuity of service. The Operations Manager will be the point of contact for the event organisers, local police and the local authorities, as well as ensuring the welfare cover for CSP staff.

The Operations Manager will be available to attend pre-event briefing meetings, and would produce a post-event debrief report.

Each CSAS marshal will provide a proactive and responsive control of vehicle traffic next to the venue and at all times staff will ensure the priority balance between thoroughfare traffic and event visitors during both ingress and egress sessions.

Barriers would be installed at the station exits in order to create a queue system so that the Safety Stewards could direct all visitors in the queue line. When the queue line reaches the pedestrian crossing point, the CSP CSAS marshals would temporarily stop the traffic on both ways on Cockfosters Road A111 in order to facilitate the safe movement of pedestrians and manage the pedestrian and thoroughfare traffic conflict.

CSP Rates

Please see below the proposed staffing level with a list of CSP's staff rates. CSP could apply for TTROs on 51st State's behalf, with all the costs to be passed through to Found Series.

Found Series would be invoiced on the actual working hours of our members of staff. These prices do not include VAT.

Position	Qty	Start	Finish	Total Hrs	Cost/ Hour	Total Cost
----------	-----	-------	--------	-----------	------------	------------

Car Park and Traffic Management

Traffic Manager	1	11:00	23:00	12	£30.00	£360
CSAS Marshall	2	11:00	23:00	12	£25.00	£600
Chapter 8 Marshall	10	11:00	23:00	12	£15.00	£1,800
Radio Controlled	1	11:00	23:00	12	£25.00	£300
Traffic Marshall	3	11:00	23:00	12	£11.75	£423
Traffic Supervisor	1	11:00	23:00	12	£17.50	£210

Stewarding Management

Stewarding Manager	1	11:00	23:00	12	£30.00	£360
Station Supervisor	1	11:00	23:00	12	£17.50	£210
Station Stewards	3	11:00	23:00	12	£11.75	£423
Way-Finding Stewards	3	11:00	23:00	12	£11.75	£423
Safety Stewards	6	11:00	23:00	12	£11.75	£846
Traffic Marshall	2	11:00	23:00	12	£11.75	£282
Traffic Marshall	3	11:00	23:00	12	£11.75	£423

Sundries	
Chapter 8 Vehicle	£250
500 No waiting cones*	£700
80 Barriers	£200
Radios & Transport	£150
Planning and Traffic Plan Review	£500

Sundries	£1,800
----------	--------

Labour Cost	£6,660
-------------	--------

Total Cost	£8,460
-------------------	---------------

*Cost recovery at £3 each will be charged for cost recovery should the cones be lost.



Quality Assurance

To further cement our position as a leader in the field of Car Parking and Event Management, CSP achieved UKAS accredited certification to ISO9001:2008 in March 2007, and reaccredited certification to ISO9001:2008 in both April 2009 and January 2013, when the National Highway Sector Scheme (NHSS) 12d was added to our scope. We have developed a quality management system that embraces all our activities from initial discussions with a prospective client, through to the planning phase, the layout of parking facilities, the manning and supervision of marshals and to the closing down and clearing of the site after an event.

Dawn James, CSP's Quality Assurance Manager has an accountability to lead the accreditation implementation and review, monitoring progress and ensuring our performance is consistent at all locations in the UK and for all types of events. Our ISO9001:2008 accreditation is subject to verification by our assessing body – BSi, to further reinforce our commitment to the quality of service we offer our clients.

Professional Bodies and Accreditations

Investors In People – Bronze Status

In 2004, CSP achieved Investors in People accreditation. This was reviewed and re-accredited in January 2012, with Bronze status. To highlight the importance of this achievement, only 4.8% of companies in the UK with IIP have attained Bronze status. The accreditation was awarded for the communication and commitment shown within the CSP team and development of its people as individuals. CSP is very proud to have been recommended by an independent assessor to be quoted as an ambassador Company and case study to demonstrate how the IIP principles are at the heart of the Company's culture and methodology.

Security Industry Authority – Approved Contractor Scheme

CSP has been a member of the SIA for a number of years whilst providing professional Security Services. In 2013, CSP took steps to apply for 'Approved Contractor' Status and has been confirmed as fully meeting its criteria and is now among the few companies in the UK that are SIA ACS approved.

Community Safety Accreditation Scheme (CSAS)

CSP is one of few companies in the UK to be accredited by ACPO (Association of Chief Police Officers) to perform duties that include the use of police powers to control the safety of people and vehicular conflicts on the public highway. As per the scope of services of this proposal, CSP is fully accredited within the Metropolitan constabulary.

Association of Chief of Police Officers (ACPO)

CSP is an active member of ACPO as part of its adoption of the CSAS scheme.

British Institute of Facilities Management (BIFM)

CSP is a corporate member of the BIFM, with several senior Operations Managers also members. This keeps CSP updated with industry changes and developments, ensuring that the CSP service provision is continually innovating and aligned with the Facilities Management Industry.

National Outdoors Events Association

CSP is a longstanding member of the NOEA, the UK's leading outdoor events trade association. The association is dedicated to enhancing professionalism in the outdoor events industry through education, networking, lobbying, advice and creating business opportunities. The NOEA membership is comprised of event suppliers, event production professionals, event and festival organisers, entertainment agencies, local authority events departments, venues, universities and freelancers.

British Safety Council (BSC)

In addition to being a BSC member, CSP has been a certified training provider since 2006, which include courses for casual staff and permanent managers.

Equal Rights

CSP is committed to equality and diversity for all its existing and potential employees irrespective of gender, marital status, sexual orientation, race, colour, religion, nationality, ethnic origin, age or disability.

CSP aims to ensure all its Managers and Employees are made fully aware of their employment rights and of the behaviour that is and is not acceptable within the business, and strives to create a culture and working environment which is free from discrimination, enabling its employees to reach their full potential.

Health & Safety

The Operations Manager will make on-going evaluations, with specific regard to Risk Assessments, Standard Operating Procedures and Method Statements.

The Operations Manager will work with the Event Manager to ensure that in an emergency, the role of the Traffic Marshal/Steward is clearly defined and understood.

The CSP Operations Manager produces an event day document including General Instructions (GI) and Pre-Event Action Plan (PEAP) for all of their events. This is completed daily, prior to operation. A thorough briefing is delivered before an event to all Traffic Marshals, CSAS marshals and Safety Stewards, giving event information and emergency/evacuation procedures, prior to commencement of their duties.

Behaviour

CSP wishes to provide clients and their visitors with a high level of service delivery and set high standards of behaviour for our staff. Staff are performance managed and this is a key focus of the manager's role, ensuring that the standard is met.

Broadly, although the following list is not exhaustive, key areas of focus are:

- No Smoking Policy;
- Mobile telephone use is not permitted unless for operational reasons for a designated person;
- Appearance & Dress Code;
- Customer Interaction;
- No Alcohol, Drugs or Betting;
- Adherence to studying and holding necessary safety & event briefing documentation;
- Incident Reporting.

Uniform and Appearance

The Company has spent a great deal of time, effort and resources on developing a distinctive uniform for its staff emphasising safety, comfort and identification and also conforms to all EU regulations. The uniform for a CSP Traffic Marshal is as follows:

- High Visibility trousers for CSAS;
- Black Trousers with white plain shirt for Stewards;
- Black shoes or boots (not trainers)
- High Viz short sleeve polo shirt
- High Viz long sleeved sweatshirt
- High Viz waterproof jackets
- High Viz headgear



Payment Terms

- A Purchase Order is required upon confirmation of the quotation.
- 50% of the invoice total is required once the contract is agreed and the PO is raised with final settlement within 7 days prior to the event date.

Cancellation Policy

CSP will seek assurances that the following cancellation policy be implemented, should the event be postponed or cancelled:

- Up to 24 hours notification of cancellation: 50%
- Event Day cancellation: 100% of quoted price

Insurance

CSP maintains Insurance policies to the following values:

- Public Liability (£10,000,000)
- Employer's Liability (£10,000,000)
- Motor Trade Insurance – for Valet Parking purposes (£5,000,000)

Show Stop Procedure v1

'51st State Festival' 6&7th August 2016

Trent Park, Enfield

London Borough of Enfield
Cockfosters Road
Barnet
Enfield
EN4 0PS

FOUND
Unit 104
12-18 Hoxton Street
N1 6NG

Show Stop Procedure

'Show stop' is a term used for an agreed procedure to stop an event, where there is a concern to the safety or an immediate threat to life has arisen, and requiring urgent intervention to protect persons attending or others working at an event.

Constant monitoring of the event site including prevailing weather conditions, crowd dynamics and external influences will be made by the Event Management Team.

As the potential for public to over hear radio communication is ever present to avoid alarm or panic the code word for a situation that presents a threat to life is **"Mr MOON"**

If a coded message call is made over the radio all other non related radio traffic to cease until the situation is resolved.

In the event of a Localised situation which is of concern please follow the steps below, however if that situation presents an "immediate threat to life" go from Step 1 directly to Step 5:

Localised situation (a situation that may be contained without the need for site wide action)

Localised situation examples:

- Crowd disturbance
- Structural failure of internal element (not the structure/arena itself)
- Localised flooding
- Localised Power failure
- Fire
- Suspect package

Step 1

Notification from individual or organisation that a situation is developing using the code word **"MR MOON"** is in(location)

Step 2

Communication between Event Management Team (EMT) to assess the situation

Step 3

Raise alert status to **AMBER** - Containment or exclusion where suitable.

Step 4

Stop the acts on stage and clear stage

Step 5

Raise alert status to **RED** - Use PA system and security to notify guests of the situation (see step 6 below)

Step 6

Partial controlled evacuation if required following the Emergency Procedures (see below)

"LADIES AND GENTLEMEN, THIS IS A SECURITY MESSAGE. DUE TO CIRCUMSTANCES BEYOND OUR CONTROL THE EVENT HAS TO BE STOPPED. WILL YOU PLEASE VACATE THE AREA USING ALL THE AVAILABLE EXITS AS QUICKLY AS POSSIBLE."

All announcements will be made by the use of a recorded announcement through the PA system as set out in the Emergency Procedures.

Site wide situation

Site wide situation examples:

- Large scale crowd disturbance
- Prevailing weather conditions High winds, Lightning, Heavy rain/flooding
- Notification from External Emergency Services
- Established Fire

Show Stop Procedure -

Step 1:

Notification of situation - Contact security on radio Channel 1 using the code word **MR MOON** is at.....(Location)

Step 2:

Event Management Team (EMT) to assemble and assess the situation, if required the alert status is raised.

Step 3:

Alert status raised to **Amber**

“THIS IS A STAFF CALL FOR MR AMBER”

Step 4:

Containment or exclusions put into place to control situation by security and EMT

Step 5:

EMT to instruct stage managers **to prepare** to clear stages of artists
Security in position **to prepare** to open all fire exits

Step 6:

Alert status raised to **RED**

“THIS IS A STAFF CALL FOR MR RED”

Step 7:

Controlled evacuation following the Emergency Procedures

“LADIES AND GENTLEMEN, THIS IS A SECURITY MESSAGE. DUE TO CIRCUMSTANCES BEYOND OUR CONTROL THE EVENT HAS TO BE STOPPED. WILL YOU PLEASE VACATE THE AREA USING ALL THE AVAILABLE EXITS AS QUICKLY AS POSSIBLE.”

All announcements will be made by the Security Supervisor using the agreed statements as set out in the Emergency Procedures. If at any point during the process the situation improves and a “stand down” is declared an announcement over the radio will be broadcast:

“THE PREVIOUS STAFF CALL FOR MR MOON / AMBER / RED IS CANCELLED”

Event Management Team (EMT)	Stage Managers
Lizamarie O'Sullivan (Found)	Main Stage - TBC
Yas Galleti (Found)	Stage 2 - TBC
Gary Buys (Security)	Stage 3 - TBC
Ange John (Found)	Stage 4 - TBC
Chris Horner/Craig Murphy (Event Safety)	Stage 5 - TBC
	VIP Area - TBC

Coded Messages

Reporting Detection of a Fire

Never use the word **FIRE** on the radios; it may cause alarm if overhead by the public.

The code word for a **fire** is **Mr Sands**.

The steward for the area will immediately evaluate the situation and evacuate the area affected.

Reporting Detection of a Suspect Package

Never use the word **BOMB** on the radios; it may cause alarm if overheard by the public.

The code word for detection of a suspect package is **Mr Case**.

Declaring Amber Alert

The first message issued in this event will be:

THIS IS A STAFF CALL FOR MR AMBER

This is a warning that the alert evacuation procedure is on **AMBER**. All staff to stand by radios and wait further instructions. Sound system staff to prepare to close down sound systems. Stewards to stop more persons entering the site and clear exit routes.

Red Alert

This message in this event will be:

THIS IS A STAFF CALL FOR MR RED

This is a warning that the alert state has gone to **RED**. An evacuation of the event site will follow. Stewards to be prepared to evacuate.

Evacuation

A full evacuation will take place when you hear the following announcement:

LADIES AND GENTLEMEN, THIS IS A SECURITY MESSAGE. DUE TO CIRCUMSTANCES BEYOND OUR CONTROL THE EVENT HAS TO BE STOPPED. WILL YOU PLEASE VACATE THE AREA USING ALL THE AVAILABLE EXITS AS QUICKLY AS POSSIBLE.

Stand Down

If it is decided not to evacuate once the alert state has gone to amber or red, the following announcement will be broadcast on the radio:

THE PREVIOUS STAFF CALL FOR MR AMBER / RED IS CANCELLED



PROTECTING AGAINST TERRORISM

THIRD EDITION

CPNI

Centre for the Protection
of National Infrastructure

TOP TEN SECURITY GUIDELINES

The following protective security points summarise the guidance provided in this booklet. Whether creating, reviewing or updating security plans, keep these points in mind:

- 1** **Conduct a risk assessment** to decide on the threats the organisation might face and their likelihood. Identify existing and potential vulnerabilities and the impact of any breaches of security. **See pages 11-12**
- 2** If acquiring or extending premises, **consider security requirements** right from the planning stage. It will be cheaper and more effective than adding measures later. **See pages 13-26**
- 3** **Make security awareness a part of the organisation's culture.** Ensure staff are kept regularly informed and that security standards are fully supported at a senior level. **See pages 37-44**
- 4** **Ensure good basic housekeeping** throughout the premises. Keep public areas tidy and well-lit, remove unnecessary furniture and keep garden areas clear. **See page 17**
- 5** **Keep access points to a minimum** and issue staff and visitors with passes. Where possible, do not allow unauthorised vehicles close to the building. **See page 16**
- 6** **Install appropriate physical measures** such as locks, alarms, CCTV surveillance, complementary lighting and glazing protection. **See pages 17-18**
- 7** **Maintain appropriate mail-handling procedures,** consider establishing the mailroom away from the main premises. **See page 18**
- 8** When recruiting staff or contractors, **check identities and follow up references.** **See pages 23-26**
- 9** Consider how best to protect information and **take proper IT security precautions.** Ensure there are appropriate provisions for disposing of confidential waste. **See pages 19-22**
- 10** **Plan and rehearse business continuity and incident response plans,** make sure that key business functions can continue during disruptions. **See pages 27-36**

CONTENTS

Introduction	2
Importance of security planning	3
The security plan	5
Information	7
Identify the threats	7
The vulnerabilities	9
The risk assessment	11
Protective security	13
Physical security	15
Information security	19
Personnel security	23
Response planning	27
Business continuity plan	27
Incident response	29
Communications plan	31
Bomb threats	33
Evacuation plan	34
Search planning	35
Security culture	37
Staff awareness	39
Staff surveys	41
Good practice – security in the workplace	43

PROTECTING AGAINST TERRORISM

This publication offers security advice and good practice for any organisation looking to protect against the risk of a terrorist act or to limit the damage such an incident could cause.

It sets out how a security plan might be developed and updated, the key measures that can help protect staff, property and information, and how businesses can prepare for the worst.

Protecting Against Terrorism is an overview of the security advice that derives from CPNI's work with the national infrastructure. Although aimed primarily at countering potential terrorist attacks, much of it represents good practice for businesses of any size, whether private or public sector.

It is intended as a starting point. Any major decisions or investment relating to protective security should always be taken in consultation with the wider sources of advice and information that are available and referenced throughout the following pages.

What is CPNI?

The Centre for the Protection of National Infrastructure (CPNI) is the government authority that provides advice on protecting the country's essential services, facilities and networks from terrorism and other threats.

It is an interdepartmental organisation of experts and security specialists drawn from across government, police, the Security Service, academia and the private sector. It provides advice and research across physical, information and personnel security for the nine sectors that form what is known as the 'national infrastructure' and which provide the services that support everyday life:

- Communications
- Energy
- Emergency services
- Financial services
- Food
- Government
- Health
- Transport
- Water

More information about the work of CPNI, including some of the publications and guidance mentioned in *Protecting Against Terrorism*, is available from www.cpni.gov.uk.

CPNI
Centre for the Protection
of National Infrastructure

Please note that previous editions of *Protecting Against Terrorism* were published by the Security Service (MI5). CPNI was formed in 2007 at which time it assumed responsibility as the government authority for protective security advice.

IMPORTANCE OF SECURITY PLANNING

There are sound commercial, legal and reputational reasons why organisations should keep security under constant review.

The threat from terrorism to the UK remains both real and serious. An attack could take place at any time without warning and any organisation could be directly or indirectly affected.

Acts of terrorism vary in terms of scale and purpose. Some seek merely to inflict superficial damage or cause public distress to draw attention to a particular cause. But others carry a more malicious intent.

Terrorism is not just about violent attacks on people and property. Disrupted communications systems, damaged assets and tarnished reputations can cause immediate and/or long-term harm to a business and so equally desirable from the terrorist point of view.

Threat to the UK

The most significant threat facing the UK comes from international terrorism and its stated ambitions to mount 'high impact' attacks that combine mass casualties with substantial disruption to key services such as energy, transport and communications. This is a threat that is different in scale and intent to any that the UK has faced before.

Northern Ireland-related terrorism also continues to pose a serious threat. Despite a peace process that has been active for several years, dissident Irish republican terrorists have continued to attack economic and political targets.

Whilst anti-terrorism operations have achieved considerable success – in particular against international terrorism (see **CONTEST** information opposite) – the intelligence accumulated during police investigations and subsequent trials reveals that terrorist groups, both at home and abroad, continue to target UK citizens, businesses and interests.



Wider threats to business

Businesses also face a range of other threats that possess the potential to cause significant disruption: activist groups driven by political or social issues; organised crime; foreign intelligence agencies looking to advance domestic interests; competitors seeking a commercial edge; an amateur hacker showcasing their skills. Even a member of staff, present or former, with a score to settle or opportunity they couldn't resist can present a serious risk to an organisation.

Prepared for the worst

Organisations need to be prepared. Even if the likelihood of being directly targeted by terrorists is remote, the repercussions of an attack elsewhere can spread right across the economy. Could a business still function if, for example, key suppliers or clients were directly affected, if telephone networks went down or if power supplies were cut? What if deliveries could not be made or payments completed?





No single security response or level of investment will provide 'total' protection. Nor is it practical for a business to invest in every solution available on the market. However, a considered and up-to-date security plan, one that is appropriate to the organisation and in proportion to the risks it faces, can help to protect against the worst possible consequences.

Good security is essential not only because it provides reassurance to staff, investors and clients, but because there are legal and commercial responsibilities to take into account:

Health and safety

Health and safety at work regulations place a legal responsibility on the owner or occupier of premises to have a 'duty of care' for staff and visitors. In the event of an incident, any subsequent inquiry or court proceeding will look for evidence that the relevant legislation was followed.

Business continuity

In the event of an incident, organisations must aim to return to 'business as usual' as soon as possible. This is particularly important for smaller businesses which may lack the resources to withstand more than a few days without trade.

Loss of reputation

The reputational damage of a security breach is something that will concern all senior management – the loss of trust following a failure to protect staff, clients or even data may prove difficult to recover.

Costs

Lost or destroyed assets may need to be replaced quickly and at great cost. This is in addition to any losses that might be incurred through the suspension of normal business.

Find out more...

CONTEST – The UK government's strategy for countering international terrorism

CONTEST is the government's comprehensive strategy to reduce the risk we face from international terrorism. Launched in 2003, and revised in 2009, it is based upon four key elements: Pursue, Prevent, Protect and Prepare.

The strategy involves thousands of people – intelligence officers, the emergency services, local authorities, businesses, voluntary and community organisations, governments and other partners – working in partnership at an international, national and local level.

For more information about the UK counter-terrorism strategy visit
www.security.homeoffice.gov.uk

THE SECURITY PLAN

A security plan should be informed, integrated and multi-layered.

Businesses cannot remove all of the threats they may face, but they should possess a plan to protect their most valued assets and prepare their response to major disruptions.

Security planning must not evolve in an arbitrary or ad-hoc manner, nor develop solely from previous mistakes and errors. To be effective, the security plan must be built on information about almost every aspect of the business both now and into the future. It must be fully integrated with everyday operations, supply chains and routines. And it needs to be 'multi-layered' – where each measure is reinforced by the next.

The structures and terminologies will differ from one organisation to the next but each plan should broadly consist of the following components:

Information:

An assessment of the business and the environment in which it operates – the threats, the vulnerabilities, its most valued and critical assets.

Protective security:

The measures that protect against identified threats and vulnerabilities.

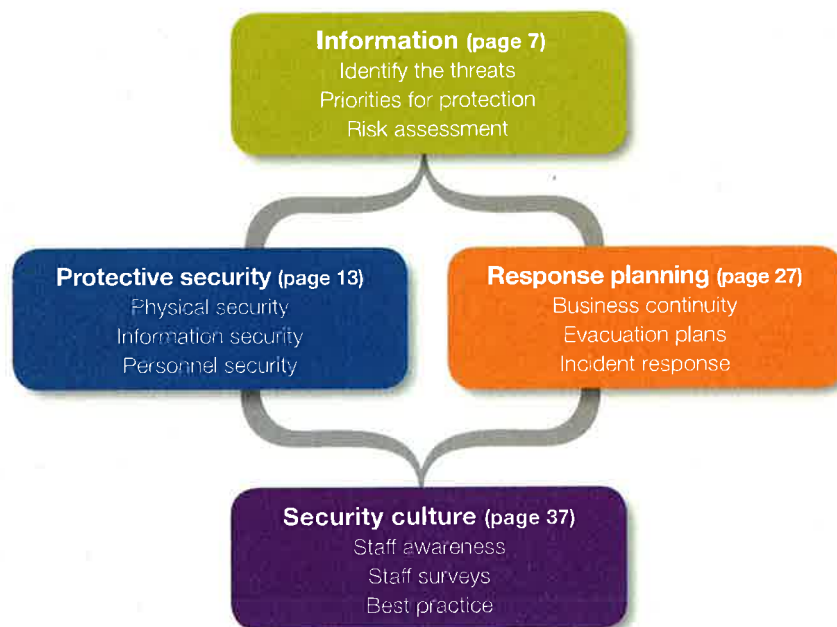
Response planning:

How the organisation will respond in the event of disruption.

Security culture:

Building security awareness across the organisation.

Developing a security plan



Large, multi-site organisations might operate separate plans for each location to reflect local structures and activities in addition to an overarching plan setting out common actions and inter-dependencies.

Ownership

A security plan needs to be a working document where every aspect is constantly reviewed and updated in response to organisational change. For any plan to keep pace with issues as they arise it must be formally owned by a member of staff who can take on the responsibility for overseeing arrangements and who possesses the authority to co-ordinate actions.

In larger organisations this might be the role of a dedicated member of staff with board-level status or a direct report to the board, possibly with the support of a specialist team. In smaller organisations it should be someone with similar influence and understanding of the business.

Whoever manages the plan will need to take full interest in almost every aspect of the business. From recruitment to IT policies, from outsourced services to new building and renovation work – there are security implications to almost every major decision.

Senior management support

Whatever the size of the organisation, it is crucial that the plan carries the full support of senior management and that this is communicated throughout the business, particularly where certain members of staff carry delegated responsibilities. In the event of an incident, the authority of those responsible for co-ordinating the response must be clearly understood by all staff.

Collaboration

The exchange of advice and information is an important part of all security plans. The opinions of senior management and staff across the organisation will be essential. But so too will be contributions from those outside the business such as the emergency services, neighbouring businesses and specialist experts (structural engineering, IT etc).

Confidentiality

The security plan will contain some of the most sensitive information available about the business and so it is important to be clear who has full access and how it is distributed. This applies as much to internal staff as it does to external audiences.

The following pages in Protecting Against Terrorism offer a guide to some of the points to consider when developing and maintaining a security plan. More detailed advice on every aspect is available from www.cpni.gov.uk. Other relevant resources are highlighted throughout the document.

The starting point is to gather as much information as possible about the diverse threats a company might face in order to carry out a risk assessment exercise.

Find out more...

For further advice on producing security plans:

Secure in the knowledge – building a secure business

available from both: www.cpni.gov.uk and www.nactso.gov.uk

See also

www.ukresilience.info

www.direct.gov.uk

www.uktradeinvest.gov.uk/ukti/osib (Overseas Security Information for Business (OSIB))

IDENTIFY THE THREATS

What puts an organisation at risk?

Some businesses will be more 'at risk' than others because of the services they provide, their relatively high profile or the number of people they accommodate. But the impacts of any attack are rarely confined to the target and other businesses and communities can find themselves adversely affected as the full implications spread.

Organisations need to understand the range of threats they face, both direct – where the business itself is the target – and indirect, from the comparatively low-key to the catastrophic.

Direct

Businesses should be constantly asking what it is about their operations or circumstances that could put their staff or key assets directly in harm's way. For example:

- What is the nature of the business or the services provided?
- Is there anything on site that could represent a valuable target e.g. materials, data, plans, technical expertise?
- Is the business associated with a high profile individual or a contentious area of work?
- Does the organisation maintain visibly high standards of security?

In short, how likely is it that the business, or its staff, could be the direct target of a pre-meditated attack?

Indirect

There may also be the indirect impacts that result from an attack elsewhere – where the business itself was not the target but finds itself dealing with the consequences.

For example, are the business premises located near an iconic, high-risk building? If so, how would it affect operations if the entire area could not be accessed for several days? Would staff be able to travel if the local transportation network was severely disrupted?



Are IT networks able to react to the sudden emergence of a new virus or vulnerability?

Could an incident in another city, or another country, cause significant problems for suppliers, clients or the delivery of essential materials?

Other social factors can also increase the threats to a business. Would concerns about job security amongst the workforce raise the risk of employees stealing or selling information?

The wider picture

A threat assessment should not limit itself to information obtained only from internal resources. It should also take advantage of external sources of information.

Consult neighbouring businesses and trade associations to find out what they judge to be the major risks to the local economy. Request details about the security standards applied by key suppliers to the organisation. Contact the local authority for any contingency plans and other relevant information provided for businesses in the area.



Keep abreast of current affairs through the media and maintain a regular check of current government advice about the general security climate.

The following websites also serve as useful sources of information to check periodically:

www.mi5.gov.uk

www.homeoffice.gov.uk

www.businesslink.gov.uk

www.crimereduction.gov.uk

Crime Reduction Officers – contacted through the local police service – can provide advice about general crime prevention. Organisations with a particular concern about being a target for terrorism should also make contact with their local Counter Terrorism Security Advisers (CTSAs – see below).

Attend one of the local Project Argus briefings held around the country. These are free events open to any business during which attendees – managers and their staff – are guided through a simulated terrorist attack in order to help understand their reactions and to plan initial responses to an incident. See www.nactso.gov.uk/argus.php for more information.

The threats to an organisation will constantly evolve so the overarching aim should be to not only understand the scale of the threat, but also to stay alert to changing internal and external factors so that assessments can be regularly updated.

Find out more...

Counter Terrorism Security Advisers

Counter Terrorism Security Advisers (CTSAs) are a network of specialist police advisers who assist businesses and services that might be vulnerable to terrorist or extremist attack; this includes 'crowded places' such as shopping centres, sporting stadia, pubs, bars and hotels.

There are around 250 CTSA officers, at least two for every police force area, who are specifically trained in areas such as explosives, pathogens and toxins, radiological sources and security surveying.

For more information about the work of CTSAs, to download their published advice or attend one of their Project Argus events mentioned above visit www.nactso.gov.uk.



NaCTSO
National Counter Terrorism Security Office

THE VULNERABILITIES

Which areas of the business should be a priority for protection?

When deciding what should be protected it might help to use the following categories:

- **People** – staff, visitors, contractors, customers.
- **Physical assets** – buildings, contents, equipment and sensitive materials.
- **Information** – IT systems, online transaction systems, electronic and paper data.
- **Processes** – supply chains, critical procedures, production cycle.

Organisations then need a clear consensus about those assets which they regard as *valuable* and those they regard as *essential*.

Most valuable

- 1 Those assets which the organisation has a duty to protect – staff, client services, production systems etc.
- 2 High-value assets that are worth additional or specific security investment.
- 3 Unique assets which, though not necessarily of a high monetary value, would be difficult to replace.

Some priorities will be obvious with plans and provisions already in place. But it would be wrong to assume everything has been identified and appropriately secured. As with the threats, values can change with some assets continuing to be worth the protection they are afforded whilst others, in terms of security resources, may have become undervalued.

Most essential

The most valuable assets may not necessarily be the most essential.

The latter are those assets – equipment, information systems, transportation etc – vital to the day-to-day running of the businesses which, if lost or compromised, could have major implications for other parts of the business.

The task of identifying which assets are the most essential should not be completed through discussions amongst management alone. Staff across the organisation should be consulted about how the temporary loss of their department and its services will impact the business. Though all staff will contribute to the normal running of business, not all will be essential for delivering the basic services.

Making decisions about what is essential is also a key part of the Business Continuity Plan (see page 27).



Existing vulnerabilities

In addition to protecting key assets there is also the need to identify where existing security measures need to be improved.

This involves an honest appraisal about how current security measures are performing and whether they remain sufficient or are leaving areas of the business exposed. The security measures in place may still perform to their specifications but have simply been outgrown by the organisation.

Questions businesses should ask include:

- Have new methods or technologies emerged that will improve existing security?
- Is existing security sufficient for any planned business expansion?
- Are mobile devices being responsibly used by staff?
- Do all areas of the business undertake consistent pre-employment checks?
- Is there an increased rate of staff turnover – is it expected to rise?
- Are staff able to take valuable data offsite without approval?

Security planning depends upon honest assessments. Past failures should not be brushed under the carpet. Have any records been kept about previous security breaches or 'near misses'? Does this reveal any patterns or highlight occasions where procedures did not work but nothing was done about it?

There may be other reasons why the business, or part of it, is vulnerable because groups or individuals may be able to exploit them. For example:

- Does the company website provide too much detail about the business and how it operates?
- Is there anything that identifies installations or services vital to the continuation of the business?
- Is there sufficient separation of public areas and operational areas?
- Are outsourced services in safe hands – what are their security standards?
- Are goods delivery areas exposed – is there sufficient control of who comes in?
- Do procedures require passes to be returned and user accounts closed when staff leave?
- Do external parties enjoy privileged access to property or information?

Find out more...

For further advice on assessing vulnerabilities in the business:

www.cpni.gov.uk

www.nactso.gov.uk

www.bis.gov.uk

www.thebci.org (The Business Continuity Institute)

www.crimereduction.gov.uk

www.homeoffice.gov.uk/secureyourbusiness

THE RISK ASSESSMENT

Decisions about security should take account of the threats, vulnerabilities and potential impacts.

It is not practical to commit to fully protecting every aspect of the business all the time.

Instead, major decisions about protective security measures or changes in procedure should only be taken following a full risk assessment. This involves a strategic analysis of the threats, vulnerabilities and the potential consequences to the business in order to identify the most important risks on which to focus resources.

Basic principles

The risk assessment process involves making logical assumptions about the likelihood of a threat and its potential impact should current security measures fail to protect it.

Though it is not possible to predict all possible threats to a business, by working through a range of potential scenarios and consequences it becomes possible to make informed judgements about priorities for the business.

There are various ways to carry out a risk assessment exercise and each organisation and/or location should use its own methodology as appropriate, but the process is likely to be based on the following principles:

1 Having identified its key assets (pages 9-10) the first step for the organisation is to use the information gathered in its threat assessment (pages 7-8) to identify the possible risks it faces, ranging from the catastrophic to the relatively minor:

- A bomb in, or near, the main building entrance.
- A suspect package received through the post.
- An employee using their access to sell confidential information.
- A virus introduced into the main IT system.
- An employee discreetly transferring small funds to an unauthorised account.

The pages on physical, personnel and information security measures (pages 13-23) provide further examples – use a balanced representation from all three or undertake a separate exercise for each.

2 Allocate a simple score to denote the potential impact of each incident. Base it upon an assumption about how it will affect the business (e.g. whether it could cause injuries and fatalities, its impact on productivity, damage to reputation and client confidence).

Use a suitable scale for the business, e.g. score '5' for the worst possible outcome – it is almost certain that lives will be lost or buildings put out of use – but score '1' if it is likely the incident may be easily contained or recoverable at little cost and without publicity.

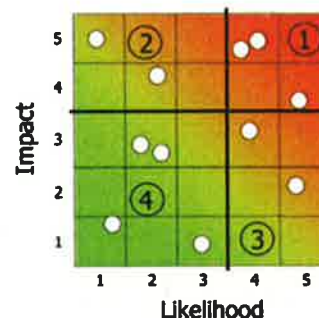
3 For each scenario put a second score representing the likelihood of the incident happening at each location. Consider why and how it could happen and how current security measures might perform (see pages 7-10).

Apply a similar consistent scoring system above, such as 1 ('extremely unlikely') to 5 ('certain'). For example, the likelihood of petty theft may score 5, but the chances of discovering an explosive device in the building may score 1.

4 When the two scores for each scenario are compared against other scenarios it starts to reveal the threats on which the business should focus.

It might help to plot the points on a 5x5 matrix using impact and likelihood as the axes. Best practice recommends looking at the scores in isolation – don't multiply them into a single figure as this can obscure results (i.e. a petty theft scores the same 5x1 as a bomb 1x5).

These scores are only indicative and the eventual actions agreed might still be swayed more by either the potential likelihood or impact, but this process should help to focus decisions. This exercise should be revisited regularly so that any changes in threat and vulnerability can be taken into account.



For more guidance about conducting risk assessments see *Risk assessment for personnel security – and Guide to producing operational requirements for security measures* available from www.cpni.gov.uk.

Appetite for risk

Whatever the method used to conduct the risk assessment it might help to categorise threats into a 'risk appetite', for example:

- Protect** Areas where changes or improvements to current measures are necessary, either through new equipment or procedures.
- Adapt** Risks that could be reduced through operational changes e.g. outsourcing, change of routines.
- Accept** Risks judged as minimal where costs of mitigation/change outweigh benefit.
- Contingency** Risks that will require plans to ensure there are alternatives or reserves – particularly assets deemed as essential to operations.

From this point an organisation should look at the protective measures that can protect its interests and the response plans to ensure any incidents are efficiently managed.

Find out more...

For further advice on risk assessment:

www.cpni.gov.uk

www.businesslink.gov.uk

www.theirm.org (The Institute of Risk Management)

PROTECTIVE SECURITY

Physical, information and personnel security measures should complement and support each other.

What is protective security?

The most effective security response is likely to include a combination of physical, information and personnel security measures. Together, they work to secure a business through a mix of deterrence and detection, or by helping to minimise the consequences of any attack.

But all organisations are different – as are the sites and locations of which they comprise – so the appropriate mix of measures will depend on the nature of the risk-led assessment of the threats and vulnerabilities in each location.

Physical security

Physical security comprises the various installations, measures and controls that protect against an actual physical attack. For example:

- Intruder detection and alarms
- Access control systems
- Security guarding
- Hostile vehicle mitigation, including vehicle security barriers
- Blast protection

Information security

Information security measures aim to protect an organisation's data and its various forms of storage and distribution. This includes protecting IT systems against electronic attack as well as measures to secure information stored on mobile devices or paper:

- Network access control measures (typically enforced by 'firewalls')
- Electronic attack intrusion detection and prevention
- Identification and authentication measures (e.g. username/password)

Personnel security

Personnel security is about managing the risk of staff or contractors exploiting their legitimate access to an organisation for unauthorised purposes:

- Identity checking and pre-employment screening
- Risk assessment procedures
- Ongoing security measures

There is no value in directing all resources towards only one aspect of security – an extensive access control system will be of little use if the recruitment process does not track who is given legitimate access.

Instead, security should be developed around a 'multi-layered' principle where each layer supports the next and all working seamlessly together.

Appropriate and proportionate

Security measures can be resource intensive, costly and, if not carefully managed, can disrupt routines and alienate members of staff. This is why careful consideration and planning is required when choosing the right response and why specialist advice should be sought.

As a general guide, the following principles should be central to any decisions:

- 1 It is not possible to protect everything so **prioritise** the areas to protect.
- 2 Measures should be **proportionate** to the threat.
- 3 Do not let the cost exceed the **value** of the asset being protected.
- 4 Security is more **cost effective** when incorporated into forward planning.

The introduction of some measures can be made more cost-effective through careful planning. For example, a new access control system or the installation of reinforced glazing should be included at the start of any plans for building work or refurbishment. Similarly, the incorporation of sufficient security should be a key factor in the development of any new IT systems.

In certain situations – multi-occupancy buildings, shopping centres, high streets or business parks, for example – it might also be possible to agree communal security arrangements such as CCTV or external lighting and landscaping.

The following pages set out the various protective security measures that can help businesses reduce their vulnerability to attack.

Through factors such as the scale of the organisation, the available resources and the type of work it undertakes on site will dictate which are the most appropriate, an effective security response is likely to include a combination of physical, information and personnel measures.



PHYSICAL SECURITY

Physical security measures aim to prevent or deter direct attacks and reduce potential damage and injuries.

What to protect against

A physical attack is likely to involve a form of improvised explosive device (IED). These can be categorised according to means of delivery:

Vehicle bombs

The vehicle bomb is one of the most effective weapons in the terrorist's arsenal because of the potentially large quantities of explosive that can be directed towards the target with reasonable precision. The explosive device is typically prepared in advance and concealed within a vehicle.

Vehicle-borne threats may arise in various ways:

- Parked – where the vehicle is positioned close to, or underneath, the target.
- Encroachment – where the vehicle negotiates through any incomplete or wrongly spaced existing security barriers or tailgates a legitimate vehicle through an active barrier system into the premises.
- Penetrative – where the vehicle is impacted into its target.
- Deception – where the perpetrators deceive their way onto a site by using a prepared cover story, false documentation or 'trojan vehicle'.
- Duress – where a guard controlling a vehicle check point is forced to let a vehicle through or the driver of a legitimate vehicle is forced to carry an IED.

Several tonnes of explosive can be contained in larger vehicles which have been used to cause casualties and structural damage over a range of many hundreds of metres.

Person-borne/delivered

A person-borne device is usually concealed upon the person or carried in a rucksack, carrier bag or briefcase. To remain portable it will also usually weigh less than 15 kg (a quantity still sufficient to cause serious structural damage).

These devices have been used in suicide missions but have also been designed to be left unattended, possibly concealed behind furniture or screens, and timed to detonate without warning. In either case, the impact has often been increased by packing the device with nails, nuts, bolts and similar items that act as shrapnel which can have a devastating effect in a small space.

An incendiary device – which ignites rather than explodes – is usually a smaller item which, because it does not require an explosive, is simpler to make. They are usually intended to cause damage and disruption, by causing a fire or triggering the sprinkler system, for example, rather than casualties.





Postal devices

Letters, parcels or packages containing an explosive, incendiary or chemical device have been constructed in a variety of shapes and sizes. These are designed to look fairly innocuous but there are certain signs to suggest when extra caution should be shown during handling:

- The package is from an unexpected or unfamiliar sender.
- It is poorly spelt, inaccurately addressed or written in an unusual style and with more than the appropriate value of stamps for its size and weight.
- It is a padded envelope or bulky item that is unusually heavy for its size (most letters weigh up to about 30g, whereas letter bombs weigh 50g–100g).
- There is a pin-sized hole in the envelope or packaging.

Though any suspect item should be treated seriously, the majority of instances will be false alarms and so procedures for handling suspicious items should avoid exacerbating any disruption.

For more advice see BSI PAS 97 Mail Screening and Security, developed by CPNI in collaboration with BSI British Standards.

What businesses can do

How businesses defend against attack depends on individual circumstances. For most organisations the response will involve a mix of good housekeeping alongside appropriate investments in CCTV, intruder alarms and lighting that can deter as well as detect. In fact, many recommended counter-terrorism measures will help to protect against other criminal acts such as theft and vandalism and can also help companies address health and safety concerns for their employees.

Certain situations, however, may require more specialist equipment (mail scanning technology, for example) and organisations should seek professional advice for an assessment of their requirements and options before taking any major decisions (see Find out more... box on page 18 and References on pages 45-46).

External environment

If an attack by a vehicle bomb is a concern, the priority should be to ensure all unauthorised and/or unscreened vehicles are kept at a safe distance, ideally keeping cars at least 30 metres from the buildings and larger vans and lorries at least 90 metres away.

Access routes, car parks and surrounding open areas should be assessed for their traversability by a hostile vehicle. Suitable traffic calming measures such as bends and chicanes and successfully tested vehicle security barriers should be installed to create and enforce the appropriate blast stand-off distances. These vehicle security barriers can include active (moving) measures, such as retractable bollards, rising arm barriers and swing or sliding gates, and passive (static) measures such as structural walls, bollards and planters.

If vehicles are allowed within the security cordon then they should be screened at a checkpoint designed so that unauthorised vehicles can be rejected without letting them in to the cordon.

Reinforcing property

Doors and windows

External doors should be strong, properly lit and fitted with good quality locks. Any doors that are infrequently used should be internally secured (ensuring compliance with relevant fire safety regulations). Accessible windows should also be secured with good quality locks.



If there is not already one in place, a good quality alarm system should be fitted to external windows and doors. General anti-crime advice from the police will provide guidance about further improvements.

The quality of any glazing protection is important because up to 95% of all injuries from a bomb are caused by flying or falling glass. Anti-shatter film (ASF) is a relatively cheap and quick improvement whilst laminated glass should be used if windows are to be replaced or for new builds as it offers a higher level of protection. Specialist advice on glazing is available from www.cpni.gov.uk.

Protected spaces (Bomb Shelter Areas)

In certain situations it may be safer to move staff to a designated internal 'protected space' rather than evacuating a building. The protected space should be constructed from appropriately tested materials and, generally, not situated on the ground and first floors and also away from exterior walls. As it may be necessary to accommodate groups of people for uncertain periods of time these spaces should also be able to provide seating, drinking water, emergency power and external communications (procedures should not rely on mobile phones) as well as access to toilet facilities.

Note: Open-plan accommodation may lack the internal walls that could protect against blast or corridors that can provide evacuation routes. In such instances, measures such as blast-resistant glazing and clearly marked, regularly rehearsed exit routes are important.

Specialist advice about glazing and structural reinforcements should be sought in advance from www.cpni.gov.uk or from professionally qualified security engineers – a list of consultants is available from the Institution of Civil Engineers – www.ice.org.uk/rses.



Internal areas

Good housekeeping

Good housekeeping can help reduce opportunities for suspect items to be left on premises and make it easier for them to be noticed by staff (and help reduce the number of false alarms). Staff should be asked to:

- Keep external, public and communal areas – (exits, entrances, reception areas, stairs and corridors, washrooms etc) – clear and tidy.
- Lock unoccupied offices, rooms and store cupboards.
- Minimise furniture and plants in the entrances and public areas to reduce places in which to hide devices.
- Consider removing litter bins during periods of heightened threat – use clear plastic bags as a temporary alternative.

CCTV, alarms and lighting

Intrusion alarms can be a deterrent as well as a means of protection. If a police response to any alarm is required, the system must be compliant with the Association of Chief Police Officers (ACPO) security system policy (www.acpo.police.uk). For further information, contact the Alarms Administration Office at the local police headquarters.

CCTV should be monitored regularly to help clarify whether a security alert is real. It is often vital in post-incident investigations, but only if the images are of sufficient quality to identify what happened and can be used in court. CCTV should also be planned in conjunction with the level of lighting that can be provided.

Reception areas

An efficient reception area is essential for monitoring access into and out of the premises. Where possible, entrances and exits should be fitted with a quality access control system that uses magnetic swipe or contact 'proximity' cards, supported by PIN verification. Visitors should be escorted by members of staff and also wear clearly marked temporary 'Visitor' passes that are returned when leaving.



Screening searches

Random screening of hand baggage can act as a deterrent and regular screening should be considered at times of increased threat. Organisations have the right to refuse entry to anyone who does not allow their possessions to be searched; however, body searches may only be carried out with the agreement of the individual.

Routine searching and patrolling of premises also represents a visible deterrent. Keep the patrols regular but not too predictable.

Mail facilities

Incoming mail and deliveries should be processed in one location, ideally in an off-site location or in an area that can easily be isolated. Deliveries should be handled without being brought through other parts of the building. Make sure that all staff who handle mail (including reception staff) are briefed and trained. Encourage regular correspondents to put their return address on each item.

If there is a concern about receiving suspect mail or parcels – particularly if routine business means receiving large quantities each day – seek advice from local police CTSA.

See also BSI PAS 97 Mail Screening and Security available from BSI British Standards.

Find out more...

For further advice on physical security:

www.cpni.gov.uk

www.nactso.gov.uk

www.scienceandresearch.homeoffice.gov.uk/hosdb/cctv-imaging-technology

www.ice.org.uk/rses (Institution of Civil Engineers)

www.bsigroup.com (for BSI PAS 97 Mail Screening and Security)

INFORMATION SECURITY

How information is used, stored and distributed is a major challenge for all organisations.

What to protect against

As businesses rely more and more on their IT systems to improve efficiencies and provide greater functionality, so the information they retain becomes more vulnerable to both targeted and random attacks.

According to a 2008 survey by the UK government 35% of businesses suffered a malicious attempt to breach their IT security during the previous 12 months. And the larger the organisation the more likely it was to experience an attack with 85% of businesses of 500+ staff reporting that they had been attacked (2008 Information Security Breaches Survey, Department for Business, Innovation and Skills).

Whether stored as paper records or in electronic systems, the security of an organisation's information must be fundamental to any security and contingency planning. The key questions to be constantly asked are:

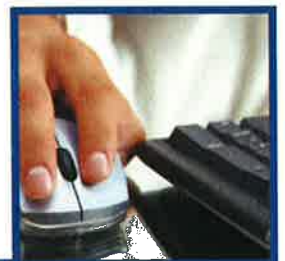
- Who would want access to our information and how could they acquire it?
- How could they benefit from its use?
- Can they sell it, amend it or even prevent staff or customers from accessing it?
- How damaging would the loss of data be? What would be the effect on its operations or reputation?

Complicating the task for many organisations is the fact that certain functions such as data processing, systems administration or server hosting are now routinely outsourced and sub-contracted, meaning that the security and integrity of their own information becomes dependent on the standards upheld by other organisations.

Human factor

Whilst investments in software and access controls will help reduce certain threats, there is a significant human factor involved. Many incidents of data loss or misuse stem from a mis-judgment or moment of carelessness by a member of staff.

Whether coerced into introducing malware (malicious software) into the network, or connecting unauthorised movable media such as USB sticks to systems, or ignoring procedures about taking confidential papers off-site, the biggest challenge can be ensuring staff are aware how vulnerabilities occur and how staff attitudes and habits make a difference.



Typical methods of electronic attack

Malicious software (Malware)

Malicious software (known as malware) refers to any file or program that is harmful to a computer such as viruses, worms, trojan horses and spyware (a program that gathers a user's information without permission). Typically spread by email or compromised websites, an infected computer has the potential to allow the attacker to collect passwords, scan drives, upload and download data or spread disruption across the entire network.

Malware sent as an email attachment directly to a recipient will appear to originate from a legitimate sender. The subject of the email and its attachment will aim to attract the recipient's interest and upon opening the malware is introduced.

Other routes into the network include portable storage devices and media such as CD-ROMs which the unsuspecting victim may insert straight into their machine – a particular issue for organisations with large numbers of staff working remotely and dialling into the network.

Hacking

Hacking refers to any attempt to gain unauthorised access into a computer system. There are a number of possible motivations ranging from disruptive or criminal intent to individuals showing off technical prowess. Hackers may have technical expertise, but the availability of hacking 'tools' has made it a less specialist activity.

Though usually the work of individuals, sophisticated co-ordinated attacks have been targeted at governments and high-profile businesses.

Phishing

Phishing attacks use a mix of technical deceit and social engineering to tempt victims into performing a series of actions that will allow access to confidential or sensitive information.

In most cases the attacker impersonates a trusted source, such as a bank or IT supplier, in the form of an official looking email, website or pop-up advert to draw attention to an urgent matter for which the recipient is pressed to provide details in response.

Phishing attacks have become more sophisticated and, as with email malware, protecting against them is as much about an individual's awareness as any central network security.

Denial of Service (DoS)

These are attempts to overwhelm a system by flooding it with unwanted data. Some DoS attacks are distributed, in which large numbers of unsecured, 'innocent' machines (known as 'zombies') are conscripted to mount attacks.

What businesses can do

- Acquire all IT systems from reputable manufacturers and suppliers.
- All internet connected computers should be equipped with anti-virus and anti-spyware software and protected by a firewall. New computer viruses are released daily with suppliers continually fixing vulnerabilities in their software so check frequently for patches and updates. To ensure this software is regularly updated visit www.getsafeonline.org.
- Back-up information – preferably keep a secure copy in another location and make sure that all back-up and recovery procedures are regularly tested.
- Ensure that any contractors/third parties adhere to the same security policies and standards employed by the business.
- If outsourced service providers are used, contractual arrangements should be in place to safeguard data.
- Consider encryption packages for material taken off-site. Where possible, lock down or disable disk drives, USB ports and wireless connections.
- Ensure there are appropriate standards in place for disposing of digital media. Any digital media should be overwritten several times to make it unreadable and when it reaches the end of its life destroyed so that it cannot be readily reconstructed.
- Adhere to the principle that all staff and/or external contacts begin with the minimum level of access. Only extend access rights following specific management requests – make sure that those same rights are rescinded should the role or individual change.
- Impose data protection retention and deletion policies. There are legal requirements for the protection of the information a company retains and it is the responsibility of the business to ensure that it meets its obligations.
- Keep any information links with other companies under constant review. As relationships with businesses or clients change it may be necessary to cancel privileges such as extranet access or remove them from confidential mailing lists.

Educate staff

- Encourage security awareness amongst staff (see Security culture pages 37-43). Make sure they understand issues surrounding Malware and Phishing attacks or revealing information which can be used to gain access to a system.
- Provide guidance about safe use of email at work. Request that their work email account is used predominantly for work related correspondence and private email accounts are not used to contact clients or forward/receive confidential information.
- Restrict access to certain websites that are clearly non-work related; this includes any social networking and webmail sites where the security standards are not guaranteed.



Paper-based information

Many private or sensitive records will still be stored in hard copy and so it is important to ensure facilities and procedures are in place to securely store and dispose of them.

Responsible handling of documents

Sensitive, confidential or commercial documents should be appropriately marked with clear instructions issued to staff about handling when outside of the workplace. Staff should be fully aware of their responsibilities when in possession of such documents, for example never working on them in public, never leaving them in a parked vehicle and making use of any safe or safety box facility when staying in a hotel.

Clear desk and work areas

Staff should be encouraged to maintain 'Clear desk' policies by locking away all papers and portable media when away from their work areas or leaving at the end of the working day. This should include any papers left on printers, photocopiers or in meeting rooms. Valuable or sensitive documents, in particular, should not be left lying around or on display at any time.

An appropriate supply of secure cabinets or locked storage areas should therefore be provided.

Information disposal

Some of the material that businesses routinely throw away can be of use to a variety of groups including business competitors, identity thieves, criminals and terrorists. Staff names and addresses, telephone numbers, product information, technical specifications etc can all retain a value to the right people.

Paper documents may need to be destroyed by secure means. Staff should be provided with an easy method for shredding, incinerating or pulping so that valuable documents are not just disposed in general rubbish.



Find out more...

For further advice on information security:

www.cpni.gov.uk/Docs/Defending-against-electronic-attacks.pdf

www.getsafeonline.org

www.businesslink.gov.uk

www.ico.gov.uk (data protection advice)

PERSONNEL SECURITY

Personnel security measures help organisations to reduce opportunities for staff to misuse their legitimate access.

What to protect against

The placement or recruitment of an 'insider' – someone who exploits, or has the intention to exploit, their legitimate access to an organisation for unauthorised purposes – has been used by terrorist and criminal networks, as well as activists, journalists and competitors.

There are also examples of existing employees who have willingly volunteered to assist third parties or engage in insider activity for their personal gain.

Closing down opportunities for those seeking to abuse their legitimate access is a complex challenge. Whilst there is no exact method for identifying staff who could represent a security concern, overcompensating with excessive measures can waste resources, disrupt routines and leave employees feeling distrusted and cynical.

What businesses can do

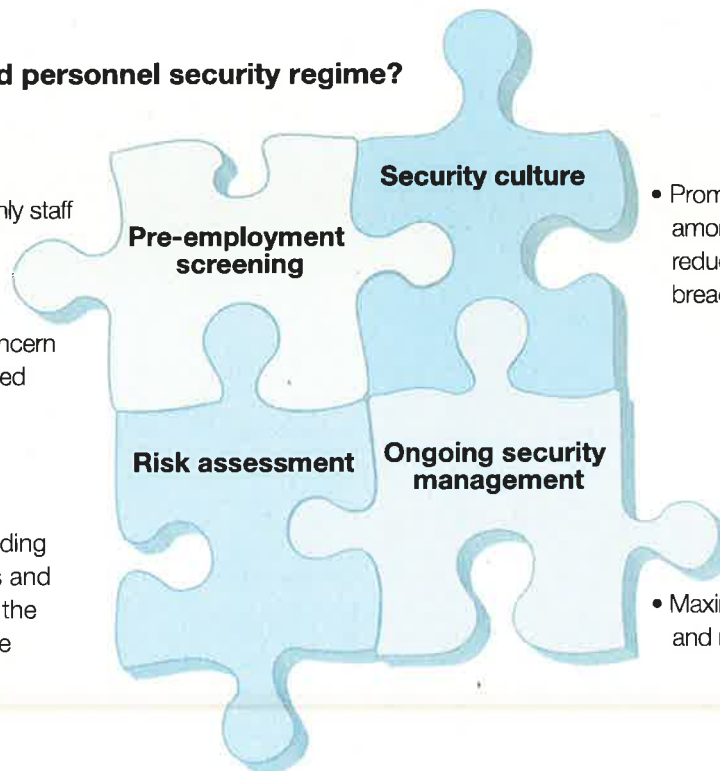
From the pre-employment process through to the final exit interview, organisations must demonstrate a consistent, transparent and indiscriminate approach to personnel security that extends to all members of staff whether permanent or contractor, whether senior management or part-time assistant.

An efficient personnel security regime should be viewed as a continuous cycle of identifying risks, evaluating procedures and raising awareness amongst all staff.

What is a good personnel security regime?

- Ensuring only staff who are unlikely to present a security concern are employed

- Understanding the threats and identifying the appropriate responses



- Promoting compliance amongst staff and reducing unintentional breaches

- Maximising deterrence and managing concerns

Risk assessment

Risk assessment is critical to the formation of a good personnel security regime, helping managers to focus resources on the areas of greatest concern, ensure that current measures are proportionate to the threats and provide a business case for adopting new measures where required.



When conducting a risk assessment there are a range of methods that organisations can apply (see pages 11-12) and, depending on the nature and size of the business, there may be value in conducting such assessments at various levels as appropriate, for example:

- An **organisation** assessment identifies the broad range of insider threats that an organisation faces and prioritises in terms of their likelihood and impact.
- The **group level** assessment identifies those groups of employees with the potential to carry out the highest impact threats and establishes whether the current countermeasures are sufficient and where additional measures are required.
- The **individual level** assessment examines the risk posed by individual employees of concern or small high-risk groups of employees, based upon a combination of their role, level of access and the existing environmental vulnerabilities.

Recruitment

Following the selection process, all prospective employees should be asked to provide proof of their identity, right to work and evidence of previous employment and education. A decision to request further checks should be based on the individual role and responsibilities.

All staff	Identity – name, address, date of birth Nationality and immigration status Right to Work <i>For example a combination of: Full current ten year UK passport or photocard driving licence; original, recent utility bills confirming service at current address; full birth certificate; proof of right to work in the UK.</i>
Good practice	Employment and education history <i>Official qualifications or licences plus full details of previous employers' name, address and dates of employment over the past three years.</i>
Dependent on role	Criminal record check Financial check Overseas check

Organisations should not accept duplicate or photocopied documents and obvious gaps and inconsistencies in the applicant's employment or residential history should be checked. Applicants should be reminded that supplying false information or failing to disclose relevant information could be grounds for dismissal and amount to a criminal offence.

On occasions when a candidate needs to be appointed quickly, it should be clear that the satisfactory completion of checks is a condition of employment.

When recruiting from agencies or contractors make sure that they can validate the identity of their staff and provide an authenticated photo in advance.

Develop good security practice in the workplace

Encourage staff to adopt 'security first' habits for both in and outside of the workplace:

- Where access passes are issued they should be routinely worn by staff when on the premises and removed when leaving. Staff should also feel encouraged to question anyone on site who is not wearing a pass and report any concerns.
- Maintain a 'clear desk' policy where all documents, files, keys and any other removable objects of value are locked away whenever rooms are left unattended. Provide secure disposal facilities (such as shredders) so that sensitive or commercial papers can be destroyed rather than left for collection and ensure printers and photocopiers are routinely cleared of papers.
- Reserve access to sensitive areas – e.g. server rooms – only to those who genuinely need it, with managers responsible for both issuing and removing access rights.
- Establish clear rules for occasions when staff may take commercially sensitive material out of the office. For the most valuable items it may be appropriate to require prior agreement from management with their removal and return formally recorded.
- Consider a confidential hotline/email account where employees can report concerns in confidence – offer both internal and external phone numbers for those working remotely.
- Request that all visitors register at reception and are escorted at all times. Passes issued to visitors should only offer the most basic access rights and must be returned on exit. Depending on the nature of the organisation it may be appropriate for visitors to leave mobile phones and similar devices at reception.

For further advice about promoting good practice measures during employment see *Ongoing Personnel Security* from www.cpni.gov.uk.



Staff departures

Employees leaving an organisation take considerable knowledge about internal operations, assets and security vulnerabilities with them – possibly to a competitor – and circumstances surrounding departures are not always amicable. A formal procedure for all departures will ensure all the necessary actions are taken without disrupting the employer-employee relationship.



An exit interview can provide an informal environment to remind an employee of their continuing obligations and to recover all keys, passes and passwords without individuals feeling singled out.

Find out more...

For further advice on personnel security:

Available from www.cpni.gov.uk

Ongoing personnel security: a good practice guide

Risk assessment for personnel security

Pre-employment screening guidance

Document verification guidance



BUSINESS CONTINUITY PLAN

A plan for maintaining operations and returning to 'business as usual' following a terrorist attack or major disruption.

The Business Continuity Plan (BCP) is an essential part of any organisation's response planning. It sets out how the business will continue to operate following an incident and how it expects to return to 'business as usual' in the quickest possible time afterwards. A BCP need not be specific to terrorist incidents and should apply to any major disruption such as a major fire, flooding or power fault.

Preparing a BCP requires important decisions about those assets within the organisation that, whatever the circumstances, it cannot afford to lose and the timescales within which operations must resume.

The plan itself sets out the agreed arrangements for bringing events under control, the necessary resources for maintaining critical business functions and the staff required for co-ordinating actions.

A wide range of advice for developing and maintaining BCPs is available (see the Find out more... box opposite), but the following is a summary of common principles:

Understanding the business

The first step is to identify the assets and processes that are critical to the business:

- Which roles and individuals are vital for fulfilling business commitments?
- What equipment, IT, transport etc will staff need to maintain operations?
- Which departments are vital for fulfilling orders and contractual obligations?
- Which suppliers and other third parties are integral to daily routines?

Some of the assets will have been identified during any recent risk assessment exercise (see pages 9-12).

For each asset identified there are three key questions to consider:

- 1 What would be the cumulative impact on the organisation if this asset was disrupted for certain periods of time such as the initial 24 hours, 48 hours, five days and so on?
- 2 How quickly must it be restored?
- 3 What alternative resources are available?

Continuity preparations

This process will highlight actions that could be taken now to improve resilience, for example:

- Cross-training of skills amongst the workforce.
- Documenting procedures so that delegated staff can perform unfamiliar tasks.
- Agreed relocation options both within and outside the premises (e.g. meeting rooms that could be quickly converted to work areas).
- Remote access to IT systems in nominated back-up locations or staff homes.
- Alternative sources of production equipment.
- Secure/off-site storage of data back-ups and valuable documentation.
- Agreed methods for out-of-hours contact for staff, suppliers, clients etc.



The plan

The BCP should then present all the steps that staff are expected to follow in the aftermath of an incident in order to maintain essential operations and return to 'business as usual' as soon as possible.

The structure and detail of the BCP will vary from business to business and from location to location but, in general, should include:

- The circumstances for instigating an incident room and who should report to it.
- Response and communications plans for handling the initial recovery.
- Clear roles and delegated responsibilities.
- Factors determining part or full evacuation of premises.
- How first-aid will be provided and the arrangements for marshalling crowds.
- Support for people with disabilities, restricted mobility or other needs.
- When and how alternative accommodation and facilities will be utilised.
- Contingency arrangements for critical transactions and operations – client orders, receipt of deliveries, production etc.
- Agreed procedures for re-commencing routine operations.

Advice regarding some of details listed above, such as internal and external communications, the setting up of an incident room and evacuation of the premises, is set out in the following pages.

Not all staff will be in a position to receive new instructions whilst in the midst of an incident. In certain situations, some staff may be tasked with responsibilities they have not previously performed by colleagues who would not usually carry the necessary authority. The BCP therefore needs to be an inclusive and accessible resource aimed at all parties, including those from outside the organisation. It must be clearly presented, avoiding vague internal references and abbreviations, and structured in such a way that people can quickly find and understand what is expected from them.

Rehearsals

The BCP should be constantly updated in response to changes within the organisation. Organising regular drills and exercises will help familiarise staff with procedures and refine details within the plan. For example, the agreed response to a bomb alert may differ from that of a fire alarm – the muster point may well be much further away to avoid any surrounding damaged buildings – and so staff need to understand the differences and why. See Security Culture on pages 37-44 for further advice on raising awareness amongst staff.

Find out more...

For further advice on business continuity plans:

The booklet *Expecting the Unexpected*, jointly published by NaCTSO, London First and the Business Continuity Institute outlines a process to follow when developing a BCP. A copy is available from www.cpni.gov.uk and from www.nactso.gov.uk.

Information about the Business Continuity Management Standard (BS25999), including a toolkit for implementing a continuity plan is available from www.direct.gov.uk.

The Government's Preparing for Emergencies pages on www.direct.gov.uk also provides extensive information and links to relevant organisations and resources.

Further advice about business continuity can be found at www.cabinetoffice.gov.uk/ukresilience.aspx and also via the Business Continuity Institute www.bci.org.uk.

At the local level, the Civil Contingencies Act 2004 requires local authorities to provide advice and assistance to businesses in relation to business continuity management so consult their websites for details.

INCIDENT RESPONSE

Advance preparations could make a big difference to an organisation's response to an incident.

In the midst of a major incident there may be little time to think about what actions need to be taken. These can be stressful and tense moments, possibly exacerbated by the lack of information about what has happened and if further disruption is anticipated. Media coverage may still be trying to establish the scale of the incident whilst the emergency services may be following their own rehearsed procedures until further details become available.

Where the business continuity plan sets out the actions, decisions and contingency arrangements for recovering operations, the response plan helps to shape the initial handling until the facts become available: how the incident will be managed, by whom and from where, and how resources and information will be made available to those who will manage the situation.

Contingency staff

Arrangements in the Business Continuity Plan may require certain staff to take charge of the initial response, assisted by nominated members of staff with relevant knowledge of production, stakeholder relations and IT support.

However, there must be some flexibility – attendance during an incident may be affected by access, particularly if the incident occurs out-of-hours, and some staff may be nominated simply because they live close enough to provide support.



Incident room

In larger organisations it may be possible to provide an area in which an incident room can be quickly set up (or, if space affords, permanently maintained). This is an accessible and secure room where nominated staff will meet to gather information, monitor developments and co-ordinate instructions in the immediate aftermath of an incident. A secondary back-up location, ideally off-site, might also be identified in case the preferred room is inaccessible.

The incident room may be required to operate on a 24hr basis and will need to be readily equipped with appropriate furniture, IT, communications, stationery, TV and radio and, if possible, accommodation. Any pre-prepared Response pack (see opposite) should also be available to staff within the incident room.

Incident log

Amongst the tasks to perform in the incident room will be the requirement to keep a running diary, recording important times and actions as they happen. Not only will this help shift handovers to track general progress, it can also help inform any post-event analysis.

The assumption should be to instigate the incident room for most major circumstances – the assembled team can stand down if necessary.

Working with the emergency services

All co-ordination with the emergency services should go through previously nominated individuals with appropriate authority within the organisation.

The emergency services may require details of the search plan (see pages 35-36) in addition to any other available building plans and details about any known casualties or areas of the site that may have become hazardous.

It should also be accepted practice that whilst on-site the instructions of the emergency services are followed over any organisational arrangements.

Response pack

A Response pack should include key documents and items that may be needed by those who will manage the incident room or work with the emergency services. Example contents are set out below, however these lists are not exhaustive and other items should be added as required.

Documents:

- Business Continuity Plan and Communications Plans
- Contact details for nominated response staff, plus a list of all employees, their home and mobile numbers
- Emergency services contact details
- Details of any local utility companies, emergency glaziers, salvage organisations, building contractors, local authority contingency planners
- Building plans, including the location of gas, electricity and water shut off points and heating and ventilation controls. Also, any protected areas where staff will be sheltered.
- A recent stock and equipment inventory
- Financial and banking information
- Product lists and specifications

Equipment:

- Stand-alone laptop computer, compatible with the local network
- USB memory sticks or flash drives
- Spare keys/security codes
- Torch and spare batteries
- Hazard and cordon tape
- Small cash resource
- Card and marker pens for temporary signs and other stationery (pens, paper, etc)
- Mobile telephone with charger and appropriate credit

Find out more...

For further advice on response planning:

www.ukresilience.info

www.thebci.org

COMMUNICATIONS PLAN

Communications are essential in the midst of an incident.

It is important not to put all efforts into maintaining external relations at the expense of staff communications, and vice-versa. In order for messages to be accurate – and to avoid confusion or the spread of misinformation – specific tasks should be allocated to relevant, experienced staff.

Staff communications

In the event of a serious incident there will be the need to inform staff as soon as possible about what they are expected to do. This should be managed through tested internal communications channels such as the public address system, email alerts, intranet or any notice boards/signposts in communal areas.

Keep all messages clear and succinct. If there are any directions for staff to follow it is important not to require too many actions at once. People are more likely to respond to one or two instructions than a whole list.

A quick response might be vital (particularly if staff are monitoring media reports) so consider setting up pre-prepared templates for staff announcements. These can provide an agreed structure, tone of voice, directions and methods of distribution with just the necessary details to be added – this should help avoid delays from re-drafts or approvals from senior staff.

Maintaining contact

Make full use of internal communications to keep employees informed about any ongoing investigation as well as known disruption to local roads and public transport.

In the event of a full or part-evacuation there will, at some stage, be the need to give the 'all-clear' or update those congregated in protected areas (see page 17) or evacuation muster points, so it is essential to have adequate communications to these points. This may be managed by a public address system (which may need standby power), hand-held radio or other standalone systems, however organisations should not rely solely on mobile phones.

Out of hours cascade

If not already included in the contingency plans, consider arranging an agreed model for an out-of-hour message cascade amongst staff. The cascade involves each team manager being responsible for contacting their direct reports before reporting back to confirm all staff (or as many as possible) have been reached. Staff should be familiarised with how the cascade will work and provided with regular updates of their colleagues' contact details.



External communications

Stakeholders

The Business Continuity Plan and Response Plan will identify the lead contact for the emergency services but there may be reason to contact other external stakeholders to offer updates or simply provide reassurance, for example:

- Central office and/or other locations within the business
- Local Authority Emergency Planning Office
- Neighbouring businesses
- Utility companies
- Insurance company
- Customers and suppliers
- Major shareholders



In each case the communications plan should make it clear who is responsible for maintaining contact. In some instances it will be those co-ordinating the incident room but in others it may be more appropriate for staff members with relevant working relationships, knowledge or authority. Keep the contact details in the emergency pack.

Family and friends

If the organisation itself has been directly involved in, or situated close to, a major incident it is understandable that there will be concerned relatives and friends looking for information. In large incidents a hotline may be set up in conjunction with the emergency services and any public website should be updated with details of these numbers.

It might be appropriate to provide a script to those who manage general phone enquiries.

Media management

Depending on the seriousness of the incident it may be necessary to engage with the local or even national media who may be pressing for urgent information and reaction.



If certain staff within the organisation are familiar with media handling then all such enquires should continue to be directed to them to avoid the risk of inaccurate details being reported. It may be difficult to prevent staff or onlookers from making comments or using mobile devices to circulate images but, as far as the organisation's own formal response is concerned, information needs to be as accurate and appropriate as the situation allows.

A range of approved press responses should be circulated with relevant external parties to help co-ordinate messages. If necessary a formal statement containing succinct, factual information should be issued to clarify as much as possible what has happened, what is being done about it and when any further information will be available.

BOMB THREATS

Procedures for handling bomb threats.

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, often the work of malicious jokers, although terrorists do make hoax calls with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Calls may be of two kinds:

1 Hoax threats designed to disrupt, test reactions or divert attention

2 Threats warning of a genuine device – These may be attempts to avoid casualties or enable the terrorist to blame others if there are casualties. However genuine threats can provide inaccurate information about where and when a device might explode.

Base bomb threat procedures on the following principles:

Ensure that all staff who could conceivably receive a bomb threat are trained in handling procedures or have ready access to instructions. This applies particularly to courts, banks, hotels, hospitals, news agencies, public transport organisations and those offering any sort of emergency service. Switchboard operators should be familiarised with procedures.

Draw up a clear list of actions to follow upon receipt of a call. Even though staff may be unable to assess a threat's accuracy or origin, their impressions of the caller could be important. A suggested bomb threat checklist is available on www.cpni.gov.uk.

Consider that the member of staff who receives the threat may not be prepared – receiving such a threat may be the closest that many people ever come to acts of terrorism – so offer some basic advice for staff on handling a threat, for example:

- 1** Stay calm and listen.
- 2** Obtain as much information as possible – try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent. If possible, keep the caller talking.
- 3** Ensure that any recording facility is switched on.
- 4** When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
- 5** Immediately report the incident to the relevant manager or security team to decide on the best course of action and notify the police. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give your impressions of the caller and an exact account of what was said.
- 6** If you have not been able to record the call, make notes for the security staff or police. Do not leave your post – unless ordered to evacuate – until the police or security arrive.

EVACUATION PLAN

When to evacuate the premises and where staff should safely congregate.

An evacuation of the premises may be required because of:

- A threat aimed directly at the premises
- A threat or incident elsewhere that has been passed on by the police
- Discovery of a suspicious item in or in the vicinity of the building.

Depending on the size and location of the business, the plans for evacuating premises should confirm both the circumstances and arrangements for conducting either a full evacuation, a partial evacuation or evacuation to an internal safe area such as a protected space (page 17).

The biggest dilemma facing anyone responsible for an evacuation plan is how to judge where the safest place might be. For example, if an evacuation route takes people past a suspect device outside the building, or through an area thought to be contaminated, evacuation might not be the best course of action and internal protected spaces might have to be considered.

An important consideration when planning an evacuation route is to ensure people are kept away from other areas where a second device could detonate – arrangements should include a quick search of the muster point to ensure it is free from any further devices.

The general principle is if the device is within the building then consider evacuation, if the device is outside the building it may be safer to remain inside. Whatever the circumstances, tell the police what action you are taking as soon as possible.

In the case of a suspected **letter** or **parcel** bomb, evacuate the room, the floor concerned and the two floors immediately above and below.

The final decision to evacuate will be for the organisation, however the police should be able to advise. In exceptional cases the police may insist on evacuating the property.

Evacuation

Evacuation instructions should be clearly communicated with routes and exits well defined. Open-plan accommodation may lack internal walls that could protect against blast and fragments or corridors that offer evacuation routes, so measures such as blast resistant glazing and clearly defined, regularly rehearsed exit routes are important. Appoint individuals to act as marshals and as contacts once the muster point is reached.

Special arrangements may be needed for any disabled staff, pregnant women and visitors.

Muster points should be at least 500 metres away from the building. It is generally advised that two muster points are identified – in opposing directions – which are likely to be further away from the building than any designated fire alarm muster point. In the case of most vehicle bombs, for instance, this distance should put staff safely beyond the police cordons – although it would be advisable to have an alternative about 1 km away. Avoid using car parks as muster points.

Any evacuation plan should be agreed with the emergency services, the local authority and neighbours and ensure that any staff with specific responsibilities are sufficiently trained and plans are regularly rehearsed.



SEARCH PLANNING

Regular searches of premises should be part of a daily routine.

Regular searches are an important part of everyday good housekeeping. A full search, for example, might be included as part of the close-of-business routine each day. In particular, searches should be regularly performed when there is a heightened response level or security alert in the area.

Preparing a search plan

The search plan will depend upon the circumstances of each separate location, but the objective is always to ensure that the entire area is searched thoroughly on a regular basis. In addition to the main public and operational areas, the plan should ensure that surrounding grounds and car parks are included as well as stairwells, fire escapes, corridors, toilets and lifts etc.

To keep searches manageable, larger organisations might consider dividing their premises into separate sectors and provide searchers with written checklists – signed upon completion – to ensure no area is left unchecked.

Searches during and following evacuation

In the event of premises being evacuated, searches of the arranged muster points, the routes towards them and the surrounding areas should be made in advance to ensure there are no secondary devices.

A full search of the premises should also be conducted prior to re-occupation by staff. This is a responsibility that lies with the business and not the emergency services. The police will take responsibility for searches of any adjacent public areas.



Conducting the search

- Appoint a Search Co-ordinator to oversee the operation and liaise with nominated searchers.
- Initiate the search by issuing a message over a public address system (perhaps coded to avoid unnecessary disruption and alarm), by text message, via personal radio or by telephone cascade.
- Divide the priority locations into areas of a manageable size for one or two searchers. Ideally, staff should search in pairs to ensure nothing is missed.
- Ensure that those conducting searches are familiar with the areas and what they would normally expect to find there. They do not need to be experts in explosives or other devices but able to recognise anything that should not be there, is out of place or not yet accounted for.
- Develop appropriate techniques for staff to be able to routinely search public areas without alarming any visitors or customers present.
- During the searches place particular focus on: areas that are open to the public; any enclosed areas such as cloakrooms, stairs, corridors and lifts; any evacuation routes and muster points; car parks and other external areas such as goods or loading bays.
- Under no circumstances should a suspicious item found during a search be touched or moved in any way. The police should be informed immediately and they will ensure an appropriate response.

Check the Search Plan with local police and/or CTSA and practise it regularly.

SECURITY CULTURE

How the organisation engages and communicates with staff reflects its commitment to security.

In addition to the various protective measures that can be put in place, the level of security awareness amongst staff – their vigilance and everyday routines, for example – is an essential 'layer' of an organisation's response.

Staff training, exercises and internal communications all play a part, but so does the way in which a business 'backs up' its words through its actions. For example, if staff are asked to keep paperwork securely locked away but are not provided with sufficient storage (or broken locks are never repaired) they may question the management's commitment to security policies.

A 'security culture' is therefore about encouraging all members of staff to respect common values and approaches towards security both inside and outside of the workplace.

Staff communications

Clear, succinct, jargon-free guidance about security standards and procedures should be freely provided. Where detailed procedural documents are necessary they should be accompanied by at-a-glance summaries covering essential points such as the actions to be followed in the event of an incident or security breach.

Security messages should be kept visible to both staff and visitors by making use of available internal communications such as posters, leaflets, newsletters, staff magazines, message boards and desk furniture.

Management support

Senior management support is vital in order to demonstrate the value the organisation places on security. If the Chief Executive is seen not wearing their pass it sends a message to others that management do not take this policy seriously.

Ultimately, it is senior management who are likely to be held responsible for the impacts of any security breaches and so they should have a vested interest in the quality of their organisation's overall security culture.



Line management relations

Staff with direct management responsibilities are in a position to not only influence attitudes amongst colleagues but also to identify and address any behaviours of concern amongst their staff.

Through their regular contact – even to staff in different locations – it should be a part of their duties to ensure their teams are acting appropriately and that standards are maintained. It might even be added as part of each line-manager's job description.

Employee welfare

There are circumstances (for example, a relationship breakdown or financial difficulty) which may impair an individual's judgement or performance. If staff feel compelled to conceal their concerns, it may encourage some to become disaffected with their employer or susceptible to manipulation.

Where possible, organisations should offer an environment in which employees can discuss issues in confidence and find out where and when support can be provided (e.g. cases of illegal drug abuse or personal debt).

Security hotline

In larger organisations a hotline or email account can be offered where staff can report, anonymously or otherwise, any suspicions or actual incidents of illegal, unethical or improper conduct by their colleagues, such as bullying, failure to adhere to security procedures, fraud or theft.

It should be noted that providing a reporting hotline does raise a number of legal issues that need to be resolved. Organisations should seek legal advice first.

Find out more...**For further advice on security culture:**

See Ongoing Personnel Security available from www.cpni.gov.uk

STAFF AWARENESS

Security reviews should be informed by regular rehearsals and consultations with staff.

Educating staff about security will not only help them to recognise vulnerabilities – and their possible consequences – but also help organisations identify new threats through the feedback they receive from staff.

Rehearse procedures

Oversights or weaknesses in any plans will often only be discovered when put to the test. Rehearsals, drills and exercises (see box below) will not only provide evidence of whether measures and response plans are working, but also ensure staff are familiar with any procedures and tasks that they are expected to perform.

It is generally recommended that most aspects of the security plan are tested at least annually in every location. Greater frequency may be required depending on the nature of the business (such as level of staff turnover etc).

Put arrangements to the test

Equipment test: Ensure that equipment – particularly items key to the response plan (see page 28) – is frequently tested. This should include any alarms, public address systems, radio communications, emergency lifts etc as well as provisions for reserve power supplies, IT support and any incident response room.

Telephone cascade: Test any agreed model for out-of-hours contact (see page 31) to certify that it operates as planned. Staff moves and changes of address mean such details can quickly date.

Desk top contingency exercise: Invite staff to work through scenarios involving a breach of security within the organisation and the ensuing sequence of events. The 'incidents' should be based upon realistic situations with staff working in groups to understand how their actions and decisions will affect events. Such experiences, even over just a couple of hours, can lift staff out of their routines and into thinking 'what if'.

Full test: Conduct a full-scale evacuation to the designated external and internal muster points to ensure staff are familiar with their routes. This could also be extended into a full exercise in which events are played out in real time, such as the arrival of emergency services, media questioning etc.

Staff training

All employees must take responsibility for their adherence to the organisation's security policies, but it is down to the employer to ensure that they are appropriately trained.

Security training for all staff – whether permanent, temporary or a contractor – should begin during any induction process, followed by regular 'refresher' training and briefings. Ongoing task-specific training should then be provided according to the specifics of each role. In some circumstances it may also be appropriate to incorporate an element of assessment.

Training techniques might include formal presentations, workshops or scenario based role-plays etc but could also include less formal formats such as road shows, intranet content, films or desk-top packages.

Appraisals

Incorporating individual security standards into any performance appraisal process is another way of ensuring that regular personnel security checks are conducted on all staff.

Employees in more sensitive positions could be asked to complete an annual security appraisal form to determine any changes in their personal and financial circumstances which may pose a risk to the organisation's security. An example form is available in *Ongoing Personnel Security*, available from www.cpni.gov.uk.

Staff survey

Periodically gauging staff opinion about security habits can help determine whether measures and procedures are both appropriate and understood (See pages 41-42). Demonstrate that this is a transparent process by sharing the results – both positive and negative – with staff along with any resulting actions.



STAFF SURVEYS

Understanding current and changing attitudes to security.

Staff surveys about security standards within the organisation are a useful method of determining current attitudes and monitoring trends. This could be fulfilled during any existing annual survey conducted by the business or through a specially-organised exercise for specific groups.

To encourage honest feedback it may be beneficial to allow a measure of anonymity where possible.

Examples of possible questions* and format are set out below:

Informed	Strongly agree	Agree	Undecided	Disagree	Strongly disagree
All staff are conscientious about security					
Everyone is regularly informed about security issues through internal communications or team meetings etc.					
Enough training/induction time is allocated to security issues					
I am clear about what is expected if there is an incident					
I can find out about security changes easily					

Consistency	Strongly agree	Agree	Undecided	Disagree	Strongly disagree
The same standards are applied to suppliers, contractors, partners, temporary staff					
Access to buildings systems is effectively controlled					
Everything is monitored so it's hard to breach security rules					
If there is a security concern I know who to contact/get assistance					
Staff are encouraged to report concerns					
Different rules seem to apply to management regarding security					

Proportionate	Strongly agree	Agree	Undecided	Disagree	Strongly disagree
Security procedures prevent me from doing my job					
It is often necessary to share security access (to sites, passwords, data)					
Enforcement of security measures is minimal					
Staff who raise issues are seen as trouble makers					
The organisation only learns from the lessons of previous incidents					
Our measures are not aimed at the right threats to our business					

Management support	Strongly agree	Agree	Undecided	Disagree	Strongly disagree
My manager/supervisor listens to my concerns					
Lack of management interest means employees often ignore security procedures					
Managers have no way of finding out if security procedures are followed or not					
Management would support me if I stopped a task due to security concerns					
People who delay work for the sake of security are seen as awkward by colleagues					
Managers are slow to react to non-compliance					

* Questions taken from a wider range of questions featured in CPNI Security Culture Review and Evaluation Tool (SeCuRe) provided to national infrastructure organisations.

SECURITY IN THE WORKPLACE

Good practice security habits for all employees.

1

Network and computer use

- Always lock the screen (Ctrl + Alt + Del) when leaving a computer terminal unattended and log-off completely when leaving for the day.
- Never insert a disk, USB or other portable device into the computer unless sure of its origin.
- When deciding on a password always use 'strong' passwords that contain a mix of letters, symbols and characters and choose a different password for each system. Never reveal the password to others, even to close colleagues or managers.



2

Email/downloads

- Do not open or respond to an email from an unrecognised source or download attachments and/or files without knowing what they are and where they are from – this is the most common way that computers pick up a virus. Equally, take care when attempting to download content directly from an unknown internet site.

3

Work areas

- Keep desks and work areas clear and tidy. Lock all documents and loose items away at the close of the working day. Ensure printers and photocopiers are always clear of any papers.
- All confidential/commercial documents should be appropriately marked and kept in a secure, lockable storage facility. Sensitive papers in particular should be securely disposed of – such as through a shredding machine – rather than left for collection.



4

Visitors

- All visitors should be provided with a temporary visitor badge with limited access rights. This badge should also be returned as they leave. All visitors should be escorted at all times when on the premises.

5 Personal details

- Never give out any personal or confidential details to anyone over the phone unless sure about the person requesting them and that they are entitled to them. Do not submit any details into an unfamiliar website or unsolicited email/internet pop-ups.
- Take care with the amount of information and photographs shared on any online social networking sites – for example, details of periods of time away from home – and avoid discussing work related issues.



6 Outside the workplace

- Avoid taking sensitive or valuable information away from work unless it is essential and secured via encrypted laptops or USB devices.
- When away from the premises and/or in public areas, keep all sensitive information secure to prevent loss or theft. For example, never leave such items locked in a car overnight.

7 Data handling

- Take care when dealing with private and personal data – ensure it is handled in accordance with the organisation's own rules and the requirements of the Data Protection Act. When issuing data to others be sure to understand what it will be used for and send only the data required.



8 Keep us informed

- Report any concerns or where others appear to be acting suspiciously and feel welcome to suggest any improvements that can be made to improve standards of security in the workplace.

USEFUL CONTACTS

Anti-terrorist Hotline

Tel: 0800 789 321

Association of Chief Police Officers

Tel: 020 7227 3434
www.acpo.police.uk

BSI British Standards

Tel: 020 8996 9001
www.bsigroup.com

The Business Continuity Institute

Tel: 0118 947 8215
www.thebci.org

Business Link – Practical advice for business

www.businesslink.gov.uk

Cabinet Office

Tel: 020 7276 1234
www.cabinetoffice.gov.uk

CESG – The National Technical Authority for Information Assurance

Tel: 01242 709141
www.cesg.gov.uk

Crime reduction

Tel: 020 7035 4848
www.crimereduction.homeoffice.gov.uk

Criminal Records Bureau

Tel: 0870 90 90 811
www.crb.homeoffice.gov.uk

Department for Business, Innovation and Skills

Tel: 020 7215 5000
www.bis.gov.uk

Directgov – Website of the UK Government

www.direct.gov.uk

European Network and Information Security Agency

Tel: +30 28 10 39 1280
www.enisa.europa.eu

Foreign travel

www.fco.gov.uk/en/travel-and-living-abroad/staying-safe/terrorism

Get Safe Online – Free, expert advice on how to be safe online

www.getsafeonline.org

Health and Safety Executive

Tel: 0845 345 0055
www.hse.gov.uk

Home Office

Tel: 020 7035 4848
www.homeoffice.gov.uk

Information Commissioner's Office

www.ico.gov.uk

Information Security and Assurance (ISA)

www.cabinetoffice.gov.uk/ogcio/isa.aspx

The Institute of Risk Management

Tel: 020 7709 9808
www.theirm.org

London Prepared

Tel: 020 7217 3036
www.londonprepared.gov.uk

Loss Prevention Certification Board

Tel: 01923 664100
www.brecertification.co.uk
www.redbooklive.com

MI5 – The Security Service

www.mi5.gov.uk

NaCTSO – National Counter Terrorism Security Office

www.nactso.gov.uk

Neighbourhood Policing

www.neighbourhoodpolicing.co.uk

Overseas Security Information for Business (OSIB)

Tel: 0207 215 8000
www.uktradeinvest.gov.uk/ukti/osib

The Police Service of Northern Ireland

Tel: 0845 600 8000
www.psni.police.uk

Preparing for emergencies

www.direct.gov.uk/preparingforemergencies/

Securing Your Business – Self Assessment

www.homeoffice.gov.uk/secureyourbusiness

Security Industry Authority (SIA)

Tel: 0844 892 1025
www.the-sia.org.uk

Serious Organised Crime Agency (SOCA)

Tel: 0370 496 7622
www.soca.gov.uk

UK Police Service

www.police.homeoffice.gov.uk

UK Resilience

Tel: 020 7276 1234
www.cabinetoffice.gov.uk/ukresilience.aspx

OTHER USEFUL RESOURCES

Expecting the Unexpected

This guide is the result of a partnership between the police and business continuity experts. It advises on business continuity in the event and aftermath of an emergency and contains useful ideas on key business continuity management processes and a checklist.

Available from www.cpni.gov.uk and www.nactso.gov.uk

Secure in the Knowledge

This guide is aimed mainly at small and medium-sized businesses to help improve basic security. Ideally it should be read in conjunction with *Expecting the Unexpected* (see above). By following the guidance in both booklets, companies are in the best position to prevent, manage and recover from a range of threats to their business.

Available from www.cpni.gov.uk and www.nactso.gov.uk

The United Kingdom's Strategy for Countering International Terrorism (CONTEST)

The national strategy to reduce the risk to the United Kingdom and its interests overseas from international terrorism.

Available from www.security.homeoffice.gov.uk

REGISTER OF SECURITY ENGINEERS AND SPECIALISTS

CPNI sponsors the Register of Security Engineers & Specialists (RSES) which was developed to promote excellence in the field of security engineering and provide a ready means for individuals to demonstrate competence in this discipline through independent assessment.

The Register is managed and organised by the Institution of Civil Engineers (ICE) and provides a professional competence standard for potential clients and insurers through its code of ethics, demanding peer review and strict continuing professional development requirements. Further details about the RSES are available on the ICE website www.ice.org.uk/rses.

© Crown copyright 2010

The text in this document (excluding images and departmental or agency logos) may be reproduced free of charge in any format or medium providing it is re-used accurately and not in a misleading context. The material must be acknowledged as Crown copyright and the title of the document specified.

This document can also be viewed on our website at www.cpni.gov.uk.

Disclaimer: CPNI has taken every care in preparing this protective security advice, which is informed by intelligence on the threat. To the fullest extent permitted by law, CPNI accepts no liability for any loss or damage (whether direct, indirect or consequential and including, but not limited to, loss of profits or anticipated profits, loss of data, business or goodwill) incurred by any person and howsoever caused arising from or connected with any error or omission in this document or from any person acting, omitting to act or refraining from acting upon, or otherwise using, the information contained in this document or its references. You should make your own judgement as regards use of this document and seek independent professional advice on your particular circumstances.

Reference to any specific commercial product, process or service by trade name, trademark, manufacturer, or otherwise, does not constitute or imply its endorsement, recommendation, or favouring by CPNI. The views and opinions of authors expressed within this document shall not be used for advertising or product endorsement purposes.

CPNI

Centre for the Protection
of National Infrastructure



NaCTSO Guidance Note 1/2015

Developing Dynamic Lockdown Procedures

This note provides guidance to develop procedures to dynamically lockdown their sites in response to a fast moving incident such as a firearms or weapons attack, either directly at the site or in the vicinity. Due to the differences between the vast array of sites in the UK it is not possible to give prescriptive advice, however this guidance details planning considerations applicable to most sites.

What is dynamic lockdown?

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of). It is recognised that due to their nature some sites may not be able to physically achieve lockdown.

Why develop dynamic lockdown?

Those seeking to conduct attacks often undertake a level of planning including hostile reconnaissance. All opportunities to detect and deter threats at the attack planning phase should be taken. Presenting a strong security posture through visible and effective activity, for example by staff awareness and reporting processes, efficient use of CCTV, deterrent communications and active security zones.

If preventing an attack has not been possible, the ability to frustrate and delay the attacker(s) during the course of the attack and reduce the number of potential casualties can be greatly increased through dynamic lockdown.

Advance planning of what needs to be done to lockdown a site and recognising the need for flexibility in those plans will save lives.

Planning should consider;

- How to achieve effective full or partial lockdown
- How to let people know what's happening
- Training your staff
- STAY SAFE principles

“Stay Safe” is a short film capturing the actions that people should take in the event of a firearms or weapons attack. It contains the main messages of RUN > HIDE > TELL (Annex A)

Protecting yourself your staff your business and your community

Follow this link to the Stay Safe film - https://youtu.be/QJm_kCfycG4

How to achieve dynamic lockdown

- In your planning you should identify all access and egress points in both public and private areas of the site. Remember, access points may be more than just doors and gates.
- Identify how to quickly and physically secure access/egress points
- Identify how your site can be sectored to allow specific areas to be locked down
- Staff roles and responsibilities should be included in the plans.
- Staff must be trained to act effectively and made aware of their responsibilities
- Stopping people leaving or entering the site – direct people away from danger
- Ability to disable lifts without returning them to the ground floor should be considered
- Processes need to be flexible enough to cope with and compliment invacuation and evacuation

How to let people know what's happening

Various options exist depending on the nature and occupancy of the site, these include;

- Public Address (PA) system
- Existing internal messaging systems; text, email, staff phones etc
- “Pop up” on employees computers / internal messaging systems
- Dedicated “Lockdown” alarm tone
- Word of mouth

For multi occupancy sites, methods of communication between all businesses need to be considered. Likewise, working with surrounding businesses will not only benefit situational awareness but build effective lines of communication.

Note: Use of fire alarms should be avoided to reduce incorrect response to an incident.

Training your staff

Due to the fast moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively.

- Train all staff using principles of “Stay Safe” (Annex A)
- Ensure people know what is expected of them, their roles and responsibilities
- Check staff understanding
- Regularly test and exercise plans with staff
- Regularly refresh training

For further advice and guidance please visit the NaCTSO website: www.nactso.gov.uk

Protecting yourself your staff your business and your community

Stay Safe

Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website <https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell

Call 999 - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

Protecting yourself your staff your business and your community

Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

Officers may

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

You must STAY SAFE

- What are your plans if there were an incident?
- What are the local plans? e.g. personal emergency evacuation plan.

NaCTSO Guidance Note 2/2015

Reviewing your Protective Security

There is no change to the UK threat level which remains at **SEVERE**, this means an attack is highly likely. Following the recent attacks, it is important that businesses reassure their staff to ensure they are alert, but not alarmed. This is the right moment for businesses to review their security plans to ensure that the measures they should already have in place, are still current and have been tested to ensure staff are prepared and confident.

Use this checklist to consider what steps you could take to:

- a) *reassure your staff*
- b) *review and implement proportionate protect and prepare security planning.*

1. **STAY SAFE:** Do your staff follow the stay safe principles. **RUN HIDE TELL.**
<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>
2. **Staff Awareness:** Have you briefed your staff on how they can recognise suspicious activity? <http://www.cpni.gov.uk/advice/Personnel-security1/Employee-vigilance/www.gov.uk/government/collections/crowded-places>
Are your staff aware of the procedures to follow should they suspect suspicious behaviour?
(Anti Terrorist Hotline 0800 789 321. If you require an immediate response call 999)
3. **Security Planning:** When did you last review your security plans? Do they include firearms and other weapons attack response planning?
www.gov.uk/government/collections/crowded-places#sector-specific-guidance
<https://www.bcsc.org.uk/documents/view?id=35> (log in using free account)
4. **Response Planning:** Do you have response plans to implement enhanced security measures should there be a threat increase? Have you tested and exercised your response plans in the last 12 months?
www.gov.uk/government/collections/crowded-places#sector-specific-guidance
<https://www.bcsc.org.uk/documents/view?id=35> (log in using free account)
5. **Search Planning:** Do you have plans to search your site to deal effectively with either bomb threats or for secreted threat items, and are your staff familiar with those

Protect yourself your staff your business and your community.

plans? www.gov.uk/government/collections/crowded-places#sector-specific-guidance

Do you have a person and vehicle, search and screening policy and plan, that you can implement should there be a threat increase?

<https://www.bcsc.org.uk/documents/view?id=35> (log in using free account)

Business as usual search and screen (looking for prohibited items) should, when done well, provide a very good capability to detect larger terrorist items concealed about the person.

- Ensure the search and screening regime in place at the venue is done well.
- Consider provisional search and screening on the approach or outside the venue, for example a visual check inside jackets and bags.
- Provide effective public address messaging of people as they approach, asking people to prepare for additional search and screening. This should reduce unacceptable delay.
- Prior notification (at point of sale or media) of these extra security measures and encouraging people to arrive early, will smooth peaks and allow safe and effective searching.

6. **Response:** Do you have a process to dynamically lock down your site (or parts) if required? Is the communication method used to achieve this effective? Have you tested this plan? - www.gov.uk/government/collections/crowded-places
Have you reviewed your invacuation and/or evacuation plans in response to terrorist attack?
7. **Preparedness:** Are your first aid kits and emergency grab bags checked regularly, complete and accessible?
8. **Physical Security:** Have you checked CCTV systems? Are they all working correctly? Are the date/time stamps accurate? – <http://www.cpni.gov.uk/advice/Physical-security/CCTV/>
9. **Security Culture:** Are all staff identifiable and wearing identification? Do you encourage staff to challenge anyone in their building not displaying ID?
<http://www.cpni.gov.uk/advice/Personnel-security1/Workplace-behaviour-campaign/>
10. **Information Security:** Have you implemented the 10 Steps to Cyber Security? Have you reviewed or considered your staff social networking policy?
<https://www.gov.uk/government/publications/cyber-risk-management-a-board-level-responsibility>
<http://www.cpni.gov.uk/advice/Personnel-security1/Employee-Digital-Footprint-Campaign/>

For further advice and guidance please visit the NaCTSO website: www.nactso.gov.uk

Protect yourself your staff your business and your community.

NaCTSO Guidance Note 3 - 2015 Counter Terrorism Advice: Guide to Hostile Reconnaissance

Terrorists very often undertake some form of reconnaissance before carrying out an attack. They may do this in vehicles or on foot, recording and documenting locations. Three main considerations in assessing potential preparatory activity are the:-

- likelihood of a **venue** being targeted
- extent to which **identification** of suspects is possible
- type of suspicious **behaviour** shown

In periods of heightened alert, it is vital to remain vigilant, trust your instincts and report possible reconnaissance to the police.

Examples of suspicious behaviour include:

- Occupants of stationary vehicles watching a building or structure for no apparent reason
- Vehicles moving slowly near public buildings, structures or bridges, or parked in suspicious circumstances
- People using recording equipment, including camera phones or seen making notes or sketches for no apparent reason
- Attention to specific access/egress areas, stairwells, hallways and fire escapes for no apparent reason
- People loitering at or near premises for long periods, watching patrons for no apparent reason
- People asking detailed or unusual questions about buildings and business operations, facilities (such as room layouts), security or parking for no apparent reason
- Members of the public in offices and 'off limits' areas, plant rooms and similar locations

Intelligence continues to suggest that crowded places, economic, government, transport systems, military and iconic sites are all seen as potential targets for terrorists. All of these are to be found in major cities throughout the UK. Report any incidents or suspicious activity to the police, quoting "**Operation Lightning**"

- **In an emergency dial 999**
- **If the person has left the scene, contact the Anti-Terrorist Hotline 0800 789 321**

Report any incident promptly as it could be the last act of preparation before an attack.

Protect yourself your staff your business and your community.

Security Guards

Action that can and cannot be taken

- They CAN approach a person that has been seen acting suspiciously and ask them to account for their actions
- They CANNOT stop or detain that person or stop them leaving if they decline to answer

If part of the 'suspicious' behaviour involves taking photographs, they do NOT have power to:

- Stop a person from taking a photograph of anything or any person in a public place
- Ask for any images taken be deleted
- Ask to view images taken
- Seize any camera or phone used to take any image
- Powers to search and seize are ONLY available to a police officer under S.43 of the Terrorism Act 2000
- If security personnel witness or are made aware of suspicious activity they should dial 999 if the person is still on scene

Don't rely on others.

If you suspect it, report it.

Confidential Anti -Terrorist Hotline 0800 789 321

For further advice and guidance please visit the NaCTSO website: www.nactso.gov.uk

Protect yourself your staff your business and your community.

Ellie Green

From: Lisa Inzani <L.Inzani@popall.co.uk>
Sent: 08 March 2016 15:41
To: Ellie Green
Cc: Steve Burnett
Subject: Trent Park, Cockfosters Road, Barnet - Found Series - Premises Licence Application for Saturday 6th and Sunday 7th August 2016 - Emails and letters in support from local residents
Attachments: Coggin.pdf; Weight - Original.jpg; Spiros - Original.jpg; Skewd Kitchen - Original.jpg; F.Norman Butchers Original.jpg; Gamberini Local Grill - Original.jpg; Middeys Brasserie - Original.jpg; Osman Original.jpg; Coggin Original.png; Evidence of Good Practice.pdf; Minchin.pdf; Spiros.pdf; Weight .pdf; Osman.pdf; Gamberini Local Grill - Local Business.pdf; F. Norman Butchers - Local Business.pdf; Middeys Brasserie - Local Business.pdf; Skewd Kitchen - Local Business.pdf

Dear Ellie,

I attach the letters and emails we received from residents in support of my client's application.

I also attach the typed version of these communications as some of them are quite difficult to read.

My client has advised that these residents are more than happy to come along to the hearing to support the application.

I would be grateful if you would kindly telephone me in relation to the attached.

Kind regards,

Lisa

Lisa Inzani | Partner

Poppleston Allen

E: L.Inzani@popall.co.uk | T: 0203 078 7487 | M: 07831 649 788 | W: www.popall.co.uk

London Office: 31 Southampton Row, London, WC1B 5HJ



Authorised and Regulated by the Solicitors Regulation Authority (SRA No: 78244). The professional rules to which we are subject are the Solicitors Code of Conduct. These rules can be viewed at www.sra.org.uk.

This email and the attachments are intended for the above named persons only and may be confidential and privileged. If you receive it in error please tell the sender immediately and do not copy, show or distribute them to anyone. Although we have taken steps to ensure that this email and its attachments are free from any viruses, it is your responsibility to ensure that viruses do not adversely affect your system.

2 The Grange,
Games Road
Barnet
EN4 9HR

4th March 2016

The Licensing Department, Enfield Council
Civic Centre
Silver Street
Enfield
EN1 3XA

To whom it may concern,

I am very keen to see the Found Series back in Trent Park with their 51st State Festival. I am a local resident and have been for nearly 40 years and to say that prior to last year's event I was a little dubious regarding the amount of people coming into the area and the amount of disturbance that was going to be made. However I can say post the event that the organisation regarding the sheer amount of people was fantastic.

The other main issue I concerned myself about was how tidy was the area going to be post the event especially as I am a resident who lives directly opposite the main entrance to park. As soon as the event ended the litter pickers got into action and not just the main road but the country lane surrounding were also cleared to a decent standard.

I must say that I am looking forward to this year's event as long as the high levels of security are still the same and our roads are closed again to prevent festival goers parking in our private roads.

Kind Regards,

Simon Coggin

FAO Licensing Department Enfield Council

To whom it may concern,

I am a local resident who found 51st State to be least disruptive. I feel that these types of event help the local economy as well as provide something new in the area for the locals and I.

As well as the above I found the below points to be true for the event:

The organisers had contacted us well in advance of the event to inform us of the plans and the inevitable impact leading up to the event and post event. They had distributed the letters to local residents as some of my friends also received one last year.

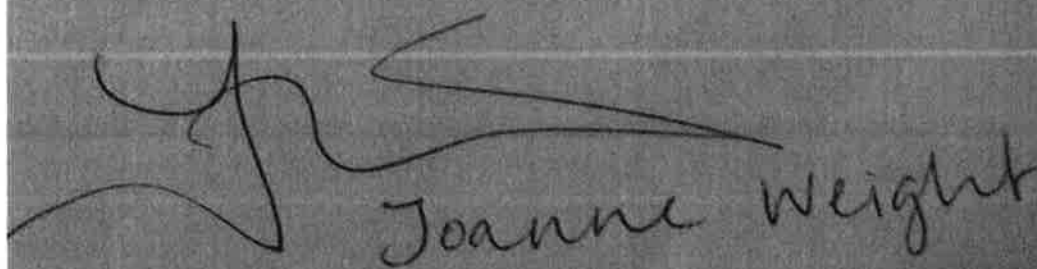
We walked through the park on the event day to see what was going on and only found a small portion of the park used for the site.

During our walk we found that the area contained a large number of stewards and security guiding people and managing the area.

I found the music levels didn't cause any disruption to our day.

We do not oppose having the event take place again this year as it supports local businesses and also brings in a little cash to the council, which should help with the parks upkeep.

Kind regards,



Joanne Weight

113 South Lodge Drive
N14 4XH

FAO Licensing Department Enfield Council

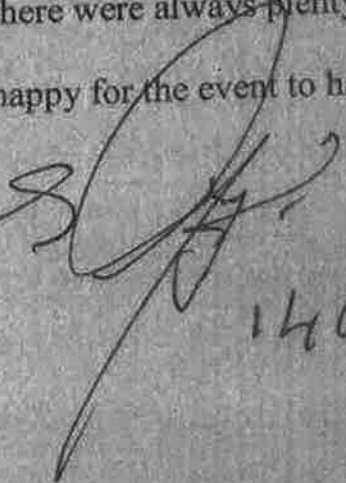
Dear Sir / Madam,

We were pleasantly surprised to receive a letter from the organisers of 51st State Festival before the event took place. We thought this showed the event was very well organised.

There was no trouble or disruption to us due to the event, and it all looked like it was being managed well. We saw a load of litter pickers clearing away the rubbish after the event and there were always plenty of security on site so we felt safe at all times.

We would be happy for the event to happen again.

Kind regards,



Spiros

140 SOUTH LODGE
DRIVE
N14 4XL

12 Colchester Parade
London E14 6BZ
020 5889 7773



FAO Licensing Department Esfield Council,

Dear Sir/Madam,

We would like to show our support for the festival 51st State at Trent Park. We feel organised for these reasons:

- We were impressed with the event organisers dialogus with local business' & re the event day.
- We witnessed litter pickers clearing up the area after the crowds had left late at night.
- We saw that there was an extensive number of security present throughout the day.
- The park is for everybody, we welcome these sorts of event taking place on occasion as it is refreshing new for the area.

We also felt the positive impact of increased business on the day of the event due to the festival crowd coming into the area.

Yours sincerely, *Adam*

AO Licensing Department Enfield Council,

Dear Sir/Madam,

I am in favour of 51st Stat Festival taking place this year. We didn't experience any problems with disorder or disorder last year. The event appeared to be very well organised, we received a local business letter about the event in the run up. There seemed to be a lot of security present when there were crowds around.

It is good to have young people around

Yours sincerely,

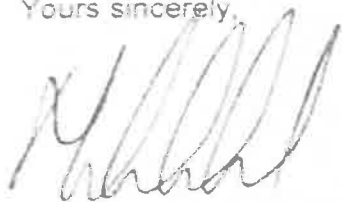
IA Aziz HASSEIN
A/Hassein

FAO Licensing Department Enfield Council,

Dear Sir/Madam,

We run a business local to Trent Park and we are in support of the Found Series festival taking place in the park. The organisers were very communicative before and during the event. We witnessed a lot of security going to and from the site and we felt that overall the event was well managed. We are glad to have new people visiting the area and putting Oakwood & Cockfosters on the map!

Yours sincerely,



M. Lockwood



Middeys Brasserie & Lounge Bar
10 Cockfosters Parade
Cockfosters Rd
Barnet EN4 0BX

FAO Licensing Department Enfield Council,

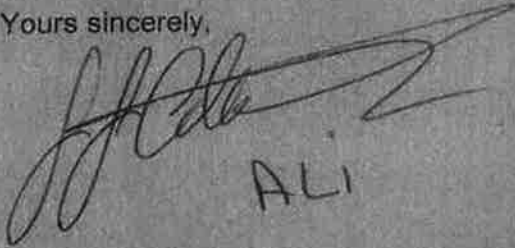
Dear Sir/Madam,

We run a café on Cockfosters road and would be happy to 51st State Festival back to the park again. We enjoyed having the event on as we had increased business from the suppliers and staff who worked on the event site as well as from the festival goers on the day.

We had a letter in the post from the festival organisers before the event happened with information and a number we could call if we had any problems.

We saw litter pickers going up and down the street while the crowds were leaving clearing away any mess. There was a lot of security as well looking out for the crowds so we weren't worried at any time.

Yours sincerely,



ALI

FAO Licensing Department Enfield Council

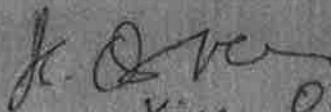
Hi there,

I am a local resident and am writing to you in regards to the event 51st State that is taking place in Trent Park this year.

I support events such as this taking place at the park. Last year's event was not much trouble to us at all. It was not for very long and it was exciting to have something like this going on in the area. Local young people enjoyed it and it was praised in the local newspaper, which brought a lot of positive attention to Enfield and the park.

There was minimal disruption to our use of the park during the event, the park is huge and there is plenty of space available for events and for dog-walking or playing in the park. We noticed a lot of security on during the event. The following day we returned to the park and saw that the rubbish had been cleared. The park was left in good condition once the event organisers had cleared the site.

Thank you,


Kim Osman

111 South Lodge Drive

N14 4XH

 Will Paterson

Mar 7 (1 day ago)



to Simon, me -

Hi Simon,

Thank you very much.

Please could you let me know your address, so we can add it to your letter.

Best,

Will

On Mon, Mar 7, 2016 at 9:17 AM, Simon Coggin <simon.coggin@yahoo.com> wrote:
Hope this is ok?

To whom it may concern,

I am very keen to see the Found Series back in Trent Park with their 51st State Festival.

I am a local resident and have been for nearly 40 years and to say that prior to last year's event I was a little dubious regarding the amount of people coming into the area and the amount of disturbance that was going to be made. However I can say post the event that the organisation regarding the sheer amount of people was fantastic.

The other main issue I concerned myself about was how tidy was the area going to be post the event especially as I am a resident who lives directly opposite the main entrance to park. As soon as the event ended the litter pickers got into action and not just the main road but the country lane surrounding were also cleared to a decent standard.

I must say that I am looking forward to this year's event as long as the high levels of security are still the same and our roads are closed again to prevent festival goers parking in our private roads.

Kind Regards
Simon Coggin

FOUND SERIES LTD

Unit 104, Hoxton Street Studios, 12-18 Hoxton Street, London N1 6NG | hello@foundseries.co.uk

Evidence of Good Practice

Elena Halepas:

Elena <elenahalepas@hotmail.co.uk>

8/30/15

to me -

To Event organisers

I'm looking forward to the events of 8th August hosted in trent park, as the only private residents of trent park we hope everything runs smoothly. We also wish to join in with the festivities on the day, and would like to request 4 complimentary tickets so we can enjoy the events that are so close to home.

If you could provide us with 4 tickets we will happily support the festival this year and every year after. As we live in trent park we would like to join the party every year rather than oppose it, and we are also happy to help when needed.

Many thanks
Elena Halepas

North Lodge
Trent park entrance
Ferry hill
Enfield
EN4 0QA

FOUND Series <hello@foundseries.co.uk>

7/3/15

to Elena, bcc: Yasmin -

Hi Elena,

Thank you for getting in touch.

Yes we will happily give you 4 tickets

We will be in touch later in July to issue E-Tickets.

If you have any queries our Office number is 020 7739 3693. Please ask for Yas.

Many thanks,

FOUND

FOUND SERIES LTD

Unit 104, Hoxton Street Studios, 12-18 Hoxton Street, London N1 6NG | hello@foundseries.co.uk

Hilary Pearl:

Hils753 <hils753@hotmail.com>

7/24/15

to me

Hi

Firstly a big thank you for leafletting local residents to let us know in advance, this is rare and is much appreciated.

2 things please

1 - Will the park be closed to the public? I walk my dog there regularly

2 - As much as you recommend travelling by public transport with the numbers you have there will be lots of people who chose to drive and will clog up local roads. What are you/local council doing to stop people parking on residential streets? Often the roads off Cockfosters Road are blocked off but very little is done in the main part of Cockfosters (which is only minutes walk away from Trent Park) where we always end up losing our local parking ... and cause problems for us

How do we make sure this concern is addressed?

Thanks

Hilary Pearl

Cockfosters resident

Hilary

FOUND Series <hello@foundseries.co.uk>

8/4/15

to Hils753

Hi Hilary

Thank you for getting in touch, and apologies for the delayed response.

We have taken temporary traffic orders out on 5 local roads:

Chalk Lane

Far Green East

Bournewell Close

Coombehurst Close

Green Oaks Place

We have an extensive traffic marshal team on board to stop any issues with cars stopping on Cockfosters Road, and we have stewards only allowing entry to the park for park users. Our customers will be redirected to local car parks:

Enfield Town

Oakwood Car Wash

Don't hesitate to get in touch with any further queries.

Best

Yasmin

FOUND SERIES LTD

Unit 104, Hoxton Street Studios, 12-18 Hoxton Street, London N1 6NG | hello@foundseries.co.uk

Pt. 1

51st State Festival

Inbox 4 51st Resident x

8/15/15

Thank you for your letter. I live on Sovereign Mews. Personally I am all for the council making income from event hires in the park if this is protecting services for residents. Everyone knows that public sector budgets are continuing to be cut so I think it's a good idea and worth a little inconvenience. However we actually need more information about the event to be able to assess and comment on the overall impact and if it was worth it such as.

How much you made on tickets and merchandise? (I looked on line and saw you sold about 6000 tickets before and at huge prices.

What were your other streams of income from the event?

We need a breakdown on what you spent on security and supporting the event in relation to the local community etc. Blaming the security company is a bit of a cop out - what instructions and training did you give them after all? Are you actually experienced and qualified in crowd control or should this have been the responsibility of the council?

We also similarly need to know how much the council made from the hire and the cost to them in supporting the event in advance, during and after

We should also have been consulted on the hire agreement and should have been given a copy of it because without it we couldn't really say if either you or the council fulfilled your sides of the agreement

Personally I was not inconvenienced or bothered by the event. We had lots of clear communication from the council beforehand about the event and so residents could plan their day - shop early, gone away for the day or stayed in etc. I'm sorry for those that had a more negative experience but I also think people do make a fuss about nothing sometimes.

We had stewards on the entrance to Bourneville close who seemed to have done their job effectively - we have more problems with parking during the week with builders parking up from Hadley wood building sites and also when Arsenal plays so having stewards at the entrance worked as far as I am concerned.

I didn't think the finish time was too late nor was the music too loud or disruptive. If the vague bass bothered people they could close their windows.

Hopefully the local shops would have had increased income from the extra people which would have helped business.

It was actually nice to see people enjoying themselves and generally I didn't think it was aggressive or intimidating but then again I am not that near to the station end and had the common sense to stay in from late afternoon. However my daughter drove through just before it ended and said it was packed with drunks and disorderly people going back to the station. She didn't see any signs of trouble as such though.

There was a lot of rubbish in the road on both sides of Cockfosters road which should have been cleared up by Sunday morning. I didn't go in the park after the event so can't comment on what the state of the park was like or how this affected the resident wild life.

FOUND SERIES LTD

Unit 104, Hoxton Street Studios, 12-18 Hoxton Street, London N1 6NG | hello@foundseries.co.uk

Pt. 2

There was a lot of rubbish in the road on both sides of Cockfosters road which should have been cleared up by Sunday morning. I didn't go in the park after the event so can't comment on what the state of the park was like or how this affected the resident wild life.

It was difficult to know who was in an official position regarding the event. There was not a police presence that I could see which might have helped keep any unruliness under control like you get at football matches. I also saw no signs of council officials either.

The perennial problem you have and which you and the council should have planned for more effectively is the mainly white generation X culture of binge drinking and recreational drugs. I saw so many people coming out of the station already drinking or worse for wear before they even got into the event. Should there not have been prohibition on alcohol from the station and to and from the venue? Was there liaison with TFL about the event because I thought there was no alcohol allowed on the underground so who was policing that?

There was congestion on the road all day because people kept on stopping at the main entrance to try and get in, then had the debate at the gate and then had to turn back onto the road. What should have happened was to have strictly no turning or stopping at all. If you had special VIPS they should have had clear and large tickets for display in their windscreen which security could spot at a distance and wave everyone else on

The road at each end should have had very clear and large signage at least a couple of weeks before the event so that residents locals and regular users could take alternative routes on the day.

Best wishes

FOUND Series <hello@foundseries.co.uk>

8/26/15

To Tracy

Dear [REDACTED]

Thank you for your feedback. We will be digesting this and discussing with the council directly.

I am unable to provide information regarding figures and budgets as this is confidential.

We take full responsibility for the security company, and all staff working under us are properly briefed and trained.

We are aware that despite an extensive litter picking plan in place, there was more than we had planned for on the ingress and this is something we would adapt for future events.

There were several meetings with TFL prior to the event, so they were aware that the event was taking place.

We will make note of the remainder of your feedback and suggestions to explore how we could make any future event smoother for all sides.

Thank you,
Yasmin

Alan Minchin Emailed Letter of Support

Trent Park Festival 8th. August 51st Resident x



Alan Minchin alan@minchinfamily.co.uk via eigbox.net
to me

8/14/15



It is nice to see the park used and youngsters enjoying themselves. There will always be groups displaying unsocial behaviour and policing these minority groups in and outside the park is essential.
Loud music is expected and as concerts at Trent Park are infrequent, not daily, not weekly and not even monthly then I see no problem; it did not continue late into the night
My only criticism is policing our road, Coombahurst Close, I did not see a control 'warden' when I left early evening whereas there were two on duty at other road entrances chatting sociably with each other; at previous events our Road was well 'policed'

Alan Minchin

FOUND Series <hello@foundseries.co.uk>
to Alan

8/21/15



Dear Alan

Thank you for getting in touch.

I apologise for any inconvenience caused by the traffic on your road. If any future event were considered, we would plan on using CSP who we believe were very effective for the council the weekend prior to our show.

Thank you,
Yasmin

FOUND

140 South Lodge Drive
Enfield
London
N14 4XL

4th March 2016

The Licensing Department, Enfield Council
Civic Centre
Silver Street
Enfield
EN1 3XA

Dear Sir/Madam,

We were pleasantly surprised to receive a letter from the organisers of 51st State Festival before the event took place. We thought this showed the event was very well organised.

There was no trouble or disruption to us due to the event, and it all looked like it was being managed well. We saw a load of litter pickers clearing away the rubbish after the event and there were always plenty of security on site so we felt safe at all times.

We would be happy for the event to happen again.

Kind regards,

Mr. Spiros

113 South Lodge Drive
Enfield
London
N14 4XH

4th March 2016

The Licensing Department
Enfield Council
Civic Centre
Silver Street
Enfield
EN1 3XA

To whom it may concern,

I am a local resident who found 51st State to be least disruptive. I feel that these types of event help the local economy as well as provide something new in the area for the locals and I.

As well as the above I found the below points to be true for the event:

The organisers had contacted us well in advance of the event to inform us of the plans and the inevitable impact leading up to the event and post event. They had distributed the letters to local residents as some of my friends also received one last year.

We walked through the park on the event day to see what was going on and only found a small portion of the park used for the site.

During our walk we found that the area contained a large number of stewards and security guiding people and managing the area.

I found the music levels didn't cause any disruption to our day.

We do not oppose having the event take place again this year as it supports local businesses and also brings in a little cash to the council, which should help with the parks upkeep.

Kind regards,

Joanne Weight

111 South Lodge Drive
Enfield
London
N14 4XH

4th March 2016

The Licensing Department
Enfield Council
Civic Centre
Silver Street
Enfield
EN1 3XA

Hi there,

I am a local resident and am writing to you in regards to the event 51st State that is taking place in Trent Park this year.

I support events such as this taking place at the park. Last year's event was not much trouble to us at all. It was not for very long and it was exciting to have something like this going on in the area. Local young people enjoyed it and it was praised in the local newspaper, which brought a lot of positive attention to Enfield and the park.

There was minimal disruption to our use of the park during the event, the park is huge and there is plenty of space available for events and for dog-walking or playing in the park. We noticed a lot of security on during the event. The following day we returned to the park and saw that the rubbish had been cleared. The park was left in good condition once the event organisers had cleared the site.

Thank you,

Kim Osman

Gamberini Café and Grill
183 Bramley Road
Oakwood
London
N14 4XA

4th March 2016

The Licensing Department
Enfield Council
Civic Centre
Silver Street
Enfield
EN1 3XA

Dear Sir/Madam,

We run a business local to Trent Park and we are in support of the Found Series festival taking place in the park. The organisers were very communicative before and during the event. We witnessed a lot of security going to and from the site and we felt that overall the event was well managed. We are glad to have new people visiting the area and putting Oakwood & Cockfosters on the map!

Yours sincerely,

M. Lockwood
Manager, Gamberini Café and Grill

F. Norman Ltd.
199 Bramley Road
Oakwood
London
N14 4XA

4th March 2016

The Licensing Department
Enfield Council
Civic Centre
Silver Street
Enfield
EN1 3XA

Dear Sir/Madam,

I am in favour of 51st Stat Festival taking place this year. We didn't experience any problems with litter or disorder last year. The event appeared to be very well organised, we received a local business letter about the event in the run up. There seemed to be a lot of security present when there were crowds around.

It's good to have young people around

Yours sincerely,

Mr. Aziz Hasgul
Manager, F. Norman Butchery

Middeys Brasserie and Lounge Bar
10 Cockfosters Parade
Cockfosters Rd
Barnet
EN4 0BX

4th March 2016

The Licensing Department
Enfield Council
Civic Centre
Silver Street
Enfield
EN1 3XA

Dear Sir/Madam,

We run a café on Cockfosters road and would be happy to 51st State Festival back to the park again. We enjoyed having the event on as we had increased business from the suppliers and staff who worked on the event site as well as from the festival goers on the day.

We had a letter in the post from the festival organisers before the event happened with information and a number we could call if we had any problems.

We saw litter pickers going up and down the street while the crowds were leaving clearing away any mess. There was a lot of security as well looking out for the crowds so we weren't worried at any time.

Yours sincerely,

Ali

Skewd Kitchen
12 Cockfosters Parade
Cockfosters Rd
Barnet
EN4 0BX

4th March 2016

The Licensing Department
Enfield Council
Civic Centre
Silver Street
Enfield
EN1 3XA

Dear Sir/Madam,

We would like to show our support for the festival 51st State at Trent Park. We feel that the event was well organised for these reasons:

- We were impressed with the event organisers dialogue with local business' & residents in the lead up to the event day.
- We witnessed litter pickers clearing up the area after the crowds had left late at night.
- We saw that there was an extensive number of security present throughout the day.
- The park is for everybody, we welcome these sorts of event taking place on occasion as it is refreshing and new for the area.

We also felt the positive impact of increased business on the day of the event due to the festival crowds coming into the area.

Yours sincerely,

Aslam
Manager, Skewd Kitchen

MUNICIPAL YEAR 2015/16 REPORT NO.

COMMITTEE :
Licensing Sub-Committee
16 March 2016

REPORT OF :
Principal Licensing Officer

LEGISLATION :
Licensing Act 2003

Agenda - Part**Item****SUBJECT :**

Application to review a premises licence

PREMISES :

**Bar Taps, 29 Silver Street, ENFIELD, EN1
3EF**

WARD :

Town

1.0 LICENSING HISTORY

- 1.1 Premises licence LN/200501647 was issued to Mr Michael Fallon following a conversion, on 19 November 2005. The application was not subject to any representations, and was granted by officers in accordance with delegated powers.**
- 1.2 A variation application, to modify conditions was granted on 17 December 2010. The application was not subject to any representations, and was granted by officers in accordance with delegated powers.**
- 1.3 A variation application, to modify opening times and licensable activities was granted on 24 March 2011. The application was not subject to any representations, and was granted by officers in accordance with delegated powers.**
- 1.4 A variation application to extend the hours of licensable activities was submitted on 25 April 2012. The application was subject to representations by the Licensing Authority and the Licensing Sub-Committee refused the application at a hearing on 10 October 2012.**
- 1.5 Since first grant, there have been five persons named as DPS. Mr Philip Maiden, the current DPS, has held this position since 1 October 2015. This vary DPS application was not subject to any representations, and was granted by officers in accordance with delegated powers.**

2.0 CURRENT POSITION:**2.1 The current Premises Licence permits:**

Activity	Current Hours
Opening Hours	12:00 – 00:00 - Sun 11:00 – 00:00 - Mon – Wed 11:00 – 01:00 - Thurs 11:00 – 02:00 - Fri - Sat
Supply of Alcohol (on and off)	12:00 – 23:30 - Sun
Live music	11:00 – 23:30 - Mon – Wed
Recorded music	11:00 – 00:30 - Thurs 11:00 – 01:30 - Fri - Sat
LNR	23:00 – 23:30 - Mon - Sat

2.2 A copy of a location map of the premises is attached as Annex 01.

2.3 A copy of the current Premises Licence is attached as Annex 02.

3.0 THIS APPLICATION :

3.1 On 23 February 2016 the Metropolitan Police Service applied for a Summary Review of the Premises Licence under Section 53A of the Licensing Act 2003.

3.2 A copy of the application is attached as Annex 03.

3.3 On 24 February 2016 the Licensing Sub-Committee considered that it was necessary to take interim steps by modifying conditions of the licence. This meeting was attended by the Metropolitan Police, namely PC Fisher, and representatives of the Premises Licence Holder, namely Mr Maiden (DPS) and Ms Jane Diaz (manager).

3.4 A copy of the decision notice is attached as Annex 04.

3.5 On 26 February 2016, the Premises Licence Holder made representations against the interim steps.

3.6 A copy of the representations is attached as Annex 05.

3.7 On 1 March 2016, a hearing took place to consider whether the interim steps were appropriate for the promotion of the licensing objectives. This hearing was attended by the Premises Licence Holder and legal representative, and the Metropolitan Police, namely PC Fisher.

3.8 The Licensing Sub Committee determined that it was appropriate to modify some of the conditions of the interim steps.

3.9 A copy of the decision notice is attached as Annex 06.

3.10 There is no right of appeal against the licensing authority's decision at this stage, and the decision has immediate effect.

3.11 The application was advertised in accordance with the requirements of the Licensing Act 2003.

3.12 The Premises Licence Holder and Responsible Authorities were advised that representations to the application should be submitted within 10 working days of the advertisement.

3.13 This final hearing constitutes a full review of the licence, as required by the Summary Review statutory procedure.

4.0 RELEVANT REPRESENTATIONS:

4.1 The closing date for representations is 8 March 2016, and this report was prepared prior to that. Any representations will be submitted in an additional report.

5.0 RELEVANT LAW, GUIDANCE & POLICIES:

5.1 The paragraphs below are extracted from either:

5.1.1 the Licensing Act 2003 ('Act'); or

5.1.2 the Guidance issued by the Secretary of State to the Home Office of June 2014 ('Guid'); or

5.1.3 the London Borough of Enfield's Licensing Policy Statement of April 2012 ('Pol').

5.1.4 the Summary Review Guidance, Section 53A Licensing Act 2003 issued by the Home Office ('Summary').

General Principles:

5.2 The Licensing Sub-Committee must carry out its functions with a view to promoting the licensing objectives [Act s.4 (1)].

5.3 The licensing objectives are:

5.3.1 the prevention of crime and disorder;

5.3.2 public safety;

5.3.3 the prevention of public nuisance; &

5.3.4 the protection of children from harm [Act s.4 (2)].

5.4 In carrying out its functions, the Sub-Committee must also have regard to:

5.4.1 the Council's licensing policy statement; &

5.4.2 guidance issued by the Secretary of State [Act s.4(3)].

Review :

5.5 In reviewing a licence the Sub-Committee will consider, and take into account, the complaints history of the premises and all other relevant information [Pol s.10.3].

5.6 A number of reviews may arise in connection with crime that is not directly connected with licensable activities. Licensing authorities do not have the power to judge the criminality or otherwise of any issue. This is a matter for the courts. The licensing authority's role when determining such a review is not therefore to establish the guilt or innocence of any individual but to ensure the promotion of the crime prevention objective. [Guidance 11.24]

5.7 It is envisaged that licensing authorities, the police and other law enforcement agencies, which are responsible authorities, will use the review procedures effectively to deter such activities and crime. [Guidance 11.28]

Decision :

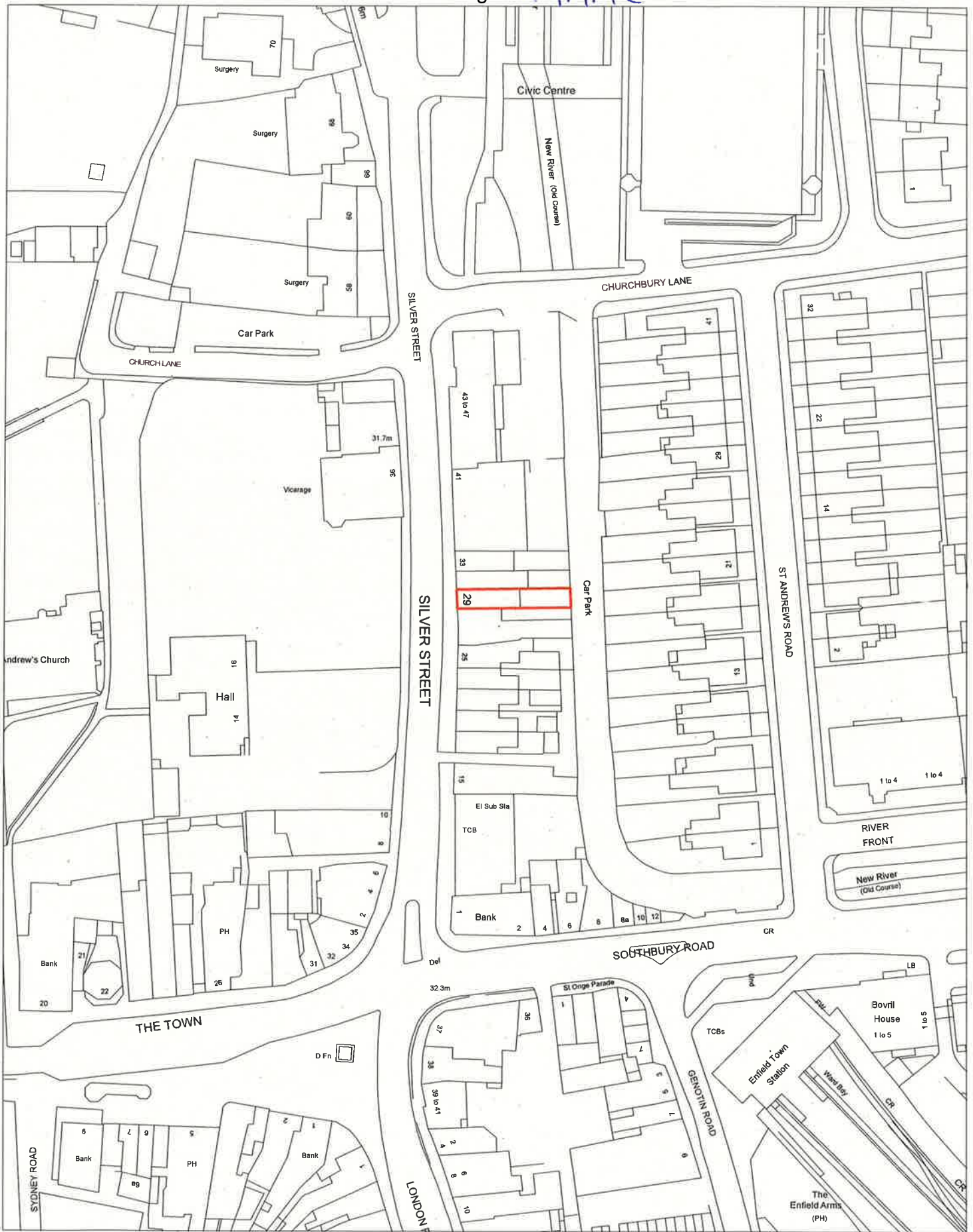
- 5.6** Having heard all of the representations (from all parties) the Sub-Committee must:
- Consider such steps it considers appropriate for the promotion of the licensing objectives, and
 - Decide which interim steps cease to have effect altogether or become the subject of any steps which it considers are appropriate when making its determination on the review. [Summary 5.1]
- 5.7** The steps the licensing authority can take are:
- 5.7.1** To modify the conditions of the licence;
 - 5.7.2** To exclude a licensable activity from the scope of the licence;
 - 5.7.3** To remove the designated premises supervisor
 - 5.7.4** To suspend the licence for a period not exceeding three months;
 - 5.7.5** To revoke the licence [Act s.52].
- 5.8** Modification of the conditions of the premises licence can include the alteration or modification of existing conditions or addition of any new conditions or addition of any new conditions, including those that restrict the times at which licensable activities authorised by the licence can take place. [Summary 5.2]
- 5.9** In deciding which of these powers to invoke, the Sub-Committee should so far as possible seek to establish the cause or causes of the concerns which the representations identify. The remedial action taken should generally be directed at these causes and should generally be directed at those causes and should always be no more than an appropriate and proportionate response [Guid s.11.20].

Background Papers :

None other than any identified within the report.

Contact Officer :

Ellie Green on 020 8379 8543



Bar Taps, 29 Silver Street, ENFIELD, EN1 3EF



ENFIELD
Council



**Ms Jade Deap
Bar Taps
29 Silver Street
Enfield
EN1 3EF**

Please reply to **Rose McMurray**
: **Licensing Unit**
**PO Box 57, Civic
Centre**
**Silver Street, Enfield,
Middx EN1 3XH**
E-mail : **licensing@enfield.gov.uk**
Phone : **020 8379 3578**
Textphone : **020 8379 4419**
Fax : **020 8379 2190**
My Ref : **LN/200501647**
Your Ref : **NOT PROVIDED**
Date : **2nd October 2015**

Dear Ms Jade Deap

Licensing Act 2003

Premises : Bar Taps, 29 Silver Street, ENFIELD, EN1 3EF

This letter concerns the application for a Variation of the DPS on a Premises Licence under the Licensing Act 2003.

Please find the licence enclosed. Please check the details on the licence carefully, the Licensing Authority is prepared to correct any of our clerical errors within 28 days of the licence being issued.

Note - Transfers

On the grant of a transfer application, any notification or permit (under the Gambling Act 2005) in respect of gaming machines at the premises becomes null and void. A new notification or permit will need to be sought by the new holder of the premises licence (under the Licensing Act 2003) before gaming machines may be lawfully provided at the premises.

Please be advised that the licence does not override any restrictions on trading hours etc. that may apply to the premises in respect of planning permission and/or Sunday trading & etc.

The terms, conditions and restrictions of the licence must be complied with whenever the premise is used for licensable activities. Failure to comply with the licence is a criminal offence with, on conviction, a maximum fine of £20,000 and/or up to 6 months imprisonment.

Ian Davis
Director - Environment
Enfield Council
Civic Centre, Silver Street
Enfield EN1 3XY

Phone: 020 8379 1000
Website: www.enfield.gov.uk

? If you need this document in another language or format call Customer Services on 020 8379 1000, or email enfield.council@enfield.gov.uk

The Licensing Enforcement Team advise as follows

In order to support premises in meeting the conditions of their licence, the Licensing Authority has produced material such as training guidance, leave quietly signs, refusals book, which can be found on the Enfield website by following this link:

http://www.enfield.gov.uk/downloads/download/2316/compliance_documents

Please print the material relevant to the conditions and use in accordance with your licence.

Please be advised that a premises licence lapses if the holder of the licence : dies; becomes a person who lacks capacity (within the meaning of the Mental Capacity Act 2005) to hold the licence; becomes insolvent; is dissolved; or if it is a club, ceases to be a recognised club. An individual becomes insolvent on : the approval of a voluntary arrangement proposed by him; being adjudged bankrupt or having his estate sequestrated; or entering into a deed of arrangement made for the benefit of his creditors or a trust deed for his creditors. A company becomes insolvent on : the approval of a voluntary arrangement proposed by its directors; the appointment of an administrator in respect of the company; the appointment of an administrative receiver in respect of the company; or going into liquidation.

The licence, or a certified copy of it, must be kept on the premises at all times and must be produced on request to any authorised officer. The summary of the licence must be prominently displayed within the premises.

The London Fire Brigade advise as follows :

The issue of capacity should be addressed in the fire risk assessment for the premises use. This does not mean that every premises must have a capacity figure. There should be evidence however that the responsible person has considered the number of persons who can be safely evacuated through the available exits.

A safe capacity figure will be expected in the following circumstances:

- (1) in premises that could potentially become overcrowded; for example bars, pubs, clubs, and other places of public assembly :
- (2) where an engineered solution or BS 9999 has been used to increase capacity;
- (3) where capacity is risk-critical; for example where the premises use has a higher occupancy factor than that which the building was designed for.

Where applicable, capacity should normally be inclusive of staff and performers. Management should be able to demonstrate a realistic method of controlling capacity.

Should you wish to change the operation of the premises in the future by adding new licensable activities or by changing the hours or removing conditions then you will need to apply for a variation of the licence. Please contact us for further advice.

You must notify the licensing authority of any change in the name and/or address of either the premises licence holder or the designated premises supervisor.

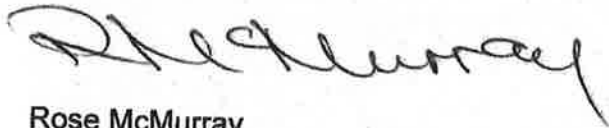
The licence is subject to an annual fee, payable on each anniversary of the licence first being granted.

Please be advised that if you are playing music in your business – to staff or customers – it is a legal requirement to obtain permission from the copyright holders. Two organisations exist to help make sure you are correctly licensed to play the music you want. PPL collects royalties on behalf of performers and record companies. PRS for Music collects royalties on behalf of songwriters, composers and music publishers. In most instances, a licence from both organisations is needed to ensure all copyright holders are correctly paid for the use of their music. If you play music in your business, please contact PPL and PRS for Music to obtain the right licences for you. Please visit ppluk.com and prsformusic.com for more information on music licensing or call PPL on 020 7534 1095 and PRS for Music on 0800 068 4828.

All employers have a responsibility to prevent illegal migrant working in the UK. Failure to comply could lead to a penalty of up to £10,000 per illegal worker. Home Office guidance is available at www.ukba.homeoffice.gov.uk/employers/preventillegalworking/

If you require any further information, please do not hesitate to contact me.

Yours sincerely



Rose McMurray
Licensing Officer



Licensing Act 2003

PART A – PREMISES LICENCE

Granted by the London Borough of Enfield as Licensing Authority

Premises Licence Number : LN/200501647

Part 1 – Premises Details

Postal address of premises :

Premises name : Bar Taps

Telephone number : 020 8366 3377

Address : 29 Silver Street ENFIELD EN1 3EF

Where the licence is time-limited, the dates : Not time limited

The opening hours of the premises, the licensable activities authorised by the licence and the times the licence authorises the carrying out of those activities :

(1) Open to the Public - Whole Premises

Sunday :	12:00 - 00:00
Monday :	11:00 - 00:00
Tuesday :	11:00 - 00:00
Wednesday :	11:00 - 00:00
Thursday :	11:00 - 01:00
Friday :	11:00 - 02:00
Saturday :	11:00 - 02:00
Thursday preceding Good Friday 11:00 - 02:00	
Good Friday : 11:00 - 03:00	
St Patricks Day (if on a Monday to Wednesday) : 11:00 - 01:00	
	(if on a Thursday) : 11:00 - 02:00
	(if on a Friday to Saturday) : 11:00 - 03:00
	(if on a Sunday) : 12:00 - 01:00
St Georges Day : (if on a Monday to Wednesday) : 11:00 - 01:00	
	(if on a Thursday) : 11:00 - 02:00
	(if on a Friday to Saturday) : 11:00 - 03:00
	(if on a Sunday) : 12:00 - 01:00
Sunday preceding Easter Monday : 12:00 - 02:00	
Sunday preceding Early May Bank Holiday : 12:00 - 02:00	
Sunday preceding Spring Bank Holiday : 12:00 - 02:00	
Sunday preceding Summer Bank Holiday : 12:00 - 02:00	
Christmas Eve (if on a Monday to Wednesday) : 11:00 - 01:00	
	(if on a Thursday) : 11:00 - 02:00
	(if on a Friday to Saturday) : 11:00 - 03:00

(if on a Sunday) : 12:00 - 01:00
Boxing Day (if on a Monday to Wednesday) : 11:00 - 01:00
 (if on a Thursday) : 11:00 - 02:00
 (if on a Friday to Saturday) : 11:00 - 03:00
 (if on a Sunday) : 12:00 - 01:00
New Years Eve : from the end of permitted hours on new Years Eve to
 the start of permitted hours on New Years Day.

(2) Supply of Alcohol - On and Off Supplies

Sunday : 12:00 - 23:30
Monday : 11:00 - 23:30
Tuesday : 11:00 - 23:30
Wednesday : 11:00 - 23:30
Thursday : 11:00 - 00:30
Friday : 11:00 - 01:30
Saturday : 11:00 - 01:30
Thursday preceding Good Friday 11:00 - 01:30
Good Friday : 11:00 - 2:30
St Patricks Day (if on a Monday to Wednesday) : 11:00 - 00:30
 (if on a Thursday) : 11:00 - 01:30
 (if on a Friday to Saturday) : 11:00 - 2:30
 (if on a Sunday) : 12:00 - 00:30
St Georges Day : (if on a Monday to Wednesday) : 11:00 - 00:30
 (if on a Thursday) : 11:00 - 01:30
 (if on a Friday to Saturday) : 11:00 - 2:30
 (if on a Sunday) : 12:00 - 00:30
Sunday preceding Easter Monday : 12:00 - 01:30
Sunday preceding Early May Bank Holiday : 12:00 - 01:30
Sunday preceding Spring Bank Holiday : 12:00 - 01:30
Sunday preceding Summer Bank Holiday : 12:00 - 01:30
Christmas Eve (if on a Monday to Wednesday) : 11:00 - 00:30
 (if on a Thursday) : 11:00 - 01:30
 (if on a Friday to Saturday) : 11:00 - 2:30
 (if on a Sunday) : 12:00 - 00:30
Boxing Day (if on a Monday to Wednesday) : 11:00 - 00:30
 (if on a Thursday) : 11:00 - 01:30
 (if on a Friday to Saturday) : 11:00 - 2:30
 (if on a Sunday) : 12:00 - 00:30
New Years Eve : from the end of permitted hours on new Years Eve to
 the start of permitted hours on New Years Day.

(3) Live Music - Indoors

Sunday : 12:00 - 23:30
Monday : 11:00 - 23:30
Tuesday : 11:00 - 23:30
Wednesday : 11:00 - 23:30
Thursday : 11:00 - 00:30
Friday : 11:00 - 01:30
Saturday : 11:00 - 01:30
Thursday preceding Good Friday 11:00 - 01:30
Good Friday : 11:00 - 2:30
St Patricks Day (if on a Monday to Wednesday) : 11:00 - 00:30
 (if on a Thursday) : 11:00 - 01:30

(if on a Friday to Saturday) : 11:00 - 2:30
 (if on a Sunday) : 12:00 - 00:30
St Georges Day : (if on a Monday to Wednesday) : 11:00 - 00:30
 (if on a Thursday) : 11:00 - 01:30
 (if on a Friday to Saturday) : 11:00 - 2:30
 (if on a Sunday) : 12:00 - 00:30
Sunday preceding Easter Monday : 12:00 - 01:30
Sunday preceding Early May Bank Holiday : 12:00 - 01:30
Sunday preceding Spring Bank Holiday : 12:00 - 01:30
Sunday preceding Summer Bank Holiday : 12:00 - 01:30
Christmas Eve (if on a Monday to Wednesday) : 11:00 - 00:30
 (if on a Thursday) : 11:00 - 01:30
 (if on a Friday to Saturday) : 11:00 - 2:30
 (if on a Sunday) : 12:00 - 00:30
Boxing Day (if on a Monday to Wednesday) : 11:00 - 00:30
 (if on a Thursday) : 11:00 - 01:30
 (if on a Friday to Saturday) : 11:00 - 2:30
 (if on a Sunday) : 12:00 - 00:30
New Years Eve : from the end of permitted hours on new Years Eve to the start of permitted hours on New Years Day.

(4) Recorded Music - Indoors

Sunday : 12:00 - 23:30
Monday : 11:00 - 23:30
Tuesday : 11:00 - 23:30
Wednesday : 11:00 - 23:30
Thursday : 11:00 - 00:30
Friday : 11:00 - 01:30
Saturday : 11:00 - 01:30
Thursday preceding Good Friday 11:00 - 01:30
Good Friday : 11:00 - 2:30
St Patricks Day (if on a Monday to Wednesday) : 11:00 - 00:30
 (if on a Thursday) : 11:00 - 01:30
 (if on a Friday to Saturday) : 11:00 - 2:30
 (if on a Sunday) : 12:00 - 00:30
St Georges Day : (if on a Monday to Wednesday) : 11:00 - 00:30
 (if on a Thursday) : 11:00 - 01:30
 (if on a Friday to Saturday) : 11:00 - 2:30
 (if on a Sunday) : 12:00 - 00:30
Sunday preceding Easter Monday : 12:00 - 01:30
Sunday preceding Early May Bank Holiday : 12:00 - 01:30
Sunday preceding Spring Bank Holiday : 12:00 - 01:30
Sunday preceding Summer Bank Holiday : 12:00 - 01:30
Christmas Eve (if on a Monday to Wednesday) : 11:00 - 00:30
 (if on a Thursday) : 11:00 - 01:30
 (if on a Friday to Saturday) : 11:00 - 2:30
 (if on a Sunday) : 12:00 - 00:30
Boxing Day (if on a Monday to Wednesday) : 11:00 - 00:30
 (if on a Thursday) : 11:00 - 01:30
 (if on a Friday to Saturday) : 11:00 - 2:30
 (if on a Sunday) : 12:00 - 00:30
New Years Eve : from the end of permitted hours on new Years Eve to the start of permitted hours on New Years Day.

(5) Facilities for Making Music - Indoors

Sunday :	12:00 - 23:30
Monday :	12:00 - 23:30
Tuesday :	11:00 - 23:30
Wednesday :	11:00 - 23:30
Thursday :	11:00 - 00:30
Friday :	11:00 - 01:30
Saturday :	11:00 - 01:30
Thursday preceding Good Friday 11:00 - 01:30	
Good Friday : 11:00 - 2:30	
St Patricks Day (if on a Monday to Wednesday) : 11:00 - 00:30	
(if on a Thursday) : 11:00 - 01:30	
(if on a Friday to Saturday) : 11:00 - 2:30	
(if on a Sunday) : 12:00 - 00:30	
St Georges Day : (if on a Monday to Wednesday) : 11:00 - 00:30	
(if on a Thursday) : 11:00 - 01:30	
(if on a Friday to Saturday) : 11:00 - 2:30	
(if on a Sunday) : 12:00 - 00:30	
Sunday preceding Easter Bank Holiday : 12:00 - 01:30	
Sunday preceding Early May Bank Holiday : 12:00 - 01:30	
Sunday preceding Spring Bank Holiday : 12:00 - 01:30	
Sunday preceding Summer Bank Holiday : 12:00 - 01:30	
Christmas Eve (if on a Monday to Wednesday) : 11:00 - 00:30	
(if on a Thursday) : 11:00 - 01:30	
(if on a Friday to Saturday) : 11:00 - 2:30	
(if on a Sunday) : 12:00 - 00:30	
Boxing Day (if on a Monday to Wednesday) : 11:00 - 00:30	
(if on a Thursday) : 11:00 - 01:30	
(if on a Friday to Saturday) : 11:00 - 2:30	
(if on a Sunday) : 12:00 - 00:30	
New Years Eve : from the end of permitted hours on new Years Eve to the start of permitted hours on New Years Day.	

(6) Facilities for Dancing - Indoors

Sunday :	11:00 - 23:30
Monday :	11:00 - 23:30
Tuesday :	11:00 - 23:30
Wednesday :	11:00 - 23:30
Thursday :	11:00 - 00:30
Friday :	11:00 - 01:30
Saturday :	11:00 - 01:30
Thursday preceding Good Friday 11:00 - 01:30	
Good Friday : 11:00 - 2:30	
St Patricks Day (if on a Monday to Wednesday) : 11:00 - 00:30	
(if on a Thursday) : 11:00 - 01:30	
(if on a Friday to Saturday) : 11:00 - 2:30	
(if on a Sunday) : 12:00 - 00:30	
St Georges Day : (if on a Monday to Wednesday) : 11:00 - 00:30	
(if on a Thursday) : 11:00 - 01:30	
(if on a Friday to Saturday) : 11:00 - 2:30	
(if on a Sunday) : 12:00 - 00:30	
Sunday preceding Easter Monday : 12:00 - 01:30	

Sunday preceding Early May Bank Holiday : 12:00 - 01:30
Sunday preceding Spring Bank Holiday : 12:00 - 01:30
Sunday preceding Summer Bank Holiday : 12:00 - 01:30
Christmas Eve (if on a Monday to Wednesday) : 11:00 - 00:30
(if on a Thursday) : 11:00 - 01:30
(if on a Friday to Saturday) : 11:00 - 2:30
(if on a Sunday) : 12:00 - 00:30
Boxing Day (if on a Monday to Wednesday) : 11:00 - 00:30
(if on a Thursday) : 11:00 - 01:30
(if on a Friday to Saturday) : 11:00 - 2:30
(if on a Sunday) : 12:00 - 00:30
New Years Eve : from the end of permitted hours on new Years Eve to the start of permitted hours on New Years Day.

(7) Late Night Refreshment - Indoors & Outdoors

Sunday :
Monday : 23:00 - 23:30
Tuesday : 23:00 - 23:30
Wednesday : 23:00 - 23:30
Thursday : 23:00 - 23:30
Friday : 23:00 - 23:30
Saturday : 23:00 - 23:30
New Years Eve : 23:00 - 05:00

Part 2

Name and (registered) address of holder of premises licence :

Name : Mr Michael Thomas Fallon

Telephone number : 020 8366 3377

e-mail : Thetapsirishbar@live.co.uk

Address : 29A Silver Street, ENFIELD, EN1 3EF

Registered number of holder (where applicable) :

Not applicable

Name and (registered) address of second holder of premises licence (where applicable) :

Name : Not applicable

Telephone number :

Address :

Name and address of designated premises supervisor (where the licence authorises the supply of alcohol) :

Name : Mr Philip Maiden

Telephone number : Not provided

e-mail : Not provided

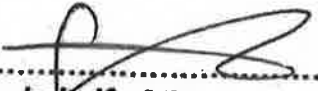
Address : 18C Church Street, ENFIELD, EN2 6BE

Personal licence number and issuing authority of personal licence held by designated premises supervisor (where the licence authorises the supply of alcohol) :

Personal Licence Number : LN/201500407

Issuing Authority : London Borough of Enfield

Premises Licence LN/200501647 was first granted on 31 August 2005.

Signed : 

Date : 2nd October 2015

**for and on behalf of the
London Borough of Enfield**

Licensing Unit, Civic Centre, Silver Street, Enfield EN1 3XH

Telephone : 020 8379 3578



Annex 1 - Mandatory Conditions

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; or (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. Where the licence includes a condition that individuals are required to carry out any security activity at specified times at the premises each individual must be licensed by the Security Industry Authority.

Annex 2 - Conditions consistent with the Operating Schedule

4. There shall be no adult entertainment or services, activities or matters ancillary to the use of the premises that may give rise to concern in respect of children.
5. The pub shall refuse to serve anyone who is drunk or under age and its 'Over 18's ' policy shall be enforced at all times.
6. Hawkers shall not be allowed in or around the immediate vicinity of the pub. All hawkers shall be asked to leave.
7. All gaming machines shall be in sight of the bar and shall display age restriction notices on them.
8. Strobe lighting, lasers, explosives and fireworks shall not be used.
9. Intruder alarms and fire alarms shall be monitored by the service providers with panic buttons linking to these systems.
10. First aid kits and an accident book shall be kept behind the bar.
11. All drinking glasses shall be made of toughened glass.
12. All doors and windows will be kept closed but not locked during regulated entertainment with the exception on entry and egress.
13. The maximum number of persons permitted on the premises is 175.
14. An effective counting system shall be employed to ensure the capacity limit is not exceeded.
15. CCTV cameras will be positioned to view the entrance and exit of the premises in positions acceptable to the Metropolitan Police and to be operational throughout the time that regulated entertainment is in force.
16. The pictures from the CCTV must be linked to a recording system and recorded pictures must be labelled with the dates and times of recording. The recorded pictures must be kept for a minimum of 28 days and must be

available to the Chief Inspector (Operations) from Enfield Police station or his representative and/or authorised officer of the London Borough of Enfield.

17. Where CCTV is in operation signs should be prominently displayed inside and outside the premises informing customers of its presence.
18. At least 4 prominent, clear and legible notices shall be displayed throughout the premises, including the toilets warning customers that drug use will not be tolerated.
19. Toilets at the premises shall be checked for any sign of drug use on an average of two hours. A record shall be kept of the times, dates and any issues discovered. These records shall be kept for six months. Records must be made available to an authorised officer of the Council or police upon request.
20. A sign shall be prominently displayed on the exit doors asking customers not to take open drinks outside.
21. All off sales shall be in a sealed container.
22. Signs shall be prominently displayed on the exit doors advising customers that the premises is in a 'Drinking Control Area' and that alcohol should not be taken off the premises and consumed in the street. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.
23. Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the needs of local residents and leave the premises area quietly. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.
24. Rowdy drinkers shall not be allowed in the premises, if inside they will be asked to leave.
25. The management shall make subjective assessments of noise and light levels at the perimeter of the premises. These shall be undertaken at approximately two hourly intervals, whilst regulated entertainment is provided to ensure that noise / light from the premises does not cause a disturbance to local residents. Where monitoring by staff identifies that noise/ light from the premises is audible / visible at the perimeter, measures shall be taken to reduce this i.e. turning volume / lights down.
26. A minimum of two registered door supervisors shall be employed whilst there are more than 60 persons on the premises to supervise persons entering and leaving the premises at all times. Whilst live music is provided there shall be a minimum of one registered door supervisor.
27. A noise limiting device shall be installed and permanently maintained in good working order within the premises. The device shall control the volume of all amplified live and recorded music at the venue at all times and shall be

set to ensure noise from the premises does cause a disturbance to local residents.

28. The maximum number of performers at any one time shall not exceed six.

29. There shall be no admission or re-admission of customers to the premises after 00:00 except by those who have been outside to smoke in the smoking area. After 00:00, on days when door supervisors are employed there shall be no more than ten smokers outside at any one time

30. A written record of refused sales must be kept on the premises and completed when necessary. It must be made available to Police and/or the Local Authority upon request.

31. All staff shall receive induction and refresher training (at least every three months) relating to the sale of alcohol and the terms and conditions of this licence.

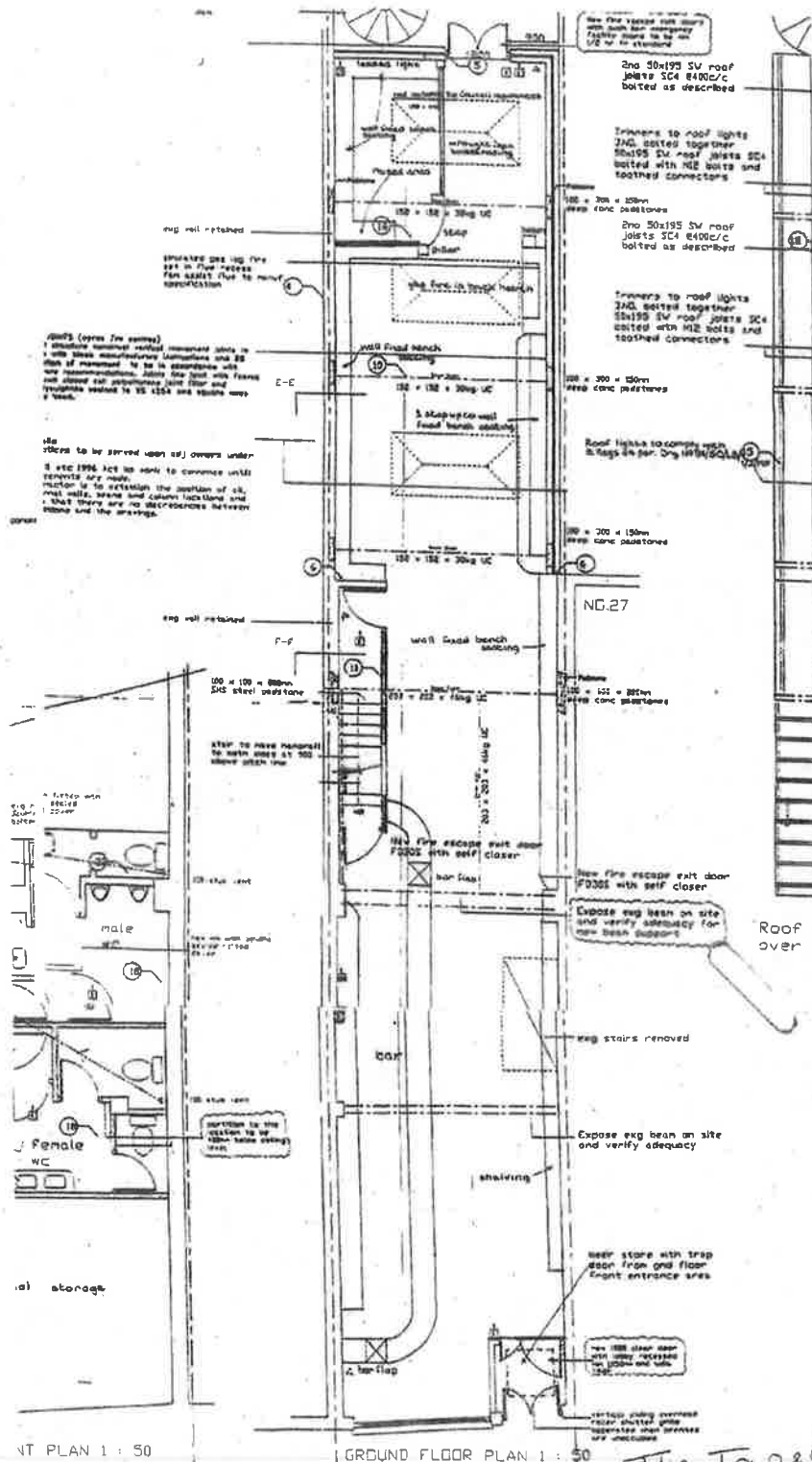
32. All training shall be documented and records kept for 12 months. These records shall be made available to the Police and/or Local Authority upon request.

33. The Local Authority or similar proof of age scheme shall be operated and relevant material shall be displayed at the premises. Only passport, photographic driving licences or ID with the P.A.S.S. logo (Proof of Age Standards Scheme) may be accepted.

Annex 3 - Conditions attached after a hearing by the Licensing Authority

Not applicable

Annex 4 – Plans



NT PLAN 1 : 50

GROUND FLOOR PLAN 1 : 50

The Taps 220
29 Silver St. Enk.

WK215081896



**METROPOLITAN
POLICE**

TOTAL POLICING

Form 693A

Certificate under Section 53A(1)(b) of the Licensing Act 2003

Metropolitan Police Service | New Scotland | Yard 8-10 Broadway | London | SW1H 0BG

I hereby certify that in my opinion the premises described below are associated with:
both serious crime and serious disorder

Premises (Include business name and address and any other relevant identifying details):

Postal address of premises or club premises, or if none, ordnance survey map reference or description:

Bar Taps, 29 Silver Street

Post town:

Enfield

Post code:
(if known)

EN1 3EF

Premises licence number (if known):

LN/200501647

Name of premises supervisor (if known):

Mr Philip Maiden

I am a Superintendent* in the Metropolitan Police Service.

*Insert rank of officer giving the certificate, which must be superintendent or above.

I am giving this certificate because I am of the opinion that other procedures under the Licensing Act are inappropriate in this case because:

(Give a brief description of why other procedures such as a standard review process are thought to be inappropriate, e.g. the degree of seriousness of the crime and/or disorder, the past history of compliance in relation to the premises concerned)

PROTECTIVE MARKING

On Sunday 21st February 2016 at 01:45 hours, Police were called by LAS to attend Bar Taps, 29 Silver Street, Enfield, EN1 3EF to a male with facial injuries as a result of being assaulted. Upon arrival the male victim was being treated in the back of an ambulance with a number of his friends gathered next to it. The victim had a 1 1/2" cut underneath his left eye. The victim and his friends were described as being very intoxicated by reporting officers.

The victim stated that he had got in to an altercation with another male within the venue who had stepped on his friends foot. The male swung a bottle striking him in the face causing the injuries as shown above before making off unimpeded by security staff. Police officers attending also noticed that staff were clearing up the crime scene which made it unusable for potential further evidence. No call to police was made by staff or management of the venue despite the seriousness of the incident.

Bar Taps is situated within Enfield Town and is a very busy venue, particularly at weekends when it operates at or near to capacity. There have been a series of assaults within the venue over the last twelve months as documented within this application.

The Metropolitan police contend that this premises is associated with serious crime and disorder. Customers have been the victims of serious crime, particularly assaults which is totally unacceptable.

The seriousness of the crime associated with Bar Taps is such that the Metropolitan Police contend that steps be immediately put in place on the premises licence to protect the public as an interim measure pending a full review hearing of the premises licence.

The premises is a late night vertical drinking venue taking patrons from Enfield town with a last entry time of midnight and closing time of 02:00 on Fridays and Saturdays. Most incidents relating to violence appear to be at or near to closing time.

The Metropolitan Police have serious concerns that Bar Taps is failing to promote the licensing objectives particularly with regards to the prevention of crime and disorder and public safety.

A full evidence file will be provided at the subsequent review hearing.

This matter is not suitable for a standard review procedure in this instance due to the seriousness of the assault. Police feel that the current premises licence does not have sufficient and/or specific conditions to mitigate the risk of further assaults taking place within the venue.

Signature

Signature:

Carl Kinsey S.I.P.

Date:

22/02/2016

PROTECTIVE MARKING

**METROPOLITAN
POLICE****TOTAL POLICING**

Form 693

Form for Applying for a Summary Licence Review**Application for the review of a premises licence under section 53A of the Licensing Act 2003**
(premises associated with serious crime, serious disorder or both)**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 the 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.

Insert name and address of relevant licensing authority and its reference number:

Name: Enfield Council

Address:

Silver street

Post town: Enfield

Post code:

EN1 3XH

Ref. No.:

I Superintendent Carl Robinson PC35712 Mandy Fisher
on behalf of the chief officer of police for the Metropolitan Police area apply for the review of a premises
licence under section 53A of the Licensing Act 2003.

1. Premises details**Postal address of premises or club premises, or if none, ordnance survey map reference or description:**

Bar Taps, 29 Silver street

Post town: Enfield

Post code:
(if known)

EN1 3EF

2. Premises licence details**Name of premises licence holder or club holding club premises certificate (if known):**

Michael Thomas Fallon

Number of premises licence or club premises certificate (if known):

LN/200501647

3. Certificate under section 53A(1)(b) of the Licensing Act 2003 (Please read guidance note 1)

I confirm that a certificate has been given by a senior member of the police force for the police area above that in his opinion the above premises are associated with serious crime or serious disorder or both, and the certificate accompanies this application.

Please tick the box to confirm:



PROTECTIVE MARKING

4. Details of association of the above premises with serious crime, serious disorder or both

(Please read guidance note 2)

On Sunday 21st February 2016 at 01:45 hours, Police were called by LAS to attend Bar Taps, 29 Silver Street, Enfield, EN1 3EF to a male with facial injuries as a result of being assaulted. Upon arrival the male victim was being treated in the back of an ambulance with a number of his friends gathered next to it. The victim had a 1 1/2" cut underneath his left eye. The victim and his friends were described as being very intoxicated by reporting officers.

The victim stated that he had got in to an altercation with another male within the venue who had stepped on his friends foot. The male swung a bottle striking him in the face causing the injuries as shown above before making off unimpeded by security staff. Police officers attending also noticed that staff were clearing up the crime scene which made it unusable for potential further evidence. No call to police was made by staff or management of the venue despite the seriousness of the incident.

Bar Taps is situated within Enfield Town and is a very busy venue, particularly at weekends when it operates at or near to capacity. There have been a series of assaults within the venue over the last twelve months as documented within this application.

The Metropolitan police contend that this premises is associated with serious crime and disorder. Customers have been the victims of serious crime, particularly assaults which is totally unacceptable.

The seriousness of the crime associated with Bar Taps is such that the Metropolitan Police contend that steps be immediately put in place on the premises licence to protect the public as an interim measure pending a full review hearing of the premises licence.

The premises is a late night vertical drinking venue taking patrons from Enfield town with a last entry time of midnight and closing time of 02:00 on Fridays and Saturdays. Most incidents relating to violence appear to be at or near to closing time.

The Metropolitan Police have serious concerns that Bar Taps is failing to promote the licensing objectives particularly with regards to the prevention of crime and disorder and public safety.

A full evidence file will be provided at the subsequent review hearing

Signature of applicant

Signature:	<i>Can Kobiner</i>	Date:	<i>22/02/16</i>
Capacity:	<i>SUPERINTENDENT</i>		

Contact details for matters concerning this application

Surname:	Fisher	First Names:	Martyn
Address:			
Licensing Unit 'B' Block North, Civic Centre			
Post town:	Enfield	Post code:	EN1 3XH
Tel. No.:	020 8379 6112	Email:	martyn.fisher@met.police.uk

Notes for guidance

- A certificate of the kind mentioned in the form must accompany the application in order for it to be valid under the terms of the Licensing Act 2003. The certificate must explicitly state the senior officer's opinion that the premises in question are associated with serious crime, serious disorder or both.

Serious crime is defined by reference to section 81 of the Regulation of Investigatory Powers Act 2000. In summary, it means:

 - conduct that amounts to one or more criminal offences for which a person who has attained the age of eighteen and has no previous convictions could reasonably be expected to be sentenced to imprisonment for a term of three years or more; or
 - conduct that amounts to one or more criminal offences and involves the use of violence, results in substantial financial gain or is conduct by a large number of persons in pursuit of a common purpose.

Serious disorder is not defined in legislation, and so bears its ordinary English meaning.
- Briefly describe the circumstances giving rise to the opinion that the above premises are associated with serious crime, serious disorder, or both.

WITNESS STATEMENT

CJ Act 1967, s.9; MC Act 1980, ss.5A(3)(a) and 5B; Criminal Procedure Rules 2005, Rule 27.1

Statement of **Martyn Fisher PC 357YE**

--	--	--	--

Age if under 18 **Over 18** (if over 18 insert 'over 18') Occupation: **Police Constable**

This statement (consisting of 6 pages each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything in it which I know to be false, or do not believe to be true.

Signature: *M.A. Fisher PC 357YE*

Date: 22nd February 2016

I am Police Constable Martyn Fisher and have worked for the Metropolitan Police service for over 27 years. For the past seven years I have been in post as the licensing officer for Enfield Borough Police, responsible for all licensing matters across the borough of Enfield. My role includes proactive patrols and inspections of all licensed premises on the borough to ensure that they uphold the licensing objectives.

This is a supporting statement regarding an expedited review application for **Bar Taps, 29 Silver Street, Enfield, EN1 3EF**. It outlines serious issues relating to crime & disorder and public safety directly associated to the venue which has triggered the need for Police to request this expedited review.

I will submit a further statement for the subsequent full review hearing.

I will begin by giving a background history of the premises;

Bar Taps is currently licensed to operate from Monday to Sunday. The premises is licensed to supply alcohol, all forms of regulated entertainment and the provision of late night refreshment as per the attached copy of the premises licence.

The current premises licence holder (PLH) is Mr Michael Thomas Fallon, since 2nd June 2010 and the designated premises supervisor (DPS) is Mr Philip Maiden who took up the position on 2nd October 2015.

I have made a chronology of events for the night in question to assist the licensing sub-committee. I have also included copies of CCTV footage from within the venue which shows the unacceptable level of serious violent disorder and assault on the victim within the premises.

Signature: *M.A. Fisher PC 357YE*

Signature witnessed by:

Continuation of Statement of

MARCO FISHERKey

CRIS - Police crime report detailing initial allegation and subsequent investigation

CAD - Individual number given to calls made to Police via 999 systems.

Wednesday 09/04/2014

CRIS: 5207932/14, 20:25, ABH. Male victim punched by suspect within venue. Both parties known to each other. Victim received bruising and a small cut to right cheek. Victim unwilling to substantiate allegation.

Sunday 20/04/2014

CRIS: 5208743/14, 01:30, ABH. Female victim assaulted in toilets by another female. Victims' hair was pulled and put in a headlock. A bottle was broken within the toilets and victim, although not struck by the bottle, was cut by glass. Victim stated that staff were very unhelpful.

Monday 05/05/2014

CRIS: 5209735/14, 5209736/14, 00:30, Common assault. Altercation between two females who were dancing next to one another at rear of premises. Victim was punched in the face. Two reports made. Allegation and counter allegation. No further action taken.

Sunday 16/11/2014

CRIS: 5225140/14, 01:20, GBH. Victim (Doorman) was head butted by suspect in the process of ejecting suspect for pestering women within venue. Suspect smashed a bottle to threaten the doorman and in the melee, a female was slammed against a wall and was knocked unconscious receiving a cut to the back of her head that requires stitches. Suspect arrested and charged.

CAD's 6890, 6942, 8990, 9140/07Feb2015. Calls re disturbance within venue. Men fighting in toilets. Football related.

Thursday 12/02/2015

Signature:

AA PC 357-12

Signature witnessed by:

RESTRICTED (when completed)

Continuation of Statement of

MARLOW FISHER

CRIS: 5203313/15, 23:25, ABH. Male victim assaulted within toilets by unknown person. Victim was described as being drunk and received a bloody nose and cuts to the side of his head, Victim stated that he was struck from behind.

CAD's 144,266/13Feb2015. Call re above assault.

CAD 10388/12Feb2015. Re: above assault

CAD's 8685, 8254, 8329/26Apr2015. Call Re: drunken males refusing to leave.

Friday 02/10/2015

CRIS: 5221125/15, 22:21, Common assault. Call to Police that males had been fighting within venue. Upon arrival Police spoke to door staff who stated that the suspects had made off.

CAD 10066/02Oct2015. Call re above fight

Thursday 29/10/2015

CRIS: 5223251/15, 23:30, ABH. Fight within venue, one male seen to head butt another male by entrance to toilets. Door staff broke up the fight that ensued and all parties were separated and ejected from different entrances. The fight then continued at the rear of the premises before Police attended.

Sunday 08/11/2015

CRIS: 5224009/15, 01:30, ABH. Fight started within venue by entrance. Two males exchanged punches and were immediately ejected by door staff. The fight continued outside in the street and on police arrival all parties ran off. One male was detained nearby with a 2 inch cut above his left eye but was unwilling to assist police.

CAD 911/08Nov2015. Call re above fight.

Tuesday 10/11/2015

Meeting with DPS, Philip Maiden, to discuss two recent assault allegations. Follow up letter sent with Police recommendations. As attached, Annex 'A'

Signature:

PAJ LC357^{TE}

Signature witnessed by:

Continuation of Statement of MARTIN FISHER

Response letter from Philip Maiden. As attached, Annex 'B'

Saturday 21/11/2015

CRIS: 5225163/15, 00:30. Common assault. Victim entered bar with a bottle of wine. Door staff believed victim to be a barman in London and advised victim that he should not drink from it whilst inside of venue. Victim was seen to be topping up his glass from the bottle of wine and was confronted by door staff who asked him to leave. Victim ignored the request and was lawfully ejected but broke free on one occasion and was manhandled away from the bar. Victim made allegations against door staff but the ejection was deemed to have been lawful once CCTV had been viewed.

Sunday 21/02/2016

CRIS: 5203891/16, 00:30 hours. GBH with intent. Police called by LAS to venue as they were dealing with a male who had been struck in the face with a bottle. No call made to Police by management/staff at venue. Staff were clearing up the crime scene upon Police arrival. Victim and friends described as being extremely intoxicated by reporting officers. Victim got in to an argument with suspect within venue and was struck by a bottle causing a 1 1/2" cut beneath victims eye. Suspect then made off. This incident and the resulting injuries could have been potentially life changing.

CAD/609/21Feb2016. 01:13 hours. Copy of call made to Police by LAS re a request for Police to attend re an assault at Bar Taps. No call made to Police by management or staff at premises re this incident. Police arrived at the venue at 01:28 hours, one hour after the assault took place. Exhibit MGF/1

The investigation in to the latest assault allegation is still ongoing with the suspect as yet to be identified. This assault caused serious injuries to the victim and took up a considerable amount of Police time and resources along with that of the London ambulance Service.

Police fear that if the premises were to reopen this weekend, being the busiest period of trade, without a number of adequate measures put in place, there is a very strong likelihood that a similar incident will take place.

The evidence I have presented in this statement outlines the lack of suitable conditions attached to the licence to mitigate the public safety and prevention of crime & disorder licensing objectives.

Signature: Martin Fisher

Signature witnessed by:

Continuation of Statement of Walter T. Smith

Police are not seeking to revoke the premises licence but wish to add a number of conditions and reduce the terminal hours of all licensable activities as an interim measure until a full review hearing is held as follows;

1. A minimum of four door supervisors shall be employed on Friday and Saturday nights and all days preceding bank holidays from 20:00 hours until closing. Including at least one female door supervisor.
2. A personal licence holder to be on site from 20:00 hours until closing time on Thursday, Friday and Saturday nights and all evenings prior to bank holidays.
3. A reduction of the terminal hour of all licensable activity to 00:00 (Midnight) all week.
4. A last entry/re-entry time of 23:00 hours
5. All drinks shall be decanted into plastic/polycarbonate containers when sold or supplied including all bottled/canned products.
6. A reduction of the current capacity from 175 to 125 including staff.
7. The premises shall install and maintain a computer based identification entry system. The details of all persons entering the premises are to be scanned through the system and recorded prior to being permitted entry. The provision and maintenance of such equipment shall be to the reasonable satisfaction of the Metropolitan Police Service. The details of persons recorded on the system to be made available to Police immediately upon request for the provision of preventing and detecting crime. The system employed shall be compatible with other equipment employed by other venues in the locality. This data shall be retained for a minimum of 12 months. This system shall be in operation at all times that door staff are employed as per the conditions on the premises licence. (Condition 26) and number 1 as above.
8. Door staff to conduct regular searches, at least one in five, of customers, including females, entering the venue.
9. Door staff shall be issued with and utilise search wands to assist with search procedures during prescribed times.

Police believe that if all of the above interim steps were to be granted, they would greatly reduce the risk of similar incidents taking place. Bar Taps is a go to venue at the end of the evening for the majority of customers, particularly at weekends, who have pre-loaded elsewhere prior to turning up at the premises. A reduction in terminal hours, last entry times and an increase in security staff would not only mitigate the chance of similar offences but reassure those customers that are in attendance that they are in a safe environment.

Item number 7 above, refers to what is commonly known as a Club ID scanner. It has been fitted and used in a large number of licensed premises throughout the country and has been proven to reduce incidents of crime and

Signature: Walter T. Smith

Signature witnessed by:

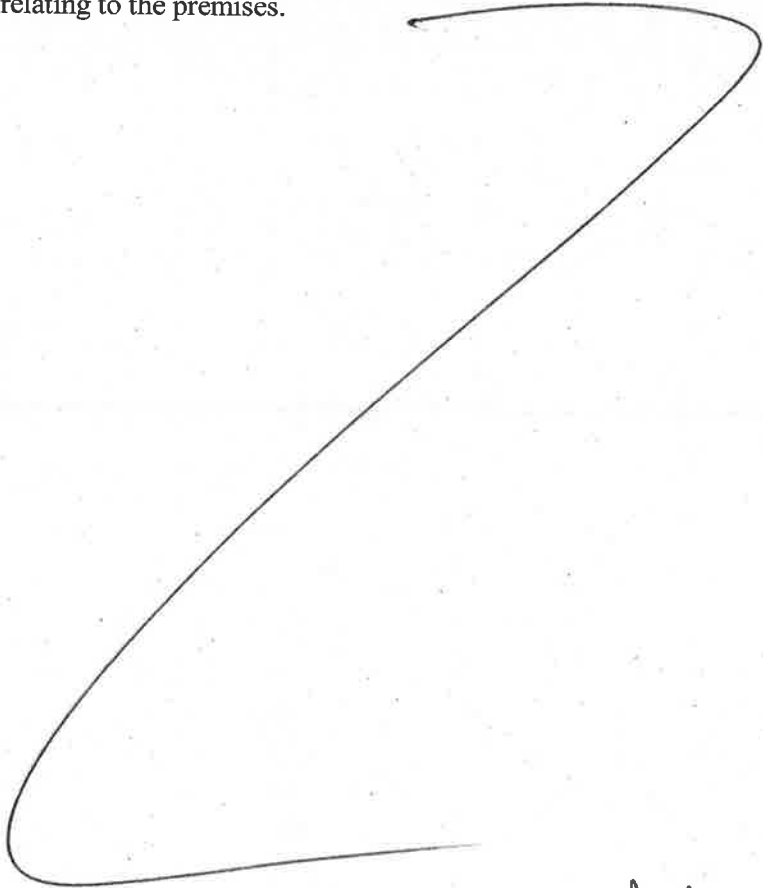
Continuation of Statement of MARVIN FISHEN

disorder. If used correctly in conjunction with CCTV, it can help greatly in identifying suspects to support police investigations and prosecutions for all types of criminal matters in licensed premises. Indeed, those persons with criminality on their minds are deterred from entering as providing ID would prove their undoing.

Bar Taps has a long narrow licensed area (See attached plan on premises licence) that becomes quickly congested as the bar is immediately on the left as patrons enter.

As customers enter and leave the venue, they quickly become stuck in a bottle neck by the entrance area which has been the cause of some friction, particularly at peak capacity times. In order to negate this issue, the reduction in capacity has been requested to a more suitable number of 125.

The majority of incidents at Bar Taps have taken place after midnight. A reduction in the terminal hour for all licensable activity and last entry time will also prove to be an effective method of stopping further assaults and anti-social behaviour relating to the premises.



MR

Signature: MR - P. 357¹⁰ Signature witnessed by:

Annex 'A'

**METROPOLITAN
POLICE**

Working together for a safer London

TERRITORIAL POLICING

**London
CRIMESTOPPERS****0800 555 111**

Uniting against crime

Your reference:

Cris

Our reference:

Date: 10/11/15

METROPOLITAN POLICE SERVICE

Enfield Licensing Team

Enfield Borough Police

'B' Block North

Silver Street

Enfield, EN1 3XA

Office : 0208 379 6112

Mobile : 07887 646262

PLH/DPS**Mr Michael Fallon
Bar Taps
29 Silver Street
Enfield
EN1 3EF****Re: Assault allegation Sunday 8th November 2015**

Dear Mr Fallon,

This letter is in reference to the meeting I held with the designated premises supervisor (DPS), Philip Maiden, on Tuesday 10th November 2015 at Bar Taps, 29 Silver Street, Enfield, EN1 3EF. We discussed the recent assault allegation that took place within the premises on Sunday 8th November 2015. This is the second assault allegation relating to the premises in two weeks, the last incident having taken place on Thursday 29th October 2015. I have researched Police crime and intelligence systems and established that there have been five assault allegations relating to the premises over the last twelve months. This is completely unacceptable.

I have viewed CCTV footage of both incidents and confirmed that they took place within the premises as well as outside. I have requested copies of CCTV footage from Mr Maiden for both incidents to be collected later on this week.

We then discussed the current operation of the premises licence, particularly with regards to the roles of door staff. I have noted that they do not appear to be carrying out regular searches of customers entering the premises or monitoring numbers of smokers in the smoking area at the front of the venue. Condition number 29 on the premises licence permits a maximum of ten smokers at any one time after midnight on days when door supervisors are employed. This condition is not being adhered to.

I then discussed how I felt that improvements could be made around the operation of the licence, particularly over the weekend periods when the venue is at or near to maximum capacity.

I am making the following recommendations based on the licensing objectives relating to the prevention of crime and disorder and public safety. I strongly urge that you consider and act upon them as soon as possible.

1. Door staff to conduct regular searches of customers entering the venue.
2. To issue door staff with search wands to assist with search procedures.
3. A minimum of four door supervisors to be employed on Friday and Saturday nights from 21:00 until closing.

4. Install and operate an ID scanner as a condition of entry for all customers on Thursday, Friday and Saturday nights.
5. Regularly monitor and supervise all conditions on the premises licence to ensure that they are being adhered to.

Please do not hesitate to contact me if you are unclear about anything that is contained within this letter.

I will remind you that the Metropolitan Police, acting in its role as a responsible authority, may apply to the licensing authority for a premises licence review. Police may make such an application without further notice to you if you fail to resolve this matter.

Yours sincerely,

Martyn Fisher PC 357YE

Enfield Borough Licensing Team

6

Annex 'B'

**Taps Irish Bar
29 Silver Street
Enfield
EN1 3EF**

13/11/2015

F.A.O: Martyn Fisher

Thank you for your letter.

This is in reference to the two incidents dated Tuesday 10th November 15 & Sunday 8th November.

As requested we have copies from the CCTV available for you when required. As discussed, both incidents were dealt with immediately and the people involved were separated. On both occasions doormen were placed inside the building as per our licence.

As per the CCTV footage and your summary, both situations were handled, as they should have been. Your advice was that the Police could have been called as soon as the incident began, something, which we have taken on board and will add to our procedure in managing security of the venue.

I feel that both occasions were unavoidable and could have happened at any time in any venue and that they were not specific or related to us. I am happy that my security team and staff acted correctly.

As per your recommendations we have made the following changes which take effect from Friday 13th November 15:

- Door staff have now completed review meetings and have agreed to ensure all conditions are monitored and supervised. We will continue to hold briefings before and after shifts. All duties and requirements are agreed and signed every shift and failure to comply will result in door staff no longer being employed.
- We have reviewed the smoking area policy with ALL staff and door staff and will to continue to enforce this policy.
As discussed in our meeting, our door staff are continually making efforts to move on people who have been refused entry, but as discussed there is only so far we can patrol and are unable to physically move them once they are off our premises. People in the smoking area often talk to people passing by who are outside the barrier, who are not counted within our capacity. Again our door staff encourage them to move on and not to block the pathway.
- Door staffs have been provided with hi-vis vests and torches to assist visibility and enable them to conduct improved searches on entry and inside the premises. This will also increase the presence of our security team within the premises.

- We agree to increase the number of door security staff for the Christmas period and when our venue is nearing its full capacity.
- We have purchased search wands as recommended to be used by our door security staff to assist with door entry searches.
- We will continue adhere to, monitor, and supervise our licence conditions.

We have discussed your recommendation regarding the ID scanner and we feel that at this time, we do not have any issues regarding serious crime, gangs or underage drinking. After reviewing the most recent incidents we feel that an ID scanner would not have prevented or changed the outcome.

We are happy to consider the ID scanner if the Borough of Enfield introduce this as a wider initiative that all pubs and bars participate in.

We wanted to ask if there was any possibility of having the breathalyser scheme extended or some made available to us. We felt that it was a great tool and a valuable deterrent to identify anyone who appeared drunk, and for those on the premises that were heading towards their limit. Both of the above incidents occurred after the breathalysers were withdrawn.

On summary, we are confident that the changes made will significantly improve security and the ability to prevent incidents before they arise. As a result of our most recent meetings, we now have a better understanding of how and when to use the police for assistance.

We are committed to operating a premises that is safe, ensuring that we are working towards the prevention of crime disorder and public safety.

I was hoping to arrange a meeting in the next few weeks to review how these changes have improved the overall security of the venue and also to ensure we are best prepared for the busy Christmas period.

Kind Regards

Philip Maiden
Designated Premises Supervisor (DPS)

MRF/1

PRINTED AT 11:13 22:FEB:16 475ye

235380

SINGLE INCIDENT PRINTOUT

PAGE 1

INCIDENT No. 609:21FEB16

INCIDENT No. 609 entered at 01:13 on 21FEB16 by LAS/LAS in CCC/IR

INCIDENT IS "PRIORITY"
INCIDENT WAS ENTERED "EXTERNALLY"

Rec By :O (Ordinary)

Call Tel :

Call Name:LAS/000145/21022016(Time:003736)

Call Type:

Call Mail:

Cntct Tel:

Att Locn :TAPS, 29, SILVER STREET, ENFIELD

Map :Page 082, Grid Reference 532863,196816

GPA :YF [Division: YE: SX]

Inc Locn :TAPS, 29, SILVER STREET, ENFIELD

Map :Page 082, Grid Reference 532863,196816

GPA :YF [Division: YE: SX]

Call Locn:

Map :

GPA :

Opening 1:001 (Violence Against The Person)

Prompt(s) existed for Opening Code(s) at time of creation

Open Text:^LAS

Urgency :S (Significant)

VRMs :

Proposal :(BOCU at 03:11/21FEB16):

YE27N YE23N YE24N YE20L YE30L YE20N 578YE 569YE 123YE 64YE

Assigned :

DeAssign :YE27N

TOA :01:28:11/21FEB16

DO Name :

DO Tel :

CRIS :5203891/16

Class 1 :001 (Violence Against The Person)

Qual 1 :701 (Assistance Requested / Rendered)

Res 1 :710 (CRIS Entry/Updated)

Clo Text :GBH CRIS

O Dealing:163YE

Metops :

CHS Demid:20160221029170

Linked :

CONTINUED ...

SUBJECT TO FREEDOM OF INFORMATION ACT AND DATA PROTECTION ACT
NO UNAUTHORISED DISCLOSURE-DISPOSE OF AS CONFIDENTIAL WASTE.

PRINTED AT 11:13 22:FEB:16 475ye

235380

SINGLE INCIDENT PRINTOUT

PAGE 2

INCIDENT No. 609:21FEB16

Phone Field : (For previous Incidents from this phone use
action:PHD or PHL - use DARIS to extend search)
Location Field : (For previous Incidents at this location use
action:LCD or LCL - use DARIS to extend search)
Gazetteer Comments : (May have existed or altered since Incident creation -
Use MSS SMF:SPECARCHIVE)

Location Based Comments

** Attendance and Incident Location **

SILVER ST,ENFIELD (1 - 50)

SILVER ST:ENFIELD TOWN HALL - METRADIO EQUIPMENT SITE IN CABIN ON ROOF -
SEE SS/CCC/T221

SILVER ST:"ENFIELD CIVIC CENTRE" - CONTINGENCY PLAN HELD AT YE - SEE SS/YE/T9

Remarks:

Time Date Opid Termid

```

-----
21FEB16 LAS LAS (pre 1st routing)
MPS^LAS REFERENCE:LAS/000145/21022016(Time:003736)
Organisation:LONDON AMBULANCE SERVICE Assistance:POLICE
Location: Mapref:532894196671
TAPS, 29, SILVER STREET, ENFIELD
Contact :LAS
Number :02079215197
Caller:*MOB* 3G UK LTD,99,20160221003729,0 ,DAT
Number:07463596296
Unit: Assigned:Y (Y/N) On Scene:Y (Y/N) Attending:Y (Y/N/U) ETA: Mins
Remarks :
METROPOLITAN POLICE: POLICE requested for ASSAULT/FIGHT ASSAILANTS
LEFT SCENE ,LAS ON SCENE WITH 25YOM ASSAULTED - HAD GLASS THROWN AT
HEAD - YOUR ATTENDANCE PLEASE - MANY THANKS
01:15:11 21FEB16 079818 B3346
** **START OF DATA AUTOMATICALLY COPIED FROM OPENING PROMPT** **
OPENING CODE "001":
01/05/07 CONSIDER CONTACTING MIB 24/7 INTELLIGENCE SUPPORT ON
68400 OR 68401 WHEN DEALING WITH CRITICAL/SERIOUS INCIDENTS
** **END OF DATA AUTOMATICALLY COPIED FROM OPENING PROMPT** **
01:15:37 21FEB16 079818 B3346
^YE CIRC ALL UNITS NUTD
01:21:59 21FEB16 194833 B3321
^163YE..YE27N AVAILABLE.
01:27:57 21FEB16 LAS
MPS^LAS
Reference: [ ] LAS/145/21022016

```

CONTINUED ...

SUBJECT TO FREEDOM OF INFORMATION ACT AND DATA PROTECTION ACT
NO UNAUTHORISED DISCLOSURE-DISPOSE OF AS CONFIDENTIAL WASTE.

PRINTED AT 11:13 22:FEB:16 475ye

235380

SINGLE INCIDENT PRINTOUT

PAGE 3

INCIDENT No. 609:21FEB16

Time	Date	Opid	Termid	

Organisation:LAS				
Action :POLICE				
REMARKS :				
METROPOLITAN POLICE: POLICE requested for OTHER - FULL DETAILS BELOW				
,PLEASE CAN YOU MEET PAT AT BARNET HOSP NAME: CRAIG HARVEY - CREW				
CONVEYING NOW - MANY THANKS				
03:10:13	21FEB16	226743		
ENTERED BY: CRIS (p226743) AT: 2016-02-21 03:10:12				
^163YE for cris 005/01 GBH with Intent				

Previous Actions:				
Time	Date	Opid	Termid	ACTION

				SYSTEM(EXTERNAL)
01:13:52	21FEB16	LAS	CCC:LAS	O() 701:ASSISTANCE REQUESTED / RENDERED
01:13:52	"	"	"	PI/YF
01:13:56	"	079818	DIV:YE	AK
01:14:48	"	"	"	CN
01:15:11	"	"	"	O(701) 001:VIOLENCE AGAINST THE PERSON
01:21:44	"	194833	"	CI/YE27N
01:21:53	"	226743	CCC:MDT	MA/DELIVERED TO YE27N
01:22:01	"	"	"	AV/YE27N
01:22:02	"	194833	DIV:YE	AK
01:27:57	"	LAS	CCC:LAS	IMP/INFO
01:28:00	"	079818	DIV:YE	AK
01:28:11	"	226743	CCC:MDT	TOA/YE27N
01:28:20	"	079818	DIV:YE	LOCI() ()
03:00:27	"	711036	"	LOCA(TAPS, 29, SILVER STREET, ENFIELD)(YF)
03:10:13	"	226743	CCC:CRIS	ACR/5203891/16
"	"	"	"	PI/SA
"	"	"	"	PI/YE
03:10:20	"	711036	DIV:YE	AK
"	"	086028	DIV:SX	AK
03:10:21	"	"	"	XP/AK/O001
03:10:25	"	194684	"	PS/CM
03:10:29	"	086028	"	PI/YE
03:10:33	"	711036	DIV:YE	AC()
"	"	"	"	AQ()
"	"	"	"	AR()
03:10:34	"	194833	"	AK
03:10:36	"	711036	"	DA/YE27N

CONTINUED ...

SUBJECT TO FREEDOM OF INFORMATION ACT AND DATA PROTECTION ACT
NO UNAUTHORISED DISCLOSURE-DISPOSE OF AS CONFIDENTIAL WASTE.

PRINTED AT 11:13 22:FEB:16 475ye

235380

SINGLE INCIDENT PRINTOUT

PAGE 4

INCIDENT No. 609:21FEB16

Time	Date	Opid	Termid	ACTION
03:10:37	21FEB16	"	DIV:YE	CM
03:10:52	"	086028	DIV:SX	AK
03:11:15	"	224306	"	LOCA(BARNET HOSPITAL) (SA)
03:11:21	"	"	"	CTX()
03:11:30	"	"	"	PI
03:11:31	"	"	"	AK
03:11:34	"	194833	DIV:YE	AK
"	"	224306	DIV:SX	CM
03:11:35	"	194833	DIV:YE	XP/AK/O001
03:11:42	"	"	"	PS/CM
03:21:16	"	711036	"	CTX(YE CAD)
03:21:19	"	"	"	OD()
03:21:20	"	"	"	CM
11:13:02	22FEB16	235380	CCC:CADL	VI/p235380
11:13:12	"	"	"	IP//475ye/1/p235380@met.police.uk

... END OF PRINT ...

SUBJECT TO FREEDOM OF INFORMATION ACT AND DATA PROTECTION ACT
 NO UNAUTHORISED DISCLOSURE-DISPOSE OF AS CONFIDENTIAL WASTE.

**LONDON BOROUGH OF ENFIELD LICENSING AUTHORITY
LICENSING ACT 2003 – SECTION 53A
DECISION NOTICE**



LICENSING SUB-COMMITTEE – 24 FEBRUARY 2016

Application was made by the **METROPOLITAN POLICE SERVICE** for the premises known as and situated at **BAR TAPS, 29 SILVER STREET, ENFIELD, EN1 3EF** for a **SUMMARY REVIEW** of the premises licence.

The Licensing Sub-Committee considered that it was necessary to take the following interim steps of to the licence with immediate effect:

- the modification of the conditions and times of the premises licence, as below:
 1. A minimum of four door supervisors shall be employed on Friday and Saturday nights and all days preceding bank holidays from 21:00 hours until closing, including at least one female door supervisor.
 2. A personal licence holder to be on site from 20:00 hours until closing time on Thursday, Friday and Saturday nights and all evenings prior to bank holidays.
 3. A reduction of the terminal hour of all licensable activity to 01:00 and opening times to 01:30 Friday and Saturday.
 4. A last entry/re-entry time of 23:00. (In line with existing condition 29, replace time of midnight to 23:00: There shall be no admission or re-admission of customers to the premises after 23:00 except by those who have been outside to smoke in the smoking area. After 23:00, on days when door supervisors are employed there shall be no more than ten smokers outside at any one time.)
 5. Plastic/polycarbonate containers shall be used instead of glass on Friday and Saturday nights and all days preceding bank holidays from 21:00 hours until closing. This does not apply to bottled drinks.
 6. A reduction of the current capacity from 175 to 150 including staff.
 7. Door staff to conduct regular searches, at least one in five, of customers, including females, entering the venue.
 8. Door staff shall be issued with and utilise search wands to assist with search procedures during prescribed times.

Reasons:

The Chairman made the following statement:

“The committee considered whether the interim steps proposed by the Metropolitan Police Service were proportionate for the promotion of the licensing objectives by Bar Taps. After listening closely to the evidence of Officer Martyn Fisher and the DPS for Bar Taps, Mr Maiden, the decision to increase the security at Bar Taps was taken as a reasonable interim measure in case of continuing problems from the recent incident at the premises.

Also, the reduction in licencing hours and the introduction of plastic glasses were seen as a reasonable response to the recent incident resulting in the glassing of a customer.

The evidence presented also supported the reduction to 150 the number of people in the bar at one time and was agreed by the objectors.”

Date Notice Sent : 25 February 2016

Signed:

A handwritten signature in black ink, appearing to be the initials 'SA' followed by a flourish.

Principal Licensing Officer

Direct dial: 0207 246 6567
 Direct email: luke@hughmans.co.uk
 Our ref: LG1/THE009/001
 Your ref:

hughmans
 solicitors

Rose McMurray
 Licensing Unit
 PO Box 57
 Civic Centre
 Silver Street
 EN1 3XH
 Email: licensing@enfield.gov.uk

26th February 2016

Dear Sirs,

1. I write on behalf of the Premises Licence Holder Mr Michael Fallon and the Designated Premises Supervisor Mr Philip Maiden for Bar Taps at 29 Silver Street, Enfield, EN1 3EF.
2. Mr Maiden has received confirmation of the interim steps which were taken by the Licensing Sub-Committee on 24 February 2016 following an application for Summary Licence Review by the Metropolitan Police Service. Mr Maiden wishes to make representations under Section 53B(6) of the Licensing Act 2003 about the following interim conditions which have been attached to the licence:
 - Interim condition 2- A minimum of four door supervisors shall be employed on Friday and Saturday nights and all days preceding bank holidays from 21:00 hours until closing, including at least one female door supervisor.
 - Interim condition 3- A reduction of the terminal hour of all licensable activity to 01:00 and opening times to 01:30 Friday and Saturday.
 - Interim condition 4- A last entry/re-entry time of 23:00. (In line with existing condition 29, replace time of midnight to 23:00: There shall be no admission or re-admission of customers to the premises after 23:00 except by those who have been outside to smoke in the smoking area. After 23:00, on days when door supervisors are employed there shall be no more than ten smokers outside at any one time.)
 - Interim condition 5- Plastic/polycarbonate containers shall be used instead of glass on Friday and Saturday nights and all days preceding bank holidays from 21:00 hours until closing. This does not apply to bottled drinks.
3. The High Court has considered the use of interim steps in such cases and has emphasised that
"Moreover any "interim steps" may only be ordered by a relevant licensing authority when "necessary" with a view to promoting the licensing objectives and they may only

1st Floor, 32 Farringdon Street
 London EC4A 4HJ

T. +44 (0)20 7246 6560
 F. +44 (0)20 7236 7896
 DX. 53321 CLERKENWELL

Peter Hughman
 Solicitor - Advocate (Criminal)

Matthew G. Jenkins
 Solicitor - Advocate (all higher courts)

Simon Silver
 Solicitor - Advocate (Civil)

Peter M. Black
 Solicitor - Advocate (Civil)

Lee Adams
 Solicitor - Advocate (all higher courts)

HBRCO Ltd



be maintained if "appropriate" for those purposes. Thus "interim steps" may not be imposed as a penalty or sanction (whether "draconian" or otherwise) for anything that may have occurred in connection with the licensed premises. They are measures to be imposed only for preventive purposes when required in the public interest."
[Lalli v Metropolitan Police Commissioner [2015] EWHC 14 (Admin)]

4. It is submitted that the interim steps listed above, in their current form, are not appropriate for the promotion of the licensing objectives.

Interim Condition 2

5. Interim Condition 2 requires a minimum of four door supervisors on Friday and Saturday nights and all days preceding bank holidays from 21:00 hours. It is accepted within the application by the Metropolitan Police that the nature of the premises' business is that of a late night bar. There are a number of other bars in the area but The Taps is a to which people usually go towards the end of the night. As a result, the bar is not busy enough from 21:00 for four door supervisors to be necessary. There would not be a sufficient number of customers to keep them busy.
6. In addition, there is only one incident included within the evidence provided which happened before or close to 21:00 and that took place almost two years ago.
7. Paragraph 3.7 of the government guidance in relation to section 53A states expressly at that "*very careful consideration needs to be given to interim steps which would require significant cost.*"
8. Consequently, it is submitted that due regard should be had to the expense that will be incurred to have that many members of door staff employed from such an early hour. It is submitted that the evidence does not support the need for such door staff. The condition, in its current form, is not proportionate or appropriate in light of the evidence provided.
9. It is proposed that the condition is amended as follows:
"A minimum of four door supervisors shall be employed on Friday and Saturday nights and all days preceding bank holidays from 23:00 hours until closing, including at least one female door supervisor."

Interim Conditions 3 and 4

10. Interim Conditions 3 proposes to reduce closing time, and licensable activity, by half an hour to 01:30 on Friday and Saturday nights. Interim condition 4 proposes to impose a last re-entry time of 23:00.
11. As discussed above, the majority of the premises' business occurs between 23:00 and closing time, which is currently 02:00. Most customers arrive between 23:00-00:00. It is estimated that there is usually only 15 people in the bar before 23:00

12. The combined effect of reducing the licensable hours and preventing the entry of new customers after 23:00 would effectively destroy the premises business. It is submitted that to do so would be disproportionate and inappropriate.
13. The statement of Mr Fisher accepts at page 5 that the majority of people who attend the premises do so after 00:00. The proposed interim steps, therefore, have the express purpose of reducing the number of people who attend the premises. It is submitted that the destruction of the defendant's business in this way would amount to a penalty or a sanction, which is prohibited under the act.
14. It is submitted that no change is required to the existing licensing hours.

Interim condition 5

15. Interim condition 5 requires the use of plastic glasses after 21:00 on weekends and bank holidays, but does not apply to bottles.
16. There is no evidence in the material submitted to the committee that glasses have been used as a weapon or have been involved in any of the incidents which the metropolitan police rely upon. There is, therefore, no evidence that such a condition is necessary.
17. It is also submitted that the use of plastic glasses is not appropriate in the circumstances. The use of plastic glasses can have the unintended effect of causing further difficulty and disorder. Plastic glasses encourage customers to take them outside, which thereby encourages the congregation of customers outside the doors or close to the bottleneck at the entrance which has been identified as a difficulty by Mr Fisher.
18. In addition, plastic glasses tend to be thrown onto the floor, as opposed to placed on tables or bars as one might with glasses. These break and create very sharp shards, which are of themselves dangerous.
19. Currently, the premises has a total of 15 members of staff working in the bar on weekends. This provides a greater than normal presence on the floor of the bar. Staff can act as mediators and step in early before things escalate. The introduction of plastic cups will require a lot more time by staff clearing the floors and tidying away broken glasses. Doing so prevents the staff from spending their time monitoring customers and identifying any possible situations.
20. For the reasons stated above, it is submitted that it would not be necessary or appropriate to include any interim condition which requires the introduction of plastic cups.
21. The Licensing Committee is asked to consider these submissions. In doing so, the license holder asks that the committee to note that they have shown themselves to be willing and able to engage with the police and with methods of addressing the problems caused by drunkenness. The letter at annex A shows that Bar Taps engaged with the police breathalyser scheme and found it to be useful and effective. They had no problems

during the time that the scheme was in place and can be seen proactively asking the to continue in that scheme. The license holder will continue to engage with police and continues to be dedicated to addressing any difficulties which may arise.

Yours faithfully



Hughmans

**LONDON BOROUGH OF ENFIELD LICENSING AUTHORITY
LICENSING ACT 2003 – SECTION 53A
DECISION NOTICE**



LICENSING SUB-COMMITTEE – 1 MARCH 2016

Application was made by the **METROPOLITAN POLICE SERVICE** for the premises known as and situated at **BAR TAPS, 29 SILVER STREET, ENFIELD, EN1 3EF** for a **SUMMARY REVIEW** of the premises licence.

Upon further written representations made by Bar Taps on 26th February 2016, the Licensing Sub-Committee considered that it was necessary to **MODIFY** some of the interim steps imposed at the hearing on 24th February 2016 to the licence with immediate effect, as follows:

- Interim Condition 1 be amended to accept the revised condition proposed by the applicant in the written submission, i.e. a minimum of four door supervisors to be employed from 23:00 until closing.
- In connection with this, interim Condition 4 be modified to apply a last entry/re-entry time of 00:00.

Final Interim Steps:

1. A minimum of four door supervisors shall be employed on Friday and Saturday nights and all days preceding bank holidays from 23:00 hours until closing, including at least one female door supervisor.
2. A personal licence holder to be on site from 20:00 hours until closing time on Thursday, Friday and Saturday nights and all evenings prior to bank holidays.
3. A reduction of the terminal hour of all licensable activity to 01:00 and opening times to 01:30 Friday and Saturday.
4. A last entry/re-entry time of 00:00 (midnight).
5. Plastic/polycarbonate containers shall be used instead of glass on Friday and Saturday nights and all days preceding bank holidays from 21:00 hours until closing. This does not apply to bottled drinks.
6. A reduction of the current capacity from 175 to 150 including staff.
7. Door staff to conduct regular searches, at least one in five, of customers, including females, entering the venue.
8. Door staff shall be issued with and utilise search wands to assist with search procedures during prescribed times.

Reasons:

The Chairman made the following statement:

“We were sufficiently persuaded by the representations made at the hearing to apply these changes to the interim steps.”

Date Notice Sent : 1 March 2016

Signed:

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line.

Principal Licensing Officer

MUNICIPAL YEAR 2015/16 REPORT NO.

COMMITTEE :
Licensing Sub-Committee
16 March 2016

REPORT OF :
Principal Licensing Officer

LEGISLATION :
Licensing Act 2003

Agenda - Part	Item
<p>SUBJECT : Application to vary a premises licence</p> <p>PREMISES : Oncu Food Centre, 418-426 Hertford Road, LONDON, N9 8AA.</p> <p>WARD : Jubilee</p>	

1.0 LICENSING HISTORY

- 1.1. On 19 November 2013, Premises Licence LN/201300697 was granted, naming Mr Ugur Tekagac as Premises Licence Holder and Designated Premises Supervisor (DPS). The application was not subject to any representations, and was granted by officers in accordance with delegated powers.
- 1.2. On 3 June 2014, a variation application was made seeking 24 hours for the sale of alcohol. This application was subject to representations from the Licensing Authority due to the premises being situated in a Cumulative Impact Policy Area. Mr Tekagac subsequently amended the application in line with the core CIP hours, then 11pm latest for the sale of alcohol, and the licence was granted on 22 July 2014.
- 1.3. On 27 May 2015, a variation application was submitted due to the changes of the plan. However, as the extension was significant, a full new premises licence application was required, and this variation application was withdrawn.
- 1.4. As a result of this, a new premises licence application was submitted on 22 June 2015. The premises licence (LN/201500371) for Oncu Food Centre, 418-426 Hertford Road, LONDON, N9 8AA was issued on 20 July 2015 naming Mr Ugur Tekagac as Premises Licence Holder and DPS. The application was not subject to any representations, and was granted by officers in accordance with delegated powers.

2.0 CURRENT POSITION:

- 2.1 The current Premises Licence permits:
 - 2.1.1 Hours the premises are open to the public: 24 hours daily
 - 2.1.2 Supply of alcohol (off supplies only): 08:00 to 00:00 (midnight) daily
- 2.2 A copy of a location map of the premises is attached as Annex 01.
- 2.3 A copy of the current Premises Licence is attached as Annex 02.

3.0 THIS APPLICATION:

3.1 Application is made by Mr Ugur Tekagac for a variation of Premises Licence LN/201300974. The application seeks:

3.1.1 Hours the premises are open to the public: 24 hours daily.

3.1.2 Supply of alcohol (off supplies only): 24 hours daily.

3.2 The application was advertised in accordance with the requirements of the Licensing Act 2003.

3.3 Each of the Responsible Authorities was consulted in respect of the application.

3.4 A copy of the application is attached as Annex 03.

4.0 RELEVANT REPRESENTATIONS:

4.1 Metropolitan Police: Representation is made on the grounds of the prevention of crime and disorder, public safety, prevention of public nuisance and protection of children from harm. The Police consider that it is appropriate, for the promotion of the licensing objectives, to object to the application.

4.2 A copy of the representation is attached as Annex 04.

4.3 Licensing Authority (including Licensing Enforcement, Environmental Health, Trading Standards, Planning, Health & Safety and Children's Services): Representation is made on the grounds of the prevention of public nuisance and prevention of crime and disorder. The authority considers that it is appropriate, for the promotion of the licensing objectives, to object to the application.

4.4 A copy of the representation is attached as Annex 05.

5.0 PROPOSED LICENCE CONDITIONS

5.1 No additional conditions are sought in relation to this application by the applicant or Licensing Authority.

6.0 RELEVANT LAW, GUIDANCE & POLICIES:

- 6.1 The paragraphs below are extracted from either:
 - 6.1.1 The Licensing Act 2003 ('Act'); or
 - 6.1.2 The Guidance issued by the Secretary of State to the Home Office of March 2015 ('Guid'); or
 - 6.1.3 The London Borough of Enfield's Licensing Policy Statement of January 2015 ('Pol').

General Principles:

- 6.2 The Licensing Sub-Committee must carry out its functions with a view to promoting the licensing objectives [Act s.4 (1)].
- 6.3 The licensing objectives are:
 - 6.3.1 The prevention of crime and disorder;
 - 6.3.2 Public safety;
 - 6.3.3 The prevention of public nuisance; &
 - 6.3.4 The protection of children from harm [Act s.4 (2)].
- 6.4 In carrying out its functions, the Sub-Committee must also have regard to:
 - 6.4.1 The Council's licensing policy statement; &
 - 6.4.2 Guidance issued by the Secretary of State [Act s.4 (3)].

Cumulative Impact Policy:

- 6.5 The applicant premises/club premises is located in the Edmonton Cumulative Impact Policy Area [Pol s.9.22/23].
- 6.6 The application is for a variation of a premises licence [Pol s.9.22/23].
- 6.7 The application is subject to relevant representations [Pol s.9.22/23].
- 6.8 Therefore the Cumulative Impact Policy applies to this application [Pol s.9.22/23].
- 6.9 The Core Hours for this application are:
 - 6.9.1 Sale/supply of alcohol (off supplies only): Monday to Sunday Indoors and/or outdoors 08:00 to 00:00 [Pol s.9.24.1]:
- 6.10 The Council's policy is that this application (which is outside the Core Hours set out above) is subject to the presumption against grant that is implicit in a cumulative impact policy [Pol s.9.23].
- 6.11 Where the cumulative impact policy applies to an application, applicants are expected to demonstrate an understanding of how the policy impacts on their application; any measures they will take to mitigate the impact; and why they consider the application should be an exception to the policy [Guid 8.35].

Hours:

- 6.12 The Sub-Committee decides licensed opening hours as part of the implementation of the licensing policy statement and is best placed to make decisions about appropriate opening hours in their area based on their local

knowledge and in consultation with responsible authorities. However, licensing authorities must always consider each application and must not impose predetermined licensed opening hours, without giving individual consideration to the merits of each application. [Guid 10.13].

- 6.13 Stricter conditions with regard to licensing hours may be required for licensed premises situated in or immediately adjacent to residential areas to ensure that disturbance to local residents is avoided. This will particularly apply in circumstances where, having regard to the location, size and nature of the premises, it is likely that disturbance will be caused to residents in the vicinity of the premises by concentrations of people leaving, particularly during normal night-time sleeping periods [Pol s.8.4].

Decision:

- 6.14 As a matter of practice, licensing authorities should seek to focus the hearing on the steps considered appropriate to promote the particular licensing objective or objectives that have given rise to the specific representation and avoid straying into undisputed areas. A responsible authority or other person may choose to rely on their written representation. They may not add further representations to those disclosed to the applicant prior to the hearing, but they may expand on their existing representation. [Guid 9.36].

- 6.15 In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the Sub-Committee must give appropriate weight to:

- 6.15.1 The steps that are appropriate to promote the licensing objectives;
- 6.15.2 The representations (including supporting information) presented by all the parties;
- 6.15.3 The guidance; and
- 6.15.4 Its own statement of licensing policy [Guid 9.37].

- 6.16 Having heard all of the representations (from all parties) the Sub-Committee must take such steps as it considers appropriate for the promotion of the licensing objectives. The steps are:

- 6.16.1 To grant the application subject to the mandatory conditions and such conditions as it considers necessary for the promotion of the licensing objectives;
- 6.16.2 To exclude from the scope of the licence any of the licensable activities to which the application relates;
- 6.16.3 To refuse to specify a person in the licence as the premises supervisor;
- 6.16.4 To reject the application [Act s.18].

Background Papers :
None other than any identified within the report.

Contact Officer :
Ellie Green on 020 8379 8543



Oncu Food Centre, 418-426 Hertford Road, LONDON, N9 8AA

LONDON BOROUGH OF ENFIELD
CIVIC CENTRE, SILVER STREET,
ENFIELD, EN1 3XE
www.enfield.gov.uk



© Crown copyright and database rights 2016
Ordnance Survey Licence no. 100019820

Drg.No. 6800DX

Scale 1:1250

Date 04/03/2016

Licensing Act 2003

PART A – PREMISES LICENCE

Granted by the London Borough of Enfield as Licensing Authority

Premises Licence Number : LN/201500371

Part 1 – Premises Details

Postal address of premises :

Premises name : Oncu Food Centre

Telephone number : 07852 105778

Address : 418-426 Hertford Road LONDON N9 8AA

Where the licence is time-limited, the dates : Not time limited

The opening hours of the premises, the licensable activities authorised by the licence and the times the licence authorises the carrying out of those activities :

(1) Open to the Public - Whole premises	
Sunday :	00:00 - 00:00
Monday :	00:00 - 00:00
Tuesday :	00:00 - 00:00
Wednesday :	00:00 - 00:00
Thursday :	00:00 - 00:00
Friday :	00:00 - 00:00
Saturday :	00:00 - 00:00

(2) Supply of Alcohol - Off supplies	
Sunday :	08:00 - 00:00
Monday :	08:00 - 00:00
Tuesday :	08:00 - 00:00
Wednesday :	08:00 - 00:00
Thursday :	08:00 - 00:00
Friday :	08:00 - 00:00
Saturday :	08:00 - 00:00

Part 2

Name and (registered) address of holder of premises licence :

Name :	Mr Ugur Tekagac
Telephone number :	Not provided
e-mail :	cohanzedek@hotmail.co.uk
Address :	107 Tudor Road, LONDON, N9 8PA

Registered number of holder (where applicable) : Not applicable

Name and (registered) address of second holder of premises licence (where applicable) :

Name :	Not applicable
Telephone number :	
Address :	

Name and address of designated premises supervisor (where the licence authorises the supply of alcohol) :

Name :	Mr Ugur Tekagac
Telephone number :	Not provided
e-mail :	cohanzedek@hotmail.co.uk
Address :	107 Tudor Road, LONDON, N9 8PA

Personal licence number and issuing authority of personal licence held by designated premises supervisor (where the licence authorises the supply of alcohol) :

Personal Licence Number :	KE-PE1356
Issuing Authority :	Canterbury City Council

Premises Licence LN/201500371 was first granted on 20 July 2015.

Signed : 

Date : 13th November 2015

**for and on behalf of the
London Borough of Enfield
Licensing Unit, Civic Centre, Silver Street, Enfield EN1 3XH
Telephone : 020 8379 3578**



Annex 1 - Mandatory Conditions

- 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; or (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.**

Annex 2 - Conditions consistent with the Operating Schedule

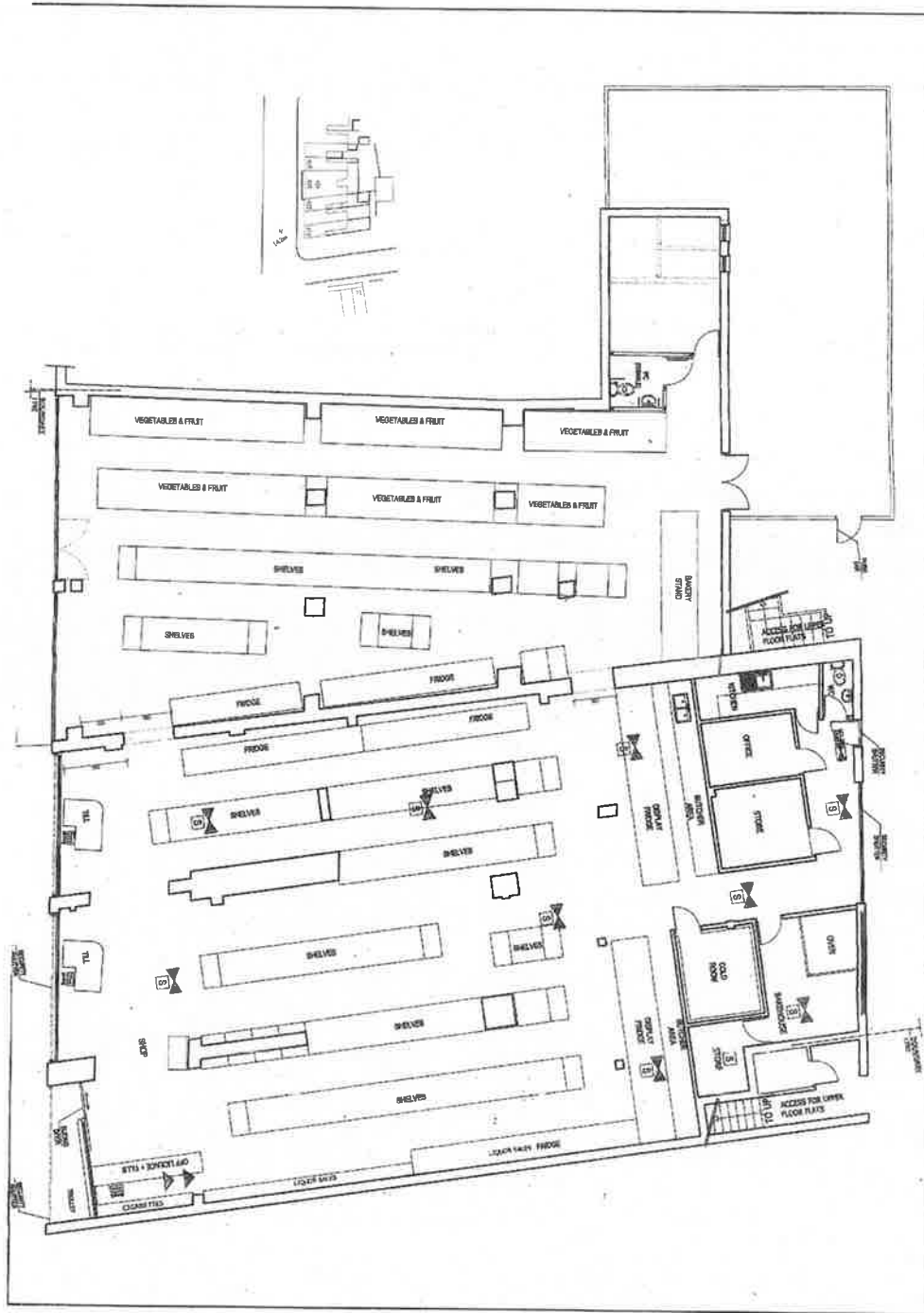
- 3. There shall be no adult entertainment or services, activities or matters ancillary to the use of the premises that may give rise to concern in respect of children.**
- 4. All staff shall receive induction and refresher training (at least every three months) relating to the sale of alcohol and the times and conditions of the premises licence.**
- 5. All training relating to the sale of alcohol and the times and conditions of the premises licence shall be documented and records kept at the premises. These records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least one year.**
- 6. A 'Think 25' proof of age scheme shall be operated and relevant material shall be displayed at the premises.**
- 7. A written record of refused sales shall be kept on the premises and completed when necessary. This record shall be made available to Police and/or the Local Authority upon request and shall be kept for at least one year from the date of the last entry.**
- 8. Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the needs of local residents and leave the premises and area quietly. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.**
- 9. All alcohol shall either be removed from display to customers outside of the designated hours for the supply of alcohol or be kept in display units that can be secured in a manner whereby potential customers cannot have access to the contents.**
- 10. Deliveries shall not be made to the premises between the hours of 21:00 and 07:00.**
- 11. All refuse shall be disposed of in bins quietly so as not to disturb neighbours or local residents. Refuse containers shall not be emptied between 21:00 and 08:00.**
- 12. A digital CCTV system must be installed in the premises complying with the following criteria:**

- (1). Cameras must be sited to observe the entrance and exit doors both inside and outside, the alcohol displays, and floor areas.**
- (2). Cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification.**
- (3). Cameras overlooking floor areas should be wide angled to give an overview of the premises.**
- (4). Provide a linked record of the date, time, and place of any image.**
- (5). Provide good quality images.**
- (6). Operate under existing light levels within and outside the premises.**
- (7). Have the recording device located in a secure area or locked cabinet.**
- (8). Have a monitor to review images and recorded picture quality.**
- (9). Be regularly maintained to ensure continuous quality of image capture and retention.**
- (10). Have signage displayed in the customer area to advise that CCTV is in operation.**
- (11). Digital images must be kept for 28 days.**
- (12). Police or authorised local authority employees will have access to images at any reasonable time.**
- (13). The equipment must have a suitable export method, e.g. CD/DVD writer so that the police can make an evidential copy of the data they require. This data should be in the native file format, to ensure that no image quality is lost when making the copy. If this format is non-standard (i.e. manufacturer proprietary) then the manufacturer should supply the replay software to ensure that the video on the CD can be replayed by the police on a standard computer. Immediate copies must be made available to Police or authorised local authority employees on request.**

Annex 3 - Conditions attached after a hearing

Not applicable

Annex 4 – Plans



Dear Licensing authorities,

12/01/2016

I Like to make Variation appication for 418-426 Hertford Road,N9 8AA(Oncu Food Centre) to extending hours for sale alcohol of the premisses(24) Hour's.Information I get from responsible authorities There is on restriction are,But Smiller premises at 196 Hertford Road N9 7HH (Sirwan Food Centre) had 24 hour's in 2015.I like to get simmler hour's for our Premisses,We are open to public 24 hour's allready.Please check enclose copy of licence Those premises and accept our application with same condition's.Many Thanks for your co-operation.

Kindly Regards,



Cohan Zedek(Agent)

07852105778

Dear Licencing team,

12/01/16

RE: Amended information for Premise Licence Variation Application: Oncu Food Centre, 418-426 Hertford Road, N9 8AA

My name is Ugur Tekagac, I am currently the premise licence holder at address; Oncu Food Centre, 418-426 Hertford Road, N9 8AA. Premise Licence Number: ~~LN/201300697~~

LN/201500371

I am applying to extend the sale of alcohol consumption OFF the premise, in order to make full use of the night time economy.

This is due to having financial difficulties; I am disbursing the following;

- Rent: £70,000 Annual
- Rates: £41,000 Annual
- Roughly employers payment are £5,000 -£6,000 a week. (20 workers: 2 shifts-17 morning shift and 3 night shift)

Having many other expenses spent on the premise, I am struggling to commit my payments. Therefore I have now decided to apply to extent the sale of alcohol, in the hope that it may make a difference to the weekly intake.

I know that some premises close to my premise i.e. the Patrol Station, has the licence to sell alcohol off the premise 24 hours. This encourages me, as I may have a chance to get licence for my premise.

I am aware of the premise lying in the Cumulative Impact Policy Area however; I have had no bad experience since running my business. I can reassure that the premise will be running smoothly as before.

Your Sincerely,

Ugur Tekagac



Handwritten signature

*CH7 315.00
on 12/12*

Application to vary a premises licence 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 **LIGUR TEKAGAC**

(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number	LN/201500971
-------------------------	--------------

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
ÖNÜLÜ FOOD CENTRE			
418-426 HERTFORD ROAD			
EDMONTON			
Post town	LONDON	Postcode	N9 8AA

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ 53,000

Part 2 – Applicant details

Daytime contact telephone number	07852105778		
E-mail address (optional)	cohan.zedek@hotmail.co.uk		
Current postal address if different from premises address	3A SUNNY SIDE ROAD, SOUTH		
Post town	LONDON	Postcode	N9 9ST

LONDON BOROUGH OF ENFIELD

RECEIVED

13 JAN 2016

ENVIRONMENT &
STREET SCENE

POST

Handwritten notes:
Premises licence
seen
13/1/16

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible?

 Yes
No

If not, from what date do you want the variation to take effect?

DD	MM	YYYY

Please describe briefly the nature of the proposed variation (Please see guidance note 1)

Extending hours for sale Alcohol from
~~24:00~~am to 00:00 hours daily.

Shop already open 24 hours daily.

existing sale alcohol hours 08:00 to ~~00:30~~^{24:00 am}

proposed hours requesting for sale of alcohol of the
 premises:

00:00 daily (24 hours daily)

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment**Please tick all that apply**

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

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

Sale by retail of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input type="checkbox"/>			
				Off the premises	<input checked="" type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4) <i>N/A</i>					
Mon	00:00	00:00						
Tue	00:00	00:00						
Wed	00:00	00:00						
Thur	00:00	00:00				Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5) <i>N/A</i>		
Fri	00:00	00:00						
Sat	00:00	00:00						
Sun	00:00	00:00						

K

<p>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 8). <i>N/A</i></p>
--

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4) <i>N/A</i>
Day	Start	Finish	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 5) <i>N/A</i>
Mon	<i>00:00</i>	<i>00:00</i>	
Tue	<i>00:00</i>	<i>00:00</i>	
Wed	<i>00:00</i>	<i>00:00</i>	
Thur	<i>00:00</i>	<i>00:00</i>	
Fri	<i>00:00</i>	<i>00:00</i>	
Sat	<i>00:00</i>	<i>00:00</i>	
Sun	<i>00:00</i>	<i>00:00</i>	

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

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

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

The standard practices listed below will be maintained at all times. All reasonable steps will be taken to ensure that the premises will have a positive impact upon the local environment and its residents at all times.

b) The prevention of crime and disorder

CCTV will readily installed, operate and maintain in agreement with the police. The system is enable a frontal head and shoulders image of every person entering the premises. 24/7 The recordings shall be kept available for a minimum 31 days. Recordings shall be made available to any Authorised officer or police officer within 24 hours of any request.

c) Public safety

Appropriate fire safety procedures are in place along with appliances including fire extinguishers (foam, H₂O and CO₂), fire blanket, internally illuminated fire exit signs, a smoke detector and emergency lighting. All appliances are checked annually and comply with relevant British standards.

d) The prevention of public nuisance

All waste generated by the premises will be dealt with appropriately.

e) The protection of children from harm

- 1) The premises are effectively and responsibly managed.
- 2) provision of a sufficient number of people employed or engaged.
- 3) Appropriate instruction, training and supervision of those employed or engaged.
- 4) Follow challenge 25, Rules.

Checklist:


Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I understand that I must now advertise my application.
- I have enclosed the premises licence or relevant part of it or explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.

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

Part 5 – Signatures (please read guidance note 10)

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

Signature	
Date	12/01/2016
Capacity	AGENT

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

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

cohan zedek
20 elsold hove, Lordship Road

Post town	London	Post code	M16 0PS
Telephone number (if any)	07852105778		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			
cohanzedek@hotmail.co.uk			

and any premises licence to be granted or varied in respect of this application made by

UGUR TEKAGAC
[name of applicant]

concerning the supply of alcohol at
ÖNCÜ FOOD CENTRE
418-426 HERTFORD ROAD
LONDON
N9 8AA

[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

KE-PE1356
[insert personal licence number, if any]

Personal licence issuing authority

CANTERBURY CITY COUNCIL
[insert name and address and telephone number of personal licence issuing authority, if any]

Signed



Name (please print)

UGUR TEKAGAC

Date

12/01/2016

Consent of individual to being specified as premises supervisor

UGUR TEKAGAC

I

[full name of prospective premises supervisor]

of 3A SUNNY SIDE ROAD,
SOUTH
LONDON
N9 9ST

[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

VARIATION OF PREMISES LICENCE
[type of application]

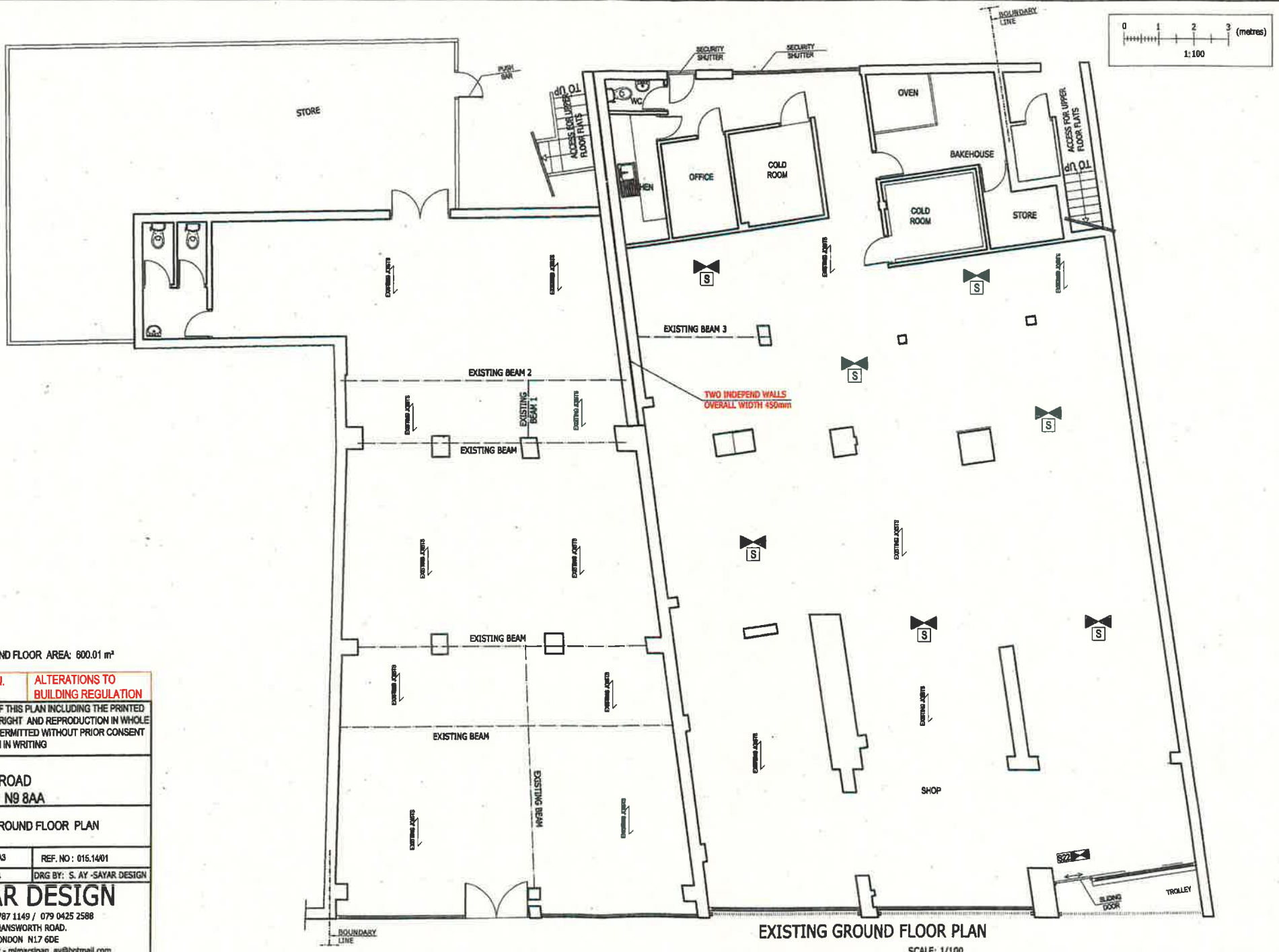
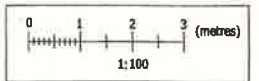
by

UGUR TEKAGAC
[name of applicant]

x relating to a premises licence LN/201500371
[number of existing licence, if any]

for ÖNCÜ FOOD CENTRE
418-426 HERTFORD ROAD
LONDON
N9 8AA

[name and address of premises to which the application relates]



EXISTING GROUND FLOOR AREA: 600.01 m²

REV.	JAN.	ALTERATIONS TO
A	15	BUILDING REGULATION
THE CONTENTS OF THIS PLAN INCLUDING THE PRINTED NOTES ARE COPYRIGHT AND REPRODUCTION IN WHOLE OR PART IS NOT PERMITTED WITHOUT PRIOR CONSENT OF SAYAR DESIGN IN WRITING		
418-426 HERTFORD ROAD EDMONTON N9 8AA		
- EXISTING GROUND FLOOR PLAN		
SCALE: 1/100 @ A3	REF. NO : 015.14/01	
DATE: NOV. 2014	DRG BY: S. AY -SAYAR DESIGN	
SAYAR DESIGN		
Tel.: 078 8787 1149 / 079 0425 2588 12 HANSWORTH ROAD, LONDON N17 6DE		
www.sayar.co.uk - mmarcsinan_ay@hotmail.com		

EXISTING GROUND FLOOR PLAN

SCALE: 1/100



**METROPOLITAN
POLICE**

Working together for a safer London

TERRITORIAL POLICING



Uniting against crime

METROPOLITAN POLICE SERVICE

Licensing Team
Enfield Borough Police
462 Fore Street
Edmonton
Middlesex

Civic Centre
Silver Street
Enfield
EN1 3XA

Date 09.02.16

Office : 0208 345 4565

Mobile :

Facsimile :

Dear Sir or Madam

In relation to the premises licence application WK/215071927 at Onco Food Centre 418-426 Hertford Road, LONDON, N9 8AA. The Police would like to object on grounds of crime and disorder, public safety, protection of children from harm and public nuisance.

This venue is currently a supermarket on a main road in a mainly residential area. It is currently already licensed to sell alcohol off premises up to midnight every day although the store is open 24 hours a day.

This application to vary the licence is for a change in the hours to sell alcohol off premises 24 hours a day. This venue currently sits within an area that has previously been assessed as being at risk of harm from licensable activity.

In order to reduce that risk and promote the four licensing objectives the area was brought under the protection of the Cumulative Impact Policy (CIP). This restricts certain licensable activity at certain times for new applications and is considered at any review hearings and variations (in a sense granting Grand Father rights to all licenses acquired prior to this policy being adopted). This is part of Enfield Councils Licensing Policy and is found at Section 9 of that document.

The CIP was introduced at different places in the Borough where the council consulted with the Police and identified areas at most risk and this is evidenced in their licensing policy. The CIP allows for the presumption that applications made inside the CIP area for hours outside of this policy will be refused. This is unless the applicant can adequately demonstrate that by doing so will not impact upon the four licensing objectives.

The Operating schedule and subsequent letter attached to the application does not in the opinion of the Police go far enough to demonstrate this.

In parts the operating schedule is vague, such as on page 16 in part A. There is no explanation of what these steps will be or whether the applicant is aware of the extra risk. He has not consulted with the local policing team, nor myself, prior to making this application to identify what these risks may be and any measures or steps that could be taken to reduce this risk. In fact no new measures have been suggested.

The operating schedule includes measures that are already licence conditions or are things required by law and worryingly some of these conditions have been found to have been breached previously. An increase in hours for the sale of alcohol increases this risk. If current conditions are struggling to be adhered to, then to increase the risk is concerning.

The applicant has made a reference to another licensed premises nearby that is also in the CIP. This venue has a licence that pre dates the policy. It is also a very different type of business to his own, has a very different layout with parking facilities and is positioned further along up the road. They are not comparable in my opinion.

The applicant also draws reference to the fact he is struggling financially with the business. Whilst sympathetic the Police must look beyond this and look at what greater impact this may have upon the licensing objectives. Indeed with a struggling business this in itself brings concerns for the Police as current safety measures may be over looked in order to save money and also bring a reluctance to add additional safety measures.

Conclusion

A CIP is put in place with prevention in mind, a check on the Police indices shows that this venue since acquiring the licence in 2015 has not had a reported crime against it. This shows that the CIP is currently working and to change the hours of alcohol sales would only re-introduce this risk against all four licensing objectives.

The Police therefore object to this application and support the Licensing Authorities representation.

Yours Sincerely

Gary Marsh
PC 475YE
Police Licensing Team
Edmonton Police Station
4th Floor Room 4.21
0208 345 4565



LICENSING AUTHORITY REPRESENTATION

This representation is made by Enfield's Licensing Enforcement Team and is made in consultation with and on behalf of the Trading Standards Service (inspectors of Weights & Measures), Planning authority, Health & Safety authority, Environmental Health authority and the Child Protection Board.

I confirm I am authorised to speak at any hearing on behalf of the Licensing authority, Trading Standards Service (inspectors of Weights & Measures), Planning authority, Health & Safety authority, Environmental Health authority, and Child Protection Board).

Name and address of premises: Oncu Food Centre
 418-420 Hertford Road
 London
 N9 8AA

Type of Application: New Premises Licence

I certify that I have considered the application shown above and I wish to make **representations** that the likely effect of the grant of the application is detrimental to the Council's Licensing Objectives for the following reasons:

Background History:

This is a new application for an off licence to provide the following activities:

Activity	Proposed Times	Current Time
Opening hours	24 hours everyday	24 hours everyday
Supply of alcohol (off supplies only)	24 hours everyday	08:00 – 00:00 everyday

History:

This premises licence was granted on 20/07/15. The premises already had a premises licence however the premises had been extended so a new application was needed. At that time the applicant also applied for longer hours in line with the Cumulative Impact Policy.

The old licence can no longer be used as the plan is not accurate but it has yet to be surrendered. The applicant is advised to formally surrender the old redundant licence (LN/201300697) to prevent being charged an annual fee for a licence they cannot use.

Since the last licence was granted the following complaints and visits have been made:

26/09/15 – Complaint received from local resident. The complaint related to noise disturbance and illegal parking by visitors to the premises which they said now opens 24 hours.

14.11.15 – 00:10 - Out of Hours Licensing Enforcement Officers (EVG/VPK) visited the premises to carry out observations, to see if they were selling after hours and to carry out a full licence inspection. One of the officers entered the premises at 00:14. They picked up 2 bottles of Stella Artois (330ml) and took them to the check out. The man

on the checkout scanned the items without hesitation and the officer paid for them and left. The other officer carried out observations outside whilst this took place. They noted that the side street adjacent to the premises had several cars parked all the way along it, but there was no vehicle or people movement at that time. One car was seen parked outside the premises on Hertford Road. One male who appeared to be working in the shop was outside arranging fruit and vegetables. The officer did not observe any noise or anti-social behaviour issues in the few minutes that they observed. Both of the officers then returned to the premises at 00.20. On entering, one of the officers saw a male, who is now known to be Mr Karakas, pull down the blind over a chiller towards the rear of the shop. The officers introduced themselves to the 2 other males who appeared to be working there, and Mr Karakas was called back to the till area, as the officer identified him as the person who made the sale after hours. At first Mr Karakas said that the officer came in a while ago, but then he admitted that he did make the sale and that he should have checked the time as he knew not to sell after midnight. There was a large clock (which appeared to be accurate) immediately behind the till, by the tobacco display. There was also a digital clock on the till screen, again which appeared to be accurate. Mr Karakas stated he knew it was midnight and that was why he had started pulling the blinds down over the alcoholic drinks display. Alcohol was in the fridges where Mr Karakas had been pulling the blind down on entry. However, it was not fully closed and alcohol could still be accessed from the bottom. One large shelving unit of alcohol was covered up, but to the left of that was another unit that was not covered up. It was clearly visible but there were several boxes of what appeared to be crisps in front of this unit, so not easily accessible. However, this is not a permanent fixture. The alcohol that was located behind a second till, near the entrance was clearly visible, but it would be unreasonable for a customer to have access behind this counter. The offence of selling after hours was explained to Mr Karakas. At this point, another unknown male began shouting at the officers and kept asking questions but would not listen to any of the responses. The officers believe he called Mr Ugur Tekagac, the Designated Premises Supervisor and Premises Licence Holder to attend the shop. The officers completed a Notice of Alleged Offence (**Appendix 1**). Mr Karakas signed the notice and was issued the carbon copy. The officers then carried out a licence compliance check. Part B of the licence was displayed but it was a 2013 licence instead of the current version. The officers asked Mr Karakas what deliveries took place and when and he stated that "fruit is delivered at 4am or 5am, other deliveries take place in the daytime." At 00.29 the officers took photos of the alcohol they had purchased, the clock, the clock on the till screen and the alcohol displays (**Appendix 2**). The male was still angry and shouting about this, asking why they were taking a photo of the alcohol test purchase at this time. The officers advised him that it was routine and that they knew the sale took place at 00.15am. Mr Tekagac arrived at the premises at 00:45 and the inspection continued with him. The following breaches were discovered:

Condition 4. All staff shall receive induction and refresher training (at least every three months) relating to the sale of alcohol and the times and conditions of the premises licence.

Condition 5. All training relating to the sale of alcohol and the times and conditions of the premises licence shall be documented and records kept at the premises. These records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least one year

Training record appeared to be well used, however, the last refresher training took place on 01/08/15 so the next due date was (and stated in the book) 01/11/15 but no entries in the book since 01/08/15. It was also noted that Mr Karakas did not appear in the training book at all. Mr Tekagac stated that he had trained him verbally. Advised of breach and to ensure all staff are trained and refresher training carried out on time.

Condition 9. All alcohol shall either be removed from display to customers outside of the designated hours for the supply of alcohol or be kept in display units that can be secured in a manner whereby potential customers cannot have access to the contents. Advised of concern that alcohol not removed or kept securely after permitted hours. Mr Tekagac agreed to address this issue.

Condition 10. Deliveries shall not be made to the premises between the hours of 21:00 and 07:00.

See fruit delivery comment by Mr Karakas above. However, Mr Tekagac stated that a delivery van arrives at 5am but is not unloaded until 7am.

Condition 12. CCTV condition

Mr Tekagac was unable to log in to the CCTV system, from the control point in the office at the back of the premises. The officers observed that the two CCTV monitor screens on display in the office had different times - advised to check it and correct them. Advised to keep footage for 28 days.

Gave 14 days to improve matters on inspection report. Mr Tekagac signed the report, and was given the carbon copy (**Appendix 3**). The officers left the premises at 01:05.

26/11/15 – Warning letter sent in relation to breaches and after hour sale (**Appendix 4**).

05/01/16 - Phone call from premises licensing agent who advised that he had not given them their licence to display and wanted to know what the next step was. An officer (CPX) advised him that they will be revisited to ensure they are not selling after hours and to check the outstanding conditions. He went on to ask about a nearby premises that has a 24 hour licence and asked how they got that. The officer checked their records and advised him that it was issued long before the Cumulative Impact Policy was introduced. He said he'd looked on the council's website and thinks they only got it last year. The officers advised that the date he had seen was probably the date they paid their last annual fee.

19/01/16 – Complaint received by another council team in relation to delivery vehicles causing an obstruction in Tramway Avenue.

01/02/16 – An officer (CPX) visited the premises to check the outstanding conditions. All compliant however the officer recommended staff carry ID to prove they are who they say they are. This was because when they checked the training records against those present in the shop one young male looked at them blankly when asked for his name. The male carrying out the inspection with the officer replied for him saying his name was Hasan which happened to be the name at the top of the list they were looking at. The young male still looked blank - the other male said something in another language including the name Hasan. The young male then repeated the word Hasan still looking blank. The officer asked for his ID and the older male again spoke to him and then told the officer he did not have any. The officer sensed that the first male made some kind of signal behind them so turned to look at him and when they turned back to the young male he had gone from sight. The officer advised the first male that staff should carry ID and that they were not convinced the male was Hasan. Another male appeared and the male said 'Ali is in the book' - the male immediately confirmed that his name was Ali. Inspection report completed (**Appendix 5**)

28/01/16 – An officer (DD) visited the premises in relation to the delivery vans and spoke to the manager who they advised of the recent complaint and about keeping road clear during delivery times.

Prevention of Nuisance:

This premises is located on the end of a parade of shops and on the corner of Tramway Avenue which is a residential street. There are residential properties opposite the premises and also in other nearby side streets. This is a quieter part of Hertford Road and local residents have recently complained about noise nuisance from people visiting the premises and delivery vans obstructing the road.

Cumulative Impact Policy (CIP):

This premises is located in a Cumulative Impact Policy Area (CIP).

The CIP came into force in April 2012 and relates to all new and variation applications. The CIP states the core hours that should not be exceeded for each type of premises in particular locations.

Sale/supply of alcohol (off supplies only): Monday – Sunday 08:00 – 00:00

The hours applied for in this application exceed those specified in the CIP.

Where the hours applied for exceed those specified in the CIP there is a presumption that the application will be refused unless the applicant can demonstrate in their operating schedule that there will be no negative cumulative impact on the licensing objectives.

As demonstrated in the CIP this location is already an area of concern in relation to crime and disorder and public nuisance.

This application is for a significant increase in the licensed hours compared to the current licence. Ambient background noise levels are reduced during the early hours of the morning. If the premises were permitting to sell alcohol 24 hours a day this could lead to an increase in the number of customers arriving at and leaving the premises during normal sleep time. This in turn could lead to increased noise nuisance and disturbance to the surrounding area which would be detrimental to the residential amenities and quality of life for residents.

The Licensing Authority does not believe that the steps set out in the operating schedule of this application (most of which are already conditions on the current licence) are sufficient to justify going against the council policy.

The applicant has submitted information about another premises on Hertford Road which has a 24 hour licence. As their agent was previously advised that premises was issued a 24 hour licence prior to the introduction of the CIP. Its licence was granted in 2006 and the date they refer to relates to their annual fee payment. The CIP does not affect premises that already had later licensed hours prior to its introduction.

The applicant has asked for a 24 hour licence to be granted to them with the same conditions as the other premises which already has a 24 hour licence.

However, even if the CIP did not exist the Licensing Authority would still object to this premises having a 24 hour licence due to the recent complaints which demonstrate that this is a more noise sensitive part of the Hertford Road than other sections of it. The recent breaches and after hours sale have also lead to a lack of confidence in those running the premises.

I wish to make representation on the following:

- **Prevention of Nuisance**
- **Prevention of crime and disorder**

Given the close proximity to local residents, the fact that this premises is located within a CIP area, they have previously failed to comply with the conditions attached to their current licence and the recent complaints I object to any extension of the licensed hours.

I have considered the conditions attached to the current licence and have no amendments to suggest at this time.

I reserve the right to provide further information to support this representation.

Duly Authorised: Charlotte Palmer, Licensing Enforcement Officer

Contact: charlotte.palmer@enfield.gov.uk

Signed:



Date: 05/02/2016

WKI 2150 49439

LICN_2 App 1.

NOTICE OF ALLEGED OFFENCE

This notice is to inform you that during a visit to these premises by an officer of the Trading Standards and Licensing Enforcement Team, the following offence(s) was witnessed:

Mr HASAN KARAKAS sold 2 x bottles at 00:15am, 15 minutes after permitted time for sale of alcohol, to Victor Karakas, LBE EH officer.

As I suspect an offence has been committed, I must caution you. You do not have to say anything or respond to this notice, but it may harm your defence if you fail to mention when questioned something that you later rely on in court. Any reply that you do give may be used in evidence.

You are entitled to seek independent legal advice before making any response that you wish to make. The officer giving you this notice is not placing you under arrest.

Premises Name: Address:	Onco Food Centre 418 - 426 Hertford Rd N9 8AA
Telephone Number:	
PLH Name: Address:	Mr Ugur Tekagac 24107 Tudor Rd, N9 8PA
Telephone number:	
DPS Name: Address:	07958488892 As above ugurtekagac@hotmail.com
Telephone number:	
Seller Name: Address:	Mr Hasan Karakas 85 Bowood Bowood Rd, EN3 7FE 7LL 07894225022 h-karakas@yahoo.com
Telephone number:	

This breach constitutes a **CRIMINAL OFFENCE**. In accordance with our enforcement policy, this matter will now be investigated and reported to the Head of Regulatory Services for consideration for prosecution. This matter may also be referred to the Council's Licensing Committee for a review of the premises licence. You will be advised in due course of any action that will be taken.

Signature of Officer on visit: EUG.	Signature of Recipient: <i>Hasan Karakas</i>
Print Name: Ellie Green	Print Name: Hasan Karakas
Position: Principal Licensing Officer	Position: Employee
Date: 14/11/2015	Date: 14/11/2015.

Licensing Enforcement, Civic Centre, Silver Street,
Enfield, Middlesex, EN1 3XH, Tel: 020 8379 8505

Police Licensing Officer, Civic Centre, Silver Street, Enfield, EN1 3XH Tel: 0208 379 6112

APP 29



Appendix 29

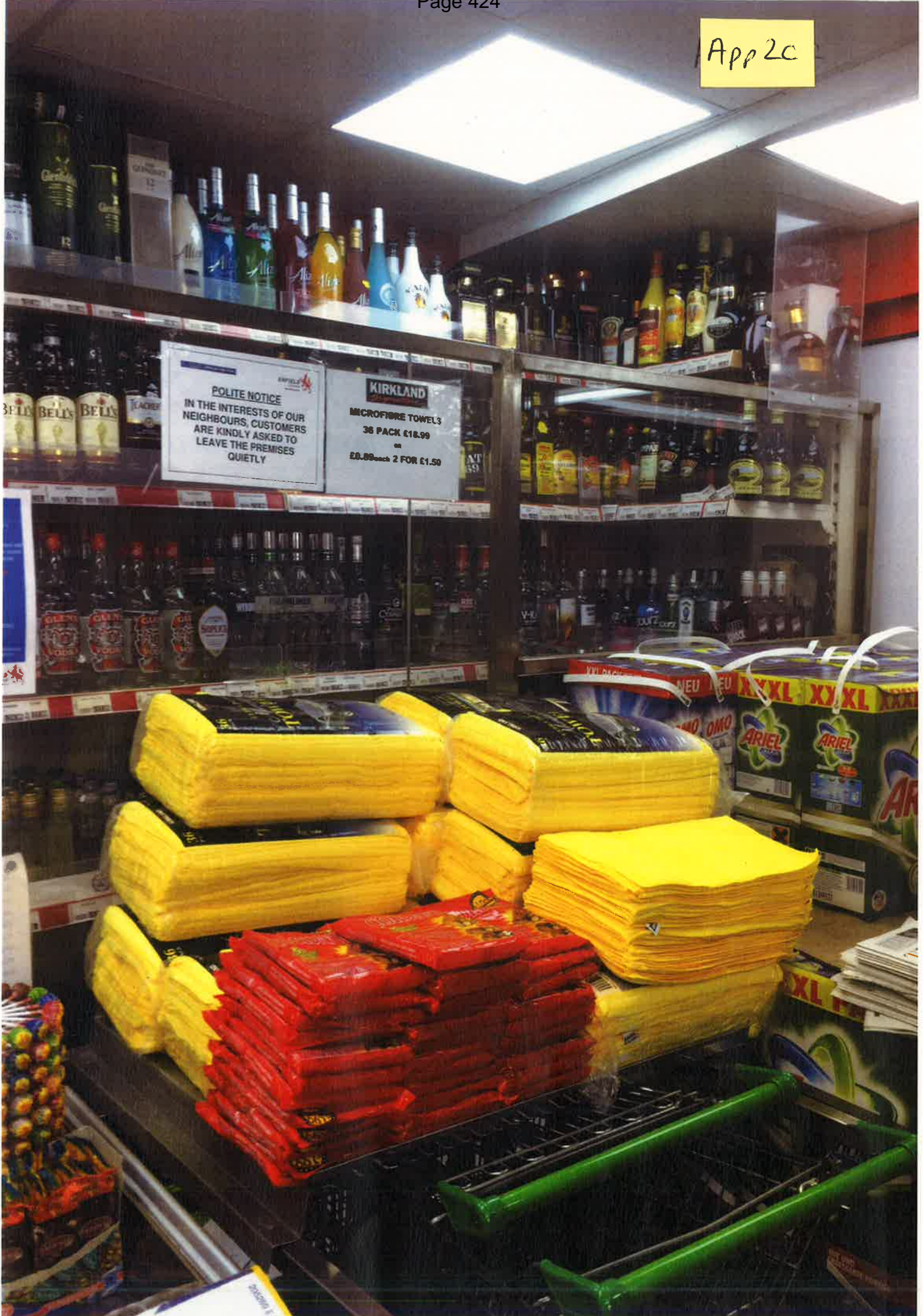


App 2b

RE



App 2c



App 2d

 **Warning**
CCTV
Cameras in
operation



NEXT CU



App 2e

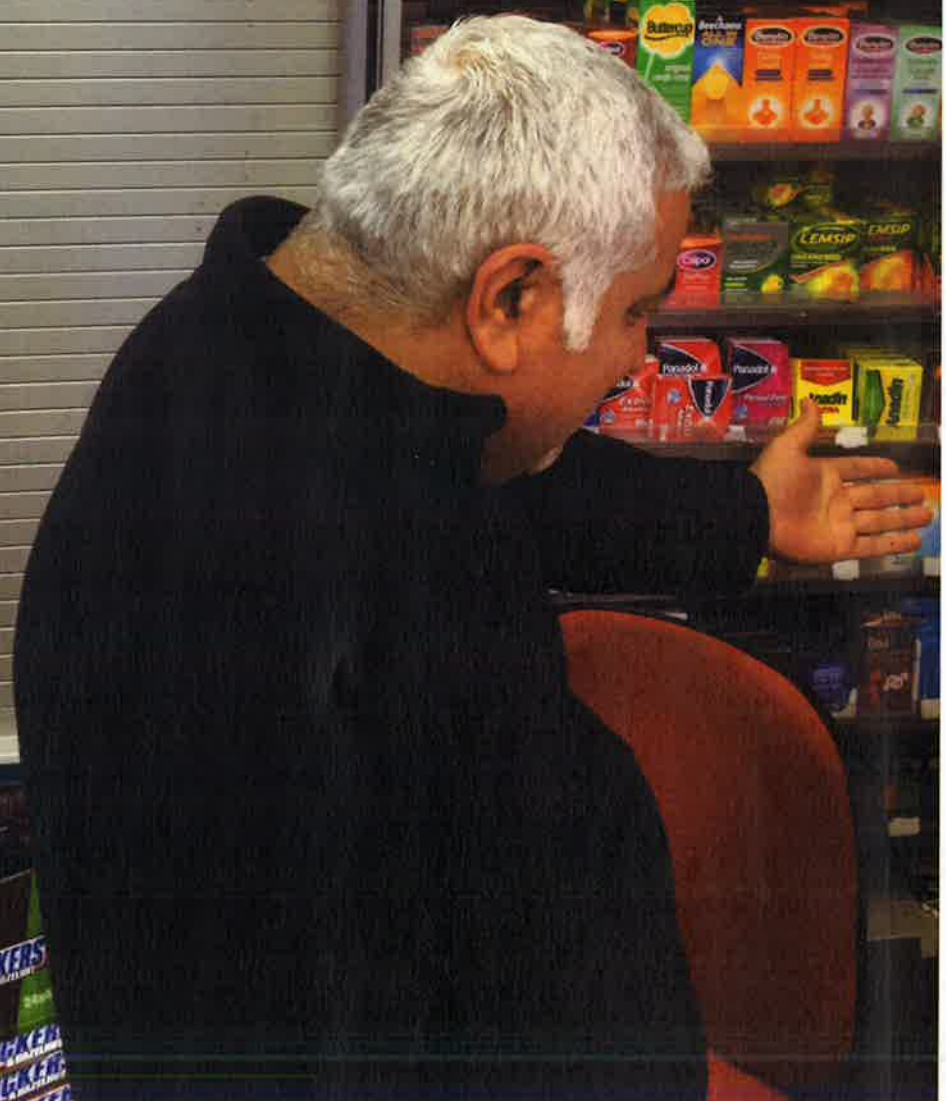
App 2e

App 2f.

**YOU MAY BE ASKED FOR
PROOF OF ID.
IT IS ILLEGAL TO SELL
TOBACCO PRODUCTS TO ANYONE
UNDER THE AGE OF 18**



Sundries



App 2g.

DURAC

£1.87 Cash

14 November 2015 00:33

Change Due: £8.13

Cash

Credit Card

Voucher

Account Balance

Close

1 2 3
4 5 6
7 8 9
0 C

All

1/2

1/3

1/4

1/n

0.00

Discount Amount

No Sale

Receipt

Connected... Main Menu



App 2g.

C.H.J.M.

Date	Brief Description of Training Carried Out	Name of Staff	Signature of Staff Receiving Training	Name & Position of Person Providing Training	Date Refresher Training due
1/11/15	Refresh No 10 NBS	Gulustan	<i>[Signature]</i>	Ugur Tekgaze	1/11/15
"	Refresh No 10 NBS	SEHER	<i>[Signature]</i>	Ugur Tekgaze	"
"	"	Gulbayaz	<i>[Signature]</i>	"	"
"	"	Samet	<i>[Signature]</i>	"	"
"	"	Murat	<i>[Signature]</i>	"	"
"	"	Abdullah	<i>[Signature]</i>	"	"
14/11/15	checked by E. Green, LBE. No entry for refresher training 1/11/15. No entry for Hasan Karakas.				

REF: WK/ 2150 49439

LICN_1

LICENSING ENFORCEMENT INSPECTION REPORT

Premises Name	Once Food Centre	
Premises Address	418-426 Forest Gate Haverford rd N9 8AA	
Time of Visit:	Start: 12.00.20	Finish: 00.58.

During an inspection of your premises on 14 November 2015, the following was checked:

Part B of Premises Licence displayed? Yes No **Incorrect licence**
 Address & tel no. of PLH & DPS on licence correct? Yes No (If incorrect, insert new details below)
 Conditions of licence checked? Yes No

No. of condition not in compliance	Evidence/Advice
c.10	Fruit delivered at 4/5am, stated Mr Karakas. Other deliveries in daytime.
c.9	Alcohol on shelves and in fridges displayed so customer can access it. Wine shelf was covered up. Alcohol in fridge covered up at 00.20 when re-entered.
c.12	Unable to login to CCTV. Noted that different screens had different times - please check. Ensure footage kept for 28 days.
ALCOHOL SOLD AFTER PERMITTED TIME (00.15). THIS IS AN OFFENCE. ENSURE ALL STAFF TRAINED	

Any other matter(s) that need addressing: Mr Tekegac stated delivery van arrives at 5am but is not unloaded until 7am. Mr Tekegac called to premises, arrived at 00.45am c.4+5 - ensure all staff trained and refresher training carried out within 3 months (last training 1/8/11 so out of date).

You are required to have the above matters attended to within 14 days of this notice. Failure to rectify the above breaches may constitute a criminal offence and result in legal proceedings being brought against you.

LICENSING ENFORCEMENT	RECIPIENT OF NOTICE
Signature of Officer on visit: <i>EVG</i>	Signature: <i>[Signature]</i>
Print Name: Ellie Green	Print Name & Position: Mr Ugur Tekegac, PLH + DPS

Licensing Enforcement, Civic Centre, Silver Street, Enfield, EN1 3XH, Tel: 020 8379 1767
 Police Licensing Officer, Civic Centre, Silver Street, Enfield, EN1 3XH Tel: 0208 379 6112

For queries relating to new applications, variations, vary DPS, Temporary Event Notices, address changes etc, please contact the Licensing Team on 0208 379 3578 or licensing@enfield.gov.uk

Download the appropriate application forms at http://www.enfield.gov.uk/info/200007/licensing_and_registration.
 Material such as leave quietly signs, training guidance and refusals book is available to download and print at http://www.enfield.gov.uk/downloads/download/2316/compliance_documents



Mr Ugur Tekagac
Oncu Food Centre
418-426 Hertford Road
Edmonton
N9 8AA

Please reply to: Charlotte Palmer
Licensing Enforcement Officer
Pollution Control, Planning and
Licensing Enforcement Team
Regulatory Services
Tel: 0208 379 3965
Fax: 0208 379 2190
Minicom:
Email: charlotte.palmer@enfield.gov.uk
My Ref:
WK/215049439
Your Ref:
Date: 26th November 2015

Dear Mr Tekagac

Oncu Food Centre, 418 - 426 Hertford Road, London, N9 8AA

I write to you as the premises licence holder for the above named business.

During the early hours of Saturday 14 November 2015 Out of Hours Licensing Enforcement Officers visited your premises to check whether the premises was selling alcohol after the permitted time of midnight.

At 00:15 an officer entered the premises and was sold 2 bottles of Stella Artois by Mr Hasan Karakas.

A licence inspection was also carried out and you arrived at the premises during this time. The following breaches were discovered:

The current Part B was not on display.

Condition 4. All staff shall receive induction and refresher training (at least every three months) relating to the sale of alcohol and the times and conditions of the premises licence.

Condition 5. All training relating to the sale of alcohol and the times and conditions of the premises licence shall be documented and records kept at the premises. These records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least one year.

Ian Davis
Director - Environment
Enfield Council
Civic Centre, Silver Street
Enfield EN1 3XY

Phone: 020 8379 1000
Website: www.enfield.gov.uk

**CUSTOMER
SERVICE
EXCELLENCE**



The Government Standard

Breaching times and conditions can also lead to a review of the Premises Licence. In considering any review application, the Council's Licensing Sub-Committee may choose to:

- revoke the licence;
- suspend the licence for up to three months;
- remove the DPS from the licence;
- exclude a licensable activity from the licence; and
- Modify the conditions of the licence.

Please also ensure that all staff are aware that the premises licence only permits alcohol sales between 08:00 – 00:00.

Further observations of your premises shall be carried out.

Yours faithfully

Charlotte Palmer
Senior Licensing Enforcement Officer

PLH - Mr Ugur Tekagac, 107 Tudor Road, London, N9 8PA

REF: WK/215049439

LICN_1

LICENSING ENFORCEMENT INSPECTION REPORT

Premises Name	Onca Food Centre	
Premises Address	418-426 Hertford Road, London, N9 8AA	
Time of Visit:	Start: 11-10	Finish: 11-15

During an inspection of your premises on Friday 29th January 2016, the following was checked:

- Part B of Premises Licence displayed? Yes No
 Address & tel no. of PLH & DPS on licence correct? Yes No (If incorrect, insert new details below)
 Conditions of licence checked? Yes No

No. of condition not in compliance	Evidence/Advice
	Revisit to check conditions 4, 5, 9, 10, 12 + Part B
All conditions compliant. Recommend staff carry ID to prove they are the people named in the training book.	

Any other matter(s) that need addressing: _____

You are required to have the above matters attended to within _____ days of this notice. Failure to rectify the above breaches may constitute a criminal offence and result in legal proceedings being brought against you.

LICENSING ENFORCEMENT	RECIPIENT OF NOTICE
Signature of Officer on visit: <i>Palmer</i>	Signature: <i>[Signature]</i>
Print Name: CPAINTER	Print Name & Position: Samet Karamyera Shop Assistant
Email/Tel: Charlotte.palmer@enfield.gov.uk 0208 379 3965	Email/Tel:

Application forms can be downloaded at <https://new.enfield.gov.uk/services/business-and-licensing/>.

Material such as leave quietly signs, training guidance and refusals book is available to download and print at http://www.enfield.gov.uk/downloads/download/2316/compliance_documents

This page is intentionally left blank

MUNICIPAL YEAR 2015/16 REPORT NO.

COMMITTEE :
Licensing Sub-Committee
16 March 2016

REPORT OF :
Principal Licensing Officer

LEGISLATION :
Licensing Act 2003

Agenda - Part	Item
<p>SUBJECT : Application for a new premises licence</p> <p>PREMISES : Silverpoint Food Centre 76-82 Fore Street, LONDON, N18 2FF.</p> <p>WARD : Edmonton Green</p>	

1 LICENSING HISTORY & CURRENT POSITION:

- 1.1 The premises has not held a premises licence previously.
- 1.2 A copy of a location map of the premises is attached as Annex 01.

2 THIS APPLICATION:

- 2.1 On 7 January 2016 an application was made by **Mr Haydar Aslan** for a **new Premises Licence** for Silverpoint Food Centre, 76-82 Fore Street, LONDON, N18 2FF. The named Designated Premises Supervisor (DPS) is Mr Hayrettin Caner.
- 2.2 The application seeks:
 - 2.2.1 **Hours the premises are open to the public:** 24 hours daily.
 - 2.2.2 **Supply of alcohol (off supply only):** 08:00 to 23:00 daily.
- 2.3 The application was advertised in accordance with the requirements of the Licensing Act 2003.
- 2.4 Each of the Responsible Authorities were consulted in respect of the application.
- 2.5 A copy of the application is attached as Annex 02.

3 RELEVANT REPRESENTATIONS:

- 3.1 **Metropolitan Police:** As conditions have been agreed (i.e. the applicant has agreed to amend the operating schedule attached to the application to include additional steps to promote the licensing objectives) the representation, against the application, has been duly withdrawn.
- 3.2 **Licensing Authority (including Licensing Enforcement, Environmental Health, Trading Standards, Planning, Health & Safety and Children's Services):** As conditions and a reduction in times have been agreed (i.e. the applicant has agreed to amend the operating schedule attached to the

application to include additional steps to promote the licensing objectives) the representation, against the application, has been duly withdrawn.

- 3.3 **Other Persons:** Representations have been made, against the application, by one local resident. The grounds of representation include the prevention of public nuisance and the prevention of crime and disorder licensing objective.
- 3.4 A copy of the representation is attached as Annex 03.

4 PROPOSED LICENCE CONDITIONS:

- 4.1 The conditions arising from this application are attached as Annex 04, which have not been disputed by the responsible authorities.

5 RELEVANT LAW, GUIDANCE & POLICIES:

- 5.1 The paragraphs below are extracted from either:
- 5.1.1 the Licensing Act 2003 ('Act'); or
- 5.1.2 the Guidance issued by the Secretary of State to the Home Office of March 2015 ('Guid'); or
- 5.1.3 the London Borough of Enfield's Licensing Policy Statement of January 2015 ('Pol').

General Principles:

- 5.2 The Licensing Sub-Committee must carry out its functions with a view to promoting the licensing objectives [Act s.4(1)].
- 5.3 The licensing objectives are :
- 5.3.1 the prevention of crime and disorder;
- 5.3.2 public safety;
- 5.3.3 the prevention of public nuisance; &
- 5.3.4 the protection of children from harm [Act s.4(2)].
- 5.4 In carrying out its functions, the Sub-Committee must also have regard to :
- 5.4.1 the Council's licensing policy statement; &
- 5.4.2 guidance issued by the Secretary of State [Act s.4(3)].
- 5.5 The Sub-Committee may not have regard to whether or not a proposal is likely to be permitted in accordance with the law relating to planning or building [Pol s.17.1].
- 5.6 There can be confusion about the difference between the "need" for premises, and the "cumulative impact" of premises on the licensing objectives. "Need" concerns the commercial demand for another pub or restaurant or hotel, and is a matter for the planning authority and for the market. This is not a matter for the Sub-Committee in discharging its licensing functions [Guid 13.18].

Cumulative Impact Policy:

- 5.7 The applicant premises/club premises is located in Edmonton Cumulative Impact Policy Area [Pol s.9.20]. The hours sought for alcohol in this application do not exceed the restrictions of the CIP.

Hours:

- 5.8 The Sub-Committee decides licensed opening hours as part of the implementation of the licensing policy statement and is best placed to make decisions about appropriate opening hours in their area based on their local knowledge and in consultation with responsible authorities [Guid 10.13].
- 5.9 However, there is no general assumption in favour of lengthening licensing hours and the four Licensing Objectives should be paramount considerations at all times. Where there are representations against an application and the Sub-Committee believes that extending the licensing hours would undermine the Licensing Objectives, they may reject the application or grant it with appropriate conditions and/or different hours from those requested. [Pol s.8.3].
- 5.10 Stricter conditions with regard to licensing hours may be required for licensed premises situated in or immediately adjacent to residential areas to ensure that disturbance to local residents is avoided. This will particularly apply in circumstances where, having regard to the location, size and nature of the premises, it is likely that disturbance will be caused to residents in the vicinity of the premises by concentrations of people leaving, particularly during normal night-time sleeping periods [Pol s.8.4].

Decision:

- 5.11 As a matter of practice, the Sub-Committee should seek to focus the hearing on the steps considered appropriate to promote the particular licensing objective or objectives that have given rise to the specific representation and avoid straying into undisputed areas [Guid 9.36].
- 5.12 In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the Sub-Committee must give appropriate weight to:
- 5.12.1 the steps that are appropriate to promote the licensing objectives;
 - 5.12.2 the representations (including supporting information) presented by all the parties;
 - 5.12.3 the guidance; and
 - 5.12.4 its own statement of licensing policy [Guid 9.37].
- 5.13 Having heard all of the representations (from all parties) the Sub-Committee must take such steps as it considers appropriate for the promotion of the licensing objectives. The steps are :
- 5.13.1 To grant the application subject to the mandatory conditions and such conditions as it considers necessary for the promotion of the licensing objectives;
 - 5.13.2 To exclude from the scope of the licence any of the licensable activities to which the application relates;
 - 5.13.3 To refuse to specify a person in the licence as the premises supervisor;
 - 5.13.4 To reject the application [Act s.18].

Background Papers :
None other than any identified within the report.

Contact Officer :
Ellie Green on 020 8379 8453



76-78 Fore Street, LONDON, N18 2FF

LONDON BOROUGH OF ENFIELD
CIVIC CENTRE, SILVER STREET,
ENFIELD, EN1 3XE
www.enfield.gov.uk



© Crown copyright and database rights 2016
Ordnance Survey Licence no 100019820

Drg.No. 6800DY

Scale 1:1250

Date 04/03/2016



Enfield
Application for a premises licence
Licensing Act 2003

For help contact
licensing@enfield.gov.uk
Telephone: 020 8379 3578

* required information

Section 1 of 19

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes
- No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number

Other telephone number

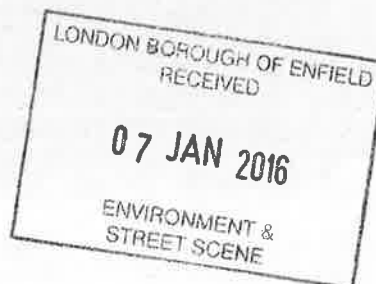
Include country code.

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.



Continued from previous page...

Address

* Building number or name	<input type="text" value="76-82"/>
* Street	<input type="text" value="Fore Street"/>
District	<input type="text"/>
* City or town	<input type="text" value="London"/>
County or administrative area	<input type="text"/>
* Postcode	<input type="text" value="N18 2FF"/>
* Country	<input type="text" value="United Kingdom"/>

Agent Details

* First name	<input type="text" value="A. ENDER"/>
* Family name	<input type="text" value="CEMGIL"/>
* E-mail	<input type="text" value="info@archpl.co.uk"/>
Main telephone number	<input type="text"/>
Other telephone number	<input type="text"/>

Include country code.

 Indicate here if you would prefer not to be contacted by telephone

Are you:

- An agent that is a business or organisation, including a sole trader
 A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

- * Is your business registered in the UK with Companies House? Yes No
 * Is your business registered outside the UK? Yes No

* Business name	<input type="text" value="ARCH PLANNING & LICENSING"/>
* VAT number	<input type="text" value="-"/>
* Legal status	<input type="text" value="Private Limited Company"/>
* Your position in the business	<input type="text" value="DIRECTOR"/>
Home country	<input type="text" value="United Kingdom"/>

If your business is registered, use its registered name.

Put "none" if you are not registered for VAT.

The country where the headquarters of your business is located.

Continued from previous page...

Agent Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

* Building number or name	33B GRAND PARADE
* Street	GREEN LANES
District	
* City or town	LONDON
County or administrative area	
* Postcode	N4 1LG
* Country	United Kingdom

Section 2 of 19**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

Address OS map reference Description

Postal Address Of Premises

Building number or name	76-82
Street	Fore Street
District	
City or town	London
County or administrative area	
Postcode	N18 2FF
Country	United Kingdom

Further Details

Telephone number	
Non-domestic rateable value of premises (£)	24,000

Section 3 of 19**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales
- Other (for example a statutory corporation)

Confirm The Following

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

Section 4 of 19**INDIVIDUAL APPLICANT DETAILS****Applicant Name**

Is the name the same as (or similar to) the details given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

HAYDAR

Family name

ASLAN

Is the applicant 18 years of age or older?

- Yes No

*Continued from previous page...***Applicant Postal Address**

Is the address the same as (or similar to) the address given in section one?

 Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name	<input type="text" value="76-82"/>
Street	<input type="text" value="Fore Street"/>
District	<input type="text"/>
City or town	<input type="text" value="London"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="N18 2FF"/>
Country	<input type="text" value="United Kingdom"/>

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

 Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail	<input type="text" value="info@archpl.co.uk"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>

Section 5 of 19**OPERATING SCHEDULE**

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of 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.

A1 USE CLASS RETAIL UNIT WILL BE RUNNING AS A SUPERMARKET. THE PROPOSAL IS TO GET SUPPLY OF ALCOHOL OFF THE PREMISES MONDAY TO SUNDAY BETWEEN 08:00AM - 23:00 PM

Continued from previous page...

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

Section 6 of 19

PROVISION OF PLAYS

Will you be providing plays?

- Yes No

Section 7 of 19

PROVISION OF FILMS

Will you be providing films?

- Yes No

Section 8 of 19

PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

- Yes No

Section 9 of 19

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 19

PROVISION OF LIVE MUSIC

Will you be providing live music?

- Yes No

Section 11 of 19

PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

- Yes No

Section 12 of 19

PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

- Yes No

Section 13 of 19

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes No

Continued from previous page...

Section 14 of 19

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

Section 15 of 19

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start
 Start

End
 End

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.

TUESDAY

Start
 Start

End
 End

WEDNESDAY

Start
 Start

End
 End

THURSDAY

Start
 Start

End
 End

FRIDAY

Start
 Start

End
 End

SATURDAY

Start
 Start

End
 End

SUNDAY

Start
 Start

End
 End

Continued from previous page...

Will the sale of alcohol be for consumption:

 On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

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

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

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

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

Name

First name

Family name

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

Continued from previous page...

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 19

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

N/A

Section 17 of 19

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start End
 Start End

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.

TUESDAY

Start End
 Start End

WEDNESDAY

Start End
 Start End

THURSDAY

Start End
 Start End

FRIDAY

Start End
 Start End

Continued from previous page...

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

State any seasonal variations

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

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

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

Section 18 of 19

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

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

The applicant will accept the follow conditions.

The alcohol only will sale in operation hours and the alcohol will be consumed off the premises.

CCTV will be installed to the premises, installed the CCTV system that meet the standard in 'UK police requirements for digital CCTV system'.

Emergency lighting will be provided.

Smoke detector will be installed.

The premises operates the "challenge 21" the proof of age scheme.

The premises will open and shut at its permitted hours and the sale of alcohol or any other permitted licensing activity will not be carried out at any other time than its permitted opening hours.

b) The prevention of crime and disorder

A CCTV system shall be installed, operated and maintained at the premises.

1. Cameras must be sited to observe the entrance and exit doors, the alcohol displays, and floor areas.

2. Cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises i. e. capable of identification.

3. Cameras viewing till areas must capture frames not less then 50% of screen.

4. Cameras overlooking floor areas should be wide angled to give an overview of the premises.

5. Cameras must capture a minimum of 16 frames per second.

Continued from previous page...

6. Be capable of visually confirming the nature of the crime committed.
7. Provide a linked record of the date, time, and place of any image.
8. Provide good quality images – colour during opening times.
9. Operate under existing light levels within and outside the premises.
10. Have the recording device located in a secure area or locked cabinet.
11. Have a monitor to review images and recorded picture quality.
12. Be regularly maintained to ensure continuous quality of image capture and retention.
13. Have signage displayed in the customer area to advise that CCTV is in operation.
14. Digital images must be kept for 31 days.
15. Police will have access to images at any reasonable time.
16. The equipment must have a suitable export method, e.g. CD/DVD writer so that the police can make an evidential copy of the data they require. This data should be in the native file format, to ensure that no image quality is lost when making the copy. If this format is non-standard (i.e. manufacturer proprietary) then the manufacturer should supply the replay software to ensure that the video on the CD can be replayed by the police on a standard computer. Copies must be made available to Police on request.

c) Public safety

Emergency lights and fire extinguishers will be installed.

d) The prevention of public nuisance

For public nuisance there will not allow any alcohol drink at inside and outside of the premises.
All occasions when persons have been refused service will be recorded in a refusals book, which shall be kept at the premises for not less than 12 months.
Suitable signage will be displayed at the point of exit advising customers leave the premises quietly.
Deliveries to the premises shall only be made during normal working hours (07:00 - 18:00).

e) The protection of children from harm

We will be very strict to not sell alcohol to children and under age.
Any alcohol must be sold by DPS or a person authorised by the DPS at all times.
All staff who sells alcohol will be trained in the role by the DPS with regular refresher training.
Records of training will be kept and made available for examining officers of the relevant authorities.
Where a person appears to be under the age 21, identification in the form of passport, photo driving licence or a proof of age card bearing the pass hologram will be sought and if not provided service of alcohol will be refused.
Suitable signage will be displayed at the point of entry and at the service area advising customers that the premises operates the "challenge 21" proof of age scheme.

Section 19 of 19

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.
Premises Licence Fees are determined by the non domestic rateable value of the premises.
To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm
and accessed as follows:

- (i) click on 2000 Non-Domestic Rating List.
- (ii) Enter Enfield as billing authority and click find.
- (iii) Click on Enfield
- (iv) Enter business premises details and click find

Continued from previous page...

Band B - £4301 to £33000	£190.00
Band C - £33001 to £8700	£315.00
Band D - £87001 to £12500	£450.00*
Band E - £125001 and over	£635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500	£900.00
Band E - £125001 and over	£1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39000	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00
Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

* Fee amount (£)

190.00

ATTACHMENTS**AUTHORITY POSTAL ADDRESS****Address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

DECLARATION

Continued from previous page...

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

It is not a legal requirement under the Licensing Act 2003 that applicants have Planning Permission. HOWEVER, we recommend that if businesses do not already have the necessary planning permission they check with the Planning Team first to see whether it is actually possible for them to get planning permission.

For further advice on planning permission please contact:

* Planning and Building Control Service
PO Box 53, Civic Centre
Silver Street, Enfield, EN1 3XE
Tel: 0208 379 3878

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

Date (dd/mm/yyyy)

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
 2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/enfield/apply-1> to upload this file and continue with your application.
- Don't forget to make sure you have all your supporting documentation to hand.

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

Consent of individual to being specified as premises supervisor

MR. HAYRETTIN CANER

.....
[full name of prospective premises supervisor]

of

17 FINDON ROAD, LONDON N9 7QB

.....
[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

New Premises Licence Application

.....
[type of application]

by

MR. HAYDAR ARSLAN

.....
[name of applicant]

relating to a premises licence

.....
[number of existing licence, if any]

for

SILVERPOINT FOOD CENTRE - 76 - 82 FORE STREET, LONDON N18 2FF

.....
[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

MR. HAYDAR ARSLAN

[name of applicant]

concerning the supply of alcohol at

SILVERPOINT FOOD CENTRE - 76 - 82 FORE STREET, LONDON N18 2FF

[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

LN / 2015 00883

[insert personal licence number, if any]

Personal licence issuing authority

LONDON BOROUGH OF ENFIELD

[insert name and address and telephone number of personal licence issuing authority, if any]

Signed



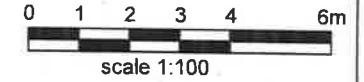
Name (please print)

MR. HAYRETTIN CANER

Date

07.01.2016

- Notes
- 1- This drawing is not for construction
 - 2- All Dimension are in millimeters
 - 3- Dimensions are not to be scaled directly from drawings
 - 4- All dimensions are to be checked on site and the Architect is to be inform of any discrepancies before construction commences
 - 5- All references to drawings refer to current revision of that drawing
 - 6- The Copyright of this drawing belongs to Archard Ltd.

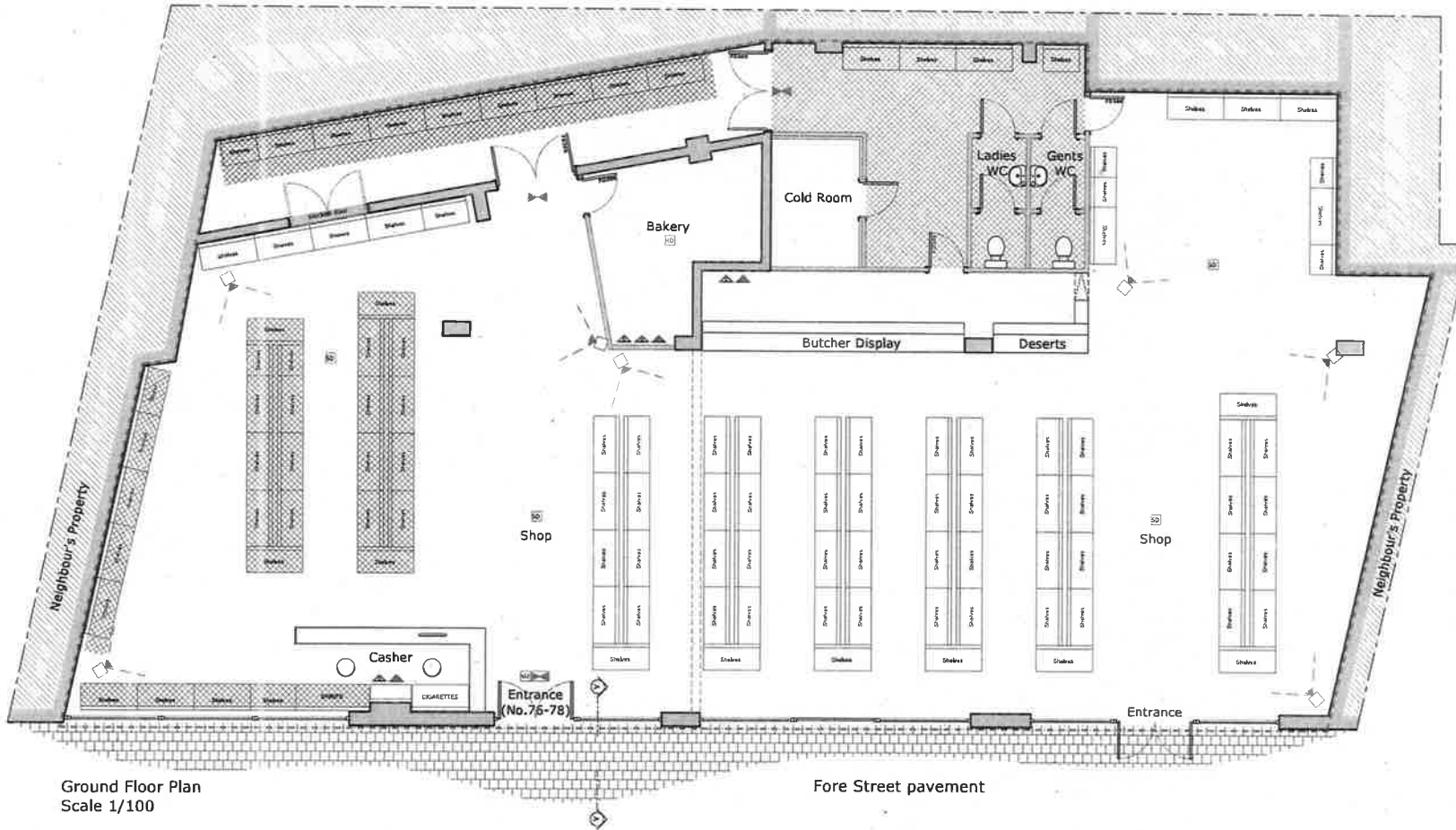


- Existing Wall
- Wall/partition to be removed
- Proposed wall/partition

LEGEND

- AMBIT OF LICENSED PREMISES
- LIQUOR STORAGE
- LIQUOR SALES
- WC, PASSAGEWAY, ETC
- SAFETY LIGHTING
- HEAT DETECTOR
- SMOKE DETECTOR
- CARBON DIOXIDE FIRE EXTINGUISHER
- 9L WATER FIRE EXTINGUISHER
- FIRE BLANKET
- INTERNALLY ILLUMINATED FIRE ESCAPE SIGN (BS 5266)
- 30min FIRE RESISTANCE DOOR
fire door to have intumescent strips and self closer
- FIRE SOUNDER

TOTAL AREA: 383 m²



Ground Floor Plan
Scale 1/100

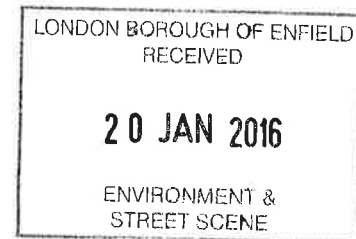
Fore Street pavement

Rev	Date	Revisions
FOR PLANNING		
 ARCH ARCHITECTURAL DESIGN STUDIO 33B Grand Parade, Green Lanes, Haremsy, London, N4 1LG Tel: 0208 809 2320 - 0784241 0527 Web: www.archpl.co.uk		
Client	Mr Haydar Aslan	
Project	76-78 Fore Street, N18 2FF	
Scale	1/100@A3	Date 11/2015
Drawn By	LLB	Checked By ABC
Project No	0527-15	Drawing No A101
Revision		-
Drawing title		
Ground Floor Plan		



Mr. Basim Jafar
 Flat 30, Prowse Court
 74 Fore Street
 London
 N18 2FF

FAO
 Head of Trading Standards & Licensing
 PO BOX 57
 Civic Centre, Silver Street
 EN1 3XH



Representation against a new Premises Licence application for SUPPLY OF ALCOHOL OFF THE PREMISES at SILVERPOINT FOOD CENTRE / 76-82 FORE STREET, LONDON, N18 2FF.

Dear Sir/Madam,

I am writing to you today in order to make a representation against the application at 76-82 Fore Street, N18 2FF for a new premises licence.

I am a local resident who will directly be impacted by this premises licence. I reside in the residential block that houses the premises being applied for. My residence is directly above the SILVERPOINT FOOD CENTRE.

The grounds for this representation against the application are as follows; in line with the ENFIELD COUNCIL LICENSING OBJECTIVES:

1. Prevention of public nuisance

- a. I believe that introducing an off premises licence here will encourage vagrants, drug users and prostitutes to congregate in the communal area outside the entrance to the residential block where I live and have a detrimental impact on local residents.

There are no benches or other street furniture that can be used by street drinkers outside the SILVERPOINT FOOD CENTRE, however the entrance to my residential block at 74 Fore Street (right next to the SILVERPOINT FOOD CENTRE) has a covered entrance which has been used by vagrants and street drinkers in the past to loiter and take shelter from the elements. Residents have previously found vomit, refuse bags full of food taken from a nearby Greggs, cigarette butts and alcohol cans outside the entrance to the residential block and this type of behaviour is likely to increase with the introduction of an off licence next door. I am worried about the additional noise and safety aspects for local residents.

The council in their LICENSING POLICY STATEMENT have acknowledged that "there is a potential for routine incidents of public nuisance to escalate into more serious, especially violent offences" and I believe that introducing an off premises licence here increases the likelihood of public nuisance and would be irresponsible.

I also believe introducing a premises licence here will lead to more attempts at intrusion into the communal areas by people who do not live in the residential block who are looking for somewhere to drink and or abuse drugs. Residents have previously found vagrants charging their phones in the communal areas of the block and have been confronted when they have challenged the intruders. This can be confirmed by email chains that are held by the residents informing each other of such events.

- b. According to the councils LICENSING POLICY STATEMENT, the SILVERPOINT FOOD CENTRE falls into an area (marked as 'EDMONTON' on ANNEX 4 in the LICENSING POLICY STATEMENT) in which "evidence indicates are subject to high levels of public nuisance and certain categories of crime and disorder which are connected to the concentrations of licensed premises in those areas". Therefore, I believe introducing yet another licensed premises here would be irresponsible and against the licensing objectives. There is a public house- THE WHITE HORSE visible across the road from SILVERPOINT FOOD CENTRE and another THE GILPINS BELL two minutes walk away from the SILVERPOINT FOOD CENTRE. There is also LTs BAR public house, and another off premises licensed shop NAZLI OFF LICENCE next to the GILPINS BELL public house. Within a five minute walk of SILVERPOINT FOOD CENTRE, we have a TESCO EXPRESS, LIDL supermarket, S&D STORES which all have an off premises licence and LA FACE nightclub with an on premises licence.

I argue that introducing another off licence premises at SILVERPOINT FOOD CENTRE will contribute to increasing the levels of public nuisance and crime and disorder, and offer no benefit for the local community or furthering of the licensing objectives as there is already a high concentration of licensed premises and off premises licensed shops, the closest just a 3 minute walk (0.1 mile) away from the SILVERPOINT FOOD CENTRE.

- c. There is no provision outside the SILVERPOINT FOOD CENTRE for disposal of empty alcohol drinking vessels, and I believe this licence would increase the amount of alcohol related litter, and also the chances of vagrants relieving themselves or defecating either in the communal areas of 74 FORE STREET or in the side road of COWPER ROAD. We have previously had an intruder access the communal areas of 74 FORE STREET and defecate in the communal areas (has been reported to PC WALLER and can be confirmed by email chains held by residents). Adding an off premises licence at SILVERPOINT FOOD CENTRE would only exacerbate the problem.
- d. The proximity of SILVERPOINT FOOD CENTRE to both SILVER STREET STATION and TOTTENHAM HOTSPUR FOOTBALL CLUB means that it is a thoroughfare used by many football fans to commute to and from matches.

I believe that granting an off premises licence here will cause football fans to loiter outside both pre and post match, causing a noise nuisance to residents. I am unaware of any DPPO or other relevant legislation or licensing condition that will prohibit the sale of alcohol on match days in this area hence this is a valid concern.

- e. There are a number of betting shops on Fore Street in close proximity to SILVERPOINT FOOD CENTRE. As I am sure you are well aware, Fore Street is a very deprived high street and there are a number of people gambling in these establishments that simply cannot afford to. Chronic gamblers tend to be male, unemployed and drinkers. They will often spend long periods of time inside betting premises and venture out to smoke and drink. Adding an off premises licence here will encourage these people to loiter around the covered entrance to our residential building whilst they drink and smoke, causing a nuisance to residents.

2. Prevention of crime and disorder

- a. Enfield Council in their LICENSING POLICY STATEMENT has stated that drug dealing/abuse and prostitution and indecency are special factors for consideration. Unfortunately our residential development has been targeted by prostitutes within the six months who have gained access to our communal areas and I am concerned that the introduction of an off premises licence next door would exacerbate this problem.

The incidents have been reported at the time to our neighbourhood officer PC WALLER, and included an incident where residents walked into a female prostitute having sex with a male customer in the communal areas of the block.

- b. The police have acknowledged there is a problem with both prostitution and drugs on our ward, with both being stated ward priorities/promises to tackle. I believe introducing a premises licence here would negatively impact the efforts of the police to tackle the prostitution and drug problem on the ward, as stated in the councils LICENSING POLICY

STATEMENT intoxicated offenders can be "difficult and time consuming" for the police to handle and this may mean "officers may need to be taken off other duties" to deal with them.

- c. The council, in their LICENSING POLICY STATEMENT have stated that there has been a 23% increase in "alcohol and night time economy offences" in police statistics, with Fore Street being identified as one of the "areas that show the highest levels of such incidents, or the most significant increases". I believe that the police statistics show strong evidence to discourage the granting of new premises licences on Fore Street, especially as the LICENSING POLICY STATEMENT goes on to state that "Police statistics are known to underestimate the numbers of alcohol related crime because of the high level of under reporting", which suggests that the increase in alcohol and NTE offences is much more severe than the statistics suggest.

Based on these facts, I believe that the council has a duty under section 17 of the Crime and Disorder Act 1998 to decline this application in the interests of "doing all they reasonably can to prevent crime and disorder in their area", and not simply acknowledging the fact licensed premises are contributing to the problem whilst turning a blind eye and approving new applications.

I hope that you will take the above points into consideration when deciding whether this application will be approved.

Yours faithfully,



Mr. Basim Jafar

Ellie Green

From: Jafar, Baz <basim.jafar@baml.com>
Sent: 29 February 2016 10:33
To: Ellie Green
Cc: findrichardfisher@gmail.com; Asbu; Licensing
Subject: Incident with drunken customers of the White Horse public house, Fore Street.
Attachments: glass.JPG

Dear Ms. Green,

(CC: Anti social behaviour team, rest of licensing team)

Further to my last mail (Re: Licensing Act 2013: Silverpoint Food Centre, 76-72 Fore Street N18 2FF WK/215070502), I'd like to make you aware of another licensing/ASB related incident that occurred outside our residential address and the site of Silverpoint Food Centre on Sunday 28th February 2016 at approximately 19:29 hours.

Two heavily intoxicated and aggressive men attacked a resident, and threw a pint glass at our communal front door (of Prowse Court, 74 Fore Street, N18 2FF), causing the glass to shatter (picture attached). I've copied the affected resident into this email if you would like to ascertain further details.

A quick summary of what happened:

Two men were seen drinking at the White Horse pub across the road from our building on Fore Street. They for no particular reason made their way over to our front door and one of the men started kicking the front door.
A resident who was trying to get in was then attacked by these men who were intoxicated and aggressive. Finally a pint glass was used as a missile (amongst other things) to damage the glass front door.
The men were then spotted at the White Horse public house a short while after the attack.
The pint glass that was used as a missile is assumed to have come from the White Horse public house.

Crime report **CRIS 5204480/16** was created for this incident by the local police.

I would like the Council to kindly investigate the following:

Why was the White Horse serving these aggressive and intoxicated men?
Why were they allowed to leave the White Horse with glassware, especially on a match day? This incident could have been a lot worse if the glass was aimed at a person rather than a door.
Was there any door staff or security to prevent intoxicated and disorderly customers from entering/leaving the premises, and if so why not?
The police were not able to respond to this incident in a timely manner and no arrests were made despite suspects being seen at the White Horse after the incident. Should licensing conditions for this premises be reviewed in light of such a serious incident?

I would also appreciate it if you could attach this report to the documents to be considered by the licensing subcommittee when deciding the outcome of the premises license for Silverpoint Food Centre as this again demonstrates the impact licensed premises are having on the safety and quality of life for local residents. Adding another one to the mix will not improve things in the slightest.

Thank you,

Basim Jafar

This message, and any attachments, is for the intended recipient(s) only, may contain information that is privileged, confidential and/or proprietary and subject to important terms and conditions available at



Annex 4

Silverpoint Agreed Conditions

Annex 1 - Mandatory Conditions

The Mandatory Conditions are attached and form part of the Operating Schedule of your licence/certificate. You must ensure that the operation of the licensed premises complies with the attached Mandatory Conditions as well as the Conditions in Annex 2 and Annex 3 (if applicable). Failure to do this can lead to prosecution or review of the licence.

Annex 2 - Conditions consistent with the Operating Schedule

1. There shall be no adult entertainment or services, activities or matters ancillary to the use of the premises that may give rise to concern in respect of children.
2. The premises shall install and maintain a comprehensive CCTV system.
 - (1) All entry and exit points will be covered enabling frontal identification of every person entering in any light condition.
 - (2) All recordings shall be stored for a minimum period of 31 days with date and time stamping.
 - (3) Recordings shall be made available immediately upon the request of Police or authorized officer throughout the preceding 31 day period.
 - (4) The CCTV system should be updated and maintained according to police recommendations.
 - (5) A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open to the public. This staff member must be able to show a Police or authorised council officer recent data or footage with the absolute minimum of delay when requested.
3. An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police, which will record the following:
 - (1) All crimes reported to the venue
 - (2) all ejections of patrons
 - (3) any complaints received
 - (4) any incidents of disorder
 - (5) all seizures of drugs or offensive weapons
 - (6) any faults in the CCTV system
 - (7) any visit by a relevant authority or emergency service

- 4. The venue will when requested to do so operate a can marking scheme agreed in writing by the Police and Licensing Authority. All cans of alcoholic beverages will be marked with either indelible ink marker pens, UV marker pens or other can marking scheme i.e. stickers.**
- 5. No super-strength beer, lagers or ciders of 6.5% ABV (alcohol by volume) or above shall be sold at the premises.**
- 6. All staff shall receive induction and refresher training (at least every three months) relating to the sale of alcohol and the times and conditions of the premises licence.**
- 7. All training relating to the sale of alcohol and the times and conditions of the premises licence shall be documented and records kept at the premises. These records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least one year.**
- 8. A 'Think 25' proof of age scheme shall be operated and relevant material shall be displayed at the premises.**
- 9. A written record of refused sales shall be kept on the premises and completed when necessary. This record shall be made available to Police and/or the Local Authority upon request and shall be kept for at least one year from the date of the last entry.**
- 10. Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the needs of local residents and leave the premises and area quietly. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.**
- 11. Deliveries shall only be made to the premises between the hours of 07:00 - 18:00.**

Annex 3 - Conditions attached after a hearing by the Licensing Authority

LICENSING SUB-COMMITTEE - 24.2.2016

**MINUTES OF THE MEETING OF THE LICENSING SUB-COMMITTEE
HELD ON WEDNESDAY, 24 FEBRUARY 2016**

COUNCILLORS

PRESENT (Chair) Chris Bond, George Savva MBE and Glynis Vince

ABSENT

OFFICERS: Ellie Green (Principal Licensing Officer), Charlotte Palmer (Licensing Enforcement Officer), PC Gary Marsh (Metropolitan Police Licensing Officer), Antonia Mankanjuola (Legal Services Representative), Jane Creer (Democratic Services)

Also Attending: Barrister for Metropolitan Police Service
Mrs Ebru Govtepe (Director of Enfield Food Stores Limited - Applicant)
Barrister and Licensing Agent on behalf of applicant
3 further representatives of applicant

408**WELCOME AND APOLOGIES FOR ABSENCE**

Councillor Bond as Chair welcomed all those present and explained the order of the meeting.

409**DECLARATION OF INTERESTS**

NOTED that there were no declarations of interest in respect of items on the agenda.

410

NEW HERTFORD FOOD CENTRE LIMITED, 236 HERTFORD ROAD, ENFIELD, EN3 5BL (REPORT NO. 189)

RECEIVED the transfer application submitted by Enfield Food Stores Limited.

NOTED

1. The introductory statement of Ellie Green, Principal Licensing Officer, including:
 - a. This was an application to transfer a premises licence.
 - b. Confirmation that the premises had been known by various names, but all the paperwork related to the same site and premises licence at 236 Hertford Road, Enfield EN3 5BL.
 - c. The premises was licensed to sell alcohol 08:00 to 00:00 daily with opening hours of 08:00 to 01:00 daily.

LICENSING SUB-COMMITTEE - 24.2.2016

- d. Since the publication of the initial report, the matter of surrender of the licence by Mr Deniz Altun had been updated. Mr Altun had given notification in writing that it was his intention to surrender the licence, but did not follow that up with the physical surrender of the hard copy licence or give reasons why this could not be done. Mr Altun had changed his mind and instead signed the consent form to transfer the licence to Enfield Food Stores Limited.
 - e. On that basis, the licence was not surrendered, and was being dealt with as a normal transfer application. The application was being considered under Section 43 of the Licensing Act 2003. A transfer was allowed to come into immediate interim effect as soon as the Licensing Authority received it, unless it was formally determined or withdrawn.
 - f. On the premises licence granted in August 2015, Mr Altun was named as Premises Licence Holder (PLH) and Designated Premises Supervisor (DPS). On 20 January 2016, a vary DPS application was submitted, naming Mr Necip Karagoz as the DPS. This application was not subject to any representations.
 - g. Also on 20 January 2016 the transfer application was submitted by Enfield Food Stores Limited. This application was shown on page 7 of the agenda pack. Mrs Ebru Govtepe was the named director of this company.
 - h. The Police were consulted in respect of the transfer application, and notice was given that grant of the transfer application would undermine the crime prevention objective. The authority states that it is appropriate, for the promotion of the licensing objectives, to object to the transfer of the premises licence.
 - i. The Licensing Authority were also seeking a review of the premises licence for 236 Hertford Road and were seeking revocation of the licence.
2. The statement on behalf of the Metropolitan Police Service, represented by Mr Rory Clarke, Cornerstone Barristers, including:
- a. The Police had raised an objection to the transfer application.
 - b. Clarification that the Police may object to a transfer in exceptional circumstances where the chief officer of police believes the transfer may undermine the crime prevention objective. Such objections are expected to be rare and arise because the police have evidence that the business or individuals seeking to hold the licence or business or individuals linked to such persons are involved in crime.
 - c. Confirmation of the reasons why the circumstances in this case were considered exceptional. Firstly, there was an express condition which prevented this transfer; and secondly, this licence had been revoked on two previous occasions, with a number of seizures of non-duty paid alcohol and tobacco, when Mr Sefer Govtepe had been involved with the business, first as the licence holder and second as a business partner.
 - d. Police were concerned that granting this transfer application would put the control of the premises back into the hands of Mr Sefer Govtepe.
 - e. There had been no surrender of the licence. The effect of refusing this application would be that the licence holder remained as Mr Deniz Altun. Mr Altun was not the leaseholder and wanted nothing to do with the

LICENSING SUB-COMMITTEE - 24.2.2016

premises, but that was preferable to handing the premises to Mr Govtepe or his family, given the history of the premises.

f. It was understood that there was an intention to sell the premises, but that could be determined at a time when there was a buyer who could apply for a licence on their own merits.

g. The basis of the Police objection was set out in the letter on page 14/15 of the agenda pack.

h. The immediate history was that on 21/12/15, Trading Standards officers visited and found a very large number (4500 packets) of non duty paid cigarettes hidden in a false ceiling and store room in premises of which Mr Sefer Govtepe was the leaseholder. Officers were told this was the food store for the 236 Hertford Road shop and that only the shop owners had a key.

i. Condition 24 on the licence was that "Neither Mr Sefer Govtepe or Mr Suleyman Erdogan or their immediate family shall be involved in any way in the operation and / or management of the business or be permitted to work in the business in any capacity". There was good reason for that condition being imposed in that the licence had been revoked for the second time in 2015.

j. In 2011 the licence was revoked for the first time, when Mr Sefer Govtepe was the licence holder. When the licence was revoked for the second time, in May 2015, at that time it was admitted that though Mr Sefer Govtepe was not on the licence he was the business partner of the licence holder Mr Suleyman Erdogan. Therefore it was thought necessary on the new licence that Mr Sefer Govtepe should have no involvement.

k. The transfer application being considered today was submitted by a company, the sole director of which was Mrs Ebru Govtepe, the wife of Mr Sefer Govtepe. This would therefore be in breach of Condition 24 of the licence. Approving the transfer of the licence would automatically put the licence in breach. Breaching licence conditions is a criminal offence and would therefore put the licence holder at risk of prosecution. There had been no application to vary that licence or that condition.

l. Even if there had not been Condition 24 in place, the Police would have raised an objection because of the history of the premises. It did seem that Mr Sefer Govtepe was also heavily involved at the time of the raid on 21/12/15. The lease had been transferred back to him, and his son was working in the shop. The store room was leased by him and officers were told that he was the only one with a key.

m. Officers had not seen anything in the evidence to suggest that Mrs Ebru Govtepe was intending to operate the business entirely independently, and it was difficult to see how Mr Sefer Govtepe could not be involved, given he was her husband.

n. The statement of Charlotte Palmer, Licensing Enforcement Officer, was highlighted on pages 16-23 of the agenda pack, which detailed the history of the premises and the connections between the parties.

o. The witness statement of Victor Ktorakis, Licensing Enforcement Officer, was highlighted on pages 169-180 which gave further detail on the raid on 21/12/15.

LICENSING SUB-COMMITTEE - 24.2.2016

3. Mr Rory Clarke responded to questions from members of the sub-committee and from the applicant's representative including the following:
 - a. In response to Councillor Savva's request for further details about the raid in December 2015, Charlotte Palmer confirmed that on 21/12/15 non duty paid cigarettes were found in three locations: in a box with vegetables in the corridor; in several bags hidden in a false ceiling; and the vast majority in the toilet area behind fake walls in a metal safe built into the eaves. The finds were made with the assistance of sniffer dogs. On previous visits, officers had received anonymous complaints and had searched areas reported, including the butcher's chopping counter. When the licence was last revoked, cigarettes had been found in a chest of drawers built with a false bottom. So items were well hidden and well thought out to ensure they would not be seen.
 - b. In response to Councillor Vince's query regarding prosecution following the raid, it was advised that this was ongoing and was being dealt with by Customs and Excise.
 - c. The applicant's representative asked PC Marsh about the s182 guidance and wording of conditions, and he agreed that the advice was that conditions should be clear and concise and should not be vague.
 - d. The applicant's representative asked about the drawing up of Condition 24 on the licence. Charlotte Palmer advised that the condition had been offered in the premises licence application submitted by Mr Altun and the wording had been tweaked by Legal officers.
 - e. It was confirmed that Mrs Govtepe's name was not mentioned in any of the papers prior to 24/12/15.
 - f. PC Marsh confirmed that he had not been aware that Mrs Ebru Govtepe was a personal licence holder until he had received the agenda pack for this hearing, but that police were not informed of applications for personal licences unless the applicant had relevant convictions.

4. The statement on behalf of Enfield Food Stores Limited, represented by Mr Duncan Craig, Citadel Chambers, including:
 - a. The Police representation was opposed for two reasons.
 - b. Firstly the wording of Condition 24 was questioned, with the emphasis on the words "immediate family". The s182 guidance dealt with general principles in respect of licensing conditions. Conditions were important in setting the parameters of the operation. Conditions must be precise and enforceable, proportionate, justifiable and capable of being met. He would submit that the wording of Condition 24 was not capable of being met and was not sufficiently clear as "immediate family" was not definable in law and it could be questioned who this would apply to. To be enforceable, individuals would need to be named in the condition, if people were to be excluded from a business and their rights to go about their daily lives were to be impinged. Condition 24 was too nebulous, particularly as Mr Altun had suggested that Mrs Govtepe had no input into the business. Mrs Govtepe was being asked to abide by a condition which did not name her.

LICENSING SUB-COMMITTEE - 24.2.2016

There had been nothing to prevent the Licensing Authority naming Mrs Govtepe in the condition, but that had not been done.

b. Secondly, the guidance around transfer of premises licences was highlighted: s8.95 in particular dealt with objections. Such objections from the police should only arise in truly exceptional circumstances. Objections were expected to be rare and if the police had evidence of crime and disorder. There was no evidence that Mrs Ebru Govtepe had been involved in any criminality. That her husband had been involved was irrelevant. The guidance must have been meant for people linked in terms of criminal links, not to people related or married to those to whom the conduct related. Mrs Ebru Govtepe was granted a personal licence by this Licensing Authority. She had no personal convictions. In all the papers there was no reference to her. She had not been linked to anything going on at the premises or to any criminality whatsoever. Therefore, the police representation was flawed.

c. Witness statements had been provided in the supplementary information pack, including from Mrs Govtepe. Mr Altun had accepted that he had run the premises in a way which was not appropriate. Given the condition in place in respect of Mr Govtepe, Mrs Govtepe had run the premises since December. There had been no issues since that time in relation to counterfeit or illicit goods while she was involved in the management of the premises. This shows that Mrs Govtepe would uphold the licensing objectives.

d. In summary, Mrs Ebru Govtepe is a woman of good character and he would submit that she was not subject to Condition 24 and that the panel may dismiss the application by the police.

5. Mr Craig responded to questions from members of the sub-committee and from the Police Service representative, including the following:
 - a. In response to Councillor Savva's queries regarding licence transfer, Mr Craig clarified that Condition 24 could not prevent transfer in itself, but if the licence was transferred to anyone in the immediate family the premises licence holder would be in breach of that condition and unable to sell alcohol under the licence. He maintained that Mrs Govtepe should not be affected as it was not sufficiently clear who the Condition 24 was seeking to identify and there was no definition of what was meant by "immediate family".
 - b. The Chair queried why the applicant had not tried to have this condition revoked. It was advised that, given the Police were objecting to the transfer from Mr Altun, until that was resolved the priority was that transfer of the licence. Mr Craig would also suggest that his client should not be asked to rectify a mistake made by the council. It had also been stated in Charlotte Palmer's witness statement that such an application would also have been objected to.
 - c. In response to Councillor Vince's queries, Mr Craig confirmed that Mrs Govtepe had been involved in the business for the first time on 24/12/15, and that she had never been involved in the operation of the shop prior to that date.

LICENSING SUB-COMMITTEE - 24.2.2016

- d. Councillor Vince asked if Mrs Govtepe ever had any business discussions with her husband. Through her sister as translator, Mrs Govtepe stated "not much".
 - e. In response to questions from Mr Clarke on behalf of the police, Mrs Govtepe stated that she spoke English a little bit and that she did not read English. She confirmed that she had signed her witness statement and that someone had explained it to her.
- 6. Mr Craig advised that his instructions may have changed, and at his request was granted a short adjournment.
 - 7. When the meeting resumed, Mr Craig advised that his client had withdrawn the application.
 - 8. There was therefore no requirement for the sub-committee to make a decision on the application, and the meeting was concluded.

411

MINUTES OF PREVIOUS MEETING

RECEIVED the minutes of the meeting held on Wednesday 3 February 2016.

AGREED that the minutes of the meeting held on Wednesday 3 February 2016 be confirmed and signed as a correct record.