

## MUNICIPAL YEAR 2023/24 REPORT NO.

**COMMITTEE:**  
Licensing Sub-Committee  
14 February 2024

**REPORT OF:**  
Principal Licensing Officer

**LEGISLATION:**  
Licensing Act 2003

Agenda - Part	Item
<b>SUBJECT:</b> Application for a New Premises Licence – British Alevi Federation	
<b>PREMISES:</b> Churchfields Recreation Ground, Great Cambridge Road, LONDON, N9 9LE	
<b>WARD:</b> Haselbury	

### 1. LICENSING HISTORY:

- 1.1 The British Alevi Federation (referred to from hereon as the Alevi) are a charity which as stated in the application form, provides “support for education, poverty, religious activities, arts and culture, heritage, science, environment, conservation, economic community development, equality and human rights”. The Alevi operate from their site at Churchfields Recreation Ground and contains “offices, an event hall and outdoor recreation grounds”.
- 1.2 See **Annex 1** for the history of Temporary Event Notice (TENs) applications for Churchfields which have been received by the Licensing Team in the last 5 years.
- 1.3 See **Annex 7** Guidance point 7.8 for an explanatory note of the difference between a Standard and a Late TEN).
- 1.4 In relation to the 2 – 5 June 2022 TEN (see TEN no. 6 in **Annex 1**), the Licensing Team advised that as the applicant had advised no alcohol was to be sold, and the music was to be provided between 8am and 11pm and was a community event, the community premises exemption could apply so no TEN was actually required. Based on this principle, the Alevi hosted a number of large capacity outdoor events in the summer of 2022, under the belief that they could use the community premises exemption and no licence was required. However, a community premises exemption only applies to a capacity not exceeding 500 (this includes staff as well as attendees). The definition of community premises must also be met, see Guidance point 16.21 in **Annex 7**.
- 1.5 Once the Licensing Team became aware that events were taking place with a potential capacity of above 500 and several noise complaints from local residents were received, officer advice was provided to the Alevi on 17 June 2022 about how to meet the licensing requirements for future events as the community event exemption could not be applied above 500 capacity.
- 1.6 The Albanian Community Concert still went ahead on 26<sup>th</sup> June 2022 (see TEN no. 9 in **Annex 1**), and Council officers attended the event and witnessed

a capacity in excess of 500, and ticket sales had reached 1,300. Unauthorised sales of alcohol were also being made.

1.7 In September 2022 Licensing Enforcement conducted an investigation in relation to offences under the Licensing Act 2003. The outcome of that investigation resulted in the Alevi signed a Simple Caution for the following offences:

- 19 June 2022 – the Alevi carried out unauthorised licensable activity, namely live and recorded music for a capacity of over 500 people. Offence under Section 136 (1) of the Licensing Act 2003.
- 26<sup>th</sup> June 2022 - the Alevi carried out unauthorised licensable activity, namely live and recorded music for a capacity of over 500 people. Offence under Section 136 (1) of the Licensing Act 2003.
- Also on 26<sup>th</sup> June 2022 – the Alevi carried out unauthorised licensable activity, namely the sale of alcohol. Offence under Section 136 (1) of the Licensing Act 2003.

1.8 Advice has been given to the Alevi that if events above 499 (especially outdoor events) were to be provided, a full premises licence application was required.

## **2. THIS APPLICATION:**

2.1 On 28 December 2023, an application was made for a new Premises Licence at Churchfields Recreation Ground, Great Cambridge Road, LONDON, N9 9LE, by British Alevi Federation.

2.2 According to the Register of Charities (check carried out on 01/02/2024 <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5052033/charity-overview> ), the charity number is 1164879, was established on 08/01/2015 and is described as “To advance the Alevi faith for the public benefit in accordance with the statement of beliefs. To provide recreational facilities in the interests of social welfare to the general public to improve the conditions of life of the said inhabitants.”

2.3 The Trustees are: Muslum Dalkilic (Chair), Dilek Incedal and Zeynep Demir.

2.4 A Designated Premises Supervisor (DPS) is not required as alcohol is not sought in this application.

2.5 The application seeks to be unlimited, a capacity of 350, indoor events only and the following licensable activities:

**Table 1:**

<b>Activity</b>	<b>Proposed Times</b>
Opening hours	08:00 – 23:00 daily
Indoor Sporting Events	10:00 – 21:00 daily
Live Music (indoors) Recorded Music (indoors) Performance of dance (indoors)	12:00 – 23:00 daily

2.6 The original application sought outdoor events with live and recorded music with a capacity of 400, between 12pm and 7pm. However, the Alevi withdrew the outdoor activities from this application on 18 January 2024, following a site visit and meeting between the Alevi and the Council.

2.7 Each of the Responsible Authorities were consulted in respect of the application.

2.8 A copy of the application and supporting documents are attached as **Annex 2**.

### **3. RELEVANT REPRESENTATIONS:**

#### **3.1 Responsible Authorities:**

3.1.1 **The Metropolitan Police:** Made representation initially in response to the application, namely seeking conditions. The Alevi agreed those conditions and as a result, those representations have been withdrawn. The Police have confirmed those conditions still apply for indoor only events.

3.1.2 **Licensing Authority:** Made representation in response to the application, namely seeking conditions in support of all four of the licensing objectives. The Alevi have agreed some of those conditions, and at the time this report was written (2/2/24), the remaining conditions are still being mediated on as no agreement had been reached. Therefore this Licensing Authority representation is still outstanding. A copy of the representation, including the mediation discussions, is attached as **Annex 3**.

3.2 **Other Parties:** Representations have been made, against the application, by 13 local residents (OP1 to OP13) on the grounds that the application undermines all four of the licensing objectives. The Other Parties were advised of the amended application, and they confirmed their representations remain in place. A copy of the Other Party objections can be seen in **Annex 4**.

The application also received two supporting Other Party representations (SUP1&2), namely from Haselbury ward councillors. A copy of those supporting representations can be found in **Annex 5**.

#### **4. PROPOSED CONDITIONS**

- 4.1 Conditions that have arisen from the application and representations are now produced in **Annex 6**.

#### **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 December 2023 ('Guid'); or  
5.1.3 the London Borough of Enfield's Licensing Policy Statement of January 2020 ('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)].  
5.4.2 See **Annex 7** for the relevant extracts from the Guidance and Policy.

##### **Decision:**

- 5.5 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 9.37].

- 5.6 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:

- 5.6.1 the steps that are appropriate to promote the licensing objectives;  
5.6.2 the representations (including supporting information) presented by all the parties;  
5.6.3 the guidance; and  
5.6.4 its own statement of licensing policy [Guid 9.38].

- 5.7 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:
- 5.7.1 to grant the application subject to the mandatory conditions and such conditions as it considers necessary for the promotion of the licensing objectives;
  - 5.7.2 to exclude from the scope of the licence any of the licensable activities to which the application relates;
  - 5.7.3 to reject the application [Act s.18].

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

**Contact Officer:**  
**Ellie Green on [licensing@enfield.gov.uk](mailto:licensing@enfield.gov.uk)**

# Annex 1

## Temporary Event Notice (TENs) History

No.	Type of TEN	Date/Times of TEN	Licensable Activity	Capacity	Event	Applicant	Outcome	Comments
1	Standard	25 to 29 May 2019, between 11am and 7pm	Regulated entertainment	499	Community/diversity event	Mr Erbil Israfil, on behalf of the Alevi	TEN Issued	n/a
2	Standard	31 May to 1 June 2019, between 11am and 7pm	Regulated entertainment	499	Community/diversity event	Mr Erbil Israfil, on behalf of the Alevi	TEN Issued	n/a
3	Late	23 June 2019, between 12pm and 7pm	Regulated entertainment	450	Cultural event (family activities, food and live music)	Mr Mustafa Kendir, on behalf of the Alevi	TEN refused	Counter Notice issued due to objection from Environmental Health, which considered (a) the Noise Abatement Notices which were served in August 2018 in respect of statutory nuisance were served on two trustees of the British Alevi Federation, and (b) several noise complaints from multiple residents were received in relation to the TEN events in May/June as per the above, caused by loud music and the PA system.
4	Standard	5 April 2020, between 12pm and 8pm	Regulated entertainment	499	Newroz celebration (no alcohol, open air community event, performing live music and traditional folk	Miss Arzu Pesman, on behalf of the Alevi	TEN issued	This event did not take place due to Covid-19.

No.	Type of TEN	Date/Times of TEN	Licensable Activity	Capacity	Event	Applicant	Outcome	Comments
					dances, plus a number of speeches. Attendees are families)			
5	Standard	31 May 2021, between 5pm and 11pm	Regulated entertainment	60	Engagement ceremony	Mr Deniz Ali, on behalf of the Alevi	TEN withdrawn	Mr Ali was advised by Environmental Health that an event with 60 did not meet the Covid rules at that time.
6	Standard	2 and 5 June 2022, between 12pm and 7pm	Regulated entertainment	499	music and culture festival	Mr Israfil Erbil, on behalf of the Alevi	TEN withdrawn	The TEN application form had ticked regulated entertainment but commented that their timings did not require a licence. On discussion with the Licensing Team, the applicant advised no alcohol was to be sold, and the music was to be provided between 8am and 11pm and was a community event. Advice was given that the community premises exemption could apply so no TEN was actually required.
<p><b>Advice given by Licensing Team - see point 1.4 of report.</b></p>								
7	Standard	10 July 2022, between 12pm and 7pm	Regulated entertainment	499	Pir Sultan music and culture event	Mr Muslim Dalkilic, on behalf of the Alevi	TEN refused	TEN was refused as exceeded capacity. Advice was given by the Licensing Team that there was time to submit multiple TENs for adjacent areas, which must not exceed 499 capacity in each TEN area.

No.	Type of TEN	Date/Times of TEN	Licensable Activity	Capacity	Event	Applicant	Outcome	Comments
9	Late	26 June 2022, between 12pm and 7pm	Regulated entertainment	499	Albanian Community Concert	Mr Muslum Dalkilic, on behalf of the Alevi	TEN refused	TEN was refused as submitted out of time.
10	Late x 5	10 July 2022, between 12pm and 7pm	Regulated entertainment	499 x 5	Pir Sultan music and culture festival	Mr Muslum Dalkilic Mr Kulek Yusuf Mr Dursun Ergin Mrs Koroglu Nadide Mrs Ozlem Sahin All on behalf of the Alevi	TENs x 5 issued	Objections were initially raised by both the Police and Environmental Health in light of previous recent events that exceeded capacity and a significant number of noise complaints had been received by local residents. However, after further mediation and stronger measures proposed by the Alevi, those objections were withdrawn.
11	Standard	16 December 2023, between 6pm and 11pm	Regulated entertainment	450	Live music and dinner in the hall	Mr Muslum Dalkilic, on behalf of the Alevi	TEN issued	n/a
12	Standard	24 December 2023, between 5pm and 11pm	Regulated entertainment	450	Live music and dinner in the hall	Mr Muslum Dalkilic, on behalf of the Alevi	TEN issued	n/a
13	Standard	29 December 2023, between 6pm and 11pm	Regulated entertainment	450	Live music and dinner in the hall	Mr Muslum Dalkilic, on behalf of the Alevi	TEN issued	n/a
14	Late	14 January 2024, between 5pm and 11pm	Regulated entertainment	499	Live music and dinner in the hall	Mr Muslum Dalkilic, on behalf of the Alevi	TEN issued	n/a



## London Borough of Enfield

### 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 Notes for Guidance 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 **British Alevi Federation**

*(Insert name(s) of applicant)*

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

#### Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
CHURCHFIELD RECREATION GROUND GREAT CAMBRIDGE ROAD LONDON			
<b>Post town</b>	ENFIELD	<b>Postcode</b>	N9 9LE

Telephone number at premises (if any)	0208 2458482
Email address	Britanyaalevifederasyonu@gmail.com
Non-domestic rateable value of premises	██████████

#### Part 2 - Applicant details

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

- |  |                          |                             |
|--|--------------------------|-----------------------------|
| a) an individual or individuals *                    | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual *               |                          |                             |
| i as a limited company/limited liability partnership | <input type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability)   | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or              | <input type="checkbox"/> | please complete section (B) |

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

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

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

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

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

**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)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth over</b>		I am 18 years old or		<input type="checkbox"/>	Please tick yes
<b>Nationality</b>					
Current postal address if different from premises address		N/A			
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address</b>					

**(B) OTHER APPLICANTS**

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

Name BRITISH ALEVI FEDERATION
Address CHURCHFIELD RECREATION GROUND GREAT CAMBRIDGE ROAD LONDON
Registered number (where applicable)  1164879
Description of applicant (for example, partnership, company, unincorporated association etc.)  CHARITY PROVIDING SUPPORT FOR EDUCATION, POVERTY, RELEGIOUS ACTIVITIES, ARTS & CULTURE, HERITAGE, SCIENCE, ENVIRONMENT, CONSERVATION, ECONOMIC COMMUNITY DEVELOPMENT, EQUALITY, HUMAN RIGHTS.
Telephone number (if any) 0208 2458482
E-mail address Britanyaalevifederasyonu@gmail.com

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
21 <sup>8</sup>	012	023

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

DD	MM	YYYY

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

CHURCHFIELD RECREATION GROUND N9 9LE

THE SITE CONTAINS OFFICES, EVENT HALL AND OUTDOOR RECREATION GROUNDS. THE APPLICANT HAS BARRIERS, CHAIRS, STAGE AND FIRE-SEFETY EQUIPMENT IN STORAGE.

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

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- 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)

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

A

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

**B**

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

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)  LESSONS AND TOURNAMENTS YOGA FOOTBALL MARTIAL ARTS
Day	Start	Finish	
Mon	10:00	21:00	
Tue	10:00	21:00	<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Wed	10:00	21:00	N/A
Thur	10:00	21:00	<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)
Fri	10:00	21:00	N/A
Sat	10:00	21:00	
Sun	10:00	21:00	

**D**

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



**E**

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	X
Mon	12:00	23:00	<b>Please give further details here</b> (please read guidance note 4)  INDOOR 12:00-23:00 OUTDOOR 12:00-19:00		
	12:00	19:00			
Tue	12:00	23:00	INDOOR CAPACITY 350 PEOPLE OUTDOOR CAPACITY 400 PEOPLE		
	12:00	19:00			
Wed	12:00	23:00	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)  <ul style="list-style-type: none"> <li>• INDOOR EVENTS WILL TAKE PLACE ALL YEAR</li> <li>• OUTDOOR EVENTS WILL TAKE PLACE ONLY DURING SPRING AND SUMMER FESTIVALS</li> </ul>		
	12:00	19:00			
Thur	12:00	23:00			
	12:00	19:00			
Fri	12:00	23:00	<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
	12:00	19:00			
Sat	12:00	23:00			
	12:00	19:00			
Sun	12:00	23:00			
	12:00	19:00			

**F**

Recorded music Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	X			
Day	Start	Finish						
Mon	12:00	23:00	<b>Please give further details here</b> (please read guidance note 4)  INDOOR 12:00-23:00 OUTDOOR 12:00-19:00 INDOOR CAPACITY 350 PEOPLE OUTDOOR CAPACITY 400 PEOPLE					
		12:00				19:00		
Tue	12:00	23:00						
		12:00				19:00		
Wed	12:00	23:00				<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)		
		12:00				19:00		
Thur	12:00	23:00				INDOOR EVENTS WILL TAKE PLACE ALL YEAR OUTDOOR EVENTS WILL TAKE PLACE ONLY DURING SPRING AND SUMMER FESTIVALS		
		12:00				19:00		
Fri	12:00	23:00				<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
		12:00						
Sat	12:00	23:00						
		12:00	19:00					
Sun	12:00	23:00						
		12:00	19:00					

# G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>	
Day	Start	Finish		Outdoors	<input type="checkbox"/>	
Mon	12:00	23:00	<b><u>Please give further details here</u></b> (please read guidance note 4)  INDOOR 12:00-23:00 OUTDOOR 12:00-19:00 INDOOR CAPACITY 350 PEOPLE OUTDOOR CAPACITY 400 PEOPLE	Both	X	
		12:00		19:00		
Tue	12:00	23:00				
		12:00		19:00		
Wed	12:00	23:00		<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
		12:00		19:00		
Thur	12:00	23:00		INDOOR EVENTS WILL TAKE PLACE ALL YEAR OUTDOOR EVENTS WILL TAKE PLACE ONLY DURING SPRING AND SUMMER FESTIVALS		
		12:00		19:00		
Fri	12:00	23:00		<b><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</u></b> (please read guidance note 6)		
		12:00			19:00	
Sat	12:00	23:00				
		12:00			19:00	
Sun	12:00	23:00				
		12:00			19:00	

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur					
Fri			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Sat					
Sun			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		

**I**

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

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)					
Mon								
Tue								
Wed								
Thur						<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Fri								
Sat								
Sun								

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

Name	
Date of birth	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

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

N/A

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	N/A
Mon	08:00	23:00	
Tue	08:00	23:00	
Wed	08:00	23:00	
Thur	08:00	23:00	
Fri	08:00	23:00	
Sat	08:00	23:00	
Sun	08:00	23:00	
			<u>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</u> (please read guidance note 6)
			N/A

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

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

Alevi Federation aim is to improve the quality of life for the local community, provide an accessible, welcoming venue and focal point for the Alevi community, a place for people to meet and socialise and a space for local organisations to reach out to the community. Offering classes, past time activities both during the day and the evenings.

Provide a range of low or no cost educational, recreational, social and cultural activities that are accessible to local people in response to local need.

Provide a local facility and resource which promotes and encourages learning, development and a stronger community.

Promote and advocate for the needs of groups based in the center and provide opportunities for more integration and inclusion between users.

Act as an informal information point on activities and services

To maintain strategic relevance with partnerships, local authority and funding bodies

The Applicant aims to provide a high-quality social events to accompany their philosophy.

There will be no sale or supply of alcohol and events will help the community.

Due consideration has been given for achieving the four licensing objectives.

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

A CCTV system is installed, with coverage to all floor areas of the premises, internally and externally. The system continually records whilst the premises are open and after closing time. All recordings shall be stored for a minimum period of 30 days. Recordings shall be made available upon request by an authorised Officer of the Police or the Local Authority.

The premises are fully alarmed.

An incident logbook is retained at the premises and will be made available to an authorised Officer of the Police or the Local Authority if requested.

There are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder. All staff will undertake training in their responsibilities in relation to keeping the order at all times. Records will be kept of training and refresher training.

**c) Public safety**

Appropriate fire safety and health & safety policies are in place at the premises.

Appropriate fire safety procedures are in place including fire extinguishers (foam, H2O and CO2), fire blanket, internally illuminated fire exit signs, numerous smoke detectors and emergency lighting (see enclosed plan for details of locations). All appliances are inspected annually. All emergency exits shall be kept free from obstruction at all times.

A Health and Safety file is kept updated on the premises.

An emergency lighting system is in place.

All appliances are inspected annually.

Safeguarding Policies are in place.

Social Media Policies are in place.

Data Protection Policies are in place.

The premises supervisor has undergone First Aid training.



**d) The prevention of public nuisance**

Visitors and participants will be asked to enter and leave the premises quietly with consideration for neighbours. Clear signage will be installed to emphasise this. Loud or suspicious visitors will not be invited or allowed to enter events. Staff will receive appropriate training to deal with difficult people. An incident logbook is being maintained. Security will be employed with high vis jackets worn by all staff. A complaints procedure is being maintained, details of which will be made available to an authorised Officer of the Police or the Local Authority if requested.

All entrants will be searched 'body and bags' on entry

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

British Alevi Federation is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years. Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people. British Alevi Federation is committed to protecting children is based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents/carers to promote the welfare, health and development of children.

British Alevi Federation will:

- Promote the health and welfare of children by providing opportunities for them to take part in our sports safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures. This Policy and these Procedures will be regularly reviewed:
- In accordance with changes in legislation and guidance on the protection of children or following any changes within British Alevi Federation

There will be no sale of alcohol and all entrants will be searched 'body and bags' on entry.

**Checklist:**

**Please tick to indicate agreement**

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


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

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

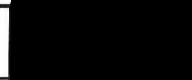
**Part 4 – Signatures** (please read guidance note 11)

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

<b>Declaration</b>	<ul style="list-style-type: none"><li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li><li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from</li></ul>
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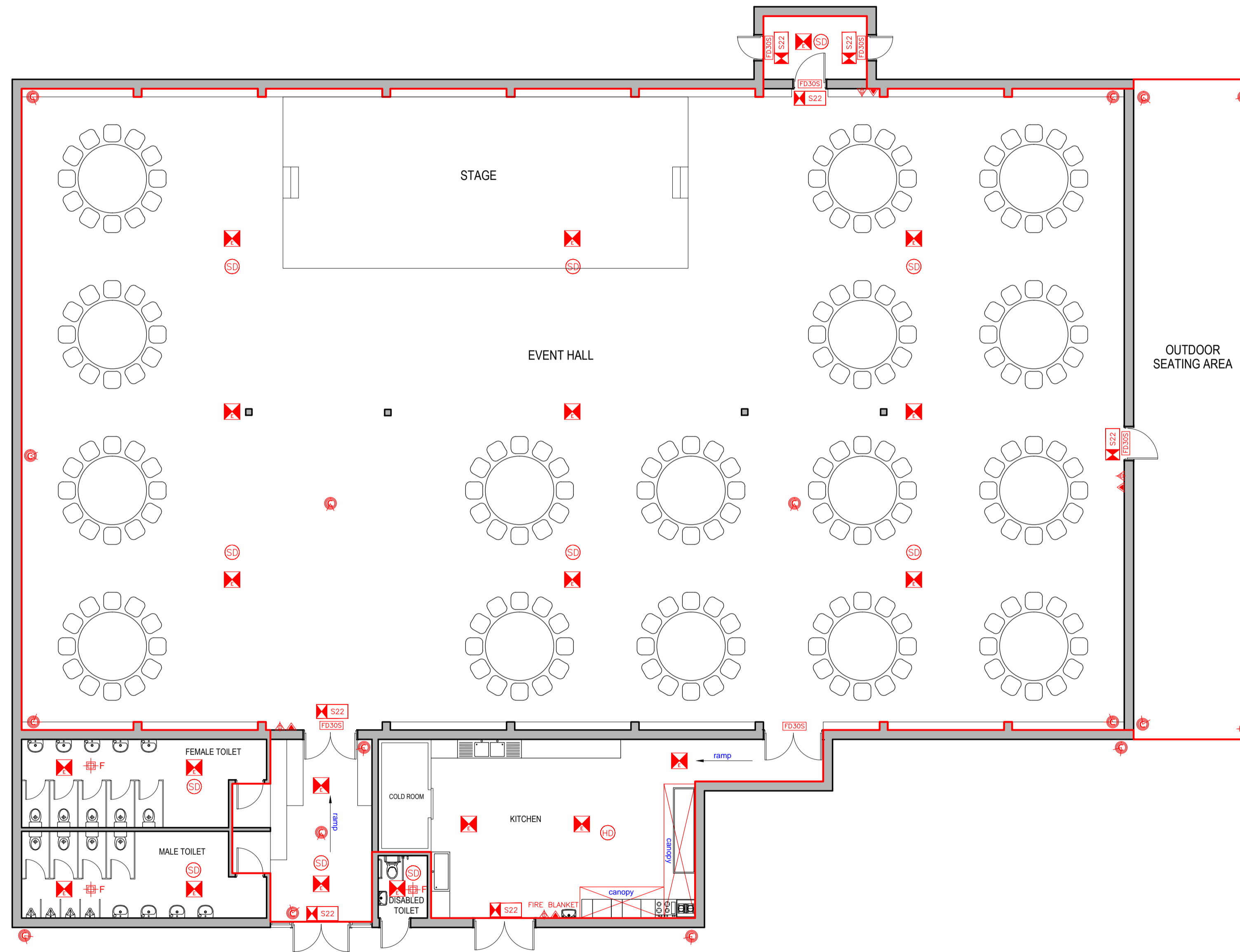
	doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	21.12.2023
Capacity	Solicitor/AGENT

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

Signature	
Date	21/12/2023
Capacity	Acting Solicitor FORTIS ROSE SOLICITORS

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
UNIT 9 ANGEL YARD 34 SNELL'S PARK EDMONTON N18 2FD			
Post town	EDMONTON	Postcode	N18 2FD
Telephone number (if any)	02035000050		
E-mail address (optional) olgan@fortisrose.co.uk			

All Dimensions to be verified on site by Main Contractor before the commencement of any work.  
Report all discrepancies to Architect immediately.  
This drawing is to be read with all related Architects and Engineers drawings and other relevant information.



**LEGEND**

- FD30 MINIMUM 30 MIN FIRE RESISTANT DOORS
- S22 ILLUMINATED FIRE EXIT SIGN
- EMERGENCY LIGHT
- HD HEAT DETECTOR
- SD SMOKE DETECTOR
- S22 → RUNNING MAN FIRE EXIT SIGN
- ▲ CARBON DIOXIDE FIRE EXTINGUISHER
- ▲ WATER FIRE EXTINGUISHER
- F MECHANICAL EXTRACT MIN.15L/S
- C CCTV CAMERA
- LICENSING AREA HIGHLIGHTED RED

Rev.	Description	Date	By


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Purpose	LICENSING
Project Address	British Alevi Federation, Great Cambridge Road, N9 9LE
Project Title	NEW PREMISES LICENCE
Drawing Title	PROPOSED FLOOR PLAN

Client	Date Drawn	30.10.23
Project No	Drawn By	VG
Drawing No	Rev.	Scale
OCT/BA/23-001		1:100@A1



# DATA PROTECTION POLICY



Churchfields Recreational Grounds  
Great Cambridge Road  
Enfield  
N9 9LE

Tel: 0208 245 8482

Email : britishalevifederation@gmail.com

Date Last Reviewed: 28 January 2023

Reviewed by: Muslum Dalkilic

Approved by: Dilek Incedal  
Zeynep Demir

Next Review Date: 28 January 2024

## Who we are

This notice is applicable to the British Alevi Federation.

Throughout this policy, references to the "Company" shall mean the above the British Alevi Federation, which is a registered charity, Charity Number 1164879.

## Overview

1. The Company takes the security and privacy of your data seriously. We need to gather and use information or 'data' about you as part of our business and to manage our relationship with you. We intend to comply with our legal obligations under the EU General Data Protection Regulation ("GDPR") and the UK Data Protection Act 2018 ("DPA") in respect of data privacy and security.
2. This policy applies to current and former directors and employees, apprentices and consultants. If you fall into one of these categories, then you are a 'data subject' for the purposes of this policy. You should read this policy alongside your contract of employment (or contract for services) and any other notice we issue to you from time to time in relation to your data.
3. The Company has measures in place to protect the security of your data in accordance with our various data security policies. We will only hold data for as long as necessary for the purposes for which we collected it.
4. The Company is a 'data controller' for the purposes of your personal data. This means that we determine the purpose and means of the processing of your personal data.
5. This policy explains how the Company will hold and process your information. It explains your rights as a data subject. It also explains your obligations when obtaining, handling, processing or storing personal data in the course of working for, or on behalf of, the Company.
6. This policy does not form part of your contract of employment (or contract for services if relevant) and can be amended by the Company at any time. It is intended that this policy is fully compliant with the GDPR and will be updated as required upon the enactment of the DPA. If any conflict arises between the law and this policy, the Company intends to comply with the law.

## Data Protection Principles

7. Personal data must be processed in accordance with six 'Data Protection Principles.' It must:
  - be processed fairly, lawfully and transparently;
  - be collected and processed only for specified, explicit and legitimate purposes;
  - be adequate, relevant and limited to what is necessary for the purposes for which it is processed;
  - be accurate and kept up to date. Any inaccurate data must be deleted or rectified without delay;
  - not be kept for longer than is necessary for the purposes for which it is processed;and
  - be processed securely.
8. We are accountable for these principles and must be able to show that we are compliant.

## **How we define personal data**

9. 'Personal data' means information which relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information which is likely to come into our possession. It includes any expression of opinion about the person and an indication of the intentions of us or others, in respect of that person. It does not include anonymised data.

10. This policy applies to all personal data whether it is stored electronically or on paper.

11. This personal data might be provided to us by you, or someone else (such as a former employer, your doctor, or a credit reference agency), or it could be created by us. It could be provided or created during the recruitment process or during the course of the contract of employment (or services) or after its termination. It could be created by your manager or other colleagues.

12. We will collect and use the following types of personal data about you:

- recruitment information such as your application form and CV, references, qualifications and membership of any professional bodies and details of any preemployment assessments;
- your contact details and date of birth;
- the contact details for your emergency contacts, when provided to us;
- your gender;
- information about your contract of employment (or services) including start and end dates of employment, role and location, working hours, details of promotion, salary (including details of previous remuneration), pension, benefits and holiday entitlement;
- your bank details and information in relation to your tax status including your national insurance number;
- your identification documents including passport and driving licence and information in relation to your immigration status and right to work for us;
- information relating to any disciplinary or grievance investigations and proceedings involving you (whether or not you were the main subject of those proceedings);
- information relating to your performance and behaviour at work;
- training records;
- your images (whether captured on CCTV, by photograph or video);
- any other category of personal data which we may notify you of from time to time

## **How we define special categories of personal data**

13. 'Special categories of personal data' are types of personal data consisting of information as to:

- your racial or ethnic origin;
- your political opinions;
- your religious or philosophical beliefs;
- your trade union membership;
- your genetic or biometric data;
- your health;
- your sex life and sexual orientation; and
- any criminal convictions and offences.

14. Where we do process any special category personal data we will only do so where we are required by law to do so, or with your explicit consent.

### **How we define processing**

15. 'Processing' means any operation which is performed on personal data such as:

- collection, recording, organisation, structuring or storage;
- adaption or alteration;
- retrieval, consultation or use;
- disclosure by transmission, dissemination or otherwise making available;
- alignment or combination; and
- restriction, destruction or erasure.

16. This includes processing personal data which forms part of a filing system and any automated processing.

### **How will we process your personal data?**

17. We will use your personal data for:

- Complying with our obligations to you as outlined in the contract of employment entered into between you and the Company;
- complying with any legal obligation we have towards you, as your employer; or
- if it is necessary for our legitimate interests (or for the legitimate interests of someone else).

However, we can only do this if your interests and rights do not override ours (or theirs). You have the right to challenge our legitimate interests and request that we stop this processing. See details of your rights under the heading Your Rights below.

18. We can process your personal data for these purposes without your consent. We will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

19. If you choose not to provide us with certain personal data you should be aware that we may not be able to carry out certain parts of the contract between us. For example, if you do not provide us with your bank account details, we may not be able to pay you. It might also stop us from complying with certain legal obligations and duties which we have such as to pay the right amount of tax to HMRC or to make reasonable adjustments in relation to any disability you may suffer from.

20. Where your choice not to give us certain personal data means we are unable to comply with our legal obligations or the terms of our contract with you, we may be obliged to terminate your employment (or engagement).

### **Examples of when we might process your personal data**

21. We have to process your personal data in various situations during your recruitment, employment (or engagement) and even following termination of your employment (or engagement).



22. For example: -

- to decide whether to employ (or engage) you;
- to decide how much to pay you, and the other terms of your contract with us;
- to check you have the legal right to work for us;
- to carry out the contract between us including where relevant, its termination;
- training you and reviewing your performance;
- to decide whether to promote you;
- to decide whether and how to manage your performance, absence or conduct;
- to carry out a disciplinary or grievance investigation or procedure in relation to you or someone else;
- to determine whether we need to make reasonable adjustments to your workplace or role because of your disability;
- to monitor diversity and equal opportunities;
- to monitor and protect the security (including network security) of the Company, of you, our other staff, customers and others;
- to monitor and protect the health and safety of you, our other staff, customers and third parties;
- to pay you and provide pension and other benefits in accordance with the contract between us;
- paying tax and national insurance;
- to provide a reference upon request from another employer;
- monitoring compliance by you, us and others with our policies and our contractual obligations;
- to comply with employment law, immigration law, health and safety law, tax law and other laws which affect us;
- to answer questions from insurers in respect of any insurance policies which relate to you;
- running our business and planning for the future;
- the prevention and detection of fraud or other criminal offences;
- to defend the Company in respect of any investigation or litigation and to comply with any court or tribunal orders for disclosure;
- for any other reason which we may notify you of from time to time.

23. You do not need to consent and can withdraw consent later if you choose by contacting us on [britishalevifederation@gmail.com](mailto:britishalevifederation@gmail.com).

24. We do not need your consent to process special categories of your personal data when we are processing it for the following purposes, which we may do: -

- where it is necessary for carrying out rights and obligations under employment law;
- where it is necessary to protect your vital interests or those of another person where you/they are physically or legally incapable of giving consent;
- where you have made the data public;
- where processing is necessary for the establishment, exercise or defence of legal claims; and
- where processing is necessary for the purposes of occupational medicine or for the assessment of your working capacity.

25. If you have criminal convictions that are relevant to our employment of engagement of you, we will record this information for our own legitimate interests and to enable us to answer questions from our regulators and other entitled authorities.

26. We might process special categories of your personal data for the purposes set out in paragraph 24. In particular, we will use information in relation to: -

- your race, ethnic origin, religion, sexual orientation or gender to monitor equal opportunities;
- your sickness absence, health and medical conditions to monitor your absence, assess your fitness for work, to pay you benefits, to comply with our legal obligations under employment law including to make reasonable adjustments and to look after your health and safety; and

27. We do not take automated decisions about you using your personal data or use profiling in relation to you.

### **Sharing your personal data**

28. Sometimes we might share your personal data with group companies or our contractors and agents to carry out our obligations under our contract with you or for our legitimate interests.

29. We require those companies to keep your personal data confidential and secure and to protect it in accordance with the law and our policies. They are only permitted to process your data for the lawful purpose for which it has been shared and in accordance with our instructions.

30. The third parties we use who may hold personal data about you are: -

- The company payroll provider
- The company pension providers

31. We do not send your personal data outside the European Economic Area. If this changes you will be notified of this and the protections which are in place to protect the security of your data will be explained.

### **Retention of staff information post-employment**

32. All personal data held by the Company will be retained for the periods of time outlined in the Company's Data Retention Policy. The Data Retention Policy is available for viewing on the Company's intranet and copies can be provided upon request.

33. After you have left the Company, we will retain the information we hold about you, for the timescales outlined in the Data Retention Policy, to comply with our legal obligations in respect of, for example, HMRC and the Department of Work and Pensions. We will also retain it to enable us to deal with any issues that arise relating to your employment after you have left. This is in our own legitimate interests.

### **How should you process personal data for the Company?**

34. Everyone who works for, or on behalf of, the Company has some responsibility for ensuring data is collected, stored and handled appropriately, in line with this policy and other data protection policies.

35. The Company's Data Protection Officer is Tim Wilson who is responsible for reviewing this policy and updating the Board of Directors on the Company's data protection responsibilities and any risks in relation to the processing of data. You should direct any questions in relation to this policy or data protection to this person.

36. You should only access personal data, that does not relate to you, covered by this policy if you need it for the work you do for, or on behalf of, the Company and only if you are authorised to do so. You should only use the data for the specified lawful purpose for which it was obtained.

37. You must not share personal data informally or provide it to anyone that is not within the Company unless instructed to do so by the Company.

38. You must keep personal data secure and must not share it with unauthorised people.

39. You should regularly review and update personal data which you have to deal with for work. This includes telling us if your own contact details change.

40. You should not make unnecessary copies of personal data and should keep, and dispose of, any copies securely.

41. Where you are authorised to provide personal data to anyone outside of the Company, consideration should always be given to encrypting personal data before transmission.

42. Consider anonymising data or using separate keys/codes so that the data subject cannot be identified.

43. Do not save personal data to your own personal computers or other devices that are not owned by, or in the control of, the Company. If your job requires you to record personal data, then you must only use equipment provided by the Company for this purpose. If you do not have access to the equipment you need then please contact your manager to discuss how to proceed.

44. Personal data should never be transferred outside the European Economic Area except in compliance with the law and authorisation of the Data Protection Officer/Data Protection Manager.

45. You should lock drawers and filing cabinets where possible. Do not leave paper with personal data lying about where it can be seen or accessed by third parties or by anyone who should not be able to see or access it.

46. You should not take personal data away from the Company's premises without authorisation. If you do take personal data from the Company's premises this should be logged with the Data Protection Officer and the Data Protection Officer must be notified when it is returned. Any such personal data taken away from the Company's premises becomes your responsibility and failure to safeguard it may result in disciplinary action being taken against you in accordance with our disciplinary procedure.

47. Printed personal data should be shredded and disposed of securely when you have finished with it.

48. You should ask for help from Tim Wilson, the Company's Data Protection Officer, if you are unsure about data protection or if you notice any areas of data protection or security we can improve upon.

49. Any deliberate or negligent breach of this policy by you may result in disciplinary action being taken against you in accordance with our disciplinary procedure.

50. It is a criminal offence to conceal or destroy personal data which is part of a subject access request (see below). This conduct would also amount to gross misconduct under our disciplinary procedure, which could result in your dismissal.

### **How to deal with data breaches**

51. We have robust measures in place to minimise and prevent data breaches from taking place, including a Data Breach Policy and Data Breach Register. Should a breach of personal data occur (whether in respect of you or someone else) then we must take notes and keep evidence of that breach. If the breach is likely to result in a risk to the rights and freedoms of individuals, then we must also notify the Information Commissioner's Office within 72 hours.

52. If you become aware of a situation that you believe may be a data breach then you must notify the Data Protection Officer immediately, providing them with as much information as you reasonably can regarding the suspected breach, including:

- Why you believe there has been a breach
- What data is involved
- When you discovered the breach
- When you believe the breach first occurred.

53. You must provide the Data Protection Officer with all assistance that the Data Protection Officer may require in respect of any investigations into the potential breach.

54. Failure to report a potential breach may amount to a misconduct offence and could result in disciplinary action being taken against you in accordance with our disciplinary procedure

### **Data subjects' rights**

55. If, as a data subject, you wish to exercise any of the rights outlined in this section the request should be made to the Company's Data Protection Officer who will then coordinate the appropriate response and actions.

56. Data subjects can make a 'subject access request' ('SAR') to find out the information we hold about them. This request can be made in any format the data subject decides, including verbally. If you receive such a request, or have reason to believe one has been made, you should forward it immediately to the Data Protection Officer who will coordinate a response.

57. We must respond to SAR's within one month unless the request is complex or numerous in which case the period in which we must respond can be extended by a further two months.

58. There is no fee for making a SAR. However, if your request is manifestly unfounded or excessive, we may charge a reasonable administrative fee or refuse to respond to your request.

59. You have the right to information about what personal data we process, how and on what basis as set out in this policy.

60. You have the right to access your own personal data by way of a subject access request (see above).

61. You can correct any inaccuracies in your personal data. To do so you should contact the Company's Data Protection Officer outlining what data you believe are inaccurate and what the correct data should be.
62. You have the right to request that we erase your personal data where we were not entitled under the law to process it or it is no longer necessary to process it for the purpose it was collected.
63. While you are requesting that your personal data is corrected or erased or are contesting the lawfulness of our processing, you can apply for its use to be restricted while the application is made.
64. You have the right to object to data processing where we are relying on a legitimate interest to do so and you think that your rights and interests outweigh our own and you wish us to stop.
65. You have the right to object if we process your personal data for the purposes of direct marketing.
66. With some exceptions, you have the right not to be subjected to automated decisionmaking.
67. You have the right to be notified of a data security breach concerning your personal data, unless the breach is trivial.
68. In most situations we will not rely on your consent as a lawful ground to process your data. If we do however request your consent to the processing of your personal data for a specific purpose, you have the right not to consent or to withdraw your consent later. To withdraw your consent, you should contact the Data Protection Officer/Data Protection Manager.
69. You have the right to complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website ([www.ico.org.uk](http://www.ico.org.uk)). This website has further information on your rights and our obligations.



# Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment



**British Alevi Federation Hall  
Churchfield Recreation Ground, Great Cambridge Road N9 9LE**

# Documentation of the fire risk assessment for premises in England and Wales

## Annex A (Informative)

1. This annex contains a model pro-forma for documentation of a fire risk assessment in England and Wales. If the pro-forma is completed by a competent person, the format and scope of the fire risk assessment will be suitable and sufficient to satisfy the recommendations of this PAS.

NOTE. Enforcement of fire safety legislation is the prerogative of the enforcing authority charged by legislation with the responsibility to do so. Each enforcing authority is autonomous. There is experience to suggest that, at the time of writing, there are inconsistencies between different officers of different enforcing authorities (e.g. different fire and rescue authorities) regarding their interpretation of the term “suitable and sufficient”, as used in fire safety legislation in England and Wales to describe the requirement in respect of fire risk assessments; there is also a lack of consistency in respect of the meaning of the term “significant findings”, as used in fire safety legislation. There is a lack of case law to assist in this respect. However, the format of the pro-forma contain in the Annex is considered by the Chief Fire Officers’ Association to be one suitable format for recording the significant findings of a suitable and sufficient fire risk assessment, although many other formats would also be acceptable.

The format of a documented fire risk assessment may vary from that shown in this Annex, provided the recommendations of each clause of this PAS are satisfied.

While it might not be essential to record further information in every comments section, care needs to be taken to ensure that the pro-forma does not become a tick list with inadequate supporting information. Such a fire risk assessment is unlikely to satisfy fire safety legislation, nor would it comply with the recommendations of this PAS.

# Fire Risk Assessment

<b>Building Address:</b>	Churchfield Recreation Ground, Great Cambridge Road N9 9LE
<b>Building Use:</b>	Community Hall
<b>Name of Person(s) with Fire Safety Duties:</b>	British Alevi Federation Management
<b>Name of Assessor:</b>	Salman Kurt ALFSM TFRAR behalf of Kurt Fire Protection Ltd.
<b>Contact Details of Assessor:</b>	02034882060 – Kurt Fire Protection Ltd.
<b>Date of Assessment:</b>	28 October 2023
<b>Suggested Date for Review:</b>	October 2024

## THE BUILDING

<b>Number of Floors:</b>	1 (Ground Only)
<b>Age of Building:</b>	New built
<b>Construction and Use:</b>	Single storey aluminium sandwich panel built detached property with its own car park. Concrete floors and aluminium sandwich panels protected via plastered plasterboard internally. One double and three single doors all opens to direction of evacuation. Kitchen provided fire-resisting door with intumescent smoke seals and self-closer units.

The purpose of this report is to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

The report represents only the best judgement of the assessor involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.



**Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order')**

This fire risk assessment has been carried out on your behalf, being the Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005 (e.g. as an employer), and/or being the person having control, to any extent, of the premises (as occupier or otherwise). It is intended to assist you in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out.

It is important that you study this fire risk assessment and understand its contents. The fire risk assessment includes an Action Plan, which sets out the measures it is considered necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect relevant persons (as defined in the Order) from fire. Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. It is particularly important that you study the Action Plan. If any recommendation in the Action Plan is unclear you should request further advice.

The Fire Safety Order requires that you give effect to arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in consequence of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

- (a) You Employ five or more employees in your undertaking (regardless of where they are employed);
- (b) A licence or registration under other legislation is in force; or
- (c) An alterations notice is in force requiring a record to be kept

This fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. You should, however, ensure that there is a record of the fire safety arrangements, adequate to comply with Article 11(2) of the Fire Safety Order, and that it is kept up to date. Consideration will have been given, in carrying out this fire risk assessment, to the records that exist in this respect.

The Fire Safety Order also requires that you appoint one or more competent persons to assist you in undertaking the general fire precautions described above. Where there is a competent person in your employment, you must, under Article 18(8) of the Fire Safety Order, appoint that person in preference to a competent person not in your employment.

This fire risk assessment has considered dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order) and to

advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment does not consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order. It is strongly recommended that you obtain a copy of the Fire Safety Order if you do not already have ready access to a copy

# Step 1 – Identification of Fire Hazards

IDENTIFICATION OF FIRE HAZARDS			
Sources of Ignition	Location	Details	Action Required
Electrical Appliances	All	Management confirms all appliances are brand new.	No
Fixed Electrical Wiring	All	EICR Recorded.	No
Gas Appliances	Kitchen	Recently installed and recorded by a competent person.	No
<b>Sources of Fuel</b>	<b>Location</b>	<b>Details</b>	<b>Action Required</b>
Building Wood Fixings	All		No
Waste and Packaging Materials	Rear	Waste compound recently made in metal gates well away from the building with lids.	No
<b>Sources of Oxygen</b>	<b>Location</b>	<b>Details</b>	<b>Action Required</b>
Doors	All		No

## Step 2 – Identification of People at Risk

### OCCUPANCY PROFILE

#### Occupancy Profile

The Occupants			
Approximate maximum number:	500		No sleeping occupancy.
Approximate number of employees at any one time:	15		
Maximum number of members of public at any one time:	475		

#### INCREASED RISK – Occupants Especially At Risk From Fire

Mobility Issues	Visitors Only		
Sleeping Occupants	0		
Disabled Occupants	0		
Elderly Persons	Visitors Only		
Young Persons	Visitors Only		
Remote Occupants	0		
Other Vulnerable Occupants	0		

#### FIRE LOSS EXPERIENCE

Date	Brief Description	Cause	Action Taken
Unknown	Unknown	Unknown	Unknown

### Step 3 – Evaluation, Removal and Reduction of Fire Risk

#### LIKELIHOOD OF A FIRE STARTING

Low

	YES	NO
Action Needed to Reduce Risk?		X
<b>RISK TO PEOPLE FROM FIRE STARTING</b>		

Visitors, Employees, Employers and the members of the public.

	YES	NO
Action Needed to Reduce Risk?		X

# Fire Risk Hazard Checklist

Fire Risk Reduction Measures	ELECTRICAL		Yes	No	Details
Reasonable measures taken to prevent fires of electrical origin?			X		
Fixed electrical installation fully inspected and tested every 5 years?			X		Tested and recorded
Portable appliance testing (PAT) carried out periodically as required by risk assessments?				X	All appliances are brand new.
Policy in place regarding use of portable electrical appliances?			X		
Management of trailing leads, adaptors and socket use?			X		Visually clean and tidy.
<b>HEATING</b>					
Fixed heating installations subject to annual testing and maintenance?			X		Recently installed and tested.
Use of radiant bar fires, portable heaters or LPG appliance avoided?			X		
Are heating appliances fixed in position at a safe distance from any combustible materials and suitably guarded?			X		
Measures taken to minimise the hazard of ignition of combustible materials close to heaters?			X		
Comments and hazards observed:					
<b>SMOKING</b>					
Reasonable measures taken to prevent fires as a result of smoking?			X		Smoking not allowed on site
Smoking strictly prohibited with buildings?			X		
Smoking permitted only in appropriate external areas?			X		
Suitable arrangement made for those who wish to smoke?			X		
<b>ARSON</b>					
Have preventative measures been taken to reduce the risk of arson?			X		Alarmed and 24/7 CCTV recording.
Combustibles removed from close proximity to the premises and stored appropriately and securely?			X		
<b>HOUSEKEEPING AND STORAGE</b>					
Is the standard of housekeeping adequate?			X		
Combustible materials kept separate from ignition sources?			X		
Escape routes kept clear of combustibles?			X		
Are the premises free from accumulations of rubbish, waste paper or other materials which could catch fire or be set alight?			X		
Appropriate measures in place for the storage and disposal of waste?			X		
Appropriate storage of flammable substances and hazardous materials?			X		

Fire Risk Reduction Measures	Yes	No	Details
<b>FIRE SPREAD</b>			
Suitable fire separation compartments within building to prevent spread between rooms and floors?	X		
Fire resisting compartmentation of a reasonable standard?	X		
Are self-closing devices on fire doors in working order?	X		
Identification of linings of walls and ceilings that may promote fire spread?	X		
Is the furniture upholstery made of fire resistant material?			Unknown
Fire dampers / stops provided in ducts or vents as required to prevent the passage of fire and smoke in critical escape routes?			N/A
Cavities identified and precautions taken to limit risk of fire spread?			N/A
<b>COOKING</b>			
Suitable extinguishing appliances available?	X		Wet chem. CO2 and Fire blanket recently serviced.
Filters, ductwork and equipment cleaned regularly?	X		New installation.
Suitable shut down procedures in place?	X		
<b>DANGEROUS SUBSTANCES</b>			
If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?			N/A
Have flammable and combustible materials been identified and minimised where possible?	X		
A risk assessment has been carried out under Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) if required?			N/A
Dangerous substances stored in containers within designated areas away from sources of ignition?			N/A
<b>LIGHTNING</b>			
Does the building have a lightning protection system?			Unknown
Is the lightning protection system subject to periodic maintenance as required?			-
Annual inspection and testing of lightning protection system?			-
<b>BUILDING WORKS</b>			
Fire safety policy and procedures imposed on contractors for all building works?	X		
Control measures in place such as hot work permits for building works where required?	X		
Fire management procedures required from external contractors and vetted prior to work commencement?	X		

# Fire Procedure Checklist

Fire Procedures	Yes	No	Details
<b>ESCAPE</b>			
The premises are provided with reasonable means of escape from all areas?	X		There are four exit routes.
Escape routes are adequately designed?	X		
Adequate provision of exits?	X		
Reasonable distances of travel where there are means of escape?	X		
Suitable protection (fire protection / resistance) of escape routes?	X		
Escape routes free from obstruction?	X		
Are the floor surfaces on escape routes free from tripping and slipping hazards?	X		
Do exits lead to a place of safety?	X		
Are all doors used for means of escape-purposes available for use and can doors be easily and immediately opened without the use of a key?	X		
Arrangements in place for escape of disabled people?	X		
Frequent inspection of external escape staircases and exit doors?	X		
<b>EMERGENCY LIGHTING</b>			
Has the need for emergency escape lighting been considered?	X		
Emergency lighting installed?	X		
Reasonable standard of lighting within escape routes at all times?	X		
Frequent testing of emergency escape lighting?	X		Recently installed and recorded.
<b>SAFETY SIGNS AND NOTICES</b>			
Fire signs displayed (exit, fire doors, hazard signage)?	X		Fire exits clearly identified with a green running-man.
Reasonable standard of fire safety signs?	X		
Are all internal fire doors clearly labelled?	X		
Fire safety notices and instructions displayed?	X		
Can all fire safety signs and fire exit notices be clearly seen?	X		Signs are visible
<b>FIRE DETECTION AND WARNING</b>			
Fire warning / alarm system provided throughout premises?	X		Category L2
Manually operated system provided (break glass, fire bell, air horn)?	X		
Automatic fire detection provided throughout premises?	X		
Weekly testing of fire detection and alarm system?	X		
Periodic servicing and maintenance of fire detection and alarm system?	X		
Fire detection appropriate for occupancy and fire risk?	X		



Fire Procedures	Yes	No	Details
Transmission of alarm systems to remote monitoring station?		X	
<b>FIRE FIGHTING APPLIANCES</b>			
Adequate provision of portable fire extinguishers?	X		
Is there sufficient fire-fighting equipment of the correct type?	X		
Correct wall signage provided for the extinguisher?	X		
All fire extinguishers easily accessible and unobstructed?	X		
Have the portable fire extinguishers been serviced within the last year?	X		Recently commissioned and wall mounted with ID signs.
Hose reels provided?		X	N/A
Other fixed systems provided (sprinklers, smoke ventilation / curtains etc)?		X	N/A
Frequent testing and inspection of sprinkler and other fixed installations?		X	N/A
Records kept for maintenance and testing?	X		Tested and recorded by Kurt Fire.
<b>FIRE SAFETY MANAGEMENT</b>			
Fire safety is managed by:			Management Company.
Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e relevant general fire precautions)?	X		Fire Risk Assessment carried out by competent person.
Fire safety policy in place?	X		
Emergency fire action plan in place?	X		
Appropriate fire procedures in place and properly documented?	X		
Arrangements in place for summoning the Fire and Rescue Service?	X		
Arrangement in place for briefing fire fighters on arrival with relevant information?	X		
Plan of building drawn up with layout and risks indicated?			N/A
Evacuation procedures in place?			N/A
Fire assembly points allocated?	X		
Nominated personnel to assist with evacuation?	X		
Arrangements made for evacuating those with mobility issues?			N/A
Comments:			-
<b>TRAINING</b>			
Fire safety information and training given?		X	All recorded on Fire Log Book.
All staff given fire safety and awareness training?		X	
Refresher training given periodically?		X	
Staff with additional fire safety responsibilities given additional training?		X	
Training includes fire risks and general precautions?		X	

<b>Fire Procedures</b>	<b>Yes</b>	<b>No</b>	<b>Details</b>
Training includes fire safety action in event of fire or hearing fire warning?		X	
Training includes location of call points and firefighting equipment?		X	
Training includes nominated fire safety personnel?		X	
Fire drills carried out at appropriate frequency?		X	
Records maintained of fire drills and fire training carried out?		X	
Fire safety included in inductions of visitors and external staff?		X	
Comments:			Familiarisation visits carried out at the discretion of the fire and rescue service.

# Assessment of Risk

		LIKELIHOOD			
		Low	Medium	High	
Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:		Unusually low likelihood of fire – few hazards good controls	X	Increased likelihood due to lack of adequate controls for significant hazards	
		Normal likelihood – usual hazards and appropriate controls			
Taking into account the nature of the building and its occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences of harm in the event of a fire would be:		SEVERITY			
		Slight	Moderate	Extreme	
Outbreak of fire unlikely to result in serious injury or death		X			
		Outbreak of fire could foreseeably result in serious injury of occupants		Significant potential for serious injury or death of a number of occupants	
<b>RISK</b>					
Likelihood of Fire		Severity / Consequences of Fire			
		Slight	Moderate	Extreme	
Low		Very Low Risk	Low Risk	Moderate Risk	
		Low Risk	Moderate Risk	High Risk	
Medium		Moderate Risk	High Risk	Intolerable Risk	
		High			
It is considered that the risk to life from fire at these premises is:					
Very Low Risk		Low Risk	Moderate Risk	High Risk	Intolerable Risk
		X			

<p>No or minimal additional action is required and no detailed records need to be kept.</p>	<p><b>Minimal improvements and additional controls required that involve minor or little cost.</b></p>	<p>Essential risk reduction measures should be implemented within a defined time period.</p>	<p>Considerable resources need to be allocated to reduce the risk. Urgent action should be taken.</p>	<p>Urgent and significant action required. Building (or specific area) should not be occupied until the risk is reduced.</p>
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## Step 4 – Fire Action Required

Action Details	Priority (H,M,L)	Responsible Person	Completion Date
<p>1. Staff training regime should be introduced which addresses the following issues in each risk areas (Kitchen, Service user and electrical rooms) ;</p> <ul style="list-style-type: none"> <li>i. The general staff procedures upon discovering a fire,</li> <li>ii. The general staff procedures upon hearing the fire alarm,</li> <li>iii. The fire warden general evacuation duties,</li> <li>iv. The fire warden specific evacuation duties such as assisting persons with disabilities or impairments,</li> <li>v. Evacuation coordinator duties,</li> <li>vi. First aid fire-fighting duties,</li> </ul> <p>Liaison with F&amp;RS,</p>	<p><b>M (1 Month)</b></p>		
<p>2. No record keeping found during the survey, The fire log book should be maintained up to date with entries to record the following;</p> <ul style="list-style-type: none"> <li>i. Fire safety training – induction, refresher &amp; specific duties sessions including who and what was included and who delivered it,</li> <li>ii. Fire drills – including who and what the scenario included, who coordinated it, and what the observations and outcomes were,</li> <li>iii. An asset record of all equipment should be created of all fire safety items and equipment in relation to each of the following issues;</li> <li>iv. All details of fire alarm testing and maintenance along with BS5839: Part 1 certificates where appropriate,</li> <li>v. All details of emergency light system testing and maintenance along with BS5266: Part 8 certificates where appropriate,</li> <li>vi. All details of firefighting equipment testing and maintenance along with BS5306: Part 3 certificates where appropriate,</li> <li>vii. All details of checks and maintenance of fire doors and associated frames and glazing,</li> </ul>	<p><b>M (1 Month)</b></p>	<p><b>Management Company</b></p>	
<p>3. All details of work involving extension or maintenance of services where they pass through fire resisting construction.</p>	<p><b>M (1 Month)</b></p>	<p><b>Management Company</b></p>	



## Step 5 – Review

Review the fire risk assessment annually or if there is a reason to suspect it is no longer valid or if there has been a significant change to fire risk or fire management procedures.

ASSESSMENT REVIEW	
Review Date:	Reviewed By:
Reason for Review:	
<b>REVIEW FINDINGS</b>	

MEDIA





## REFERENCES

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**Regulatory Reform (Fire Safety) Order 2005**, SI 2005/1541. The Stationery Office, 2005. ISBN 0 11 072945 5.

**Department for Communities and Local Government (CLG) Fire safety risk assessment: Offices & Shops, and Small and medium places of assembly guides.**

**Maintaining portable electrical equipment in offices and other low-risk environments**, INDG236. HSE Books, 1996. (ISBN 0 7176 1272 4.)

**BS 8300**: The design of buildings and their approaches to meet the needs of disabled people.

**BS 5839-1:2017** Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in non-domestic premises

**BS 5306-8**: Fire extinguishing installations and equipment on premises. Selection and installation of portable fire extinguishers. Code of practice. British Standards Institution. ISBN 0 580 33203 9.

**The Building Regulations 2000: Approved Document B fire safety**. The Stationery Office. ISBN 017539112

**BS 5266-8**: Emergency lighting. Code of practice for Emergency Escape lighting systems. British Standards Institution.

**BS 5266-1**: Emergency lighting. Code of practice for the emergency lighting of premises. British Standards Institution.

**BS 5499-4**: Safety signs, including fire safety signs. Code of practice for escape route signing. British Standards Institution.

NFCC (National Fire Chiefs Council) Fires in buildings- Building supplemental information sheet.

<b>Phased evacuation</b>	A system of evacuation in which different parts of the premises are evacuated in a controlled sequence of phases, those parts of the premises expected to be at greatest risk being evacuated first.
<b>Place of reasonable safety</b>	A place within a building or structure where, for a limited period of time, people will have some protection from the effects of fire and smoke. This place, usually a corridor or stairway, will normally have a minimum of 30 minutes fire resistance and allow people to continue their escape to a place of total safety.
<b>Place of total safety</b>	A place, away from the building, in which people are at no immediate danger from the effects of a fire.
<b>Premises</b>	Any place, such as a building and the immediate land bounded by any enclosure of it, any tent, moveable or temporary structure or any installation or workplace.
<b>Protected lobby</b>	A fire-resisting enclosure providing access to an escape stairway via two sets of fire doors and into which no room opens other than toilets and lifts.
<b>Protected stairway</b>	A stairway which is adequately protected from the rest of the building by fire-resisting construction.
<b>Protected route</b>	An escape route which is adequately protected from the rest of the building by fire-resisting construction.
<b>Responsible person</b>	The person ultimately responsible for fire safety as defined in the Regulatory Reform (Fire Safety) Order 2005. <sup>1</sup>
<b>Relevant persons</b>	Any person lawfully on the premises and any person in the immediate vicinity, but does not include firefighters carrying out firefighting duties.
<b>Self-closing device</b>	A device that is capable of closing the door from any angle and against any latch fitted to the door.
<b>Significant finding</b>	A feature of the premises, from which the fire hazards and persons at risk are identified. The actions you have taken or will take to remove or reduce the chance of a fire occurring or the spread of fire and smoke. The actions people need to take in case of fire. The necessary information, instruction and training needed and how it will be given.
<b>Smoke alarm</b>	Device containing within one housing all the components, except possibly the energy source, for detecting smoke and giving an audible alarm.
<b>Storey exit</b>	A final exit or a doorway giving direct access into a protected stairway, firefighting lobby or external escape route.
<b>Travel distance</b>	The actual distance to be travelled by a person from any point within the floor area to the nearest storey exit or final exit, having regard to the layout of walls, partitions and fixings.
<b>Vision panel</b>	A transparent panel in a wall or door of an inner room enabling the occupant to become aware of a fire in the access area during the early stages.

<b>Escape route</b>	Route forming that part of the means of escape from any point in a building to a final exit.
<b>Evacuation lift</b>	A lift that may be used for the evacuation of people with disabilities, or others, in a fire.
<b>False alarm</b>	A fire signal, usually from a fire warning system, resulting from a cause other than fire.
<b>Final exit</b>	An exit from a building where people can continue to disperse in safety and where they are no longer at danger from fire and/or smoke.
<b>Fire compartment</b>	A building, or part of a building, constructed to prevent the spread of fire to or from another part of the same building or an adjoining building.
<b>Fire door</b>	A door or shutter, together with its frame and furniture, provided for the passage of people, air or goods which, when closed is intended to restrict the passage of fire and/or smoke to a predictable level of performance.
<b>Firefighting shaft</b>	A fire-resisting enclosure containing a firefighting stair, fire mains, firefighting lobbies and if provided, a firefighting lift.
<b>Firefighting stairway</b>	See firefighting shaft.
<b>Fire resistance</b>	The ability of a component or construction of a building to satisfy, for a stated period of time, some or all of the appropriate criteria of relevant standards. (Generally described as 30 minutes fire-resisting or 60 minutes fire-resisting.) See BS EN 1363-1,45 BS 476-732 and associated standards for further information.
<b>Fire safety strategy</b>	A number of planned and co-ordinated arrangements designed to reduce the risk of fire and to ensure the safety of people if there is a fire.
<b>Fire stopping</b>	A seal provided to close an imperfection of fit or design tolerance between elements or components, to restrict the passage of fire and smoke.
<b>Fire-warning system</b>	A means of alerting people to the existence of a fire. (See automatic fire detection system.)
<b>Flammable material</b>	Easily ignited and capable of burning rapidly.
<b>Highly flammable</b>	Generally liquids with a flashpoint of below 21°C.(The Chemicals Hazard Information and Packaging for Supply Regulations 200246 (CHIP) give more detailed guidance.)
<b>Hazardous substance</b>	1. See Dangerous substance. 2. A substance subject to the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
<b>Inner room</b>	A room from which escape is possible only by passing through another room (the access room).
<b>Material change</b>	An alteration to the premises, process or service which significantly affects the level of risk to people from fire in those premises.
<b>Means of escape</b>	Route(s) provided to ensure safe egress from the premises or other locations to a place of total safety.

## GLOSSARY

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<b>Term</b>	<b>Definition</b>
<b>Access room</b>	A room through which the only escape route from an inner room passes.
<b>Accommodation stairway</b>	A stair, additional to that required for means of escape purposes, provided for the convenience of occupants.
<b>Alternative escape route</b>	Escape routes sufficiently separated by either direction and space, or by fire-resisting construction to ensure that one is still available irrespective of the location of a fire.
<b>Approved Document B</b>	Guidance issued by Government in support of the fire safety aspects of the building regulations.
<b>As low as reasonably practicable</b>	Is a concept where risks should continue to be reduced until you reach a point where the cost and effort to reduce the risk further would be grossly disproportionate to the benefit achieved.
<b>Automatic fire-detection system</b>	A means of automatically detecting the products of a fire and sending a signal to a fire warning system. See 'Fire warning'.
<b>Classes of surface spread of flame</b>	Classes of surface spread of flame for materials needed to line the walls and ceilings of escape routes. See Appendix B for further information.
<b>Combustible material</b>	A substance that can be burned.
<b>Compartment wall and/or floor</b>	A fire-resisting wall or floor that separates one fire compartment from another.
<b>Competent person</b>	A person with enough training and experience or knowledge and other qualities to enable them properly to assist in undertaking the preventive and protective measures.
<b>Dangerous substance</b>	1. A substance which because of its physical-chemical or chemical properties and the way it is used or is present at the workplace creates a risk. 2. A substance subject to the Dangerous Sub- stance and Explosive Atmosphere Regulations 2002 (DSEAR).
<b>Dead end</b>	Area from which escape is possible in one direction only.
<b>Direct distance</b>	The shortest distance from any point within the floor area to the nearest storey exit, or fire-resisting route, ignoring walls, partitions and fixings.
<b>Emergency escape lighting</b>	Lighting provided to illuminate escape routes that will function if the normal lighting fails.
<b>Enforcing authority</b>	The fire and rescue authority or any other authority specified in Article 25 of the Regulatory Reform (Fire Safety) Order 2005.1

## **DISCLAIMER**

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*This strategy does not include tenancy of a person with a history of arson or fire-setting tendencies. If such a person is in occupation the suitability of strategy could be severely undermined and the author cannot be held responsible.*

*The strategy is dependent on the occupiers knowing and understanding the content and ethos of the management and training of this strategy alongside the incorporation of the fire risk assessment and PEEPs as appropriate. It relies on the buildings being constructed as indicated on the plans. If these circumstances change the strategy will need to be reviewed and the changes considered, the author cannot be responsible for the failure of the strategy if changes have not been considered.*

ADDITIONAL NOTES:



**British Alevi Federation Hall  
Churchfield Recreation Ground, Great Cambridge Road  
N9 9LE**

## **FIRE SAFETY STRATEGY**

<b>Prepared for:</b>	British Alevi Federation
<b>Prepared by:</b>	Salman Kurt AIFSM CFRAR behalf of Kurt Fire Protection Ltd.
<b>Date:</b>	28/10/2023



## TABLE OF CONTENTS

<b>EXECUTIVE SUMMARY</b> .....	<b>3</b>
<b>1. INTRODUCTION</b> .....	<b>8</b>
1.1 BRIEF .....	8
1.2 OBJECTIVES .....	8
<b>2. COMPLIANCE METHODOLOGY</b> .....	<b>8</b>
2.1 BUILDING REGULATIONS .....	8
2.2 GUIDANCE .....	8
2.3 OCCUPANCY ISSUES .....	9
2.4 RISK PROFILE .....	10
<b>3 MEANS OF ESCAPE</b> .....	<b>10</b>
3.1 THE PREMISES .....	10
3.2 ARRANGEMENTS FOR SAFE ESCAPE .....	12
3.3 EVACUATION PROCESSES .....	12
<b>4. FIRE PROTECTION SYSTEMS</b> .....	<b>14</b>
4.1 FIRE ALARM SYSTEM .....	14
4.2 SMOKE VENTILATION .....	15
4.3 EMERGENCY LIGHTING .....	15
4.4 EMERGENCY SIGNAGE .....	15
<b>5. STRUCTURAL FIRE SAFETY</b> .....	<b>15</b>
5.1 COMPARTMENTATION AND FIRE SEPARATION .....	15
5.2 Cast Iron Columns .....	16
5.3 INTERNAL LININGS .....	17
<b>6. FIRE PREVENTION</b> .....	<b>17</b>
6.1 EXTERNAL FACTORS .....	17
6.2 ELECTRICAL IGNITION SOURCES .....	18
6.3 CONTRACTORS .....	18
6.4 FLAMMABLE LIQUIDS AND DANGEROUS SUBSTANCES .....	18
6.5 HOUSEKEEPING .....	18
6.6 FIREFIGHTING EQUIPMENT AND FIRE SERVICE ACCESS .....	18
<b>7. FIRE RISK ASSESSMENT CONSIDERATIONS</b> .....	<b>20</b>
7.1 MANAGEMENT PROCEDURES .....	20
7.2 FRA REVIEW .....	20
7.3 MANAGEMENT PLAN .....	21
7.4 TRAINING AND CHECKS .....	22
<b>8. HANDOVER</b> .....	<b>23</b>
<b>PLANS PROVIDED (COPYRIGHT ORIGINATOR)</b> .....	<b>24</b>
<b>DISCLAIMER</b> .....	<b>33</b>
<b>GLOSSARY</b> .....	<b>34</b>
<b>REFERENCES</b> .....	<b>37</b>

## **EXECUTIVE SUMMARY**

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The purpose of this report is to provide a strategy that provides a safe approach to the use of the building as proposed by adopting risk assessed design modifications to manage the occupancy of the building for the proposed purpose groups. The aim is to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 upon occupation for life safety. The features are reliant on the professional approach to management of the premises. It is paramount that occupants of the buildings are fully aware of this Fire Safety Strategy.

New built with externally Aluminium sandwich panels (PIR CORE) internally fire resisting plasterboards plastered. Floors are HPL over concrete, Flat roof constructed via Aluminium sandwich panels covered pink plasterboards internally ceiling. Four Escape routes provided one for kitchen employees other three for guest and community members seating and dancing hall.

This strategy has been written; having considered the Fire Safety plans and specification provided referenced below:

<b>Drawings</b>
SK20231028__01 Ground Floor

***On completion of the proposed alterations, a review of the existing fire risk assessment should be carried out.***

**The Fire Safety Strategy presented within this report states:**

It will be necessary for the design to meet the requirements of Schedule 1 of the Regulations relating to:

- **B1 (Means of warning and escape).**
- **B2 (Internal fire spread (linings)).**
- **B3 (Internal fire spread (structure)).**
- **B4 (External fire spread).**
- **B5 (Access and facilities for the fire service).**
  
- The method of escape for the proposed building will be a **Simultaneous Evacuation**. Consider a pre-alarm and investigation period. On actuation of the fire alarm, all occupants should proceed to the nearest exit and congregate at the designated assembly point.
  
- The Kitchen will provide a minimum of 30 minutes compartmentation.
  
- The floors and compartment walls should all provide a minimum of 60 minutes compartmentation.
  
- Fire-resisting doors should be FD30s and fitted with self-closing devices. Fire-resisting doors which are to be kept shut do not need self-closing devices
  
- The protected escape routes must be free from any potential ignition sources and no combustibles should be stored on the means of escape route. There should be no storage of items which would obstruct the exit widths..
  
- Ceiling void cavity barriers to be installed above all compartment walls, were necessary.
  
- A BS 5839-1 L2 standard, fire alarm and detection system should be installed.
  
- Glazing in areas of fire resisting construction should be fire resisting (Minimum 30min - FR30).

- A colour zone and device plan shall be provided adjacent to the fire alarm panel in accordance with BS 5839-1:2017 Clause 23.2.2 e.
- Where doors are provided with electromagnetic locking or hold-open devices, these devices are to operate (either release the door to close normally or release the door to be opened) upon actuation of the fire alarm system or on failure of the power supply.
- The end user will provide robust management of fire safety processes and procedures and ensure that staff are regularly and appropriately trained.
- Elements of structure will be designed and constructed to achieve a minimum of 60 minutes fire resistance.
- Fire stopping at junctions of compartment walls and roof to achieve the required fire resistance. Pipes passing through compartment walls with the maximum sizes given in Table 10.1 of the Approved Document B Volume 2 to be fire stopped.
- The common means of escape protected corridors and staircases must be protected to a minimum of 30 minutes and be imperforate to the passage of smoke.
- The protected staircases and corridors must be free from any potential ignition sources and no combustibles should be stored on the means of escape routes. There should be no storage of items or furniture which could obstruct the exit width of the corridors.
- Cross corridor doors and doors onto kitchen will be fitted with vision panels in accordance with BS6262 & BS6206.
- A suitable Fire Assembly point should be identified and marked with the appropriate sign.
- The end user will provide robust management of fire safety. Written fire procedure instructions provided to each flat occupier. (Fire Risk Assessment requirement)

- Fire safety during the construction phase must be risk assessed under the Construction (Design and Management) Regs. 2015 specifically Part 4.
- On completion the building should be provided with a Fire Risk Assessment based upon this strategy.

## **1. INTRODUCTION**

### **1.1 BRIEF**

The client, British Alevi Federation requested that a fire strategy be created for the premises to ensure smooth transition via the regulatory bodies and handover. The strategy must be compliant with appropriate guidance and give direction to ensure that all fire safety processes operate effectively to ensure that the premises, where the guidance within this strategy is followed, will be safe for the end-users.

### **1.2 OBJECTIVES**

- The premises comply with statutory regulations.
- The premises are provided with adequate means of escape.
- The premises are provided with adequate protection to ensure the means of escape.
- The premises are provided with suitable warning and detection in case of fire.
- The premises are provided with an appropriate and suitable evacuation procedure.

## **2. COMPLIANCE METHODOLOGY**

### **2.1 BUILDING REGULATIONS**

The buildings will be required to meet the functional requirements of the Approved Documents, Part B (Fire Safety).

### **2.2 GUIDANCE**

Upon occupation, Fire Safety legislation will be applied through the Regulatory Reform (Fire Safety) Order 2005 (FSO). The requirements of the Fire Safety Order require that those responsible, carry out a suitable and sufficient risk assessment and ensuring that certain fire provisions are incorporated and/or managed.

**The five critical areas are: -**

- Management and risk assessment (testing and recording of provisions, completing a fire risk assessment).
- Means of escape (this includes corridors stairways and compartment walls floors, ceilings and doors).
- Emergency lighting and signage.
- Warning in case of fire (Fire Alarm).
- Firefighting equipment.

The Local Authority Fire Service have power to enforce under Regulatory Reform (Fire Safety) Order 2005 (FSO). There are guidance documents produced the Department for Communities and Local Government (DCLG) Fire safety risk assessment. The buildings must also be built in accordance with the Building Regulations. **It is considered that the most suitable guides for these premises under occupation are the Department for Communities and Local Government (CLG) Fire safety risk assessment: Offices & Shops and Small and medium places of assembly guides.**

### **2.3 OCCUPANCY ISSUES**

The building design will be generally compliant with building regulations for occupation by persons from a means of escape perspective. Ensure evacuation plans are reviewed and regularly updated and, if possible, personal emergency evacuation plans (PEEPs) are in place for occupants whose ability to evacuate may be compromised. As the building will be occupied by different tenants, each tenant will be responsible for assessing whether occupants in their areas will require a PEEP.



## **2.4 RISK PROFILE**

Referring to BS9999, there will be two occupancy characteristics in the building. The proposed kitchen will be A (occupants who are awake and familiar with the building), the proposed event venue will be B (occupants who are awake and unfamiliar with the building). The most appropriate fire growth rate for both occupancy characteristics will be 2, medium. The resulting risk profiles will be A2 & B2 respectively.

The premises will comply with current Fire Safety and Building Regulations; therefore, it is the opinion of the consultants that the risk will be minimised and the building will be a safe environment for all occupants.

## **3 MEANS OF ESCAPE**

### **3.1 THE PREMISES**

Travel distances will be in line with the guidance contained in Approved Document B (ADB) B1, Table 2, purpose groups 3, Kitchen, and 5, assembly and recreation. The maximum unprotected travel distances will be 18m single direction and 45m more than one direction.

### **3.2 OCCUPANCY FIGURES**

Occupancy will be determined by floor space factors and available exit width with the largest exit door being discounted.

ADB Appendix C, Table C1 provides the following floor space factors:

Hall areas 0.3m<sup>2</sup> per person.

Seating Areas 1.0m<sup>2</sup> per person.

Kitchen 6.0m<sup>2</sup> per person.

Exit routes/ doors should be a minimum of 1000mm wide. Each 1000mm wide escape route will accommodate 140 persons.

2x 1000mm = 280 Persons

1x 1750mm = 250 Person

1x 2000mm = 15 Person (Kitchen Staff Only)

Proposed numbers in the event venue is in line with the occupancy figures and door widths above.

Occupancy of the Seating Areas will be determined by the number of covers.

Occupancy of the Hall areas 500 persons.

Occupancy of the Kitchen 15 Employees.

### **3.3 ARRANGEMENTS FOR SAFE ESCAPE**

Compartmentation is imperative to facilitate effective evacuation. The escape corridors and stairways must be maintained free from combustibles at all times to ensure a fire will never occur in a corridor. Fire separation should be maintained at all times between risk areas and the protected Kitchen and Hall

Self-closing doors accessing the protected corridors will be a minimum 30-minute fire resistant standard and the ability for self-closing doors to close effectively should not be compromised. Where fitted, cross corridor doors and doors onto staircases should have a vision panel fitted.

### **3.4 EVACUATION PROCESSES**

The method of escape for the proposed premises will be a **Simultaneous Evacuation**.

This evacuation will be managed and supervised by adequately trained staff in attendance. As the premises will be occupied by different guests, it is imperative that there be cooperation between the guests and staff. There may also need to be a pre-alarm and an investigation period built into the fire detection and warning system, see 4.1 below.

Where doors are provided with electromagnetic locking or hold-open devices, these devices these should fail safe, opening or closing on operation of the fire alarm system as applicable.

Consideration should be given to egress to a place of ultimate safety. The Fire Assembly point will be at a suitable location outside of the building. Therefore, fire exits need to have safe, illuminated, means of moving from the exit points to the suitable position identified.

## **4. FIRE PROTECTION SYSTEMS**

### **4.1 FIRE ALARM SYSTEM**

A BS 5839-1, fire alarm and detection system is to be installed throughout the premises. The design and category to be determined by a suitably qualified contractor although it is envisaged that as the premises is to be multi-occupation and different areas occupied at different times, with the escape routes being shared, an appropriate category would be L2. In addition to detection, manual call points should be sited adjacent to all final exit doors and all storey exits. The exception would be licensed areas of the premises where generally it is considered appropriate to deviate from the British Standard and position manual call points in staff-controlled areas to prevent false actuations. Any proposal to deviate from the British Standard should be approved by the fire officer. The fire alarm system should have an audibility level of 65db and areas of loud pre-recorded/ live music there should be an interface linking the music power supplies to the fire alarm system to cut the music in the event of an actuation. Consideration should be given property protection as well as life safety to reduce fire spread to other buildings surrounding.

Siting of the fire alarm panel(s) needs consideration as different tenants will need access to the panel(s) for investigation purposes.

Consideration should also be given to building in a pre-alert between the different purpose groups and where compartment walls/ floors are in place, particularly where escape routes are shared.

Music system should be linked to fire detection to deactivate in case of an emergency also system should be linked to kitchen extractor and gas interlock system to prevent fire spread reduce risk.

Consideration needs to be given to the security systems – any electronically secured doors on escape routes need to deactivate or fail safe to open on the actuation of the fire alarm.

A colour zone plan should be provided adjacent to the fire alarm panels in accordance with BS 5839-1:2017 Clause 23.2.2e

## **4.2 SMOKE VENTILATION**

ADB vol2 2019 makes no recommendations for the provision of smoke ventilation in a building of this use and size.

## **4.3 EMERGENCY LIGHTING**

A system of non-maintained emergency lighting designed and installed to BS 5266 -1 should be provided in the protected means of escape and external escape route to the assembly point. Any windowless water closets greater than 8m<sup>2</sup> should also have emergency lighting installed. The luminaires should have a minimum backup supply of three hours. The layout and design is the responsibility of the contractor/installer.

## **4.4 EMERGENCY SIGNAGE**

Exit routes should be clearly marked with emergency signage which should be installed in accordance with BS 5499 Part 1.

Fire resisting doors should be provided with signage in line with their method of closure and Fire exit doors and escape routes in and around the building should be provided with signage complying with the recommendations of BS 5499-5.

Illuminated exit signs in licensed areas should be maintained rather than non-maintained.

'Fire Assembly Point' signage needs to be provided for the designated position outside the building.

## **5. STRUCTURAL FIRE SAFETY**

### **5.1 COMPARTMENTATION AND FIRE SEPARATION**

In accordance with ADB, B3 8.3, floors and walls separating different purpose groups and different occupants should be compartment walls and any floor between kitchen and hall should provide a minimum period of 60 minutes fire resistance.

The proposed protected corridor for the kitchen should be designed with adequate compartmentation to provide a minimum of 30 minutes fire resistance.

Horizontal and vertical cavity barriers should be installed relative to the above standards of fire resistance. Pipes and services which pass through compartmentation should comply

with the maximum sizes given in Table 10.1 of the Approved Document B Volume 2 and, should be either provided with a proprietary seal or sealed with fire-stopping material. Elements of structure should be designed and constructed to achieve a minimum of 60 minutes fire resistance.

## **5.2 Cast Iron Columns**

Cast iron has a low tensile strength and will lose its strength quickly in a fire and this can result in rapid collapse. It is considered that unprotected cast iron columns should not be exposed to temperatures above 300°C if steel beams are rigidly connected to them and should not be exposed to temperatures above 550°C if timber beams are connected to them.

If a building containing cast iron structures has undergone refurbishment which was notifiable under modern building regulations then there would be a requirement for exposed cast iron structures to be fire protected.

### **Inherent benefits**

- Usually exposed and therefore easy to identify

### **Inherent hazards**

- Failure is brittle with little or no warning
- Sudden cooling from firefighters' water jets can cause cracking due to thermal shock which can result in failure of the structural member

*Source of information NFCC (National Fire Chiefs Council) Fires in buildings- Building supplemental information sheet.*

Specialist advice should be sought in respect of intumescent coating of cast iron columns (Envirograf).

Fire resistance of external walls should be in accordance with the requirements of Part B4 of the Building Regulations, which specifies limits on unprotected areas. The proposed alterations do not comprise of any work to the existing external walls.

### 5.3 INTERNAL LININGS

Kitchen and common escape routes will be internally finished to Class 0 (Euro B-s3, d2). All other rooms will conform with requirements of the table below:-

	National Class	European Class
Small rooms not exceeding 4m <sup>2</sup> (residential)	3	D-s3, d2
Other rooms	1	C-s3, d2
Other circulations spaces	0	B-s3, d2

Wallcoverings which conform to BS EN 15102, achieving at least class C-s3, d2 and bonded to a class A2-s3, d2 substrate, will also be acceptable.

## 6. FIRE PREVENTION

### 6.1 EXTERNAL FACTORS

As an existing building, the external walls and the separation between surrounding buildings to prevent fire spread will be in compliance with building regulations.

The risk of arson can be reduced by such measures as external lighting (PIR or dusk to dawn), and CCTV. A secure refuge store is also recommended. Refuge stores should be sited clear of the building, to ensure that any fire in a bin cannot affect the building.

Smoking should only be permitted in a designated area away from the building with a suitable receptacle for cigarette ends.

### 6.2 ELECTRICAL IGNITION SOURCES

Internal wiring should be installed to meet IEE Wiring Regulations and Fixed electrical installations should be subject to periodic inspection and test every five years. Portable Appliance Testing (PAT) should be carried out at an appropriate frequency. The use of electrical trailing leads and adaptors should be restricted.

### 6.3 CONTRACTORS

A permit to work system should be in place to manage fire risks from post-build contractors. During the construction phase, buildings are particularly vulnerable to fire. It is important therefore that the site is well-controlled. Specifically, smoking areas for workers must be clear of the building and skips etc. must be kept with a clear separation distance. Reference should be made by site management to the Construction (Design and Management) Regulations 2015 specifically Part 4.

### 6.4 FLAMMABLE LIQUIDS AND DANGEROUS SUBSTANCES

Flammable cooking oil should be disposed daily and controlled by Head chef in the kitchen, Flammable liquids shouldn't be stored on escape routes and not close than 8 metres from main building in metal cages.

### 6.5 HOUSEKEEPING

Procedures are to be put in place to ensure that external areas are maintained free from obstruction and combustible materials at all times. Any soft furnishings and upholstered furniture on the means of escape routes should meet the requirements of the Furniture and Furnishing (Fire Safety) Regulations 1988(as amended 1989,1993 and 2010) or equivalent.

### 6.6 FIREFIGHTING EQUIPMENT AND FIRE SERVICE ACCESS

**Firefighting Equipment:** The premises should be fitted with firefighting equipment to meet the standards identified in BS5306:8 2012.

**Fire Service Access** is existing and will be in accordance with section 15 of the Approved Document B:

*There should be vehicle access for a pump appliance to either:*

- a. 15% of the perimeter, or*
- b. Within 45 m of every point of the footprint of the building.*

Consideration should be given to the provision of a **Premises Information box (Gerda Box)** for Fire Service use. Where appropriate this should include:

- simple floor plan layouts, indicating any relevant fire resistance provisions, internal access provisions, fire-fighting facilities, building services and any specific hazards;
- relevant information (including operating instructions) relating to equipment/fixed installations provided for means of escape or fire-fighting;
- information regarding the implications of any fire engineering strategy on the performance of the building during a fire, e.g. reduced fire resistance of elements of structure or areas of the building with additional fire protection measures;
- information relevant to preventing environmental damage;
- relevant information should be available detailing the locations of the electric, gas, water shut offs.



## **7. FIRE RISK ASSESSMENT CONSIDERATIONS**

Upon completion of the project, the responsible person, the person(s) having control of the premises is required by law to undertake a suitable and sufficient fire risk assessment. The fire risk assessment is the means by which this strategy is implemented but more importantly, maintained, throughout the life of the buildings. The requirement is that the risk assessment is carried out by a competent person. A person is to be regarded as competent for the purposes of this strategy where they have sufficient training and experience or knowledge and other qualities to enable them properly to assist in undertaking the preventive and protective measures.

### **7.1 MANAGEMENT PROCEDURES**

It is critical that robust management procedures are put in place in order to manage fire safety within the buildings. Below is guidance to assist the occupier and risk assessor to ensure safe operation on a day to day basis.

### **7.2 FRA REVIEW**

- The Fire Risk Assessment should be reviewed on an annual basis by a competent person and the day-to-day management is the responsibility of the Responsible Person.
- It should be reviewed annually and when any material changes occur, such as structural changes.
- It should be specifically reviewed whenever any aspect is under change, such as redecoration of an area restricting access.

### 7.3 MANAGEMENT PLAN

A management plan is to be formulated that ensures the maintenance of all fire safety features within the buildings. This is to include suitable risk assessment of any variations to the management plan.

Annex H of BS9999 should be consulted as it provides generic guidance on the provision of fire precautions and facilities within a building. It addresses the issues that need to be considered during the design process as well as those that will apply whilst the buildings are in use or which need to be taken into account when alterations to the buildings or their use are being considered. Procedures for the management of fire safety should be developed by the premises management and documented in a fire safety manual.

A typical fire safety manual might include all or some of the following:

- Fire safety policy statement
- Fire safety management structure
- Coordination with other parties (e.g. in a shared building)
- Emergency response
- Evacuation of people with special needs
- Contingency and salvage plans
- Emergency responsibilities of designated staff
- Summary of fire safety strategy and plans for the buildings/site
- Fire risk assessment
- Procedures for dissemination of information
- Selection and control of materials
- Maintenance and testing of fire safety equipment
- Routine housekeeping (e.g. removal of combustible waste)
- Fire safety training
- Fire drills
- Decoration, alteration and building work
- Audit procedures and updating of the manual
- Fire safety records

#### 7.4 TRAINING AND CHECKS

All staff must be familiar and competent with the actions on discovering a fire and the fire alarm sounding on induction.

As part of the fire safety training all staff should take part in a minimum of two fire drills per year.

If applicable, any young person working must receive specific fire training.

In carrying out or reviewing an assessment an employer, before employing a young person, must take particular account of the following in respect of harm caused by fire: –

- (a) the inexperience, lack of awareness of risks and immaturity of young persons;
- (b) the fitting-out and layout of the relevant premises;
- (c) the nature, degree and duration of exposure to physical and chemical agents;
- (d) the form, range, and use of work equipment, and the way in which it is handled;
- (e) the organisation of processes and activities;
- (f) the extent of the fire safety training provided or to be provided to young persons; and
- (g) risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC(1) on the protection of young people at work.)

Staff should be instructed in the use of Fire Extinguishers

All training and checks should be recorded in the logbook

A weekly check must be made on the effective closing of the fire doors.

A weekly test must be carried out on the fire alarm system.

A monthly test should be carried out to ensure the working of the emergency lighting system.

Regular checks must be made to ensure the corridors and staircases are free from combustible materials and obstructions.

Regular visual inspections must be made of all electrical equipment.

# HEALTH AND SAFETY POLICY



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Date Last Reviewed: 28 January 2023

Reviewed by: Muslum Dalkilic

Approved by: Dilek Incedal  
Zeynep Demir

Next Review Date: 28 January 2024

## **General statement of policy**

British Alevi Federation is working towards a comprehensive Health and Safety Policy and is bound to abide by the Health and Safety at Work Act. This lays down certain duties on all staff and office volunteers. The duties are to take care of their own safety and that of other staff, volunteers and visitors and to co-operate with the Trustee Board and its officers to enable it to carry out its responsibilities.

In particular staff and volunteers have a duty to:

- work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access to the organisation's premises at any time
- adhere to safety procedures laid down by British Alevi Federation from time to time, and conform to all instructions given by those with a responsibility for health and safety
- record all accidents, near miss occurrences and hazardous situations in the Health and Safety/Accident book and report to the next staff meeting
- meet their other statutory safety obligations including that laid down in Section 8 of the Act, which states that "no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

## **1. Organisation and responsibilities**

### **1.1 Trustee Board**

Overall and final health and safety responsibility within the organisation lies with the Trustee Board. The Trustee Board shall appoint one person who will take the responsibility for drawing to the attention of the Trustee Board, staff and office volunteers any health and safety matters that need to be discussed and/or acted upon.

### **1.2 Delegated responsibilities**

Zeynep Demir shall be given delegated responsibility for ensuring that the Health and Safety policy is carried out within the organisation. In particular s/he will be given delegated responsibility for:

- carrying out regular safety inspections in the offices utilised by the British Alevi Federation
  - ensuring that staff are provided with suitable seating and appropriate computer work stations
  - ensuring that floors and aisles are kept clear, as far as reasonably practical, of trailing wires, equipment, stationery, etc.

- ensuring that the general fabric of the offices (including office items & equipment used by staff) is maintained
- investigating and reporting accidents
- ensuring that a Health and Safety Workplace poster on “Health and Safety Law” is displayed
- making staff and office volunteers aware of the specific fire escapes and fire extinguishers within the building
- ensuring staff and volunteers are given a copy of this Policy and understand its contents; ensuring that staff and volunteers are made familiar with the alarm systems within the building and action to be taken in the event of a fire
- drawing to the attention of the Trustee Board, Chief Officer and staff any new legislation on health and safety relevant to the work of [ORG NAME]
- drawing to the Trustee Board’s attention any matters with which s/he is unable to deal.

### **1.3 Staff and office volunteers**

All staff and office volunteers have a responsibility to:

- read and fully understand the British Alevi Federation’s Policy statement and the procedures to be carried out in the event of an emergency. If there is any doubt about the meaning, staff must seek clarification from the Zeynep Demir.
- co-operate with the Trustee Board and the Zeynep Demir, as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others
- report to the Zeynep Demir within 24 hours any accident occurring:
  - on the premises
- off the premises whilst acting on behalf of British Alevi Federation
- bring to the notice of the Zeynep Demir any potentially dangerous circumstances that the employee is unable to put right.

### **1.4 Review**

The Zeynep Demir, in conjunction with the Chief Officer, will keep this Policy under constant review to reflect any changes in legislation. The Policy will be fully reviewed every 3 years and will be subject to approval by the Trustee Board.

## **2. General arrangements**

### **2.1 Accidents, near-miss occurrences and hazardous situations**

British Alevi Federation has a Health and Safety Accident Book located [in reception and all incidents, no matter how small, must be recorded as soon as possible after the incident. The incident should also be reported to the Zeynep Demir. In addition to reporting accidents, it is equally important to report near misses and potential hazards so as to enable preventative action to be taken before it is too late. Once an incident has been recorded in the Accident Book the Sheet must be removed and stored separately, e.g. in the personnel file.

It is the responsibility of the Zeynep Demir to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.

The Zeynep Demir is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the Health and Safety Executive. RIDDOR covers the following incidents:

- (a) fatal accidents
- (b) major injury accidents/conditions
- (c) dangerous occurrences
- (d) accidents causing more than 7 days incapacity for work
- (e) certain work-related diseases.

A First Aid kit is available in the main office, the kitchen and in classrooms.

## **2.2 General fire safety**

Zeynep Demir is responsible for the maintenance of the firefighting equipment and the arrangement of regular fire safety checks and fire drills. The Zeynep Demir also undertakes a Fire Risk Assessment for the building.

All staff must also read and understand the Fire Procedure. A fire notice is located in the main entrance.

## **3. Personal safety**

- 3.1 Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment.
- 3.2 All windows and entry doors will be lockable.
- 3.3 Staff who are going to be away on British Alevi Federation business should make it clear to other staff (and put in diary) where they will be, how long for and how they can be contacted.
- 3.4 Staff should inform the office who they wish to be contacted in the event of an emergency giving contact details.
- 3.5 Staff who carry money for the British Alevi Federation have the right to be accompanied by another person.
- 3.6 Visits to the bank should not be at a regular time.
- 3.7 Staff should not put themselves at risk on account of the British Alevi Federation's property.
- 3.8 All incidents of aggression or violence and any threat to personal safety should be reported to the Chief Officer and recorded in the accident book.
- 3.9 Staff should be vigilant with regards to terrorist incident warnings – e.g. unattended bags.

#### **4. Stress management**

- 4.1 Stress at work is a serious issue: workers can suffer severe medical problems, which can result in under-performance at work, and cause major disruptions to the organisation.

The responsibility for reducing stress at work lies both with employer and employee. Employees should become aware of the causes of stress, and ensure that they do not work in a way which could cause them to suffer an increase in stress, nor cause an increase in stress on others.

If an employee is suffering from stress at work, they should discuss this with their line manager or Zeynep Demir at the first opportunity. Where practicable and reasonable, British Alevi Federation will seek to provide assistance to the employee.

British Alevi Federation will do all it can to eradicate problems relating to stress at work.



## HEALTH AND SAFETY POLICY CHECKLIST

### Training

All staff will complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be discussed at staff meetings and supervision sessions.

The Zeynep Demir will ensure that all staff and volunteers fully understand the Policy and are made aware of all fire alarm points, fire extinguishers, fire blankets and fire exits in the building.

The following is a list of things to be checked in British Alevi Federation's office every six months.

Check:	Date:
<ul style="list-style-type: none"> <li>Workstations (incl. Display Screens) are safe. (Follow separate checklist <i>VDU Workstation Inspection Checklist</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>User takes regular breaks from long tasks/positions and ensure VDU users are aware of availability of FREE eye tests. (Follow separate checklist <i>VDU Workstation Inspection Checklist</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>Lighting is adequate (e.g. no glare should be transmitted)</li> </ul>	
<ul style="list-style-type: none"> <li>Environment (noise levels, temperature, humidity, any anti-static device).</li> </ul>	
<ul style="list-style-type: none"> <li>Staff have been appropriately trained to carry out their tasks.</li> </ul>	
<ul style="list-style-type: none"> <li>First Aid Box is in place and adequately stocked.</li> </ul>	
<ul style="list-style-type: none"> <li>Accident Book and procedure is in place and staff are informed of these.</li> </ul>	
<ul style="list-style-type: none"> <li>Exits and walk-ways are kept clear and accessible to wheelchair users.</li> </ul>	
<ul style="list-style-type: none"> <li>Electrical and other equipment are safe to use and are not being misused.</li> </ul>	
<ul style="list-style-type: none"> <li>Power sources are safe to use and are not misused.</li> </ul>	
<ul style="list-style-type: none"> <li>No trailing wires and damaged floor coverings.</li> </ul>	
<ul style="list-style-type: none"> <li>Warning notices, where necessary, are clearly displayed.</li> </ul>	
<ul style="list-style-type: none"> <li>Heavy or dangerous items are not stored above shoulder height.</li> </ul>	
<ul style="list-style-type: none"> <li>Heavier items are stored in lower drawers of filing cabinets.</li> </ul>	
<ul style="list-style-type: none"> <li>Step ladders are provided and used where necessary.</li> </ul>	
<ul style="list-style-type: none"> <li>Hazardous materials (e.g. cleaning fluids) are stored properly and are clearly marked.</li> </ul>	
<ul style="list-style-type: none"> <li>Staff/volunteers are not expected to lift heavy items above their individual capability.</li> </ul>	
<ul style="list-style-type: none"> <li>Security/confidentiality arrangements are adequate (e.g. place for valuables)</li> </ul>	
<ul style="list-style-type: none"> <li>Office procedures relating to hygiene and cleanliness are complied with.</li> </ul>	
<ul style="list-style-type: none"> <li>Radiators are kept clear.</li> </ul>	

# SOCIAL MEDIA POLICY FOR STAFF AND VOLUNTEERS



Churchfields Recreational Grounds  
Great Cambridge Road  
Enfield  
N9 9LE

Tel : 0208 245 8482

Email : britishalevifederation@gmail.com

Date Last Reviewed: 28 January 2023  
Reviewed by: Muslum Dalkilic  
Approved by: Dilek Incedal  
Zeynep Demir

Next Review Date: 28 January 2024

*The Trustees of British Alevi Federation (BAF) understand that computer technology is an essential resource for staff and volunteers in executing their jobs to best of their ability. The internet and other digital technologies open up opportunities to staff and volunteers to access information and do research in order to support their clients in the best possible and most appropriate way. It is also a tool used for communicating safely and effectively amongst themselves, with clients, with external agencies and where necessary the members of the public and other public bodies.*

*Whilst the trustees recognise the importance of the use of computer technology, we also recognise the need for safe internet access and appropriate usage of all social media platforms.*

*The Trustees have created this policy with the aim of ensuring appropriate and safe use of the internet and other digital devices by all stakeholders.*

*The Trustees are committed to providing a safe environment for all staff, volunteers and service users.*

**The British Alevi Federation** uses social media in its work and recognises that those who are involved in its work may also use social media either as part of their role or in their private lives. A written policy is therefore required for all trustees, staff, volunteers and other stakeholders on the acceptable use of social networking at work.

**The British Alevi Federation** encourages the responsible use of social media. The purpose of this policy is to set out what British Alevi Federation expects from our trustees, staff, volunteers and all other stakeholders when using social media. It is important to remember that we are all ambassadors for the charity and that social media is never private.

This policy is for all stakeholders and aims to:

- give clear guidelines on what stakeholders can say about the organisation;
- comply with relevant legislation and protect everyone;
- help Trustees to manage performance effectively;
- help stakeholders draw a line between their private lives and their work;
- protect **British Alevi Federation** against liability for the actions of stakeholders;
- be clear about sensitive issues such as monitoring and explain how problems with inappropriate use will be addressed.
- 

## 1. Policy statement

**1.1 British Alevi Federation** recognises that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics relevant to our work using a wide variety of social media, such as Facebook, Twitter, blogs and wikis etc<sup>1</sup>. **This policy aims to protect individuals working or volunteering with us in any role and to encourage you to take responsibility for what you write, exercise good judgment and common sense. (See 2.1)**

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<sup>1</sup> Wiki is a piece of server software that allows users to freely create and edit Web page content using any Web browser.

**1.2** Inappropriate use of social media can pose risks to our confidential and proprietary information and reputation, and can jeopardise our compliance with legal obligations. To minimise these risks, to avoid loss of work time and to ensure that our IT resources and communications systems are used only for appropriate business purposes, we expect everyone to adhere to this policy.

## **2. Who is covered by the Policy?**

**2.1** This policy covers all trustees, staff, volunteers and other stakeholders

## **3. Scope and purpose of the Policy**

**3.1** This policy deals with the use of all forms of social media, including Facebook, YouTube, Twitter and **all** other social networking sites, and **all** other internet postings, including blogs.

**3.2** It applies to the use of social media both for work volunteering and personal purposes, whether while volunteering or otherwise. The policy applies regardless of whether the social media is accessed using our IT facilities and equipment or equipment belonging to contracted staff and volunteers.

**3.3** If any member is found to be in breach of this policy the Trustees will address this using the Procedures for Problem Solving.

**3.4** Staff and volunteers may be required to remove internet postings which are deemed to constitute a breach of this policy.

**3.5** This policy links to all other policies therefore social media should never be used in a way that breaches any of our other policies

## **4. Personnel responsible for implementing the Policy**

**4.1** All Trustees, staff and volunteers have a specific responsibility for operating within the boundaries of this policy, ensuring that everyone understand the standards of behaviour expected of them and taking action when behaviour falls below this.

**4.2** All stakeholders are responsible for the success of this policy and should ensure that they take the time to read and understand it. Any misuse of social media or questions regarding the content or application of this policy should be reported to **Muslum Dalkilic**

**4.3** **Any** content which raises a safeguarding concern must be reported to **Dilek Incedal** in line with the reporting procedures outlined in **British Alevis Federation** Safeguarding Policy.

## 5. Guidelines for responsible use of social media

The following sections of the policy provide Trustees, staff and volunteers with common-sense guidelines and recommendations for using social media responsibly and safely.

**5.1** We want you to help protect our business reputation. You must not post disparaging or defamatory statements about:

- a)** the Organisation;
- b)** British Alevi Federation trustees, staff, our clients, volunteers or members past or present;
- c)** Suppliers and vendors; and
- d)** other affiliates, stakeholders and partner organisations

All trustees, staff, volunteers and other stakeholders should also avoid social communications that might be misconstrued in a way that could damage our business reputation, even indirectly.

**5.2** All Stakeholders are personally responsible for what they communicate in social media (as part of their role or on personal sites). Remember that what you publish might be available to be read by the public (including British Alevi Federation), colleagues, volunteers, future employers and social acquaintances for a long time. Keep this in mind before you post content.

**5.3** A publicity consent form must be obtained prior to posting images or text which may be used on social media.

**5.4** British Alevi Federation does not permit tagging of vulnerable adults or anyone under the age of 18.

**5.5** Stakeholders are not permitted to set up social media accounts for work purposes without prior consultation with the Trustees

**5.6** If you disclose your affiliation of British Alevi Federation, you must also state that your views do not represent those of the organisation you are employed by or volunteering with. For example, you could state, "the views in this posting do not represent the views of British Alevi Federation." You should also ensure that your profile and any content you post are consistent with the image you present to those you work with as part of your role.

**5.7** You can only use British Alevi Federation email address if your role involves using social media on behalf of the organisation.

**5.8** You are responsible for the security settings of any social media sites you use and should ensure they are set to the appropriate level if you wish to limit who can see your information.

**5.9** Remember that you must respect confidentiality at all times and protect confidential information. You should be mindful of Data Protection issues, if in doubt speak to **Muslum Dalkilic**. Confidential information includes things such as unpublished details about our work, details of current projects, future projects, financial information or information held on our supporters, staff or volunteers.

- 5.10** Avoid posting comments about sensitive topics, such as our performance, confidential meetings, current or past negotiations or disclosing any details of such meetings/negotiations. Even if you make it clear that your views do not represent those of our charity, your comments could still damage our reputation.
- 5.11** Any statement made relating to our service, in the name of our service must be discussed with the Trustees and agreed by at least three Trustees before being released to any media outlets including all social media.
- 5.12** If you see content in social media that disparages or reflects poorly on British Alevi Federation or our stakeholders, you should report it to all Trustees. All stakeholders are responsible for protecting our reputation.
- 5.13** The contact details of business contacts made during the course of your working/volunteering are regarded as our confidential information, and as such you will be required to delete all such details from your personal social networking accounts, should you finish your work/volunteering with British Alevi Federation.
- 5.14** Contact details of all stakeholders are subject to data protection. Staff are not permitted to access or store information on stakeholders that would breach data protection.

## **6. Personal use of social media in the office environment.**

We recognise that trustees, staff and volunteers may occasionally desire to use social media for personal activities in the office or by means of our computers, networks and other IT resources and communications systems. We authorise such occasional use during rest breaks so long as it does not involve unprofessional or inappropriate content and does not interfere with your role. You should not use British Alevi Federation IT resources and communications systems for any matter that you wish to be kept private or confidential.

If using social media while working or volunteering, circulating chain letters or other spam is never permitted. Circulating or posting commercial, personal, religious or political solicitations, or promotion of outside organisations unrelated to British Alevi Federation work is also prohibited.



## 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:** British Alevi Foundation, Churchfields Recreation Ground, Great Cambridge Road, LONDON, N9 9LE

**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 Licensing Objectives for the following reasons:

This is a new application which originally sought indoor events with an event hall with music and dining for a capacity of 350, and also outdoor events with a capacity of 400, for sporting tournaments.

However, after meeting with the Alevi and Olgan (legal representative), the applicant has amended the application to remove all outdoor activity from this application. The applicant is aware that a new "festival" licence application is required to be submitted in relation to a larger capacity outdoor event.

The amended application now seeks:

<b>Activity</b>	<b>Proposed Times</b>
Opening hours	08:00 – 23:00 daily
Indoor Sporting Events	10:00 – 21:00 daily
Live Music (indoors) Recorded Music Performance of dance	12:00 – 23:00 daily

The premises is a recreation ground with some buildings. The applicant has advised that the premises (event hall) concerned with this application is temporary. The recreation ground is surrounded by residential roads and a number of residential gardens back onto the grounds. The entry and exit route is directly onto the A10.

**I wish to make representation on the following:**

- **Protection of Children from Harm**
- **Prevention of Public Nuisance**

- **Prevention of Crime and Disorder**
- **Public Safety**

The Licensing Authority does not object to the hours or activities applied for however, if the licence is granted in full or in part the Licensing Authority recommends that additional conditions be attached to the licence to promote the licensing objectives, as follows:

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 event hall shall not exceed a capacity of 350 including staff.
3. A suitable method for checking the number of persons e.g. clicker counter, shall be used to ensure the maximum number is not exceeded.
4. There shall be no more than 15 indoor events per year providing regulated entertainment.

**Paragraph 4.** Please clarify and elaborate why you consider it appropriate to propose the condition at para 4 “...*There shall be no more than 15 indoor events per year providing regulated entertainment.*” My client is unlikely to agree this condition as the condition is not backed by any rationale under the Licensing Objectives. We remind that our client is a non-profit making organisation providing commendable local and community support work. Our client objects to this condition and we invite you to withdraw the same and or provide a compelling reason why it should stand.

Having regard to the number of representations from the local residents, and the previous history of this premises, plus based on the number of TEN applications permitted by a licensed premises, this is deemed to be a reasonable number of events per year whilst your client establishes good event management and no substantiated complaints are received. This is equivalent to one event per month, plus additional at Christmas for example. Should complaints not be received in relation to indoor events over the period of a year once the licence is in place, a full variation may be considered by your client to increase the number of events permitted.

5. 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.
6. The management shall make subjective assessments of noise levels outside at the perimeter of the premises at least hourly, whilst regulated entertainment is provided to ensure that noise from the premises does not cause a disturbance to local residents. Records shall be kept for one year. Records must be made available to the Police and/or Local Authority upon request. Where monitoring by staff identifies that noise from the premises is audible at the perimeter, measures shall be taken to reduce this i.e. turning volume down.



7. All external doors and windows shall be kept closed when regulated entertainment takes place, except in case of an emergency and for access/egress.
8. All refuse and bottles shall be disposed of in bins quietly so as not to disturb local residents. There shall be no disposal of glass bottles outside between 23:00 and 07:00.

**Paragraph 8.** Please confirm that you note that there is no alcohol being served on the premises and our client does not run event for profit. Reference to bottles makes little or no sense at all and requires an explanation, at least so that we understand your reasoning behind the making of this proposal. Further, the residents are not within close range of the event hall, and so we would require an explanation as to the basis for your request for this condition. Unless you can provide some compelling reason that it should remain, we would ask that this condition be moved. In principle however, our client does not object to the condition, save that we feel it carries very little scope or purpose.

This is not bespoke to alcoholic glass bottles or refuse, as you may have other glass waste and waste in general. This condition should mitigate related noise nuisance. The premises is surrounded by residential properties and it is not unusual for a venue of this type to have this licence condition.

9. All staff shall receive induction and refresher training (at least every six months) relating to the times and conditions of the premises licence.
10. All training relating to 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.
11. Children under 16 years, not accompanied by an adult, are not permitted to remain at or enter the premises after 21:00.

**Paragraph 11.** Bearing in mind our client's operational philosophy (*charity and community work*), please explain your reasoning for this condition. Our client always has an adult present on premises as our client provides educational and development support. Can this condition be explained and worded differently so that there is some reason and rationale behind it or at least conforms with the licensing objectives? In principle, our client does not oppose this condition save that we feel it carries very little scope or purpose.

This condition supports the protection of children from harm licensing objective.

12. The telephone number of an allocated taxi firm shall be displayed at the premises. An agreement shall be made with the taxi firm for a suitable customer collection point so as to cause minimum disturbance to passing traffic and local residents.

13. A written search policy including all entrants shall be subject to a "body and bag" search, shall be maintained and implemented.
14. Speakers shall not be located in the entrance lobby or outside the premises.
15. The premises licence holder shall ensure that the area immediately outside the premises is kept clean and free from litter including smoking related litter at all material times to the satisfaction of the Licensing Authority.
16. The premises shall have a written dispersal policy. It shall include that staff will be outside of the premises when customers leave, directing and advising patrons to leave the area in a quiet and timely manner so there is no obstruction and disorder, whether on foot or in a vehicle. The staff shall be fully trained in the policy. The training shall be logged 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 one year.
17. No explosives, pyrotechnics or fireworks shall be used at the premises.
18. The premises shall only be used for a ticketed events.

**Paragraph 18.** Please clarify why you consider it necessary to limit our client's events for ticketed events. Our client provides community work and should surely be entitled to carry out events without selling tickets. You will note that our client is a non-profit making organisation and all events have the good spirit of providing social support, development, and community work. Our client objects to this condition.

This condition does not imply that tickets must be sold, it is there to ensure capacity is not exceeded and managed in a timely manner. Previous events attracted guests well over the anticipated numbers, so this condition mitigates that risk. We would be prepared to amend this condition to:  
"The premises shall only be used for ticketed events or events with an up-to-date guest list."

19. Outside promoters shall not be permitted to use the premises for their own events.
20. An incident log shall be kept at the premises, it will be in a hardback durable format handwritten at the time of the incident or as near to as is reasonable and made available on request to the Police or Local Authority, which will record the following:
  - (a) All crimes reported to the venue;
  - (b) All ejections of patrons;
  - (c) Any complaints received;
  - (d) Any incidents of disorder;
  - (e) Seizures of drugs or offensive weapons;
  - (f) Any faults in the CCTV system or searching equipment or scanning equipment;
  - (g) Any visit by a relevant authority or emergency service.
21. A telephone line must be made available that will be answered by staff throughout the hours of operation and at least half an hour after closing. The telephone number for this must be provided to local residents upon request. Staff must be trained on this condition and the importance of answering calls,

and taking action, for example, if a loud music complaint is received, an assessment must be made and action taken such as turning the volume down.

I reserve the right to provide further information to support this representation.

If these conditions were accepted in full, I WOULD withdraw my representation.

Duly Authorised: Victor Ktorakis, Senior Environmental Health Officer

Contact: [victor.ktorakis@enfield.gov.uk](mailto:victor.ktorakis@enfield.gov.uk)

Signed: *VKTORAKIS*

Date: 25/01/2024

## British Alevi Federation Representations Objections

### OP1 Representation

We am writing to object to the above application. We are local residents of almost 32 years and back onto the Churchfield Recreation ground. Over the last few years we have had the experience of living with the festivals/events that have taken place. The noise has been excessive to the point where windows and doors have had to remain shut in extremely hot weather and inside objects, windows and doors are rattling and vibrating. We have lost the right to use our garden socially because of the noise from the festivals/events and the dust from the cars being driven behind our garden. The floodlights are also a major concern outside our bedroom window, they stay on well pass the time they were granted permission up to 8.30pm October to April.

Parking is also a problem because the number of cars are greater than the field can cope with. They are using local area to park and being inconsiderate by blocking driveways and parking as close to A10 along Harrow Drive making it dangerous to turn off the A10.

If this goes ahead it will definitely have an impact on us and our family (we have xxxxx grandchildren xxxxx) We will no longer have the freedom to plan family gatherings because if they co inside with the festivals/events we will be stuck in doors.

We would also like to point out that we think it is wrong that the notices were only put up along the A10 and not in local roads. Although the BAF are asking for a license they have already had an event that went on after 11.14pm on 14th January 2024 where we could still hear the music (attached photo with details)

We do hope you take into consideration what impact this will make to residents.

We look forward to hearing from you in due course.

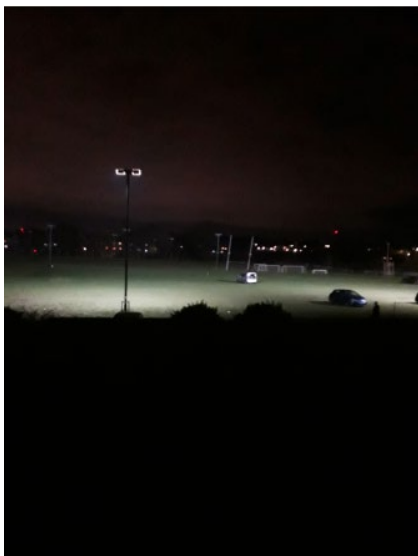


Photo taken on 14 January 2024 at 23:11

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## OP2 Representation

I am an allotment holder in the Church Street 4 Allotment Area which is adjacent to the site operated by the British Alevi Federation.

My concerns are:-

**Existing usage of this site already causes parking problems** for residents in the Harrow Drive and Latimer Road estates. Increased volumes of people attracted to festivals and large events will lead to the dangerous parking along the A10 again. Cars entering the site can cause queues on the A10 carriage way.

**Existing site usage already causes noise pollution.** When the events take place, we can usually hear the bass/drum 600 meters away over the houses in Bury Street. In the other direction the sound literally bounces off the buildings running along the New River affecting users of the C21 cycle path. It is most unpleasant. (Did you consult the residents there?) On occasions I have been unable to hold a conversation with a fellow allotment holder within 6 feet of me due to the excessive noises made by the applicant. The levels may be causing damage to the hearing of those attending and to those trying to use their gardens or allotments adjacent to the site. For these reasons, the sound broadcast on this site should be CAPPED to a reasonable level that limits its impact to the surrounding area.

Peaceful enjoyment, health and wellbeing of local residents and allotment users The allotments are a sanctuary for allotment holders. The benefits of fitness and mental health are demonstrated by the fact that Enfield allotments remained open and accessible during the National Lockdowns. The peaceful enjoyment of the allotments is destroyed by the very loud music and voices over loudspeaker systems both during events AND the performance rehearsals and sound system "tests" in the hours and days prior to large events. The benefits of being in nature and gardening is damaged when residents have to go inside and shut their windows to block off the unreasonably loud music and DJ/MC announcements.

Instead of allowing increased use of the site, the Council should be seeking to implement the following:-

- (A) cap the noise levels they are allowed to make so the local area is not affected noise - at any time, and
- (B) seek to reduce crowds drawn to the site. All performance and sports events should be ticketed. All sports/dance participation sessions should be prebooked. This should allow the organisers to manage the people coming to the site. There should not be a "free for all" with people coming from miles away in their cars.

Thank you for taking these concerns into consideration.

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### **OP3 Representation**

We are writing to express our objections to the premises license application submitted by British Alevi Federation for carrying out outdoor events and festivals, sporting events, live music, recorded music, and performances of dance from Monday through Sunday.

Our concerns are as follows: -

- **Previous Issues:** There is a long history of issues associated with the BAF and we attach herewith our letter of complaint dated 5 July 2022. You can see from our letter that the BAF breached noise levels at every event and despite mediation with Enfield Council to place stricter measures, the noise levels were still breached. There is no evidence to suggest that any future events will be any different.

- **Noise Levels:** Events with loud music or performances can disturb the peace and quiet of residential neighbourhoods, affecting the well-being of the residents. Especially in an area full of children who need proper sleep to be healthy and function properly.

- **Traffic Congestion:** Large events can lead to increased traffic congestion in the surrounding areas, causing inconvenience for both residents and visitors.

- **Public Transport Strain:** Public transportation systems may be overwhelmed, leading to delays, crowded vehicles, and potential safety concerns.

- **Environmental Impact:** Large gatherings often generate a significant amount of waste, including litter and disposable items. If not managed properly, this can lead to environmental degradation.

- **Pollution** – At previous events, there was traffic backed up from the above property beyond Edmonton County School on the A10 Great Cambridge Road and on Harrow Drive. As you are likely to be aware, idling releases harmful chemicals, gases and particle pollution ("soot") into the air, contributing to ozone, regional haze, and global climate change. It is harmful to its residents especially our children, the elderly and those who are vulnerable.

- **Parking** – At previous events, all the parking spaces were taken in the nearby roads and many cars were parked on the verge on the A10 Great Cambridge Road. Resident's driveways were blocked, and vehicles were parked on double yellow lines.

- **Resource Strain:** Increased demand for resources such as water, sanitation, and electricity may strain local infrastructure.

- **Public Safety and Security: Crowd Control** - Ensuring the safety of attendees in large crowds can be challenging, requiring effective crowd control measures and emergency response plans.

- **Law Enforcement:** Large events may necessitate additional law enforcement presence to maintain order and address potential security concerns.

- **Potential Damage to property:** Vandalism and defacing property that these events could create an increased risk of damage especially if there's insufficient security.

- **Impact to local business operations:** Local businesses may experience disruptions due to road closures, increased foot traffic, or changes in customer behaviour during events.

- **Community well-being:** Continuous or frequent large events can affect the overall quality of life for residents, potentially leading to stress and mental health issues.

- **Emergency Services Strain:** Large events can lead to a higher demand for emergency services, including medical assistance and firefighting, which may strain the local emergency response infrastructure.

We would like to request that the Licensing Team thoroughly evaluates the potential consequences of granting the premises license and carefully weighs the interests of the community against the benefits that the proposed events may bring. We believe that it is crucial to strike a balance that respects the rights and well-being of residents. We would be grateful if you could keep us updated throughout the process.

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#### **OP4 Representation**

I am writing to express my strong objection to the application made by the British Alevi Federation (BAF) for the grant of a new premises license for the use of the premises at Churchfield Recreation Ground, Great Cambridge Road, London, Enfield, N9 9LE.

The application seeks permission for carrying out indoor and outdoor events and festivals, sporting events, live music, recorded music, and performances of dance from Monday to Sunday.

**Noise** – Despite previous mitigation efforts between the BAF and the council and noise notices served, the noise at all events remained unbearable. The music from the property was so loud that it could be heard from Edmonton County School (Bury Street campus), which is well over half a mile away. I cannot see how future events will be any different.

**Right of Quite Enjoyment** – Everyone has the right to peace and quiet and enjoyment of their own home without excessive disturbance from others. The proposed activities, particularly the hosting of indoor and outdoor events, live music, and dance performances, have the potential to ruin my right to peace and quiet.

**Parking, Traffic and Pollution** – The frequency and extent of these proposed activities could also result in increased traffic congestion, parking issues, and potential risks to public safety. This, in turn, would burden local infrastructure and emergency services, posing an unnecessary strain on the resources of Enfield Council.

**Stress and Anxiety** – I would be unable to plan private events such as Birthdays at my home due to the noise. I would be living in fear and this could cause serious mental health issues.

Considering these concerns, I strongly urge the Licensing Authority to carefully review and assess the potential negative consequences of granting this premises license. It is essential to prioritize the well-being and interests of the local community when making decisions regarding such licenses.

I kindly request that my objection be taken into serious consideration during the assessment of this application, and I would appreciate being kept informed of any developments or hearings related to this matter.

#### **OP4 Additional Representation**

Thank you for your recent update regarding the application by the British Alevi Federation. We appreciate the efforts to address the concerns by removing outdoor events from the application. However, after careful consideration, we must inform you that we wish to continue to oppose the amended application for the following reasons: -

1. **Capacity Concerns:** While the application is now limited to indoor events with a capacity of not exceeding 350 guests, we are still highly concerned about the strain this will place on local infrastructure and services. The influx of such a huge number of guests could lead to issues related to traffic, parking, and public safety.
2. **Extended Hours of Operation:** The proposed operating hours from 08:00 to 23:00 daily, with indoor sporting events until 21:00 and live/recorded music and dance performances until 23:00, will still significantly impact the local community. The late hours, particularly during weekdays, will lead to noise disturbances and disrupt the normal routines of residents, especially those with young families or early morning commitments.
3. **Potential Cumulative Impact:** Our concerns also extend to the cumulative impact of these events over time. Regular events of this scale could lead to ongoing disruptions, affecting the quality of life of residents and impacting property values.



4. **Safety and Compliance:** there are concerns about ensuring adherence to safety regulations and licensing conditions, especially given the large number of attendees.

We believe that the amended application still poses significant challenges to the community and, therefore, my representation against the application stands. We trust that these concerns will be duly considered in the decision-making process.

Thank you for your attention to this matter.

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## **OP5 Representation**

I wish to object to this application.

My objections are based on my concerns that this License would increase the possibility of Public Nuisance for many dwellings nearby including my own.

### 1. Noise Nuisance

I am particularly concerned about Noise Nuisance as this has already happened in 2022 when the BLF held similar events/festivals. This is a built-up residential area which is not a suitable location to hold such events/festivals. The power of the amplified music travelled far clearly audible in a wide area outside of the event. (Already verified by Enfield's Environmental Health Enforcement Team June/July 2022.)

### 2. Traffic Congestion and Parking.

Churchfield Recreation Grounds borders the A10 with One access/exit directly onto the A10.

In the past 2022 it was absolute chaos for local residents when the BAF held a similar events. We had cars parked over driveways, on double yellow lines and on the grass verge of the A10 also causing a back log of traffic on the A10.

As an alternative the BAF also tried using the grass fields of Churchfield Recreation Grounds as a car park. This was totally impractical having only one single exit lane. The cars leaving having to filter into the constant flow of traffic on the A10.

This all created aggressive behaviour from the drivers waiting to leave the car park with raised voices and tooting of horns, car fumes and engine noise.

All of this causing more distress for my neighbours living in Latymer Road adjacent to the allocated car parking area.

Also the grass in the car park area was totally destroyed and needed to be repaired.

### 3. Low Level Disorder

When groups of revellers leave these events.

We have already experienced noise and urinating in my neighbours gardens.

#### 4. Public Safety and Crowd Control.

Not only in Churchfield Recreation Grounds but also in the surrounding area which will affect local residents.

#### 5. Wellbeing of Local Residents.

Constant/frequent loud music to the extent that you are unable to open your windows or sit in your garden would definitely affect the quality of life for local residents.

#### 6. Concerns that property prices could possibly be affected.

I do hope you take the concerns and opposition of local residents into account when making your decision.

### **OP5 Additional Representation**

Thank you for your reply to my email of 02/01/2024

BAF Indoor Events Application not exceeding 350 guests.

Opening hours 08:00 - 23:00 daily

Indoor Sporting Events 10.00 - 21.00 daily

Live Music indoors, Recorded Music, Performance of dance.

12.00 - 23.00 daily.

I wish to object to the BAF Indoor Events Application.

My concerns remain the same as stated in my email of the 02/01/2024

(With the exception of out-door amplified music.)

My new concerns are that the amended Application allowing possible indoor daily events to take place Monday to Sunday until 23:00 with up to 350 guests. Would lead to a Public Nuisance - Noise Disturbance especially over the summer months with windows and doors open. Which over time these regular events would certainly have a negative affect on local residents well-being. This is a residential area not suitable to host indoor or outdoor events with up to 350 guests.

They would also be a safety issue: 350 guests wandering around after leaving the event at 23:00 hours on foot or the traffic chaos by car.

I do hope you take into account concerns and objections from local residents when making your decision.

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### **OP6 Representation**

I am writing to express my strong objection to the application made by the British Alevi Federation, a registered charity, for the grant of a new premises license for the use of the premises at Churchfield Recreation Ground, Great Cambridge Road, London, Enfield, N9 9LE. The application seeks permission for carrying out indoor and outdoor events and festivals, sporting events, live music, recorded music, and performances of dance from Monday to Sunday.

I believe that granting this license would be detrimental to the peace and well-being of the local community. The proposed activities, particularly the hosting of indoor and outdoor events, live music, and dance performances, have the potential to create excessive noise, disturbance, and disruption in the area. This could lead to a significant decrease in the quality of life for nearby residents and negatively impact the safety and tranquillity of the neighborhood.

Furthermore, the frequency and extent of these proposed activities could also result in increased traffic congestion, parking issues, and potential risks to public safety. This, in turn, would burden local infrastructure and emergency services, posing an unnecessary strain on the resources of Enfield Council.

Considering these concerns, I strongly urge the Licensing Authority to carefully review and assess the potential negative consequences of granting this premises license. It is essential to prioritize the well-being and interests of the local community when making decisions regarding such licenses.

I kindly request that my objection be taken into serious consideration during the assessment of this application, and I would appreciate being kept informed of any developments or hearings related to this matter.

Thank you for your attention to this matter.

### **OP6 Additional Representation**

Thank you for your recent update regarding the application by the British Alevi Federation. I appreciate the efforts to address the concerns by removing outdoor events from the application. However, after careful consideration, I must inform you that I continue to oppose the amended application for the following reasons:

**Capacity Concerns:** While the application is now limited to indoor events with a capacity of not exceeding 350 guests, I am still highly concerned about the strain this will place on local infrastructure and services. The influx of such a number of guests could lead to issues related to traffic, parking, and public safety.

**Extended Hours of Operation:** The proposed operating hours from 08:00 to 23:00 daily, with indoor sporting events until 21:00 and live/recorded music and dance performances until 23:00, Will still significantly impact the local community. The late hours, particularly during weekdays, will lead to noise disturbances and disrupt the normal routines of residents, especially those with young families or early morning commitments.

**Potential Cumulative Impact:** My concerns also extend to the cumulative impact of these events over time. Regular events of this scale could lead to ongoing disruptions, affecting the quality of life of residents and impacting property values.

**Safety and Compliance:** Finally, there are concerns about ensuring adherence to safety regulations and licensing conditions, especially given the large number of attendees. In light of these reasons, I believe that the amended application still poses significant challenges to the community and, therefore, my representation against the application stands. I trust that these concerns will be duly considered in the decision-making process.

Thank you for your attention to this matter.

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### **OP7 Representation**

I am writing to strongly oppose the premise license at Churchfield recreation ground N9. You are considering a license for various events 7 days a week between the hours of 10am and 11pm (varied hours). Aside from the horrendous noise that the local residents surrounding this ground have already complained about numerous times and petitioned you have clearly not considered the parking, most of which is illegal along to A10, but also the congestion this causes also along the A10 especially at weekends. Again both complained about numerous times.

Why should we as paying residents not be allowed to open our windows in the summer due to the horrendous noise coming from there.

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### **OP8 Representation**

Application for a license to use the Churchfield playing fields.

I live in xxxxx, I object to their application, in the summer they held a number of functions, music, speeches the noise is too much! If it was once a year it would be acceptable but the traffic they caused. They parked all along the grass verges past

the church streetlights! The traffic along the A10 as they turned into the playing fields just wrong!

I can hear the music and at one point it sounded like a political rally!

This is a built-up neighbourhood they need a field in the middle of nowhere with their own parking this is not acceptable and I lodge my disagreement and vote that the application is denied!

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## **OP9 Representation**

I am writing to express my strong objection to the premises license application submitted by British Alevi Federation for carrying out outdoor events and festivals, sporting events, live music, recorded music, and performances of dance from Monday through Sunday.

While I understand the importance of fostering community engagement and cultural events, I believe that the proposed activities will have a detrimental impact on the well-being and quality of life of the residents in the surrounding area. I, and others have a variety of concerns such as:

- **Noise Levels:** Events with loud music or performances can disturb the peace and quiet of residential neighbourhoods, affecting the well-being of the local residents. Especially in an area full of children who need proper sleep to be healthy and function properly.
- **Traffic Congestion:** Large events can lead to increased traffic congestion in the surrounding areas, causing inconvenience for both residents and visitors.
- **Public Transport Strain:** Public transportation systems may be overwhelmed, leading to delays, crowded vehicles, and potential safety concerns.
- **Environmental Impact: Litter and Pollution-** Large gatherings often generate a significant amount of waste, including litter and disposable items. If not managed properly, this can lead to environmental degradation.
- **Resource Strain:** Increased demand for resources such as water, sanitation, and electricity may strain local infrastructure.
- **Public Safety and Security: Crowd Control** - Ensuring the safety of attendees in large crowds can be challenging, requiring effective crowd control measures and emergency response plans.
- **Law Enforcement:** Large events may necessitate additional law enforcement presence to maintain order and address potential security concerns.
- **Potential Damage to property:** Vandalism and defacing property that these events could create an increased risk of damage especially if there's insufficient security.

- **Impact to local business operations:** Local businesses may experience disruptions due to road closures, increased foot traffic, or changes in customer behaviour during events.

- **Community Well-being:** Continuous or frequent large events can affect the overall quality of life for residents, potentially leading to stress, inconvenience, and a sense

- destruction/ defacing of property

- **Emergency Services Strain:** Large events can lead to a higher demand for emergency services, including medical assistance and firefighting, which may strain the local emergency response infrastructure.

In sum, I am concerned about the potential for increased littering and environmental degradation in the vicinity, as large-scale events often result in a significant amount of waste. The potential strain on local resources, including law enforcement and emergency services, is also an aspect that needs careful consideration which is why I am opposed to this Application.

I would like to request that the Licensing Team thoroughly evaluates the potential consequences of granting the premises license and carefully weighs the interests of the community against the benefits that the proposed events may bring. I believe that it is crucial to strike a balance that respects the rights and well-being of local residents.

I kindly urge the Licensing Team to reconsider the approval of the premises license and to consider the concerns raised by the residents in the surrounding area. It is my hope that the decision will prioritise the peaceful coexistence of the community over the potential disruptions that may arise from the proposed events.

Thank you for your attention to this matter. I trust that the Licensing Team will carefully consider all objections before deciding on the premises license application.

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### **OP10 Representation**

As the resident of xxxxx, I wish to inform you of my strong objections to the BAF application for a new premises licence, mainly based on the Licensing Act 2003 - licensing objective for 'the prevention of a public nuisance'.

The entertainment/activities (events), as listed in the Notice, can be held from Monday to Sunday, during the times stated. The thought of these events possibly happening on a daily basis, if the application is granted, is wholly unacceptable and my objections are as follows;

My objections are based on my deep concerns that this new licence will increase the possibility of a public nuisance, by way of the noise generated by such events, which will affect and has in the past effected many residences in the local area, including my own and my neighbours.

As the Licensing Team are well aware, through previous residents complaints, that BAF, in the past, held many similar outdoor events and functions indoors. The outdoor events noise levels have reached the levels to unreasonably and substantially interfere with the use or enjoyment of a home or other premises. injure health or be likely to injure health and could possibly have counted as a Statutory Noise Nuisance, under the Environmental Protection Act 1990.

Another public nuisance and taking into account another licensing objective of 'public safety', is the issue of the parking of vehicles by visitors attending the BAF venue. When BAF have, in the past, held an event, this has lead to an increase of parking/congestion problems that have greatly affected the residents in the surrounding roads, and which I know you are fully aware of the past problems. These parking problems have raised the stress and anxiety levels, especially those residents who have experience BAF visitors parking their vehicles across the residents off-street drives and also visitors parking on the drives without the residents permission.

My other concern is another licensing objective the 'protection of children from harm'. The noise nuisance generated from past BAF events has seriously affected the local community, as the noise levels disrupts the sleep of both children and adult residents, this again, injures health or be likely to injure health.

On another aspect regarding the Notice, I assume there will be no sale of alcohol, as there is no indication of this requirement in the application Notice.

The Licensing Team, I believe, should therefore, seriously consider past residents complaints and the Licensing Enforcement Team past reports following such events and subsequent actions i.e. a Noise Abatement Notice issued to BAF (as reference in the Place Complaint Team response dated 22 August 2022, to the Haselbury Residents Complaint).

In summery, I strongly object to the premises licence being granted.

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### **OP11 Representation**

I am writing to express my objections to the premises license application submitted by British Alevi Federation for carrying out outdoor events and festivals, sporting events, live music, recorded music, and performances of dance from Monday through Sunday. If the premises licence is granted this would mean the British Alevi Federation having the freedom to hold events 7 days a week from 10.00am through to 23.00pm. Surely any potentially large and noisy events would need to be licensed by the London Borough of Enfield on an individual basis along with consultation with local residents.

My concerns are as follows: -

- Previous Issues: The residents in the Churchfield and Hazelbury area have a long history of issues of disruption associated with the BAF as is outlined within a

letter of complaint dated 5 July 2022. You can see from this letter that the BAF breached noise levels at every event and despite mediation with Enfield Council to place stricter measures, the noise levels were still breached. There is no evidence to suggest that any future events will be any different.

- **Noise Levels:** Events with loud music or performances can disturb the peace and quiet of residential neighbourhoods, affecting the well-being of the residents. Especially in an area full of children who need proper sleep to be healthy and function properly.
- **Traffic Congestion:** Large events can lead to increased traffic congestion in the surrounding areas, causing inconvenience for both residents and visitors.
- **Public Transport Strain:** Public transportation systems may be overwhelmed, leading to delays, crowded vehicles, and potential safety concerns.
- **Environmental Impact:** Large gatherings often generate a significant amount of waste, including litter and disposable items. If not managed properly, this can lead to environmental degradation.
- **Pollution** – At previous events, there was heavy traffic congestion from the Churchfield playing field entrance to beyond Edmonton County School on the A10 Great Cambridge Road and on Harrow Drive. As you are likely to be aware, idling releases harmful chemicals, gases and particle pollution ("soot") into the air, contributing to ozone, regional haze, and global climate change. It is harmful to its residents especially our children, the elderly and those who are vulnerable.
- **Parking** – At previous events, all the parking spaces were taken in the nearby roads and many cars were parked on the verge on the A10 Great Cambridge Road. Resident's driveways were blocked, and vehicles were parked on double yellow lines.
- **Resource Strain:** Increased demand for resources such as water, sanitation, and electricity may strain local infrastructure.
- **Public Safety and Security: Crowd Control** - Ensuring the safety of attendees in large crowds can be challenging, requiring effective crowd control measures and emergency response plans.
- **Law Enforcement:** Large events may necessitate additional law enforcement presence to maintain order and address potential security concerns.
- **Potential Damage to property:** Vandalism and defacing property that these events could create an increased risk of damage especially if there's insufficient security.
- **Impact to local business operations:** Local businesses may experience disruptions due to road closures, increased foot traffic, or changes in customer behaviour during events.



- Community well-being: Continuous or frequent large events can affect the overall quality of life for residents, potentially leading to stress and mental health issues.
- Emergency Services Strain: Large events can lead to a higher demand for emergency services, including medical assistance and firefighting, which may strain the local emergency response infrastructure.
- Sub-Letting: If this premises license is granted how would London Borough of Enfield ensure that the BAF is not renting out the area for profit and therefore having little or no control over its' use.

I would like to request that the Licensing Team thoroughly evaluates the potential consequences of granting the premises license and carefully weighs the interests of the community against the benefits that the proposed events may bring. We believe that it is crucial to strike a balance that respects the rights and well-being of residents.

I would be grateful if you could keep me updated throughout the process.

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### **OP12 Representation**

My objections are firstly the noise

You can't sit in our garden because of the noise. Secondly the parking people parking across our driveway. Next the rubbish been thrown down the pathway along the path to the park

Please consider the neighbours living in latymer road

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### **OP13 Representation**

As a resident of Latymer Road that backs onto Churchfields Recreation Ground I am appalled that a license is even being Considered after the hell we all experienced in 2022. Did no one listen to our voices as a neighbourhood?

The year of 2022 my xxxxx was battling cancer, she was bed bound, in extreme pain and couldn't escape the noise at all, she spent the little time she had left suffering. Also my xxxxx has a brain injury from suffering a stroke while at work again he couldn't escape the excessive noise the humidity of his room as he had to have all the windows closed my xxxxx law sadly had to deal with his constant questioning on what was going on as his understanding was limited. Sadly my xxxxx lost her fight in October and this was her final memories.

The year of 2022 my eldest xxxxx was sitting xxxxx mock GCSES do know how hard it is to revise with the noise and the heat? why should we have to take our families away from their homes so that other people can have a great time?

The beautiful Green space behind our homes is being abused, it use to have families, children playing wildlife etc now its being used as a car park mainly. In the summer the field becomes very dry from the cars destroying the grass which creates dust our children are inhaling this xxxxx my children have asthma it becomes worse with the fumes and dust from cars. Our garden becomes covered in it. if our windows are open our homes become covered so what are we inhaling?

There are many issues that arise from the Alevi using the field and buildings for festivals and gatherings,

1. Noise: no regards for anyone around them, we had a Glastonbury in our back gardens, large stage, music systems that could be heard a far distance away.
2. Parking: The beautiful green field has become a car park, I thought Enfield council want to promote open green spaces, healthier air? Yet they are allowing 100s of cars to park on this green the amount of pollution we are all inhaling. Sadly there is not enough parking for the amount of people attending these festivals resulting in all surroundings experiencing problems with people parking anywhere and everywhere. I have video evidence of this. The A10 had cars stopping and parking on grass verges, anywhere there was space. This is both dangerous and disrespectful.
3. The gathering of youths on the pathway at the back of the field, they may not be looking for trouble but trouble may find them as sadly myself and husband took a walk on one of the days we couldn't walk due to the gathering it was very intimidating and sadly in our area we do have gangs/ post code wars. These events don't have police patrolling regularly enough due to police cuts. This is a safeguarding issue.
4. Times of events and floodlights: our children have the right to go to bed at normal times without the disruption of noise and the light lighting our homes up. Also when are we allowed time with our families in our own Gardens? I am so upset with the thought that the Alevi would even consider a 7 days a week all year round events please tell why this is acceptable? its inhumane.

Also I would like to know how Alevi Federation have applied for planning permissions and completed work before a decision had been made? a building? fencing and flood lights?

People need to think of ours and our children's mental health.

Sadly they have shown no respect for us as residents or as people, so I personally don't believe they would abide to any restrictions as they have broken the noise restrictions before and have shown they don't care.

I have a lot of Evidence using a decibel reader for noise both inside and outside my property.

Photos and videos of parking, gatherings etc if needed.

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# OP3 - complaint letter to support representation

## Letter of Complaint

Environmental Crime Team  
Enfield Borough Council  
Civic Centre  
Silver Street  
Enfield  
EN1 3XA

5<sup>th</sup> July 2022

Environmental Health: [REDACTED]  
Licensing Department: [REDACTED]  
Mustafa Cetinkaya: [REDACTED]  
Mahym Bedekova: [REDACTED]  
George Savva MBE: [REDACTED]  
Kate Osamor MP [REDACTED]  
Haselbury Police Team [REDACTED]

Please send all replies to [REDACTED]

### Formal Complaint

**Churchfields Recreation Ground, Great Cambridge Road, London N9 9LE**

Dear Sir/madam or who it may concern,

We are writing to make a formal complaint to Enfield Borough Council (hereafter referred to as "The Council") and the tenant/occupiers of the above property.

#### Our Complaint

The tenant/occupier at the above property has hosted various events over the last 4 weeks (specific dates listed below) creating unbearable noise, meeting the test(s) for a Statutory Noise Nuisance, pollution, and traffic chaos.

We believe that our basic right for peaceful enjoyment of our homes and quality of life has been severely impacted. We are looking to The Council for assistance in resolving our complaint.

#### Dates of Recent Events

3 June 2022 – Jubilee Weekend  
4 June 2022 – Jubilee Weekend  
5 June 2022 – Jubilee Weekend  
12 June 2022  
19 June 2022 – Father's Day  
26 June 2022  
**9 July 2022 – Future Event**  
**10 July 2022 – Future Event**

### **Damage caused to Residents**

The damages caused to residents are as follows: -

1. Noise – On all the above dates the noise was unbearable to say the least. The music could be heard from the Edmonton County School (Bury Street campus) that is well over half a mile away from the property. We have attached herewith a video taken by one of our residents from inside their home together with one of our many readings.
2. Parking – All the parking spaces were taken in the nearby roads and many cars were parked on the verge on the A10 Great Cambridge Road. Resident's driveways/ crossovers were blocked, and vehicles were parked on double yellow lines.
3. Traffic and Pollution – There was traffic backed up from the above property beyond Edmonton County School on the A10 Great Cambridge Road and on Harrow Drive. As you are likely to be aware, idling releases harmful chemicals, gases and particle pollution ("soot") into the air, contributing to ozone, regional haze, and global climate change. It is harmful to its residents especially our children, the elderly and those who are vulnerable.
4. Garden Access – Residents, their families and friends were unable to use their gardens due to the extent of the noise which constituted a Statutory Nuisance.
5. Windows/Doors – Residents were forced to keep windows and doors closed on these days during peak summer temperatures.
6. Jubilee Weekend and Father's Day – The Jubilee weekend and Father's Day were completely ruined as we were unable to celebrate what should have been national treasured days.
7. Quality of Life, Stress and Anxiety – We live in fear, we are unable to plan for future weeks, cannot invite family and friends to our homes causing unnecessary stress and anxiety from a place we call our home.
8. Mental Health Issues – We all suffered years of being trapped in our own homes due to a global pandemic and we are experiencing yet again another feeling of imprisonment but this time without the option to open our windows and doors.
9. Study – Many residents have children who were unable to study for their crucial exams.
10. Unsociable Behaviour – some of the residents had to endure attendees of the events urinating on their fences.
11. Lack of Confidence in The Council - We look to the council to aid and advise us on matters that affect our local community. In this instance, it appears that neither the Councillors nor police (who attended these events) are condemning or acting to reduce/stop these anti-social activities.
12. Ignored – many of us have complained to The Council in recent weeks only for some residents' complaints to be ignored, brushed aside, or told "there is nothing we can do".

### **Queries for Enfield Borough Council**

We would be grateful if you could reply/comment on the following: -

1. Complaints – we understand that you have received many complaints, why has nothing been done to reduce the noise levels, so far, bearing in mind some complaints were made some 4 weeks ago and also as far back as 2018.
2. Multiple calls were made to the Environmental Health Enforcement department (Marcia Waterman and Elaine Barnes) who were extremely proactive in their response however, had no clout nor empowerment to deal with the noise and no back-up/support from higher management, on the day. Please explain?

3. Legal Department – We have been informed that your legal department have been notified, what action has been taken or proposed to be taken?
4. Authorisation – What licenses or consents have been granted or authorised to the tenants/occupiers to use the grounds for events, were there any conditions imposed and was the impact on residents considered?
5. Public Liability Insurance – have the local authority been provided a copy of the tenant/occupier's insurances, please provide a copy of the same.
6. Noise Abatement Notice (NAN) – A NAN was served on the tenant/occupier in 2018 (copy attached), could you clarify why The Council has not acted or enforced tighter restrictions/control measure, in particular to the noise levels and with consideration of past residents' complaints, on such notice.
7. Notices Served – We have been informed that a notice was served on the tenant/occupier last month, please clarify and provide a copy.
8. Temporary Events Notice - the **maximum** number of people allowed is 499 at any one time, we believe there were approximately 2,000 people in attendance on 3-5<sup>th</sup> June 2022. How has this occurred, what procedures were in place and why were the numbers attending breached. Risk Assessments (RA's) should have been in place and included the risk of excess numbers attending the event and include the control measures/actions to deal with that risk. It is quite worrying that at least 2 of your Councillors who were present at the event along with the police were unable to identify this basic health and safety breach let alone consider the impact on their residents.
9. Noise Report – the noise report prepared by SKH Associates Ltd concludes that the noise levels are satisfactory yet in section 2, the site is listed as football pitches. There was no mention of events or festivals. Could you explain why this document was accepted by The Council when there are obvious errors?
10. Risk Assessments – please provide copies of the Fire Risk and Health & Safety Risk Assessments. As we mentioned above, Risk Assessments (RA's) should have been in place and included the risk of excess numbers attending the event and include the control measures/actions to deal with that risk.
11. Residents Say – Could you explain why none of the residents were consulted or informed that the property would be used for events.
12. Business Plan – Under section 3.7 of Approval to grant a lease, the proposed tenant should provide have provided you with a business plan detailing the use for the land, please provide a copy of the same.
13. Lease – please provide a copy of the Lease granted to the occupier and an explanation of why this was not lodged with the Land Registry.

### **Desired Outcome**

We are looking for The Council to serve notice on the tenant/occupier to stop the noise with immediate effect.

Should the tenant/occupier breach the notice, the Environmental Health Enforcement department are given authority to shut down the event. The Council to revoke the consent for the tenant/occupier to host events and/or terminate their lease.

### **Compensation**

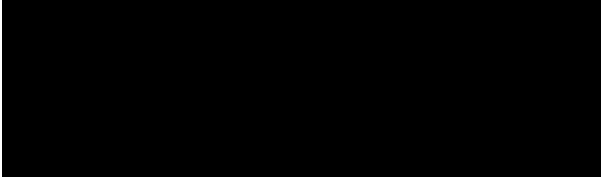
We believe we are entitled to compensation as it is abundantly clear that The Council has not acted in the best interest of the residents. We will deal with this later.

We do hope that this matter can be dealt with in a timely manner to avoid us taking this further. We hope such unpleasantness can be avoided.

We understand that you are required to respond formally to our complaint. We shall follow up this letter if we do not hear back from you within the next 7 days. In the meantime, if you need any further information from us, please contact us anytime.

We look forward to hearing from you with your response.

Yours faithfully



## British Alevi Federation Representations - Support

### **SUP1 Representation**

I am writing to show my support for the application that has been received from Alevi Federation.

I believe we need to support this application to promote the licensing objectives, especially in relation to:

- Prevention of crime and disorder;
- Prevention of public nuisance;
- Public safety;
- Protection of children from harm.

As a resident and Local Councilor I have witnessed many times antisocial behaviour, drug use, and have heard there used to be drug dealing in the green open space where now the Alevi Federation is located. When I was elected in May 2018 as Edmonton Green Councillor I raised this on CAPE meeting with Police. This was an ongoing concern and issue for the local residents until Alevi Federation moved in and opened up the Community Centre.

I understand the application mentioned Alevi Federation will not have any outdoor events, which means there will not be loud music in the area. Which eliminates any issues about this.

Since Alevi Federation opened as a Community Centre in Haselbury ward, I have seen and I have been told by my residents of how pleased they are that as a result of the community centre the area feels more safer and cleaner. People can walk and play on the open green space. People have a lot more positive family activities and have seen less crime in the vicinity.

Alevi Federation provides many activities to the community including Educational courses, art and music lessons. Also giving bicycle lessons and sports activities such as football. I can see that it keeps the youth out of the streets and in the Community Centre taking part in activities. Also in Alevi Federation adults and staff are supervising the area to prevent any antisocial behaviour.

I would like also to mention that this Alevi Federation was one of the active community helpers who helped the local residents during first and second



lockdown. I can confidently say this Alevi Federation absolutely benefits the area, and the local community and residents, thus I would support this application.

Kind Regards

Cllr Mahym Bedekova

Haselbury Ward

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### **SUP2 Representation**

As a ward councillor I am writing in support on the BAF application at Churchfield Playing Fields. In the form of culture tradition and have enhanced the every day for all in the community. The Alevi Community is increasing and the needs of this community are varied and complex

Since BAF became part of our community have contributed to the every day life for all.

Young and old are benefitting from and this caters for all the family

They are a responsible body and all the years that they have been operating no problems were raised or any complaints were made to the police I am proud to have them in my ward and I am also pleased that they provide a valuable service to the community

There is ample parking space and I am certain that the new premises will not present any kind of problem

Strong communities should be encouraged to strive as their contrinution helps make Good Local Authorities into Great and Strong ones

I fully support theort their application

Thank you

Kind regards

Cllr George Savva MBE

Cabinet Member for Social Housing

Haselbury Ward Councillor

# Annex 6

## Conditions Arising from Application

### 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

#### (AGREED CONDITIONS)

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. A digital CCTV system shall be installed at the premises as follows:
  - (a) Cameras shall be sited to observe the entrance doors from both inside and outside.
  - (b) Cameras on the entrances shall capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification.
  - (c) Cameras shall be sited to cover all areas to which the public have access including any outside smoking areas.
  - (d) Shall provide a linked record of the date, time of any image.
  - (e) Shall provide good quality images - colour during opening times.
  - (f) Shall have a monitor to review images and recorded quality.
  - (g) Be regularly maintained to ensure continuous quality of image capture and retention.
  - (h) A member of staff trained in operating the CCTV shall be at the venue during times the premises is open to the public.
  - (i) Digital images shall be kept for 31 days.
  - (j) The equipment shall have a suitable export method, e.g. CD/DVD writer so that Police can make an evidential copy of the data they require.
  - (k) Copies shall be available within a reasonable time to Police on request.
3. On event days, a prior risk assessment shall be conducted and adequate security based on that risk assessment shall be employed by a registered company.
4. A log shall be kept and signed by each door supervisor each night they are employed at the premises indicating that they have been informed of, understand, and will implement the entry and search policy. This log shall be made available to Police or Local Authority employees on request.

5. A log shall be kept indicating the date and times door supervisors sign in and out for duty and must include clearly printed details of each door supervisor's name, SIA licence number, employer, and the duty they are employed to carry out on any particular night.
6. On events, at least two security staff members shall stay on site until the last patron has left the premises.
7. On events, stewards shall be on site to deal specifically with the traffic flow in and out of the site and with the parking on site. All stewards shall be internally trained and shall carry radios to ensure contact and direction through the event.
8. On events, a structured parking system shall be implemented, involving bringing more vehicles onto the premises to line up for spaces and as such, will relieve disruption to the A10 as reasonably possible.
9. The event hall shall not exceed a capacity of 350 including staff.
10. A suitable method for checking the number of persons e.g. clicker counter, shall be used to ensure the maximum number is not exceeded.
11. 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.
12. The management shall make subjective assessments of noise levels outside at the perimeter of the premises at least hourly, whilst regulated entertainment is provided to ensure that noise from the premises does not cause a disturbance to local residents. Records shall be kept for one year. Records must be made available to the Police and/or Local Authority upon request. Where monitoring by staff identifies that noise from the premises is audible at the perimeter, measures shall be taken to reduce this i.e. turning volume down.
13. All external doors and windows shall be kept closed when regulated entertainment takes place, except in case of an emergency and for access/egress.
14. All staff shall receive induction and refresher training (at least every six months) relating to the times and conditions of the premises licence.
15. All training relating to 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.

16. The telephone number of an allocated taxi firm shall be displayed at the premises. An agreement shall be made with the taxi firm for a suitable customer collection point so as to cause minimum disturbance to passing traffic and local residents.
17. A written search policy including all entrants shall be subject to a “body and bag” search, shall be maintained and implemented.
18. Speakers shall not be located in the entrance lobby or outside the premises.
19. The premises licence holder shall ensure that the area immediately outside the premises is kept clean and free from litter including smoking related litter at all material times to the satisfaction of the Licensing Authority.
20. The premises shall have a written dispersal policy. It shall include that staff will be outside of the premises when customers leave, directing and advising patrons to leave the area in a quiet and timely manner so there is no obstruction and disorder, whether on foot or in a vehicle. The staff shall be fully trained in the policy. The training shall be logged 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 one year.
21. No explosives, pyrotechnics or fireworks shall be used at the premises.
22. Outside promoters shall not be permitted to use the premises for their own events.
23. An incident log shall be kept at the premises, it will be in a hardback durable format handwritten at the time of the incident or as near to as is reasonable and made available on request to the Police or Local Authority, which will record the following:
  - (a) All crimes reported to the venue;
  - (b) All ejections of patrons;
  - (c) Any complaints received;
  - (d) Any incidents of disorder;
  - (e) Seizures of drugs or offensive weapons;
  - (f) Any faults in the CCTV system or searching equipment or scanning equipment;
  - (g) Any visit by a relevant authority or emergency service.
24. A telephone line must be made available that will be answered by staff throughout the hours of operation and at least half an hour after closing. The telephone number for this must be provided to local residents upon request. Staff must be trained on this condition and the importance of answering calls, and taking action, for example, if a loud music complaint is received, an assessment must be made and action taken such as turning the volume down.

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

#### **(CONDITONS NOT AGREED)**

25. There shall be no more than 15 indoor events per year providing regulated entertainment.
26. All refuse and bottles shall be disposed of in bins quietly so as not to disturb local residents. There shall be no disposal of glass bottles outside between 23:00 and 07:00.
27. Children under 16 years, not accompanied by an adult, are not permitted to remain at or enter the premises after 21:00.
28. The premises shall only be used for ticketed events or events with an up-to-date guest list.

# Annex 7

## **RELEVANT GUIDANCE & POLICIES**

**Guidance issued by the Secretary of State to the Home Office of December 2023:**

[https://assets.publishing.service.gov.uk/media/65a8f578ed27ca000d27b1f9/Revised\\_guidance\\_issued\\_under\\_section\\_182\\_of\\_the\\_Licensing\\_Act\\_2003\\_-\\_December\\_2023.pdf](https://assets.publishing.service.gov.uk/media/65a8f578ed27ca000d27b1f9/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_-_December_2023.pdf)

### **Standard and late temporary event notices**

7.8 There are two types of TEN: a standard TEN and a late TEN. These are subject to different processes: a standard notice is given no later than ten working days before the event to which it relates; and a late notice is given not before nine and not later than five working days before the event.

### **Determining actions that are appropriate for the promotion of the licensing objectives**

9.42 Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case-by-case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be.

9.43 The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

9.44 Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. While this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that any condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters. As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business. Further advice on determining what is appropriate when imposing conditions on a licence or certificate is provided in Chapter 10. The licensing authority is expected to come to its determination based on an assessment of the evidence on both the risks and benefits either for or against making the determination.

### **Proportionality**

10.10 The 2003 Act requires that licensing conditions should be tailored to the size, type, location and characteristics and activities taking place at the premises concerned. Conditions should be determined on a case-by-case basis and standardised conditions which ignore these individual aspects should be avoided. For example, conditions should not be used to implement a general policy in a given area such as the use of CCTV, polycarbonate drinking vessels or identity scanners where they would not be appropriate to the specific premises... Licensing authorities and other responsible authorities should be alive to the indirect costs that can arise because of conditions. These could be a deterrent to holding events that are valuable to the community or for the funding of good and important causes. Licensing authorities should therefore ensure that any conditions they impose are only those which are appropriate for the promotion of the licensing objectives.

### **Hours of trading**

10.13 The Government acknowledges that different licensing strategies may be appropriate for the promotion of the licensing objectives in different areas. The 2003 Act gives the licensing authority power to make decisions about the hours during which premises can conduct licensable activities as part of the implementation of its licensing policy statement. Licensing authorities are best placed to make decisions about appropriate opening hours in their areas 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.

10.14 Where there are objections to an application to extend the hours during which licensable activities are to be carried on and the licensing authority determines that this would undermine the licensing objectives, it may reject the application or grant it with appropriate conditions and/or different hours from those requested.

### **Planning and building control**

14.65 The statement of licensing policy should indicate that planning permission, building control approval and licensing regimes will be properly separated to avoid duplication and inefficiency. The planning and licensing regimes involve consideration of different (albeit related) matters. Licensing committees are not bound by decisions made by a planning committee, and vice versa. However, as set out in chapter 9, licensing committees and officers should consider discussions with their planning counterparts prior to determination with the aim of agreeing mutually acceptable operating hours and scheme designs.

### **Overview of circumstances in which entertainment activities are not licensable**

16.6 As a result of deregulatory changes that have amended the 2003 Act<sup>23</sup>, no licence is required for the following activities:

- Live music: no licence permission is required for:
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

Recorded Music: no licence permission is required for:

- any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not

licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

### **Community premises: music entertainment**

16.21 No licence is required for a performance of live music or the playing of recorded music on community premises, between 08.00-23.00 on any day provided that:

- the community premises are **not** authorised, by a premises licence or club premises certificate, to be used for the supply of alcohol for consumption on the premises;
- the music entertainment is in the presence of an audience of no more than 500 people; and
- a person concerned in the organisation or management of the music entertainment has obtained the prior written consent of the management committee of the premises, or if there is no management committee, a person who has control of the premises in connection with the carrying on by that person of a trade, business or other undertaking, or failing that a person with a relevant property interest in the premises.

## **London Borough of Enfield's Licensing Policy Statement of January 2020:**

[https://www.enfield.gov.uk/data/assets/pdf\\_file/0019/6337/licensing-policy-6th-edition-licensing-act-business-and-licensing.pdf](https://www.enfield.gov.uk/data/assets/pdf_file/0019/6337/licensing-policy-6th-edition-licensing-act-business-and-licensing.pdf)

## **7. CHILDREN**

7.1 The Act imposes certain controls by way of criminal penalty relating to the access to certain premises by unaccompanied children. In addition, Policy may create further restrictions for certain premises relating to access by children.

7.2 The Council recognises the wide variety of premises for which licences may be granted. It also recognises that there are many circumstances where it is appropriate for children to be present on premises and seeks to encourage their access to constructive leisure pursuits that support the social fabric of the Borough. It also recognises that there are circumstances where it is appropriate to limit or prevent access by children for the purposes of the Licensing Objectives.

7.3 The Council will not therefore impose conditions that restrict or prevent access by children unless this is necessary to promote the Licensing Objectives. It will however seek to ensure that children are not permitted to remain at or enter certain premises after a specified cut-off time or times.

7.4 In determining a specified cut-off time, the committee will take into account:

7.4.1 the concerns of Responsible Authorities and Other Parties who have made representations;



7.4.2 the steps set out in an operating schedule that the licensee will take to meet the Licensing Objectives having regard to the nature of the premises or events for which the licence is required.

7.7 In order to protect children, the Licensing Committee or Sub-Committee's options would include, among other things, requiring conditions relating to:

7.7.3 limitations on the hours when children may be present;

7.7.4 age limitations below 18;

7.7.5 limitations or exclusions when certain activities are taking place;

7.7.6 access limited to parts of the premises;

7.7.7 requirements for accompanying adults;

7.9 Conditions may be imposed on licences for premises where children will be present during regulated entertainment to the effect that adult staff must be present to control the access and egress of children and to ensure their safety.

## **8. LICENSING HOURS**

8.1 The Council will deal with licensing hours on the merits of each individual application, again, only if relevant representations are made and there is a hearing to consider them. Applicants are expected to provide details of the measures they intend to take in order to promote the Licensing Objectives.

8.2 The Council recognises that variable licensing hours for the sale of alcohol may be desirable to ensure that concentrations of customers leaving premises simultaneously are avoided. However, where this may lead to longer opening hours the Council also recognises the potential for additional crime and disorder and/or public nuisance that may arise.

8.3 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.

8.4 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 licensed 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. It is accepted that applicants' operating schedules may adequately provide for such circumstances and the Council will not seek to impose stricter conditions unless relevant representations are received, and a hearing takes place.

## **10. LICENCE APPLICATIONS AND REVIEW**

10.1 In its consideration of applications or in a review of a licence where representations have been received, the Council must give appropriate weight to the steps that are necessary to promote the Licensing Objectives; the representations presented by all parties; the Guidance; and this Policy. Where relevant, particular regard will be given to the factors shown under Special Factors for Consideration below. Particular regard will be given to evidence identifying any history or pattern of practice which impacts upon the Licensing Objectives.

## **14. SIGNIFICANT EVENTS**

14.1 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.

### **Cumulative Impact Policy**

The premises is not situated in any of Enfield's Cumulative Impact Policy areas [Pol 9.20].