

MUNICIPAL YEAR 2024/25 REPORT NO.

COMMITTEE:
Licensing Sub-Committee
12 June 2024

REPORT OF:
Principal Licensing Officer

LEGISLATION:
Licensing Act 2003

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

SUPPLEMENTARY REPORT 2

1. On 10 June 2024, the Alevi provided additional documents to further support their application, and are amended in part, in response to the representations.
2. Those documents are attached as **Annex 16**, as follows:
 - Event Plan as requested-ADDITIONAL
 - Noise Management Plan-ADDITIONAL
 - Traffic Management Plan-ADDITIONAL
 - Updated Turkish police Association Letter-UPDATED
 - Medical Cover Confirmation Email-NEW
 - Medical Cover Quote-ADDITIONAL
 - Child Forms-NEW
 - Missing Child report-NEW
 - Lost Child report-NEW
 - Missing Person report-NEW
 - Missing people List-NEW
 - Found Property form-NEW
 - Event Incident Call Log-NEW
3. Event Posters (below) used on social media-NEW and translated as:
 - 12th British Alevi Festival
 - Day: list of Artists
 - Hours:12:00-19:00hrs. (Early arrival is encouraged as part of traffic management plan.)
 - There will be no car parking in the area. We kindly ask you to use public transportation and parking available at shopping centres.

12. BRİTANYA ALEVİ FESTİVALİ

ÇERAĞIMIZ UYANSIN
HAK AŞKINA



1.GÜN

HOZAN BEŞİR

DODAN

BAHAR KADIN KOROSU

İCRA HEYETİ

MEHMET - SELİN TEK

VOLKAN KARAOĞLAN

BAF. GREAT
CAMBRIDGE RD
ENFIELD
N9 9LE

15
HAZİRAN - JUNE
CUMARTESİ - SATURDAY
2024
SAAT 12:00-19.00

ALANDA ARAÇ PARK YERİ OLMAYACAKTIR. LÜTFEN TOPLU TAŞIMA VEYA ALIŞVERİŞ MERKEZLERİNDEKİ PARK YERLERİNİ KULLANMANIZI RİCA EDİYORUZ.

12. BRİTANYA ALEVİ FESTİVALİ

ÇERAĞIMIZ UYANSIN
HAK AŞKINA



2.GÜN

NİYAZİ KOYUNCU

ALİ TEKBAŞ

YILMAZ ÇELİK

OLCAY BAYIR

GÜLSEVEN MEDAR

NAZIM ÇINAR

BAF. GREAT
CAMBRIDGE RD
ENFIELD
N9 9LE


16
HAZİRAN - JUNE
PAZAR - SUNDAY 2024
SAAT 12:00-19.00


ALANDA ARAÇ PARK YERİ OLMAYACAKTIR. LÜTFEN TOPLU TAŞIMA VEYA ALIŞVERİŞ MERKEZLERİNDEKİ PARK YERLERİNİ KULLANMANIZI RİCA EDİYORUZ.


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



Contact Officer:
Ellie Green on licensing@enfield.gov.uk





-  Marshals covering the A10. Ensuring traffic is kept flowing and that no vehicles are parking at bus stops and/or grass verges. This area would also have signs up (multilingual) warning people about parking and the possibility of getting a fine and/or being towed away.

-  Marshals covering the main streets around the federation grounds. Ensuring that no one is parking incorrectly and specifically not blocking driveways. Would request that if possible wardens are available to write tickets should this happen.

-  On site car parking.

-  Stage
-  Relief Area

-  Spaces for 20-30 vehicles to queue up to be checked and let into the car park. As such, the queuing on the A10 is reduced to minimum thus reducing the impact of the event on the rest of the roads.

-  Event area (cordoned off)

12th Alevi Festival 2024

Noise Management Plan

Version 2.0

Event Date:

15th and 16th June 2024.

Event Times: 13:00 – 19:00

Site Address:

British Alevi Federation

Great Cambridge Road

London

N9 9LE

1.0 Introduction

- 1.1 Future Acoustics Ltd. will be providing acoustic consultancy for the *Alevi Event 2024* managed by PF Events. This includes the following services:
 - pre-event background noise survey;
 - production of the noise management plan (NMP);
 - producing strategies to manage noise levels throughout the event;
 - noise measurements during hours of entertainment;
 - an option to produce a post-event report to summarise levels during the event and any complaints.
- 1.2 The site will have live music 15th and 16th June, 2024 from 13:00 to 19:00.
- 1.3 This document contains details of the management strategies that will be implemented by Future Acoustics on behalf of PF Events to minimise any issues relating to noise pollution from the event. It also aims to protect staff and attendees from hearing damage caused by exposure to high sound levels.
- 1.4 This document details recommended sound system design techniques that will contain the amplified sound within the audience area and details of how the site has been designed to reduce any noise spill into the local community beyond.
- 1.5 The primary goal of these management strategies and design is to prevent annoyance to local community while having adequate sound levels in the audience areas.

2.0 12th Alevi Festival 2024



Site Plan and Surrounding Area

- 2.1 Figure 1 shows the surrounding area to Churchfield Recreation Ground adjacent to the Alevi Building off Great Cambridge Road, London.
- 2.2 To the north-east are the back of the houses along Latymer Road – these are the most noise sensitive properties and will be the primary focus of noise monitoring.
- 2.3 To the south-east is a school which will be closed at the weekend.
- 2.4 To the south-west are some flats which have the potential to be noise sensitive and will be monitored.
- 2.5 To the north-west are allotments which are not expected to be too noise sensitive.

3.0 Objectives

- 3.1 Our primary objective is to minimise noise pollution from the event and to effectively monitor and control the noise levels throughout. The noise at the nearest residences should not subjectively cause annoyance for a prolonged period. We aim to keep to a limit of 65 dB(A) at the nearest properties.
- 3.2 Our secondary objective is to plan the event to allow sound levels to be satisfactory for the enjoyment of the event and any safety announcements to be clearly heard.
- 3.3 By using a highly directional PA system on the performance stage, the coverage area can be controlled eliminating noise spill into unwanted areas. The majority of the acoustic energy will be contained in the audience area, keeping noise spill to a minimum. Please refer to the PA section (8) for details of PA directivity techniques.

4.0 Background Noise Survey

- 4.1 On 4th March 2024, Future Acoustics obtained a background noise reading. This reading will be used as a comparison to the noise levels recorded on the event day.

| Position | Location | Start time/ L _{Aeq} (15 mins) | Main noise type |
|----------|----------------|--|-----------------|
| 1 | Centre of site | 10:45 | Main road noise |
| | | 60.7 | |

- 4.2 All measurements L_{Aeq} (15 mins).
- 4.3 Meter used was a NTI Audio XL2 Class 1 meter with M4260 microphone (recently calibrated).

5.0 Propagation Tests

- 5.1 If required, subjective noise assessments can be carried out at the perimeter of the site and surrounding premises prior to the commencement of the event, at a time to be confirmed with and agreed by the Council.
- 5.2 The event management will create a point of contact to pass on complaints and to ensure that the 5-minute fix window is adhered to.
- 5.3 All FOH PA and monitoring systems shall have a 31-band graphic EQ capable of 1/3 octave filtering. This will allow for frequency specific adjustments to the sound if required for noise propagation purposes, for example to reduce low-frequency sound levels.
- 5.4 PF Events will have immediate access to the sound levels for the main PA so that levels can instantly be adjusted if required.

6.0 Noise Monitoring During Event

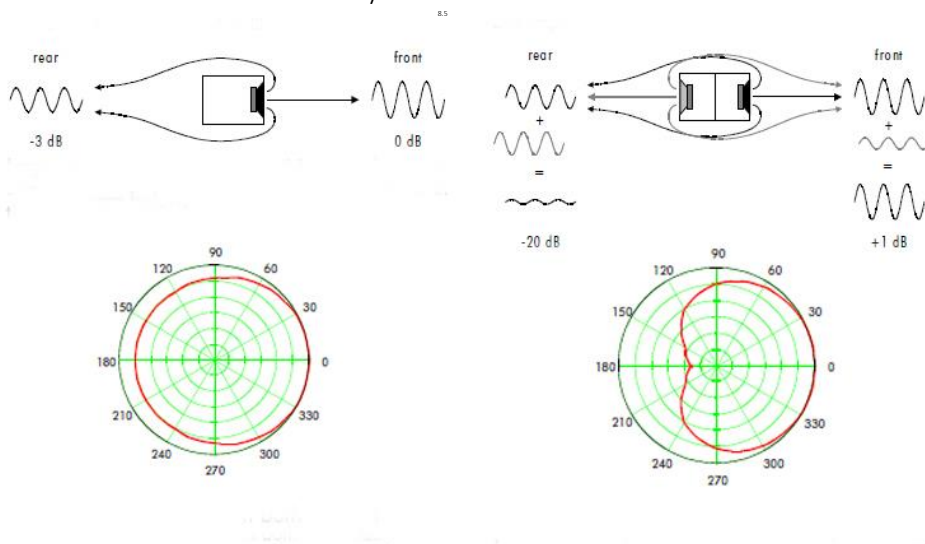
- 6.1 Noise measurements will be taken at least at hourly intervals, whilst regulated entertainment is provided to ensure that noise from the site does not cause a disturbance to local residents.
- 6.2 Noise levels will be monitored at the noise sensitive properties and at the sound desk at the front-of-house position. It will be monitored at multiple points.
- 6.3 The target will be to assess any complaint of noise within 5 minutes of it being received by the production/noise team and take any action if required.
- 6.4 Contact details for the noise team shall be made available to the festival organisers to quickly deal with noise complaints.
- 6.5 If it is considered that levels off site need mean immediate level reductions are required, this information will be relayed back by phone or radio to the stage manager of the stage and/or the event production team.
- 6.6 Records will be kept of sound levels recorded and locations along with any complaints received. These records shall be kept for 3 months after the event and these records will be made available to all authorised officers of the Council, upon request.
- 6.7 All sound meters used for these noise monitoring will be of a Class 1 type and capable of measuring 1/3 octave frequencies.

7.0 Hearing Protection

- 7.1 Hearing protection must be provided where a SPL of over 85 dB(A) is likely. Guests should provide hearing protection for children under their care brought into these areas, or they will be required to move to a quieter location.
- 7.2 Advice will be given to managers working within loud areas regarding ear protection and noise at work issues and protection provided to staff where required.

8.0 Sound System Directionality

- 8.1 I have advised PF Events to use a PA system on the performance stage that will focus the sound where it is required and not to the surrounding areas. This will be done in the following ways:
- 8.2 **Tight Horizontal Dispersion** All of the mid-high speakers being used will have a tight angled dispersion. The creation of a more focussed sound field ensures that sufficiently reasonable levels are generated to maintain audience satisfaction whilst minimising noise off-site. Moving a few meters away from the central area will produce a noticeable and measurable drop in levels.
- 8.3 **Vertical Dispersion** Line array technology will be used which will point the sound just where required by physically changing the angles between boxes. It also means that the SPLs for the audience can be more even, meaning that it will not be too loud at the front, will still be a reasonable level at the back and quiet off site. They will be flown as high as possible pointing down at the ground so the energy will be absorbed rather than travelling out of the site.
- 8.4 **Cardioid Sub Array** Low frequency sound is naturally omnidirectional (goes in all directions). A cardioid sub array (CSA) is a way of noise cancelling the unwanted sound and making it directional. This is done by facing one speaker backwards and setting it "out of phase". With a CSA there is a 20 dB reduction in sub/bass level at the back.



8.5 All of the systems will have full graphic equalisation control: this will allow the sound engineer to work with the noise team to removing any problematic frequencies. Often at lower frequencies like 63 Hz and 125 Hz will be removed.

9. Code of Practice

- 9.1 The noise team will monitor and record the noise levels and contact the PF Events production team if any levels over the agreed limits are found.
- 9.2 The event will have a noise hotline phone number for residents to call in the event of a noise issue. This will have a direct line to the production team so that any issues can be investigated immediately and measures taken to rectify the problem.
- 9.3 Any complaints will be acted upon immediately and will be logged.
- 9.4 Any other causes of environmental noise pollution near the event site will be recorded and logged.
- 9.5 The stage will have a stage manager / duty manager on radio who will be briefed on actions in the event of a noise complaint from their area.
- 9.6 On the event day, the council noise team will be invited to liaise with Future Acoustics and PF Events regarding noise levels and any complaints.
- 9.7 The managers and the council will have complete authority over the sound levels and the sound engineers must comply with their requests.
- 9.8 The stage managers will be strict with sub bass frequencies, removing them from the FOH sound systems if required.
- 9.9 All event staff will be issued with ear protection, if required.

Traffic Management Plan

12th Alevi Festival

15th & 16th June 2024.

Site Access

The site is accessed by 3 points on foot and 1 by car/vehicle. One on the Great Cambridge Road, the other two on the cycle and walking pathway which is accessible from further down on the Great Cambridge Road, and from Latymer Road, next the Churchfield Primary School. Each of these points will be manned by SIA Security. Indicated as X, Y and Z on the site map.

Furthermore, points, A, B, X, Y and Z will be the points used for dispersal at the end of each event. This will ensure that there is a balanced removal of attendees from the site at the end. Dispersal from the site will be carried in increments by the SIA security staff, to ensure it is done safely.

The actual site of the event will be cordoned off with Hera fencing and as such there will be two fenced areas for the property. The first is the actual permanent fencing which surrounds the property and the second the non-permanent fencing for the event area. Entry to the site will be through points A and B where security will carry out the necessary searches and ticket checks, before entry to the site.

Tyvek Wristbands are numbered and this will be used by management to count entrants and numbers will be coordinated between both doors to ensure the tally is kept. In addition to this, at each door, stewards will count attendees in and out using

Car Parking – The site itself will not be used as a car park in the same way as previous years. Instead, onsite parking will be reserved for sponsors, staff, security, stewards and some disabled parking. These vehicles will be identified previously, and security staff will know which number plates have been given previous permission for entry to the site. In addition to this, each vehicle will have a colourful card to place on their front windscreen which will help identify vehicles with permission to be on site.

Transport - As with so many of the events that take place in London, the majority of attendees will be expected to arrive by public transport. This will be advertised as such on all of our social media sites.

In addition, the carpark and playground of the Churchfield Primary School has been hired for additional parking to accommodate a further 260 vehicles. This site backs onto our location and provides access to the event site via the pedestrian path leading to site entrance X.

Entry onto the site on the day will begin for vendors, stewards and security at a much earlier time. From 9 am there will be vehicles onto the site. This will ensure that a large majority of vehicles coming onto the site will be there before the time of the event. This will greatly reduce negative impact on the A10 from vehicles coming onto the site during busier times.

The contingency plan for any vehicles coming onto the site later in the day, which is not expected but planned for anyway, is that vehicles entering the site, will be brought in and moved along the long stretch of land to line up and be directed into relevant spaces. This will reduce any wait on the entry point at the A10 and should reduce any issues in this regard. Traffic is likely to be slow later on those two days as the Pink concert is also taking place anyway and it is felt that we would not be making a significant addition to that traffic.

Discussions have been had with TFL but we await confirmation if they are going to suspend parking along the stretch of the A10 leading to and away from the site of the event. Either way, stewards will be out covering this area.

SIA and stewards will cover the A10 and the surrounding streets to include Latymer Road and Harrow Drive. These stewards will ensure traffic is kept flowing and that no vehicles are parking at bus stops, grass verges. This area would also have signs up (multilingual) warning people about parking and the possibility of getting a fine and/or being towed away. (please see plan)

Social media will be used as a tool for informing potential attendees of the lack of parking on site and to direct them towards walking and using public transport. We will also be directing people towards the use of parking at alternative locations such as Edmonton Green, Lion Road and Bush Hill Train Station Car Park (the station not being in used that day). Anyone coming via the M25 will be directed toward Enfield Town as well.

The London Overground from Hackney Downs to Enfield Town and Cheshunt will be closed that day and as such the trains won't be available. With replacement buses in mind and with the location of

other bus routes via Edmonton Green Bus station, we will have someone at the location to direct people towards the site of the event on foot.

Furthermore, stewards will be on the A10 ensuring that people are crossing safely and that risks are not being taken. Again, they will be keeping an eye on local bus stops and directing people from those nearby bus stops, including Great Cambridge Road, Bury Street and Church Street.

Turkish Police Association
Metropolitan Police Service – Staff Support Associations
Tel: [REDACTED]
Email: [REDACTED]@met.police.uk
Web: www.met-tpa.co.uk
Date: 08/06/2024



Dear BAF Committee,

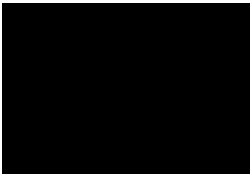
I am writing in support of your up-coming annual community festival taking place this year on the 15th and 16th of June 2024. As a Charity and a significant community within the Borough of Enfield and beyond, we alongside the community look forward to attending the festival as per our annual commitment to you and the community.

We recognize the challenges the British Alevi Federation have experienced in the past and we are proud to have witnessed an ever improving festival and commend the committee behind the scenes.

As always, as an organization we welcome the opportunity to engage with our Alevi community and we very much look forward to this festival.

If there is anything you require in support of your planning or anything in general that you feel we could assist with, I ask you to reach out as early as possible so we can support you.

Kind regards,



Chair – Turkish Police Association



BRITANYA ALEVI FEDERASYONU <britanyaalevifederasyonu@gmail.com>

Event medical cover

10 messages

BRITANYA ALEVI FEDERASYONU <britanyaalevifederasyonu@gmail.com>

Wed, May 22, 2024 at 2:28 PM

To: bookings@met-medical.co.uk

Dear Team

Hope you are well.

I would like to make an enquiry for medic and ambulance for a charity fundraiser event please. This is a large outdoor family music festival. We are looking at max 7000 prior but could end up being much less. We've gone for the higher end of the possible attendance numbers.

We will already have a minimum of 4 first aiders on site on each day and would be grateful if you could provide a quote for cover for the day to include an ambulance.

We are ready to book and would be grateful for a quote asap.

Saturday 15th and Sunday 16th June 2024. 11am to 7pm.

12th Alevi Festival (event name)
British Alevi Federation
Churchfield Recreation Ground
Great Cambridge Road
London
N9 9LE

Many thanks

Regards

Gulay

Alex Noke from MET Medical Ltd <bookings@met-medical.co.uk>

Wed, May 22, 2024 at 2:53 PM

To: britanyaalevifederasyonu@gmail.com

Dear Gulay,

Thank you for your enquiry.

Please find the quotation on the link below:

<https://met-medical-co-uk-4945306.hs-sites.com/liulMZy16mUW>

We do currently have availability for 15 & 16 June 2024 please note we do get booked up quickly and all bookings are subject to availability at the time of confirmation. If you do want to go ahead please do get back to us as soon as you can.

If you have any questions please do not hesitate to contact me and I will be happy to answer them or call you.

Kind regards,

Alex

Bookings Team
MET Medical Ltd

t: 0203 627 9042

e: bookings@met-medical.co.ukwww.met-medical.co.uk

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BRITANYA ALEVI FEDERASYONU <britanyaalevifederasyonu@gmail.com>

Tue, Jun 4, 2024 at 6:04 PM

To: Alex Noke from MET Medical Ltd <bookings@met-medical.co.uk>

Hi Alex

Thanks for the quote.

I'm emailing to confirm that the quote has been successful and we would like to confirm agreement.

Please let me know what deposit etc you require.

Thanks in advance

Gulay

[Quoted text hidden]

BRITANYA ALEVI FEDERASYONU <britanyaalevifederasyonu@gmail.com>
To: Olgan Gunduz <olgan@fortisrose.co.uk>

Tue, Jun 4, 2024 at 6:38 PM

No clear details about the specifics of those to be in attendance but I can find out. Just won't be today.

[Quoted text hidden]

Alex Noke from MET Medical Ltd <bookings@met-medical.co.uk>
To: britanyaalevifederasyonu@gmail.com

Wed, Jun 5, 2024 at 3:26 PM

Good afternoon,

Before i finalise a booking with you can i see a risk assessment for this event please.

Kind regards,

Alex

Bookings Team
MET Medical Ltd

t: 0203 627 9042

e: bookings@met-medical.co.uk

www.met-medical.co.uk

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

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BRITANYA ALEVI FEDERASYONU <britanyaalevifederasyonu@gmail.com>
To: Alex Noke from MET Medical Ltd <bookings@met-medical.co.uk>

Wed, Jun 5, 2024 at 4:15 PM

Dear Alex,

please see the risk assessment attached.

regards

[Quoted text hidden]

 **Risk Assessment - 12th Alevi Festival 2024.pdf**
129K

BRITANYA ALEVI FEDERASYONU <britanyaalevifederasyonu@gmail.com>
To: Alex Noke from MET Medical Ltd <bookings@met-medical.co.uk>

Fri, Jun 7, 2024 at 3:18 PM

hi,

sorry to write to you but we have to inform the council today with all the details, therefore it would be great if you can reply back to us today as soon as possible please. thank you.

regards

eda

----- Forwarded message -----

From: **BRITANYA ALEVI FEDERASYONU** <britanyaalevifederasyonu@gmail.com>

Date: Wed, Jun 5, 2024 at 4:15 PM

Subject: Re: Event medical cover

[Quoted text hidden]

[Quoted text hidden]

 **Risk Assessment - 12th Alevi Festival 2024.pdf**
129K

Alex Noke from MET Medical Ltd <bookings@met-medical.co.uk>
To: britanyaalevifederasyonu@gmail.com

Fri, Jun 7, 2024 at 4:34 PM

Good afternoon,

Thank you for your patient while i arrange your quote for you.

Please click the link below for your quote:

<https://met-medical-co-uk-4945306.hs-sites.com/liuIMZY16mUW>

Please note we will need a decision if you would like to book asap to put everything in place for you next week.

Kind regards,

Alex

Bookings Team
MET Medical Ltd

t: 0203 627 9042

e: bookings@met-medical.co.uk

www.met-medical.co.uk

[Quoted text hidden]

[Quoted text hidden]

BRITANYA ALEVI FEDERASYONU <britanyaalevifederasyonu@gmail.com>
To: Alex Noke from MET Medical Ltd <bookings@met-medical.co.uk>

Fri, Jun 7, 2024 at 5:01 PM

Dear Alex,

we are happy to accept the quote and would like to book please. thank you.

regards

[Quoted text hidden]

BRITANYA ALEVI FEDERASYONU <britanyaalevifederasyonu@gmail.com>
To: Alex Noke from MET Medical Ltd <bookings@met-medical.co.uk>

Fri, Jun 7, 2024 at 5:16 PM

could you also confirm that its booked on the day of the event please via email. Waiting to receive the confirmation email from you. thank you.

regards

[Quoted text hidden]



Alevi Festival

Event Medical Cover Quote

Prepared for

Add to Event

201 Gaunt Street
London, Greater London
United Kingdom

Add to Event
leads@addtoevent.co.uk

MET Medical Ltd

Unit 3A Smallford Works
Smallford Lane
St Albans, Hertfordshire AL4 0SA
United Kingdom



ABOUT MET MEDICAL

MET Medical is regulated by the Care Quality Commission and rated Good in all areas. Our mission is to be a leading authority in private ambulance and pre-hospital care.

MET Medical is one of the market leaders when it comes to event medical cover. We provide a high-quality comprehensive medical service so you can relax, without any worry about your event. We draw experience from thousands of ambulance journeys, and 999 calls completed each year by our dedicated team. Together with a decade of delivering medical cover at everything from a small village event to some of the UK's largest sports, cultural events and festivals

Safe, Effective, Patient Focus

Our services are tailored with patient safety and care in mind. You can be assured that we are striving to meet all areas of excellence. All of our large events are risk-assessed by a panel of registered healthcare professionals to ensure we are prepared to meet all of your customer's needs.

The Purple Guide

Our cover for events is in-line with The Purple Guide where appropriate.



Your reference number: 20240416-093632453

Issued

16 April 2024

Expires

06 July 2024

Prepared for

Add to Event

leads@addtoevent.co.uk

Event Location

N9 9LE, London

Event Date 15 June 2024

Event Times 10 hours - times TBC

Is there Overnight Camping? Day Event
/ No Camping

Event Duration 2 days

Activities Taking Place

Capacity TBC

TBC

Summary of the Event

12th Alevi Festival

Medical Cover

Please note this Quotation excludes VAT

Some items are exempt from VAT such as ambulances and healthcare professionals

Our standard terms of business apply

| Item | Qty | Price |
|---------------|-----|----------|
| Ambulance | 4 | ████████ |
| Paramedic | 4 | ████████ |
| Responder | 12 | ████████ |
| Med tent 9x12 | 1 | ████████ |
| Controller | 2 | ████████ |
| Total | | ████████ |

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FOUND CHILD

CHILD's NAME

Brought in by

Date & Time

Staff taking child

Where found

AGE

SEX

HEIGHT

BUILD

HAIR

EYES

SKIN

CLOTHES

PARENTS/GUARDIAN NAME

Address/City

Phone number

Parent/companion description

Reported to Police/Stewards/Event Control (by _____ time ____)

COLLECTED BY

Print name _____

Address _____

Signature _____

Relationship _____

Time : **Staff present/verifying :**

Notes (including special conditions e.g. extremely distressed, injured, or items carried etc.)

MISSING CHILD REPORT

CHILD's NAME

Date & Time lost

Where lost & who with at the time

AGE

SEX

HEIGHT

BUILD

HAIR

EYES

SKIN

CLOTHES

OTHER FEATURES (& special medical conditions)

PARENTS/GUARDIAN NAME

Address

Contact/mobile number on site (& landline of someone who knows the child)

Reported to Police/Stewards/Event Control (by _____time ____)

Notes

Staff member completing form
Time

MISSING PERSON REPORT

PERSON'S NAME

Date & Time lost

Where lost

AGE

SEX

HEIGHT

BUILD

HAIR

EYES

SKIN

CLOTHES

OTHER FEATURES (& special medical conditions)

FRIEND/S NAME

Address/City

Contact/mobile number on site (& car reg./car park location)

Reported to Police

Reported to stewards

Notes

Staff member completing form

Time

FOUND PROPERTY (handed in)

| | |
|--|------------------------------|
| ref no: | |
| ID/Name of owner | |
| Item type | |
| Description | |
| Contents | |
| Cash amount (notes) | |
| Given to supervisor | Yes <input type="checkbox"/> |
| Where /when found | |
| Handed in by: <i>(Finder name & address overleaf – optional)</i> | |
| Staff completing form: | Date: _____ Time: _____ |
| Other notes | |
| Returned signatures | |
| Collected by (Print name) | |
| Signature | |
| Staff Signature | |
| Date & Time returned | |

FOUND PROPERTY (handed in)

| | |
|--|------------------------------|
| ref no: | |
| ID/Name of owner | |
| Item type | |
| Description | |
| Contents | |
| Cash amount (notes) | |
| Given to supervisor | Yes <input type="checkbox"/> |
| Where /when found | |
| Handed in by: <i>(Finder name & address overleaf – optional)</i> | |
| Staff completing form: | Date: _____ Time: _____ |
| Other notes | |
| Returned signatures | |
| Collected by (Print name) | |
| Signature | |
| Staff signature | |
| Date & time returned | |

MISSING/LOST PROPERTY Report

| | | |
|-------------------------------|------------------------------|--------------|
| ref: | Date: | Time: |
| Item type | | |
| Description | | |
| Contents | | |
| Where /when lost | | |
| | Stolen – YES/NO | |
| Owner contact details: | | |
| NAME (PRINT CLEARLY) | | |
| Address | | |
| Phone | | |
| Other notes | | |
| Matched | Yes <input type="checkbox"/> | |

MISSING/LOST PROPERTY Report

| | | |
|-------------------------------|------------------------------|--------------|
| ref: | Date: | Time: |
| Item type | | |
| Description | | |
| Contents | | |
| Where /when lost | | |
| | Stolen – YES/NO | |
| Owner contact details: | | |
| NAME (PRINT CLEARLY) | | |
| Address | | |
| Phone | | |
| Other notes | | |
| Matched | Yes <input type="checkbox"/> | |

FOUND PROPERTY (handed in) - MOBILE PHONE

| | |
|--|----------------------------------|
| ref no: | |
| ID/Name of owner | |
| Phone Type (Make & Model) | |
| Phone number | |
| Network | |
| Description Colour/screensaver/ Case/locked/last call Other distinguishing features IMEI etc | |
| Where /when found | |
| Handed in by: <i>(Finder name & address overleaf – optional)</i> | |
| Staff completing form: | Date: Time: |
| Other notes | |
| Returned signatures | |
| Collected by (PRINT NAME) | |
| Signature | |
| Staff Signature | |
| Date & Time returned | |

FOUND PROPERTY (handed in) - MOBILE PHONE

| | |
|--|----------------------------------|
| ref no: | |
| ID/Name of owner | |
| Phone Type (Make & Model) | |
| Phone number | |
| Network | |
| Description Colour/screensaver/ Case/locked/last call Other distinguishing features IMEI etc | |
| Where /when found | |
| Handed in by: <i>(Finder name & address overleaf – optional)</i> | |
| Staff completing form: | Date: Time: |
| Other notes | |
| Returned signatures | |
| Collected by (PRINT NAME) | |
| Signature | |
| Staff Signature | |
| Date & Time returned | |

MISSING/LOST PROPERTY - Mobile Phone Report

| | | |
|--|------------------------------|-------|
| ref: | Date: | Time: |
| Phone Type (Make & Model) | | |
| Missing phone number | | |
| Network | | |
| Description Colour/screensaver/ Case/locked/last call Other distinguishing features IMEI | | |
| Where & when lost | Stolen – YES/NO | |
| Owner contact details: | | |
| NAME (PRINT CLEARLY) | | |
| Address | | |
| Phone (friend's number) Email | | |
| Notes eg also reporting other items (separate form) | | |
| Matched | Yes <input type="checkbox"/> | |

MISSING/LOST PROPERTY - Mobile Phone Report

| | | |
|--|------------------------------|-------|
| ref: | Date: | Time: |
| Phone Type (Make & Model) | | |
| Missing phone number | | |
| Network | | |
| Description Colour/screensaver/ Case/locked/last call Other distinguishing features IMEI | | |
| Where & when lost | Stolen – YES/NO | |
| Owner contact details: | | |
| NAME (PRINT CLEARLY) | | |
| Address | | |
| Phone (friend's number) Email | | |
| Notes eg also reporting other items (separate form) | | |
| Matched | Yes <input type="checkbox"/> | |

Date

| Call Time | Number | Contact Name | Information | Response | Resolution | Staff Details Initials |
|-----------|--------|--------------|-------------|----------|------------|---------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |