

**Notice of Meeting**

**LICENSING SUB-COMMITTEE**

**Thursday, 18 May 2023 - 7:00 - 9:00 pm**  
**Council Chamber, Town Hall, Barking**

**Members:** Cllr Faraaz Shaukat (Chair), Cllr Adegboyega Oluwole (Deputy Chair) Cllr Alison Cormack, Cllr Irma Freeborn, Cllr Victoria Hornby, Cllr Mohammed Khan, Cllr Hardial Singh Rai, Cllr Lynda Rice and Cllr Sabbir Zamee

Date of publication: 3 May 2023

Fiona Taylor  
Chief Executive

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Please note that this meeting will be webcast via the Council's website. Members of the public wishing to attend the meeting in person can sit in the public gallery on the second floor of the Town Hall, which is not covered by the webcast cameras. To view the webcast online, click [here](#) and select the relevant meeting (the weblink will be available at least 24-hours before the meeting).

**AGENDA**

- 1. Apologies for Absence**
- 2. Declaration of Members' Interests**

In accordance with the Council's Constitution, Members are asked to declare any interest they may have in any matter which is to be considered at this meeting.

**LICENSING MATTERS**

The following are to be heard under the Licensing Act 2003 in line with relevant procedure.

**Licensing Policy and Statutory Guidance**

**Premises Licence Applications and Variations - Procedure**

**Ward**

3. **Application for a Premises Licence: LDN Riverside, Unit J Abbey Industrial Estate, Kingsbridge Road, Barking, IG11 0BP (Pages 7 - 191)** Thames View
4. **Any other public items which the Chair decides are urgent**
5. **To consider whether it would be appropriate to pass a resolution to exclude the public and press from the remainder of the meeting due to the nature of the business to be transacted.**

#### **Private Business**

The public and press have a legal right to attend Council meetings such as the Licensing Sub-Committee, except where business is confidential or certain other sensitive information is to be discussed. The list below shows why items are in the private part of the agenda, with reference to the relevant legislation (the relevant paragraph of Part 1 of Schedule 12A of the Local Government Act 1972 as amended). ***There are no such items at the time of preparing this agenda.***

6. **Any other confidential or exempt items which the Chair decides are urgent**

## Our Vision for Barking and Dagenham

# **ONE BOROUGH; ONE COMMUNITY; NO-ONE LEFT BEHIND**

## Our Priorities

### **Participation and Engagement**

- To collaboratively build the foundations, platforms and networks that enable greater participation by:
  - Building capacity in and with the social sector to improve cross-sector collaboration
  - Developing opportunities to meaningfully participate across the Borough to improve individual agency and social networks
  - Facilitating democratic participation to create a more engaged, trusted and responsive democracy
- To design relational practices into the Council's activity and to focus that activity on the root causes of poverty and deprivation by:
  - Embedding our participatory principles across the Council's activity
  - Focusing our participatory activity on some of the root causes of poverty

### **Prevention, Independence and Resilience**

- Working together with partners to deliver improved outcomes for children, families and adults
- Providing safe, innovative, strength-based and sustainable practice in all preventative and statutory services
- Every child gets the best start in life
- All children can attend and achieve in inclusive, good quality local schools
- More young people are supported to achieve success in adulthood through higher, further education and access to employment
- More children and young people in care find permanent, safe and stable homes
- All care leavers can access a good, enhanced local offer that meets their health, education, housing and employment needs
- Young people and vulnerable adults are safeguarded in the context of their families, peers, schools and communities

- Our children, young people, and their communities' benefit from a whole systems approach to tackling the impact of knife crime
- Zero tolerance to domestic abuse drives local action that tackles underlying causes, challenges perpetrators and empowers survivors
- All residents with a disability can access from birth, transition to, and in adulthood support that is seamless, personalised and enables them to thrive and contribute to their communities. Families with children who have Special Educational Needs or Disabilities (SEND) can access a good local offer in their communities that enables them independence and to live their lives to the full
- Children, young people and adults can better access social, emotional and mental wellbeing support - including loneliness reduction - in their communities
- All vulnerable adults are supported to access good quality, sustainable care that enables safety, independence, choice and control
- All vulnerable older people can access timely, purposeful integrated care in their communities that helps keep them safe and independent for longer, and in their own homes
- Effective use of public health interventions to reduce health inequalities

## **Inclusive Growth**

- Homes: For local people and other working Londoners
- Jobs: A thriving and inclusive local economy
- Places: Aspirational and resilient places
- Environment: Becoming the green capital of the capital

## **Well Run Organisation**

- Delivers value for money for the taxpayer
- Employs capable and values-driven staff, demonstrating excellent people management
- Enables democratic participation, works relationally and is transparent
- Puts the customer at the heart of what it does
- Is equipped and has the capability to deliver its vision

## **Licensing Policy and Statutory Guidance**

### **LBBB LICENSING POLICY**

[Licensing Policy - 2022 to 2027.pdf \(lbbd.gov.uk\)](#)

### **STATUTORY GUIDANCE – S182 OF THE LICENSING ACT 2003**

[Revised guidance issued under section 182 of the Licensing Act 2003 \(December 2022\) \(accessible\) - GOV.UK \(www.gov.uk\)](#)

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**Licensing and Regulatory Sub Committee  
Procedure for Premises Licence Applications (and Variations)**

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1. All Parties shall introduce themselves.
2. The Chair shall ask all parties to note this Procedure.
3. The Licensing Officer shall present the application.
4. Members of the Sub Committee may ask questions of clarification of the Licensing Officer.
5. Objectors to the application who have made valid representations, their representatives and/or any witnesses they wish to call, will be invited to speak. Statutory consultees (e.g. the Police, Fire Brigade etc.) will be invited to speak before any other objectors to the application. In the case of members of the public and other interested parties (for example, elected representatives acting on behalf of their constituents or interested organisations, etc.) who have made valid representations, it is desirable that they give notice of their intention to speak by 12.00 noon on the day before the Sub Committee meeting. Statutory consultees who have made valid representations are not required to register to speak at the meeting.
6. The Sub Committee Members may, through the Chair, ask questions of the objectors, their representatives and witnesses.
7. The Legal Advisor to the Sub Committee may ask questions of the objectors, their representatives or witnesses for the purpose of clarifying points for the Sub Committee.
8. The Applicant may ask questions of the objectors, their representatives and any witnesses present to support the objections, if permitted by the Chair.
9. The Applicant shall put their case for the granting of the application forward/ respond to the objections.
10. The Sub Committee Members may, through the Chair, ask questions of the Applicant, their representative and any witnesses present to support the application.
11. The Legal Advisor to the Licensing Committee may ask questions of the Applicant, their representative and any witnesses for the purpose of clarifying points for the Sub Committee.
12. The Objectors and their representatives may ask questions of the Applicant, their representative and any witnesses present to support the application, if permitted by the Chair.
13. The Objectors will sum up, if they wish (a time limit of 3 minutes shall apply).
14. The Applicant will sum up, if they wish (a time limit of 3 minutes shall apply).

15. The Sub Committee will retire to consider its decision in private; however, the Sub Committee's Legal Advisor and the Governance Officer may remain present during the deliberations. If during the deliberations, the Sub Committee have a point of clarification they wish to request from any party, the meeting must be reconvened so that the clarification can be sought in the presence of all relevant parties.
16. On returning, the Chair will ask the Sub Committee's Legal Advisor to announce the decision of the Sub Committee.

## **Notes**

- Sub Committee Members should commit to stay for the duration of the meeting in order to ensure that the required quorum is maintained, and the business is transacted.
- While each application is considered, Sub Committee Members must be in attendance for the entire period and should not leave the room at any time without the express permission of the Chair. If required, and with the Chair's agreement, the meeting will be adjourned until all Members are ready to recommence the hearing. Any Member leaving the meeting while it is ongoing will be precluded from any further involvement in that application.
- A Sub Committee Member arriving late will not be able to take part in the consideration and decision-making process for any application to which he/she has not been in attendance for the entire period.
- The Council's Statement of Licensing Policy for Licensing Act 2003 applications requires that Members of the Sub Committee will not hear cases that relate to premises in their own Ward.

## LICENSING SUB COMMITTEE

18<sup>th</sup> May 2023

<b>Title: Licensing Act 2003</b> – Application for a Premises Licence: LDN Riverside, Unit J Abbey Industrial Estate, Kingsbridge Road, Barking, IG11 0BP	
<b>Open Report</b>	<b>For Decision</b>
<b>Ward Affected:</b> Thames View	<b>Key Decision:</b> No
<b>Report Author:</b> Karen Collier, Service Manager Public Protection	<b>Contact Details:</b> E-mail: <a href="mailto:Karen.Collier@lbbd.gov.uk">Karen.Collier@lbbd.gov.uk</a>
<b>Accountable Strategic Director:</b> Alison Stuart, Chief Legal Officer and Interim Monitoring Officer	
<p><b>Summary</b></p> <p>An application for a new premises licence has been made by LDN Riverside Ltd for an event space / nightclub at Unit J Abbey Industrial Estate, Kingsbridge Road, Barking, IG11 0BP.</p> <p>Seven representations against the premises licence have been received. Four are from responsible authorities, and three are from interested parties. These are as follows;</p> <ul style="list-style-type: none"> <li>• Metropolitan Police Licensing;</li> <li>• Environmental Health;</li> <li>• Health &amp; Safety;</li> <li>• Licensing Authority;</li> <li>• Three representations from nearby businesses</li> </ul> <p>The matter is put to the Sub-Committee for determination at a public hearing, accordingly.</p>	
<p><b>Recommendation</b></p> <p>That the Sub-Committee considers this report and appendices together with any oral submissions given at the hearing and determines the application.</p>	

## 1. Introduction and Background

1.1 The Licensing Act 2003 establishes the national licensing regime for the following licensable activities:

- The sale and supply of alcohol;
- The provision of regulated entertainment; and
- The provision of late-night refreshment.

- 1.2 Under this regime, the Council, as the local licensing authority for its area, is responsible for licensing premises to provide any of the licensable activities under a 'premises licence'. Where a premises licence includes the sale and supply of alcohol, then a Designated Premises Supervisor must be incorporated onto the licence, holding a personal licence.
- 1.3 Applications for premises licences are subject of public consultation and consultation with a range of expert 'responsible authorities' named in the Act. It is open to any responsible authority or other person to raise concerns regarding an application as representations.
- 1.4 If no representations are received, the application is granted, subject to mandatory licence conditions and conditions reflecting the management controls proposed by the applicant under the operating schedule contained in the application. Where representations are received, the application becomes subject of a conciliation process. If conciliation is successful in finding an agreed, negotiated outcome, then the application may be granted subject to the agreements reached. If conciliation is unsuccessful, then the application must be determined at a public hearing by the Council's Licensing Sub-Committee.
- 1.5 When carrying out its licensing duties, a local licensing authority must have regard to:
- The Act and associated secondary regulations
  - Guidance for local licensing authorities issued by the Home Office (current version published December 2022); and
  - The Authority's own Statement of Licensing Policy (current version published 2022 to 2027).
- 1.6 The Authority must also aim to promote the four licensing objectives:
- The prevention of crime and disorder
  - Public safety
  - The prevention of public nuisance; and
  - The protection of children from harm.
- 1.7 Premises licences generally continue for the life of the business or operation concerned but they may be called into review at any time by any one of the named responsible authorities under the Act or an 'other person'.

## **2. Matters for consideration**

2.1 On the 21<sup>st</sup> of March 2023 an application was made by LDN Riverside Ltd for an event space / nightclub premises in respect of the premises trading as LDN Riverside, Unit J Abbey Industrial Estate, Kingsbridge Road, Barking, IG11 0BP.

2.2 The application seeks the following licensable activities and timings:

Plays, Films, Live Music, Recorded Music, Performances of Dance, Anything Similar to Live Music, Recorded Music and Performances of Dance, Supply of Alcohol (On the Premises) & Opening Hours:

Friday: 18:00 – 23:59 hours

Saturday: 00:00 – 23:59 hours  
Sunday: 00:00 – 23:59 hours  
Extension to trade on any Bank Holidays and on New Year's Eve

Late Night Refreshment:

Friday: 23:00 – 23:59 hours  
Saturday: 00:00 – 05:00 hours  
Sunday: 23:00 – 23:59 hours

Extension to trade on any Bank Holidays and on New Year's Eve

A copy of the application and plan are attached at **Appendices A & A1**

- 2.3 The applicant has additionally included a draft Event Safety and Management Plan, proposed conditions and a press bundle. These are attached at **Appendices B, B1 & B2**.

### **3. The Representations**

- 3.1 Four (4) representations have been received from responsible authorities, namely the Metropolitan Police Licensing Officer, the Council's Licensing Authority Responsible Authority Officer, the Council's Health & Safety Responsible Authority Officer and the Council's Environmental Protection Officer.
- 3.2 Three (3) representations were received from local businesses.
- 3.3 The representation from the Metropolitan Police Licensing Officer is submitted under the Licensing Objectives of the Prevention of Crime and Disorder, Public Safety and the Prevention of Public Nuisance. This is attached as **Appendix C & C1**.
- 3.4 The representation from the Council's Licensing Authority Responsible Authority Officer is submitted under the Licensing Objectives of the Protection of Children from Harm, Public Safety and the Prevention of Public Nuisance. This is attached as **Appendix D**.
- 3.5 The representation from the Council's Health & Safety Responsible Authority Officer is submitted under the Licensing Objective of Public Safety. This is attached as **Appendix E**.
- 3.6 The representation from the Council's Environmental Protection Officer is submitted under the Licensing Objective of the Prevention of Public Nuisance. This is attached as **Appendix F**.
- 3.7 Business one (1) representation is raised under the Licensing Objectives of the Prevention of Crime and Disorder, Public Safety and the Prevention of Public Nuisance. This is attached as **Appendix G**.
- 3.8 Business two (2) representation is raised under the Licensing Objectives of the Prevention of Crime and Disorder, Public Safety, the Protection of Children from Harm and the Prevention of Public Nuisance. This is attached as **Appendix H**.

3.9 Business three (3) representation is raised under the Licensing Objective of Public Safety. This is attached as **Appendix I**.

#### **4. Conciliation**

Further correspondence has taken place between the Environmental Enforcement Officer and the applicant's acoustic consultant. Details of this correspondence are attached at **Appendix J**.

#### **5. Legal Comments**

The Council has a duty as a Licensing Authority under the Licensing Act 2003 to carry out its functions with a view to promoting the following four licensing objectives:

- The Prevention of Crime and Disorder
- Public Safety
- Prevention of Public Nuisance
- The Protection of Children from Harm.

It should be noted that each of the licensing objectives have equal importance and are the only grounds upon which a relevant representation can be made and for which an application can be refused, or terms and conditions attached to a licence.

#### **6. The Options open to the Sub-Committee**

Having had regard to all relevant matters and taken all relevant information into account the Sub-Committee may decide to:

Option 1: Refuse the application.

Option 2: That the application be approved, together with any conditions, restrictions or reductions in the proposed application which Members consider necessary for the promotion of the four Licensing objectives.

Option 3: Grant the application in full as applied for.

#### **7. Consultation**

The application has been advertised in accordance with the normal procedures. This includes a copy of a public notice being placed in a local newspaper, a similar notice displayed at the premises and information on the Council's website. Notifications have been provided to all responsible authorities and ward councillors.

#### **8. Legal Implications**

Implications completed by Simon Scrowther, Litigation Lawyer, Corporate Legal

The London Borough of Barking and Dagenham, as Licensing Authority under the Licensing Act 2003 and subordinate legislation, is empowered to determine applications of this nature.

**Appendices to this Report:**

**Appendices A & A1** – Application and plan

**Appendices B, B1 & B2** - Draft Event Safety and Management Plan, proposed conditions and press bundle

**Appendix C & C1** - Metropolitan Police representation and site photos

**Appendix D** - Licensing Authority Responsible Authority Officer representation

**Appendix E** - Council's Health & Safety Responsible Authority Officer representation

**Appendix F** - Council's Environmental Protection Officer representation

**Appendix G** - Business one (1) representation

**Appendix H** - Business two (2) representation

**Appendix I** - Business three (3) representation

**Appendix J** - Environmental Enforcement Officer and the applicant's acoustic consultant correspondence

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\* required information

**Section 1 of 21**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	CL-LE	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant? <input checked="" type="radio"/> Yes <input type="radio"/> No		Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

* First name	Matthew	
* Family name	Blewitt	
* E-mail		
Main telephone number		Include country code.
Other telephone number		
<input type="checkbox"/> Indicate here if the applicant would prefer not to be contacted by telephone		

Is the applicant:

<input checked="" type="radio"/> Applying as a business or organisation, including as a sole trader <input type="radio"/> Applying as an individual	A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.
--	--

**Applicant Business**

Is the applicant's business registered in the UK with Companies House?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note: completing the Applicant Business section is optional in this form.
Registration number	12721342	
Business name	LDN RIVERSIDE LTD	If the applicant's business is registered, use its registered name.
VAT number	-      None	Put "none" if the applicant is not registered for VAT.
Legal status	Private Limited Company	

*Continued from previous page...*

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Agent Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

**Agent Business**

Is your business registered in the UK with Companies House?  Yes  No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

## Section 3 of 21

### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

### Confirm The Following

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

## Section 4 of 21

### NON INDIVIDUAL APPLICANTS

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

#### Non Individual Applicant's Name

Name

#### Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Company

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /   
dd mm yyyy

\* Nationality

[Documents that demonstrate entitlement to work in the UK](#)

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?  /  /   
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

Event Space / Night club

Continued from previous page...

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

2000

**Section 6 of 21**

**PROVISION OF PLAYS**

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start 18:00

End 00:00

SATURDAY

Start 00:00

End 00:00

Start

End

SUNDAY

Start 00:00

End 23:59

Start

End

Will the performance of a play take place indoors or outdoors or both?

- Indoors  Outdoors  Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

*Continued from previous page...*

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for performing plays

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Extension to trade on any Bank Holiday's, and extension on New Years Eve

**Section 7 of 21**

**PROVISION OF FILMS**

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

Continued from previous page...

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="18:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="23:59"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the exhibition of films take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Extension to trade on any Bank Holiday's, and extension on New Years Eve

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing indoor sporting events?

- Yes  No

**Section 9 of 21**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes  No

**Section 10 of 21**

**PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start 18:00

End 00:00

SATURDAY

Start 00:00

End 00:00

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Extension to trade on any Bank Holiday's, and extension on New Years Eve

**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

Continued from previous page...

WEDNESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text" value="18:00"/>	End	<input type="text" value="00:00"/>

SATURDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="23:59"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the playing of recorded music take place indoors or outdoors or both?

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

- Indoors       Outdoors       Both

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Extension to trade on any Bank Holiday's, and extension on New Years Eve

**Section 12 of 21**

**PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

- Indoors                       Outdoors                       Both

Where taking place in a building or other  
structure tick as appropriate. Indoors may  
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Continued from previous page...

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Extension to trade on any Bank Holiday's, and extension on New Years Eve

**Section 13 of 21**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes
- No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Give a description of the type of entertainment that will be provided

Will this entertainment take place indoors or outdoors or both?

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

- Indoors       Outdoors       Both

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Extension to trade on any Bank Holiday's, and extension on New Years Eve

Continued from previous page...

Will you be providing late night refreshment?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors  Outdoors  Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Continued from previous page...

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Extension to trade on any Bank Holiday's, and extension on New Years Eve

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises       Off the premises       Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Extension to trade on any Bank Holiday's, and extension on New Years Eve

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

**Name**

First name

Family name

Date of birth  /  /   
dd      mm      yyyy

Continued from previous page...

**Enter the contact's address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text" value="CP/PL1010"/>
Issuing licensing authority (if known)	<input type="text" value="Castle Point"/>

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	18:00	End	00:00

SATURDAY

Start	00:00	End	00:00
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	00:00	End	23:59
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 18 of 21**

**LICENSING OBJECTIVES**

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

a) General – all four licensing objectives (b,c,d,e)

*Continued from previous page...*

List here steps you will take to promote all four licensing objectives together.

See attached conditions

b) The prevention of crime and disorder

See attached conditions

c) Public safety

See attached conditions

d) The prevention of public nuisance

See attached conditions

e) The protection of children from harm

See attached conditions

**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

*Continued from previous page...*

### **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

*Continued from previous page...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

*Continued from previous page...*

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

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

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

## **Section 20 of 21**

### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
  - o a performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o 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.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o 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.
  - o any playing of recorded music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

*Continued from previous page...*

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

## Section 21 of 21

### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

315.00

### DECLARATION

*Continued from previous page...*

[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) The London Borough of Barking and Dagenham is committed to protecting your privacy when you use our services. This privacy notice explains how we use information about you and how we protect your privacy. Please follow the link for more information <https://www.lbdb.gov.uk/general-privacy-notice>

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text" value="James hoffelner"/>
* Capacity	<input type="text" value="Consultant"/>
* Date	<input type="text" value="20"/> / <input type="text" value="03"/> / <input type="text" value="2023"/> dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/barking-and-dagenham/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

**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**

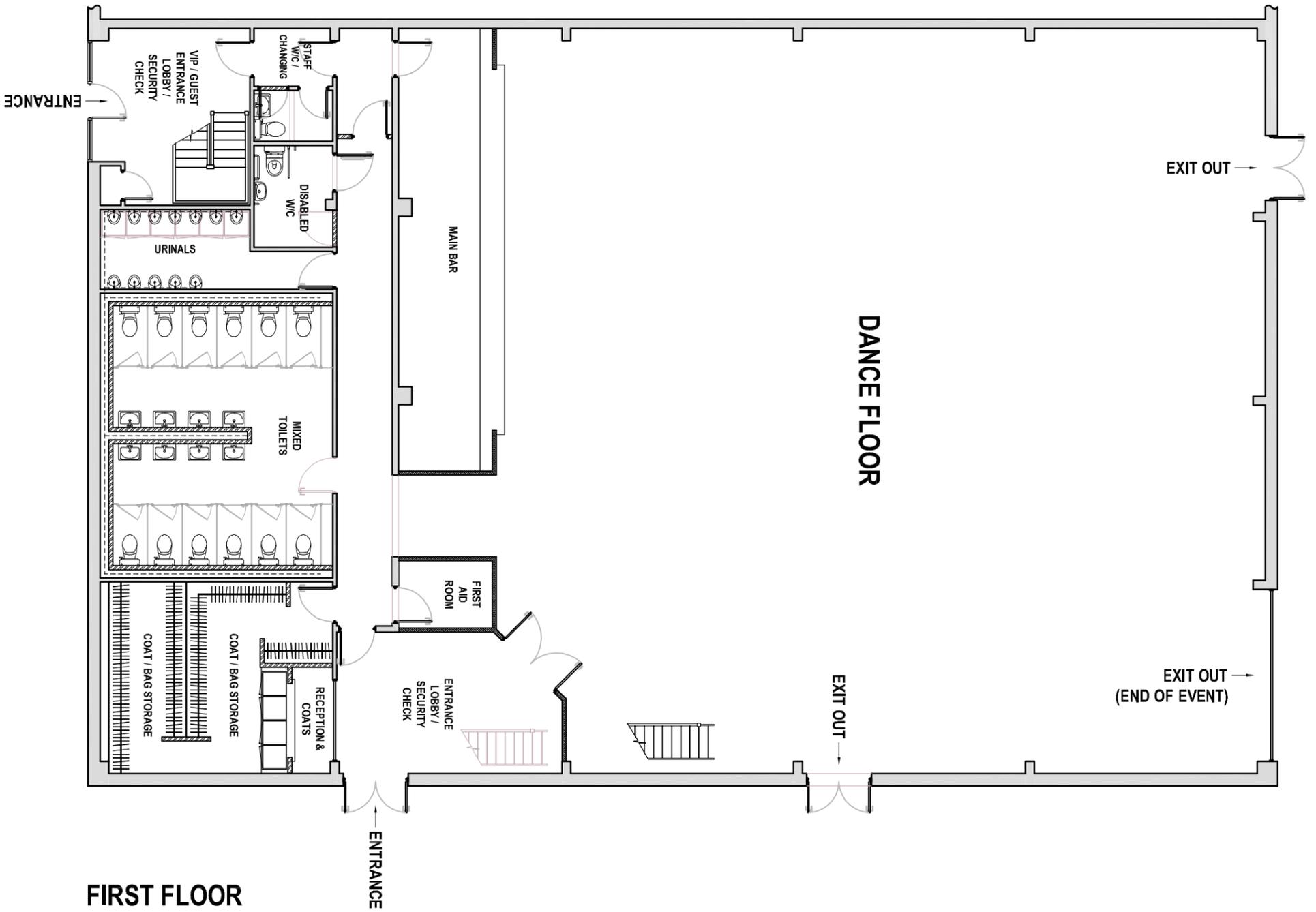
**OFFICE USE ONLY**

Applicant reference number	<input type="text" value="CL-LE"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

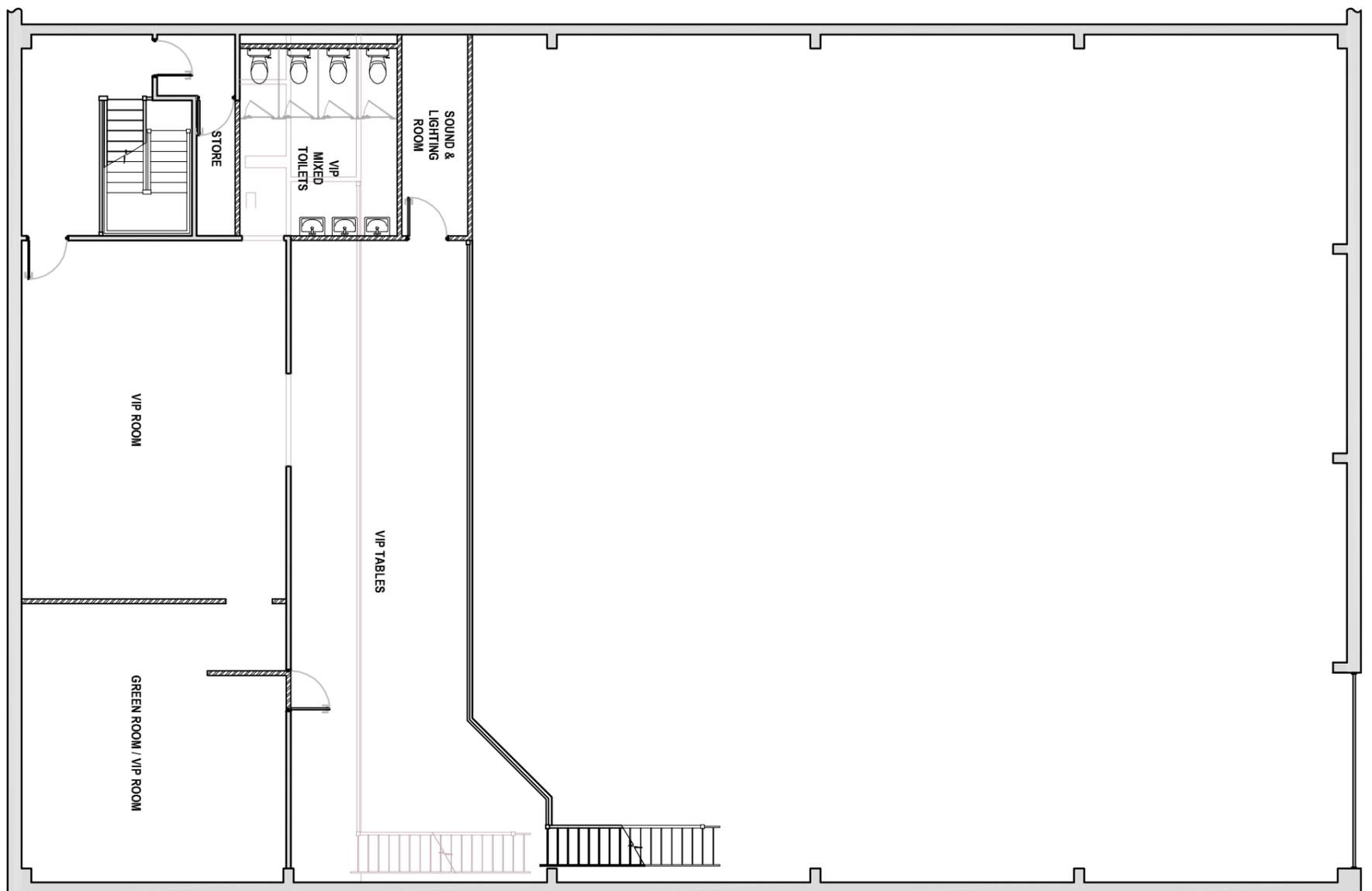
[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)

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# GROUND FLOOR



# FIRST FLOOR



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# Event Safety Management Plan

*DRAFT: To be agreed with officers*

LDN Riverside  
Abbey Wharf  
Barking  
IG11 0BP

Version 2.0



## Contents

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## Section 1

### 1.1 Venue Information

**Name:** LDN Riverside  
**Venue Type:** Nightclub  
**Location:** Unit J, Abbey Wharf, Barking IG11 0BD

### 1.2 Venue Overview

LDN Riverside is a new music venue based in the Riverside area of Barking, intending to provide a cultural and entertainment hub for Barking's young-professional demographic to complement the exciting influx of commercial, domestic and transportation development to the area.

LDN Riverside is sister-venue to the widely successful LDN East, situated in Canning Town, which since its opening 18 months ago, has moved from strength to strength attracting crowds and promoters from London and the home-counties through its doors to experience immersive music events, interactive World Cup fan-zones, and the local businesses within, including record shops and local food outlets.

The proposed maximum capacity of the venue is 2,000, of which there will be approximately 40 staff on site during these times. Live attendee numbers will be monitored both electronically (through ticketing software) and physically, through use of a 'clicker' at the door.

There will be one stage, located in the main room, on a 1.2m raised platform.

Food outlets, bars and concessionary stalls will be available, as well as a VIP area upstairs.

Alcohol will be available on site, but not allowed to be brought onto site or taken off site.

Access to the site will be predominantly by vehicle. Limited consumer car parking is available and shuttle buses will run for both for access and at the end of the event to a suitable 'night tube' station to ensure all attendees egress safely and promptly. A taxi/private-hire rank will also be present.

The proposed licence would cover provision of plays, films, live music, recorded music, dance, late night refreshment and alcohol supply from 18:00 on Fridays until 23:59 on Sundays, with an extension to trade on any bank holidays and New Year's Eve.

### 1.4 Contact Details

Name	Role	Telephone	Email
	F	+	

## Section 2

### 2.0 Legislation

#### 2.1 H&S Method Statement

Adhering to its objectives, and in accordance with the requirements of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, LDN Riverside will take all steps reasonably practicable to ensure the health and safety of its employees and sub-contractors.

The involvement and co-operation of all employees and sub-contractors both individually and collectively are vital to the achievement of these aims. In all its activities the LDN Riverside acknowledges its responsibilities for health and safety of those who are not its employees, and the environment it operates in.

This document is provided as a supplement to the requirements placed on individuals and organisations by current health and safety legislations and contractual agreements.

Compliance should not therefore be regarded as adhering to all relevant obligations pertaining to the particular individual or organisation: this remains their own responsibility.

#### **The Health and Safety at Work Act 1974**

S.2 “It shall be the duty of every employer to ensure, as far as is reasonably practicable the health, safety and welfare of all his employees”

S.3 “It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in his employment who may be affected thereby and are not exposed to risks to their health and safety”

#### **The Management of Health and Safety at Work Regulations 1999**

Regulation 3 “Every employer (and self-employed) shall make a suitable and sufficient assessment of:

- a) The risks to the health and safety of his employees to which they are exposed whilst they are at work, and
- b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct of him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions”

LDN Riverside will seek to achieve its aims by:

- a. Identifying any risks associated with activities of the venue, with aim to eliminate or control them as far as reasonably practicable.
- b. Meeting all responsibilities to employees, other persons and the environment, whilst acknowledging that legal requirements are a minimum standard.
- c. Creating a positive health and safety culture by securing the commitment and participation of all employees and sub-contractors.
- d. Adopting a planned and systematic approach to the implementation of the Company's H&S policy, to ensure:

- i. provision and maintenance of tools, plant and systems of work that are, as far as reasonably practicable, safe and in good working order.
  - ii. arrangements to ensure, as far as reasonably practicable, safety and the absence of risks to health pertaining to the use, handling, storage and transport of items.
  - iii. provision of all necessary training, information, and supervision to ensure, as far as reasonably practical, the health and safety at work of its employees.
  - iv. provision and maintenance of a safe, healthy working environment for employees, as far as is reasonably practical.
- e. Allocating resources to meet all these requirements.

## **2.2 Health and Safety Goals**

LDN Riverside will manage health and safety on site. They have set the following H&S goals:

- Any accidents or near misses shall be reported, logged through the venue's control office, and thoroughly investigated by the General Manager, with corrective actions taken as required. Where relevant, all work will stop until the investigation is complete and the remedial action is implemented to prevent further occurrence.
- For any accident involving fatalities or life threatening injuries, the local authorities will be informed of in order for appropriate investigation to occur.
- The project will aim for a zero accident rate, and all contractors shall be encouraged to aim for this as well.
- This ESMP will be updated as necessary to account for the findings of any accident or near miss investigations.

## **2.3 Roles and Responsibilities**

### **2.3.1 Duties of LDN Riverside Senior Management and Directors**

The Venue Senior Management and Directors are responsible, as far as reasonably practical, for ensuring the health, safety and welfare at work of all LDN Riverside employees, by:

- Determining the organisation through which the policy will be implemented and delegating responsibility for implementation within the Company.
- Ensuring that adequate resources are made available to enable the Company policy to be implemented.
- Ensuring that health and safety considerations are an integral part of the overall management culture and developing a positive attitude to health and safety among employees by demonstrating their own commitment to achieving a high standard of health and safety performance.
- Ensuring the establishment and maintenance of effective health and safety management systems within departments.
- Ensuring the appointment of a competent person to assist the Company to apply the provisions of health and safety policy.

### **2.3.2 Duties of the General Manager**

The General Manager has the responsibility on-site for the implementation of the Company's Health and Safety policy. All on-site staff are responsible for matters pertaining to health and safety within their areas of accountability. Responsibilities include:

- Ensuring H&S and venue rules and regulations are a major consideration for any persons onsite.
- Production and circulation of venue maps, safety documentation and plans.
- Co-ordinating and managing all LDN Riverside contractors throughout preparation, live and de-rig of all events onsite.
- Liaison with, and supervision of, all staff during event times.
- Ensuring staff under their control, including freelance workers, artists and contractors, are competent and fully aware of any potential hazards.
- Making sure all sub-contractors have received all venue-specific information, regulations and rules.
- Ensuring all aspects of build are safely installed and are placed in accordance with pre-approved site plans.
- Daily briefings to heads of all departments onsite.
- Reporting and logging of any incidents/accidents onsite.
- Ensuring adequate medical provisions are in place and that all workers are aware of these provisions.
- Ensuring PPE required is suitable and worn by all employees / volunteers etc.; and by all persons deemed to be at risk, and that it is in good working order.
- Monitoring all plant and work equipment to ensure it is operated in a safe manner and any fitted safety devices are used in the correct way.

### **2.3.3 Duties of Contractors**

Contractors have the following responsibilities and duties:

All work activities must be undertaken as per contractor's risk assessment and carried out as per method statements, any work carried out that is deemed to be unsafe or unsatisfactory by the General Manager will be terminated immediately (see Management of Health and Safety at Work Regulations 1999, regulation 3).

- The provision of a safe working environment without risks to health and with adequate facilities and arrangements for welfare at work.
- The provision and maintenance of safe plant.
- The provision of safe work systems.
- The safe use, handling and storage of hazardous materials / equipment.
- The provision of information, instruction, training and supervision.
- The maintenance of the workplace in a safe condition and the provision of safe entrances and exits.
- The preparation of a written statement of policy on health and safety.

- The provision of information to any person supplied by or too contractors by an employment agency, before that person starts work, as to any occupational qualifications or skills that person must have in order to work safely.
- This information must also be given to any agency who must pass this information to its employees who will work for LDN Riverside or employer.
- To ensure they make reference to and apply any relevant information given to them by the General Manager concerning any hazards associated with the work and premises.
- To ensure they comply with any instructions given by the General Manager on health and safety matters.

#### **2.3.4 Duties of the Medical Manager**

- Responsible for planning the necessary medical provision for the event to include staffing numbers and positioning, medical infrastructure, supplies and medical transportation.
- Consulting and advising LDN Riverside on all matters of participant and attendee safety and liaising with the General Manager to ensure this is all in place.
- Liaising with the LDN Riverside Senior Management Team on all medical accidents and incidents, ensuring detailed logging.
- Pre-event briefings for all medical staff.
- Liaison with all relevant members of the LDN Riverside Management Team.
- To make sure the onsite medical supplies are fully stocked and up to date throughout the venue's operation.
- Liaison with local hospitals and medical providers before any expected busy periods.
- Validation and sign-off of the medical access routes on course and the site emergency access routes.
- Managing the resources of local medical services (eg London Ambulance Service and nearby hospitals) to minimise, to the greatest extent practicable, any excess strain on this service.
- Attending scheduled safety and de-brief meetings.
- Assisting with incident investigations, reports as the medical subject matter expert onsite.
- Ensure that all patient contacts and hospital transports are tracked and logged.

#### **2.3.5 Duties of the Security Manager – Trojan Security**

- Ensuring the Security staff, Door Supervisors and Stewards operate in accordance with the Security and Crowd Management Plans prepared by the Security contractor.
- Ensuring a comprehensive list of all security personnel onsite, including checks and records of relevant SIA accreditations.
- Assisting the LDN Riverside Management Team to ensure that all activities take place within the times stipulated in the premises licence.
- To promote public safety.
- To provide information to the general public where necessary.
- To act as a readily identifiable point of central/local contact for the attendees.
- To provide intelligence and feedback to the LDN Riverside Management Team relating to activities on-site.
- To assist in carrying out agreed emergency procedures.

- To assist in the reporting of incidents and the taking of witness statements, securing of incident sites.
- To assist the Metropolitan Police or other statutory body in the carrying out of their duties.
- To control crowd management, as per the Crowd Management Plan (to follow in appendix at a later date, produced by Trojan Security).
- Assist with Traffic Management of vehicles within the site including Emergency Vehicles.

### **2.3.6 Duties of the Event Control Room Coordinator**

To provide effective command, coordination and communication support to the event, enabling effective decision making and supporting effective situational awareness via logging of key information. This intent shall be achieved through:

- Effective pre-planning and awareness of event arrangements and contingency arrangements
- Proactively identifying information, confirming details and recording events, incidents, decisions and rationale.
- Establishment and maintenance of a full and comprehensive log of all relevant information during the Event.
- Radio monitoring and logging as required.
- Calls to emergency services if required during an incident.
- Management and logistical support to Event Control e.g. showing relevant and timely information on screens.
- Log/Event support, particularly to Security/Stewarding Team, logging all key events/incidents.
- Support to the Event Organiser to ensure that key information is logged and shared (all informed messages, SMS notifications etc).

### **2.3.7 Duties of the Traffic Management Company – Sunbelt**

- Creation of the Traffic Management Plan (TMP) to include analysis of traffic ingress, segregation, zones, directions, flows, speed limits and egress during all live times.
- Responsible for planning and arranging any necessary road closures, traffic calming measures, roadside messaging or other such measures.
- Planning and documenting the parking plan to include ingress routes, parking capacities, internal flows, drop-off points, mobility impaired parking and staff parking.
- Identification of the emergency access route and communication of that to the General Manager, and in the TMP.
- To liaise with the LDN Riverside Management Team on all traffic related concerns and to liaise with local agencies to ensure TMP is achievable and effective.
- Attending safety and de-brief meetings.
- To liaise with the LDN Riverside Management Team on all traffic and parking related accidents and incidents, and log them appropriately.

### **2.3.8 Service & Cleaning Staff**

All staff members are trained to a high standard and have considerable experience as a result of working at entertainment venues. A professional, yet courteous and efficient manner is required at all times and all staff members are expected to maintain a clean and fresh appearance whilst on duty. They will be supplied with branded uniforms and suitable PPE where required.

In all, team members will be conversant with the required health, safety and environmental legislation, in addition to being made fully aware of the rules governing the sale and supply of alcohol within the confines of the event.

## **Section 3**

### **3.0 Venue Arrangements**

#### **3.1 Venue Footprint**

The venue perimeter shall be defined by the outer walls of the venue, however the lease permits operations on the surrounding private land, as directed by the landlord, including queueing and vehicle movements. The venue will make use of the road space directly outside the venue, as part of the lease, for a food outlet, smoking area, queueing area, and traffic pick-up/drop-off point for shuttle buses and private-hire vehicles. This land is owned, managed and operated by the same leaseholder as LDN Riverside, and the bounds and remit of operations shall be defined and specified in the lease.

#### **3.2 Site Vehicle Access**

Vehicle access to the venue will be strongly recommended to all attendees through pre-event circular to all ticket holders.

Vehicle access and egress to the venue for all traffic shall be via the main compound entrance only, which is monitored 24 hours a day by the security desk. Traffic marshals shall oversee this vehicle whilst the venue is live. A maximum speed limit of 5mph onsite will also be enforced onsite.

#### **3.3 Parking on site**

All attendees using the car parking facility available at the venue shall do so using the designated vehicle entry points. Parking is required to be booked in advance, as space is limited. All attendees' vehicles using the parking facility shall be directed to their parking location by traffic marshals and will be encouraged to respect all rules stated in the traffic planning section of this document. The use of public transportation (in the form of rail/bus travel, and shuttle buses provided by the event), shall be actively encouraged to all attendees, in line with the promoter's aims to provide an environmentally-conscious and sustainable event.

#### **3.4 Concessions**

Bars shall be run in-house by the venue and bar management team, overseen by the General Manager. Food vendors will be contracted, comprising of 'street food' stalls and trailers, located outside.

Upon being appointed all concession outlets will provide, amongst others:

- Full name and contact details
- Relevant up to date HACCP (Hazard Analysis and Critical Control Point)
- Copies of all Safety / Environmental certification
- Copies of Gas Safe Certification (if applicable)
- Specific Risk Assessment / Methods Statement for all activities
- Copies of hygiene documentation
- Copies of up-to-date, valid and relevant Public Liability Insurance documentation.

#### **3.5 Toilets**

Adequate numbers of toilets shall be provided, in the form of both plumbed toilets and temporary outdoor 'tardises' and urinals if needed. These facilities shall be maintained to ensure that they are kept in a hygienic condition throughout all events. The provision of

accessible facilities, hand-washing stations, adequate lighting and frequent checks will also be ensured.

### **3.6 Utility Provision**

All electricity, sewage and potable water provision onsite will be through mains supply at the venue. No need for external generation will be required.

### **3.7 Stages and Temporary Structures**

The venue will contain one main stage, standing 1.2m above the ground, secured with a perimeter of 0.7m high railing, and step access. Lighting and sound requirements are expected to change from event to event, and it will be the duty of the production sub-contractor, Cosmic Electronics, to ensure that all rigging is performed by suitably qualified personnel and in accordance with all applicable regulations, including, but not limited to:

- PUWER 1998
- LOLER 1998
- Supply of Machinery Regulations 2008
- Work at Height Regulations 2005
- Electricity at Work Regulations 1989
- BS 7909

All temporary structures, **e.g. decorative installations**, will be **built** to satisfy the current guidance published by The Institution of Structural Engineers. All structures will have independent risk assessments and method statements, a copy of these will be held in the site office. These will include calculations for weight loadings.

### **3.8 PA Systems and Site Lighting**

The venue shall have a suitable PA system accessed through the stages' PA speakers. These will be operated from the sound desks and utilised to convey any important safety announcements and any serious incident or evacuation requirements. Any attendee-wide information broadcasts will also be replicated in communication through email, website and social media channels, as well as using text-based means on stage projections where applicable.

The Venue Management Team acknowledges that the production of a safe venue relies on the site being well-lit at all times, both for safety, efficient operation and security. The venue shall be lit in the following ways:

#### **Festoon**

100m long cable with light bulbs every 5m. These will be hung outside to provide a non-intrusive and aesthetically pleasant solution in attendee areas during live times.

#### **Lighting Towers**

These are small generators with a telescopic mast, supporting LED omni-directional flood lights. This equipment can be programmed to turn on at certain times and automatically retract if the wind levels get too high. They are also hybrid so will turn off once the batteries are fully charged. They shall be used in the hours of darkness for large outdoor areas, such as parking and vehicle manoeuvring areas.

#### **Flood Lights**

These will vary in power but will be used to illuminate fire exits and large transient areas. Although these are not as versatile as a lighting tower, they are very effective at covering smaller areas and specific areas. They will be used primarily in back of house outdoor areas, such as food outlets.

#### **Emergency Exit Lighting**

These will be mounted above every fire exit. They have a built in battery so if an emergency requires power to be shut off they will stay illuminated and help people find an appropriate emergency exit. They will illuminate green emergency exit signs which shall be positioned well above head height at all exit points to ensure visibility throughout site.

### **3.9 Control Office**

The control office shall be located back of house and used to control all venue operations and host any team/safety briefings.

From here, the appointed event controller will have access to the venue's CCTV and be able to view an up to date figure for venue capacity.

The office shall operate a hot-desk telephone number and email address from control to deal with and manage any incoming messages from stakeholders or local residents throughout the build, live and breakdown stages of the operation. This number is given out all relevant parties and is manned 24 hours a day from 2 hours before the event goes live to 1 hour after the event has closed.

### **3.10 Security**

An SIA approved security company with comprehensive night-economy venue management experience (Trojan Security) will be appointed to provide crowd management and security dot plans for the venue (to follow), as well as to implement these plans onsite. They shall always monitor capacity levels, through electronic ticket scanning means, and with a 'clicker', and express any concerns to the General Manager. They will be the eyes and ears on the ground and will help fulfil the licensing objectives. They will manage the flow of people into the site and assist the flow of people around the venue, spaced around the event according to the dot plan to spot any anti-social behaviour, and manage site access and accreditation checks for any restricted areas.

Security personnel will be trained in 'Ask Angela' along with actively looking out for any vulnerable and distressed persons within the venue. They will be in radio communication between each other and will keep a log of any incidents throughout the event. Security will attend the onsite safety meetings.

## Section 4

### 4.0 Temporary Structure Infrastructure

All structures are to be provided by competent suppliers and will be constructed by them, using their components. Similarly, all temporary structures and equipment installations will be designed and built/installed by suitably vetted LDN Riverside appointed contractors. Full technical drawings, supporting calculations and any relevant test results will be made available before construction commences. All design loads shall be in accordance with the appropriate British Standards, having concern to their location and use.

All main contractors shall submit risk assessments and method statements to the LDN Riverside General Manager in respect of their onsite activity, including details of employee/sub-contractor's competencies, qualification and training in respect of their trade and ability to operate equipment, wherever relevant, no less than a week in advance of site presence.

The LDN Riverside Event Manager will ensure that contractors and site personnel follow safe working practices and erect the temporary structures as detailed in the specification and monitor all activities at the event area relating to the erection and construction of the structures.

All structures will be checked by a competent person and certified as being safe before they are used and therefore structures erected and certificated for this event shall provide completion certificates to the LDN Riverside General Manager.

All stages shall be provided with suitable and sufficient means of access and egress, which will be shown on their individual site plans. Handrails, barriers and demarcation lines should be provided where appropriate to all stages and structures. Where relevant, all structures and frames shall be earthed.

The LDN Riverside General Manager, during the build period shall check stores and stacked materials for suitability of location and stability and initiate remedial action where necessary. The following barriers and fencing are proposed to be used:

#### **Pedestrian Barrier ('Ped' Barrier)**

This barrier is for use in low density crowd areas. It is particularly effective in creating sterile areas or setting up manned queue lanes. It is made from galvanised metal and can be easily removed in the event of an evacuation. It measures as 1.1m tall and 2.25m long. They will be used mainly for queuing systems, particularly the front entrance.

#### **Pit Barrier ('Mojo')**

The traditional front of stage barrier. These barriers can withstand 5kN/m as a minimum. These are used in high density areas which could experience higher crowd pressures. They have a rolled tube at the top to reduce risk and have any potential pinch points for limbs taped up. It measures as 1.2m tall and 1m long. They will be used for all stage fronts to prevent attendee access to the stage area.

#### **Heras Fence**

This fence is made of a mesh panel, secured into a rubber compound block. The panels are held together with double couplers, tightened with an impact driver from inside the perimeter. It is to be used in any areas which are out of bounds, for example ditches, and to demarcate the perimeter of the outdoor site footprint to prevent attendees accessing other neighbouring plots of land. These panels will be braced, either using bracing legs or putting 'triangles' into long runs, this will increase the pressure they can withstand. They measure as 2m tall and 3.45m long. All key areas such as those requiring privacy or segregation from

those outside the event will be covered with scrim, to prevent objects being passed through, as well as communication and visibility past the perimeter.

## Section 5

### 5.0 Electrical Safety

All temporary electrical installations and equipment used will comply with the general requirements of the Electricity at Work Regulations 1989, i.e. be installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers BS 7671 “Regulation for Electrical Installations” and other relevant guidance. Regard will be paid to BS 7909 “Code of practice for temporary electrical systems for entertainment and related purposes”, and all relevant equipment will be fitted with appropriate RCD protection and earthed. The electrical install contractor will test and sign off all installations before they can be used. A full risk assessment and method statement completed by the electrical contractor will be held in the site office.

All work shall be carried out under the control of a competent electrician who shall remain on site at all times whilst the attendees are present. This person shall provide electrical certificates in a form prescribed in the IEE Regulations before attendees are given access to any front of house areas.

Copies of these certificates shall be obtained by the LDN Riverside’s General Manager, and retained and made available to the local authority on request. The General Manager will also ensure that relevant firefighting equipment can be accessed from each electrically-sensitive area and that the firefighting equipment is suitable to expected types of fire (Powder and CO2 are recommended).

Other suspended lighting/sound/AV apparatus will be fitted with suitably rated safety chains by qualified riggers from the appointed contractor.

## Section 6

### 6.0 Crowd Management

#### 6.1 Summary

LDN Riverside pledges to have a security to attendee ratio of 1:75, which falls far higher than the stipulated minimums.

Attendees shall gain entry to the LDN Riverside event sites by showing their pre-allocated ticket upon arrival. If they do not possess a valid ticket or relevant accreditation, demonstrated to the security team in the pre-event briefing, then they shall not be able to gain entry to the event site. VIP areas will be accessible through a separate ticketing entrance, and accreditation for staff will restrict access to bars, vendor BOH areas, stages, production offices and any other off-limits back of house spaces. Documentation will be available throughout site to demonstrate to all relevant staff the appearance of any specialist accreditation, and detail the areas to which that accreditation grants the holder.

The appointed security provider will develop and utilise a separate Crowd Management Plan (CMP, to follow in appendix dependent on licence conditions) to develop control strategies to prevent the occurrence of critical crowd forces. Physical facilities and staffing will be adequate to accommodate expected attendee flow rates.

Any persons ejected from site shall leave site safely, under the accompaniment and advising of venue staff, and a holding area will be fenced off to house such persons, managed by security, until they have sorted out a means of egressing site (eg shuttle bus, taxi).

#### 6.2 Management of Overcrowding

In the event of over-crowding on stages or other busy areas, the EMT will make the following announcement through the PA system:

**“We are experiencing crushing at the front of the stage and will not continue the performance until everyone has taken 2 steps back. Everyone take 2 steps back on the count of three.**

**PAUSE**

**One, Two, Three”**

When safe, the show shall continue, with additional monitoring from safety stewards and security, until the risk is deemed negligible by the General Manager.

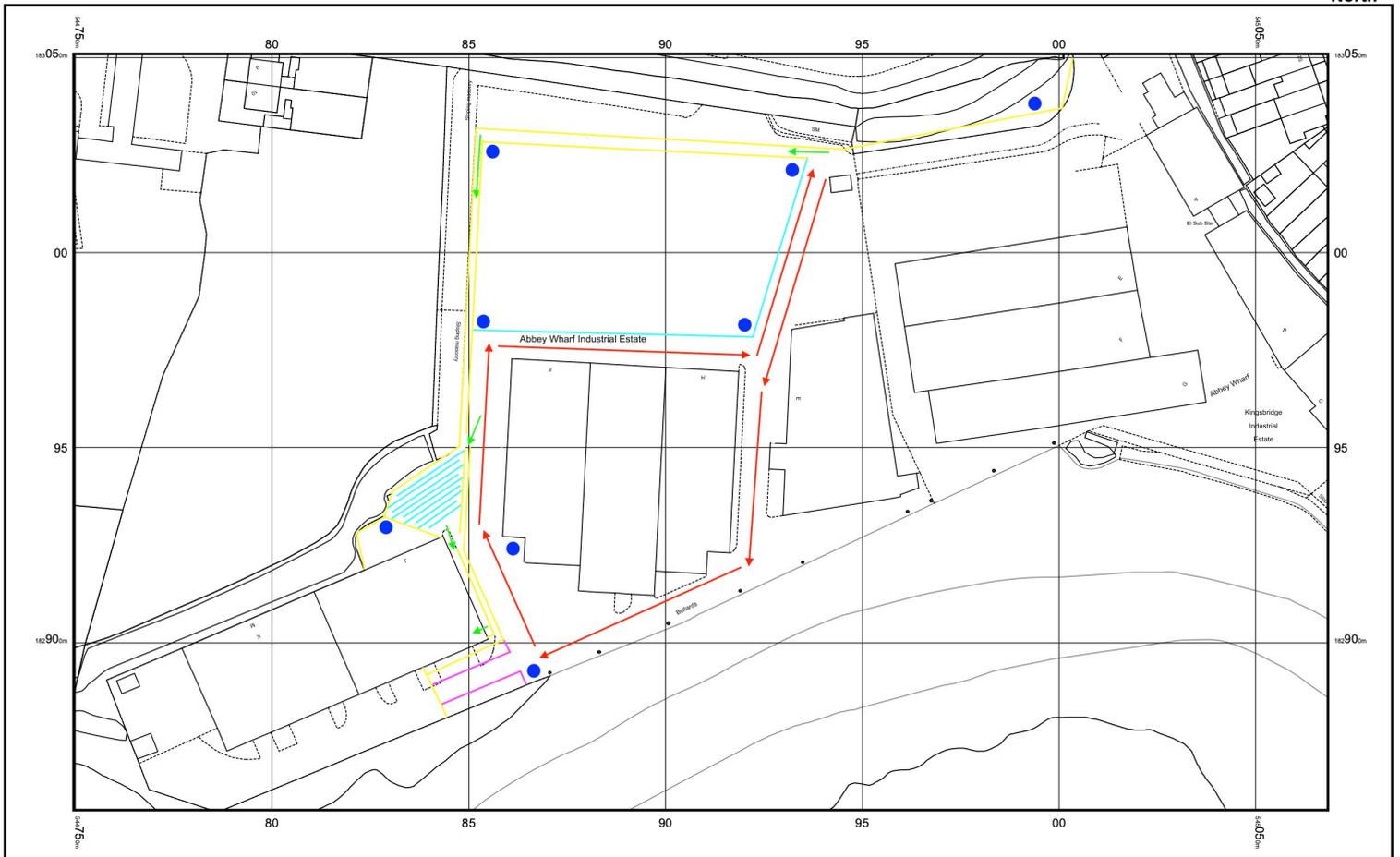
#### 6.3 Access and Egress from Site

The site is accessed from Kingsbridge Road, which is flanked on one side by a ditch.

While it will be strongly recommended by event organisers and venue management to access the venue by vehicular means only, it is accepted that a small proportion of attendees will attempt to access the site by foot.

During Event operations, temporary Heras-style fencing shall be erected along the ditch’s perimeter to segregate access from this potentially hazardous area. In addition, temporary floodlighting shall be deployed here to ensure a safe, well-lit passage.

All such temporary infrastructure will be de-rigged and removed when the event has finished, and all attendees are offsite. A map of the locations of all proposed temporary fencing and lighting, as well as crowd and vehicle flow is shown below:



0m 1cm = 12.5m 62.5m  
Scale 1:1250



**KEY:**

- Heras Fence
- Ped Fence
- Pedestrian Flow
- Vehicle flow
- Car parking
- Temporary Lighting

## Section 7

### 7.0 Protecting Young Persons from Harm and Lost Young Person Policy

The majority of events held at The Venue are anticipated to be 18+ events.

In order to ensure compliance with this requirement all persons under the age of 18 will not be admitted. Means of identification will be required at the entrance.

There will be no public entertainment involving child performers.

The “Challenge 25” initiative will also be implemented into the responsible service of alcohol policy.

The only forms of identification that will be acceptable are photo driving licence, holographic PASS card, or passport.

Some of the people “turned away” at the gate due to non-provision of acceptable identification may be under the age of 18, and stuck on site with no transportation immediately available to them. These are vulnerable young persons and as such are the responsibility of the Venue Management until a responsible adult can collect them from site.

Once an individual has been denied entry due to lack of acceptable identification, that person shall be looked after by a DBS cleared member of the Festival Management, who shall ensure they are kept safe whilst the individual’s parent or guardian is contacted.

A young person **must never** be mentioned over radio communication. When sending a message via the radio it is impossible to know whether the message will be overheard, and by whom. This potentially creates a risk for the child being described or named, and therefore is inadvisable.

When the need arises to describe a young person via radio communication, such as in the event of a Lost Child or Lost Guardian, the code-words ‘ (for child) and ‘ (for guardian) will be used by radio operators.

For the minority of events where under-18s are permitted onsite, for example family days or community outreach programmes hosted onsite, the following policy for missing young persons shall act as the site-wide protocol, and will be briefed to all staff members.

The term “lost child” is often used to describe a child found without a parent/guardian or a child reported as missing by the parent or guardian. For the purpose of this policy and where possible within our site conversations we will use the following terms:

**Definition: Found Child** - This is often what is meant when someone says they have a “lost child”. This is a situation where a child is found without their parent or guardian and needs to be safely looked after until the parent/guardian can be located.

**Definition: Missing Child** – When a parent or guardian raises an alert, and reports they cannot find their child. This is a very serious situation as the child may be in a position of danger, or their safety may be compromised.

#### **The following procedure will be put into place for a Found Child:**

1. Most public on site finding a child who is “lost” will take them to the nearest official. This will often be a Steward or Security person in uniform.
2. In being presented with a Found Child, the best recourse for the Steward/Security/staff member is to stand still with the child for approximately 5 minutes. It is likely the parents/guardians are in the close vicinity and child will be reunited.

3. Immediately on being presented with a 'Found Child' the member of Security/Steward/staff member should use their radio to contact Venue Control. A member of staff finding a child should say: "This is (Location) to Event Control. I would like to report a with me. I will get back to you soon." This is to log the fact that a member of the festival team is standing with a child.
4. The team-member standing with the found child may ask their name and also the name of the parent/guardian.
5. If the parent/guardian locates the child standing with the team-member, they will come to claim their child. The team-member should wait for a member of the Festival or Security Management prior to handing the child to the claiming adult.
6. If the team-member is able, they should radio control to update the situation, and release the roaming security units from searching for the child.
7. If after five minutes no parent has come forward, the child is now the responsibility of the festival, and will be kept safe until the parent can be found. At this point, the team-member should radio control to say "I'm bringing to Control".
8. The times when the radio calls are made will be logged to show that the team member has spent a recorded amount of time with the child.
9. If the team-member presented with a child has no radio, they should immediately find another member of the team to stand with them, so that no one person is left alone with the child. If there is no one else, they should walk directly to the nearest Security or Steward with a radio.
10. If the child is too young to speak, the team-member and child should proceed immediately to the Event Control and present to the Security Manager for further instruction, rather than wait for five minutes.
11. Once the Found Child arrives at Event Control, at least two Security Managers/Supervisors or representatives will take custody.
12. On taking the child, the Security Manager will detail the child's gender, age, name, parent/ guardian name and where found.
13. They will establish whether the child is wearing identification or a phone number on the wristband or similar, and if able to do so, will call that number. If the parent/guardian answers, they will be told where to find their child/young person.
14. If a phone call is not answered or not possible, the child will be kept safe and calm until the guardian can be located. The nominated area for Found Children will be an area the child can feel safe, comfortable and entertained whilst waiting. Found Children will NEVER be mixed with adults or other young people receiving attention for medical or social causes.
15. Found Children will never be offered anything other than water as a refreshment.
16. Found Children will be kept out of view of the public, to ensure the parent/guardian claiming the Found Child must identify the child accurately and that the identity matches before the Found Child is brought into view and released.
17. The claiming parent/guardian must sign a release form for the Found Child.

Once the claiming Parent/Guardian is at Event Control to collect the Found Child, the following

shall be observed:

- If the Found Child shows any fear or hesitation going to the parent/guardian then they will not be released. The Security Manager will assess the situation and the parent/guardian will be asked for Identification in a private area.
- Should a Found Child disclose information to any team-member anything raising a cause to be concerned for the child's welfare, the Venue and Security Managers will be called and the local Child Social Care consulted.

## **Unclaimed Child**

If the Event Control has held the child for over an hour with no parent/guardian coming forward, then the Venue Management and Security Manager must decide how to reunite the child with the parent. Some of the decisions may include:

- Making some stage announcements for “Mr or Mrs XXX to contact the nearest Security person or go to the Event Control.” The child’s name will never be broadcast now will the stage message suggest that a child has been found.
- Attempt to gain a full description of the parent/guardian from the child and put out a search.

In an extreme case scenario, if the child has been held for a lengthy time, the Venue Management will have no recourse other than calling the police or the local Child Social Care agency regarding intervention.

### **The Following Procedure Will Be Put Into Place For A Missing Child**

Most parents/guardians having realised that their child is missing will approach the nearest Steward, Security person or obvious member of staff to find out what to do. The venue staff member will direct the person to Event Control. They will call the Event Control and report “This is (Location). I have a at my position.” The Security Manager will then meet the parent/guardian at the reported position, and escort them back to Event Control. At the Event Control, the self-identified parent/guardian of the missing child will be asked questions by the Security Manager to assist with location of the child. Questions may include:

- A comprehensive description of the child
- What the child was wearing when they were last seen
- Where the child was last seen
- Any details about the family or group the child was part of
- Any other information deemed to be relevant by the Security Manager.

The Security Manager will do the following:

- If they are minding a child of that description, they will reunite the child and parent/guardian. Parents/guardians will sign the form to register they have claimed their child. Care will be taken to ensure none of the cause for concern warning signs are present, as outlined earlier.
- If they are not minding a child of that description, then a genuine missing child situation is underway and immediate action is required.
- Security will begin the search procedure (see below). The Security Manager will ask the parents to either stay with them while the search goes on **OR** if the parent wishes to continue their own searching, ask for a contact mobile number so that the parent is informed once the child is found.
- It is important to emphasise to the parent that they must let the Security Manager know if they find the child themselves, as the search will continue until the child is found or reported missing to the police.
- If the child is found or handed to staff, Event Control must be contacted to inform them, using the words “I’m bringing to Control, to reunite with .”

### **Missing Child Search Procedure**

Security will be most active in the search for missing children, as these teams are spread across the site in all areas.

Procedure for carrying out a Missing Child search:

1. Security will be informed via radio: standby for less urgent calls and await

further instruction.” This is the key phrase to initiate the search.

2. The radio calls will give a brief description of the child, without giving a name (gender, ethnicity, clothing, hair & eye colour, last known location). Security response teams will begin a search.
3. Those overhearing the message and assigned to a post should not leave, but should visually scour the area near them.
4. Security and Stewards should immediately suspend all visitors arriving and leaving at the gates, and any cars leaving the pick/up or drop off area should be stopped and searched, and prohibited from leaving.
5. Response teams will be assigned a particular area to search, and will methodically check their area, looking inside marquees, tents, toilet areas and backstage/no-go areas where a child may have roamed.

While Security Control have initiated their search, Event Control will inform other channels to be aware of the situation:

- Medics will be contacted in case a child of that description has been brought in ill or injured.
- Children’s Activity Manager will be notified as some children return there to play and will not always tell the parent/guardian.
- Site Crew and Production will be told as they may be on the ground and have seen the child.

When the child has been located, the person finding the child will radio Control to say: “I have located the and am returning to Control”, ensuring to use their given call sign and location. The time and finding person will be logged into the Event log. The Security Manager will contact the child’s parents.

Once this is established, all call signs will be contacted over the radio to say “ may have been located – standby”.

Once the parent/guardian has made a positive identification and the child has been claimed, Event Control will contact all call signs to inform them that the child has been located. Gates will be re-opened, traffic will be permitted to leave, and Response units will re-task to their previous assignments.

If the child has not been found after a thorough search, Venue Management will call an emergency meeting and discuss the next step, which may mean calling police for advice or help in searching for a missing person. Parents will be consulted during this decision process.

### **Youth And Alcohol Or Drugs**

As part of the Venue’s legal obligation to protect children from harm, in pursuance of the Licensing Objectives, great care will be taken to minimise the risks to under 18s from the potentially harmful effects of alcohol and drugs.

- The outlet for alcohol sales on site will be managed by experienced staff who will be aware of the necessity to sell alcohol responsibly.
- A “Challenge 25” system will be in place at all outlets, demarcated by signs. Bar staff will ask for photo ID for anyone appearing to be under the age of 25.
- Drugs are not tolerated at the venue and security monitoring and search measures shall be in place to stop drugs from coming onto site or dealing with any drug possessing individuals that may be found. Any such people will be ejected from the premises and any contraband confiscated, logged and handed to the police.

### **Social Disorder**

Despite efforts to monitor alcohol and drugs on site, there may be instances when a teen may have had access to drink or a drug. In this instance the following process should be followed:

1. Should Security or Venue staff be presented with a youth who is believed to be under the influence of drink or drugs, they will be taken to the medical room as soon as possible, either on foot (if able to walk) or a medical unit will be called to them if they are incapable.
2. The medics on site will be trained and experienced in working with the conditions and their medical treatment. If possible, they will be in a position to ascertain the name of the young person.
3. As long as the young person is being medically treated they are under the care of the medical personnel.
4. If medical treatment requires the young person to be taken to the hospital and no guardian / responsible adult has been located then police or local Child Social Care shall be consulted regarding assumed responsibility, once the young person has left site in the ambulance. Efforts will continue to contact the guardian.
5. Should the medical personnel feel that the immediate treatment has been given, yet the youth is not yet ready to be released, the medics may call upon a member of the Welfare team to sit with the youth while they are recovering.
6. If the youth has fully recovered and the medics feel they can be released and no name has been given or no guardian or responsible adult has been located on site, then Security will try to persuade the young person to contact the parent or guardian. They will mind the youth until the parent/guardian arrives or hand over to Police, or local Social Care assume responsibility.
7. No youth, having received medical attention, will be released into the festival unless released to their guardian.

Should Security be alerted to a social disorder involving a young person, then the young person will be held, their name taken and as with a medical situation, Security will attempt to locate the guardian/responsible adult.

If a false name has been given or the guardian has not been located then Security will consult Venue Management about informing police of the situation and Police then assume responsibility for the young person. Every effort will continue to locate the guardian on site. No young person, having been held by Security, shall be released back into the festival unless released to their guardian.

#### **Other Issues with Young People and Customers**

If a teen, particularly one who is younger or immature, approaches a member of the staff requiring help or assistance locating their parent/guardian, then they shall be taken to the Event Control and a member of the team will stay with the young person until they have located their parent or guardian.

If a child or young person discloses information about abuse to any member of staff, they shall be directed to the Event Control as a safe place to stay. The child or young person will be minded by someone from the Security team. If they feel they need protection or support, and cannot turn to the guardian or parent they came with. A call shall be placed to the local Child Social Care 24-hour line for advice on how to proceed.

If a child, young person or customer discloses/displays mental health issues to a member of the event staff. They shall be directed to the Event Control as a safe place to stay. The person will then be minded by someone from the security team or if applicable the welfare team. On a case by case basis the event management team may make the decision to call a guardian or a local service.

## **7.1 Missing Vulnerable Adults**

A consideration of safeguarding adults over the age of 18, who are in need of assistance or find themselves in a stressful situation during the event, should also be included within the safeguarding remit. All customer-facing Stewards and Security Officers will be briefed on how to approach members of the public in distress, and the process to follow once a member of the public in distress has been identified.

A nominated person(/s) based at the information area, will take responsibility for ensuring that full details of the missing person are recorded, as much detail as possible being obtained. This will then be relayed via the security channel to Security control. The vulnerable person's name will never be communicated over the airwaves.

Control will be responsible for relaying this description to the 'missing person team', referring to the missing person as a "misper" on all communication channels. This will all be directed through Event Control and the LDN Riverside General Manager.

This team will then use a designated Private Channel to coordinate the finding of the missing person(s), ensuring security are updated as to any information / progress / actions to be taken and pass on descriptions of the missing person to additional staff if appropriate. Control will be responsible to relaying to all security staff the description of the missing person(s). All security and traffic marshals (where appropriate) will proactively look for the missing person(s).

Once the missing person(s) are found, they will be escorted to the information booth, where they will be met by a member of the LDN Riverside Management Team and reunited with their nominated person.



Alcoholic drinks will not be permitted to be brought into the event site, and a list of prohibited items will be displayed as a condition of entry and feature within the site security plan, as well as outside the venue, on the website, and in the terms and conditions of any tickets. Alcoholic drinks shall not be permitted to be removed from the event site and notices informing persons of this shall be displayed prominently within the bars and exit routes, and enforced by the security team.

Security officers shall ask all persons who they believe to be under influence of excess alcohol to refrain from additional alcohol intake and then inform the Event Security Manager who will determine the course of action to be taken, including ejection, medical referral or monitoring.

All persons onsite shall be 18 years of age and over. 'Challenge 25' will be implemented and verified during the search operation.

### **Event Entry Policy/Terms & Conditions**

A copy of the Event Entry Policy will be available on the event and venue websites, and at all exits/entrances for staff to refer to. It will read as follows:

The promoter reserves the right to refuse admission to the holder if in the reasonable opinion of the promoter admission of the holder to the festival site might be a risk to the safety of the audience and/or the holder and/or affect the enjoyment of the audience and/or the running of the event, for example, if the holder appears to be under the influence of drink and/or drugs and/or acting aggressively.

We operate a last entry policy of \_\_\_\_\_. However we use this as a flexible time, security supervisors and managers will use their discretion to allow late arrivals in or to advise them attendee entrance has ceased.

1. Strictly no illegal substances or legal highs will be permitted into the venue, persons entering may be searched.
2. You are NOT permitted to take alcohol into the venue.
3. The only containers permitted into the venue shall carry water in sealed plastic containers of no more than 500ml. Glass will not be allowed inside.
4. No private sound systems will be permitted.
5. Please respect the environment and use the bins provided, recycling where possible.
6. There are disabled facilities including parking on site for blue badge holders and disabled toilets. There is no separate ticket for disabled patrons, however we encourage contacting the venue prior to the event to notify of any particular accessibility requirements.
7. No animals will be admitted to the festival site, except for those providing assistance to patrons with accessibility issues.
8. The event is strictly over 18.
9. If you look under 25, please do not be offended if we ask you for proof of age upon entry or when you buy alcohol. Please bring proof of ID to show you are over 18. The only forms of ID that will be accepted are passports, photo driving licences or proof of age cards bearing the 'PASS' hologram logo.
10. No video recorders, professional photographic equipment, selfie sticks or laser pens will be permitted in the venue. Any other implements with the potential to be used as an offensive weapon shall be confiscated by security at their sole discretion, and management accepts no responsibility for their safe return.

11. Whilst every effort is made to ensure the full, advertised bill performs, this ticket is for an event and not a specific artist/band. The festival reserves the right to change the bill or artist running times without prior notice.
12. In the event of cancellation of the event by the organisers, their responsibility for refund is limited to the face value of the ticket only, less any booking fees.
13. Under no circumstances will duplicate tickets be issued for lost or damaged tickets. Keep your ticket safe.
14. Ticket holders consent to the photography, filming/sound recording of the event as members of the audience, which may be used for promotional purposes.
15. It is against the law to smoke in enclosed spaces, please observe the signage around the venue.
16. The promoters reserve the right to implement any restrictions/conditions deemed necessary before and during the event to ensure the safe management of the festival site.
17. The promoters reserve the right to amend the terms and conditions of this ticket in accordance with any new laws, legislation or internal company policies.

### **Search And Seizure Procedures**

The security provider, contracted by the venue, will be responsible for the searching of persons attending the event, along with their personal property. This may also include artists and employees/contractors.

The SIA staff to be deployed in this respect will be fully trained in (amongst other things):

- The appropriate offences under the Misuse of Drugs Act 1971.
- The necessary aspects of drug and alcohol detection and of the signs to be aware of in those who may have taken drugs or other intoxicants.
- The potential for drug pushers to try to gain admission to the site, and the paraphernalia and tell-tale signs to be on the look-out for.

Searches will be made for any prohibited substances (including alcohol), glass, unlawful articles or items which may be capable of being used as a weapon.

Prospective entrants should have their attention drawn to the provision of Amnesty bins for unlawful substances, and should be given the opportunity, prior to submission to search, to volunteer to use those bins.

All people on-site will be subject to the search procedure. This will cover all staff and contractors including artists and their guests as well as traders and caterers.

### **Search Procedures: protocols**

- All attendees will be subject to a “search”. In each case normal search procedures should be applied, i.e: ask permission to search; if permission is given – carry out an appropriate search; if permission is refused – refuse entry
- If any suspected drugs are found during the search of an individual the seizure etc procedures will be followed and entry refused
- Searches should take place with another person present in a designated or pre-determined search area. One or more of the persons searching should be the same gender as the individual being searched. Personnel will be instructed to remain polite, positive and professional at all times.

### **Amnesty Bins**

The event will place at least one Amnesty bin at the entrance. The bins will be sealed, with a single opening which is small enough to prevent hands entering the bin, but large enough to accept narcotics and weapons.

Each bin will be fixed to a permanent structure to prevent unauthorised moving. Signage prior to searching and amnesty bins will direct individuals toward the bins. The amnesty bins will be constructed as to render any drugs drops into the bin as unconsumable (e.g. containing bleach in the bottom of the bin).

The bins will be monitored security personnel, and the Police will be advised to collect as per the agreed collection procedure. If there are any large drops or large weapons dropped the person will be followed and questioned. This questioning may be led by the Police.

### **Seizure**

Unlawful or unauthorised substances or articles will be seized from the individual, following a risk assessment by the security personnel (or their line manager in an appropriate case) that it will not be likely to lead to disorder or otherwise create an adverse control situation to do so.

Details of the offender as agreed with the Police will be obtained if possible and practicable and retained in a format suitable to them for submission. The appropriate entry will be made in the Drug Seizure log, including a description of the person seized from, the time and date, and any actions taken.

### **Retention and disposal/collection procedures.**

The Security personnel will be guided by the Police in respect of quantities of drugs etc that should be confiscated and dealt with by way of use of drug bags, seizures safe or similar for collection, and those quantities in respect of which the Police should be immediately notified. Such notification will be effected through venue management, and the drug seizure in concern handed over to the attending Officer who will sign the Drug Seizure log.

Seized items, and items from the amnesty bins, will be submitted to Police by the Head of Security post-event, and details of the submission number and officer submitted to will be recorded.

In the event that it is necessary for the Police to investigate a criminal offence at the time, the Operations Manager, Security Manager and relevant security personnel will co-operate with the Police where practicably possible.

## Section 9

### 9.0 Medical Provision

In the event of any injuries being sustained within the venue confines during an event, a dedicated, separate, staffed, well-equipped medical room shall be located back of house. A full medical management plan will be produced in tandem with this event plan by the medical contractor, highlighting a resource profile, key issues and procedure (to follow in appendix pending licence conditions). The medical team will be on site before the event begins and will not leave site until the event site is clear and the public are safely egressed.

One qualified person from the medical provider will be nominated to take overall control and co-ordination of medical provision: the 'Medical Manager'. All members of the medical team shall be contactable via radio communications at all times during the event, on a pre-determined channel. A programme of re-charging batteries shall be implemented, and codewords shall be utilised to prevent overhearing and alarm from attendees. Earpieces shall be utilised, and all communication shall be executed discreetly.

In the event of an incident, where additional medical provision is required, the Ambulance Service will be called via Event Control using the 999 call. This *must* be directed through the Event Control room to prevent multiple calls and an overwhelming of local resources.

Designated and appointed security, venue management and bar staff shall also be trained in First Aid and all certificates shall be made available for inspection if required by an authorised officer of the Licensing Authority.

A written procedure for dealing with persons who are unwell or who are taken ill shall be implemented by the medical provider including those persons who appear to be affected by alcohol or other drugs and all designated staff shall be trained in this procedure.

In addition to a medical room, venue management will provide an additional welfare area and support staff to those in distress to alleviate pressure from the frontline medical team. This will work in tandem to the medical department.

The proposed medical resource profile is as follows:

- 1x Medical Manager
- 1x Paramedic
- 1x Event First-Aiders/Responders
- 1x Treatment Room
- Medical Equipment as required (including ECG monitor, defibrillator, bed, stretcher and oxygen)

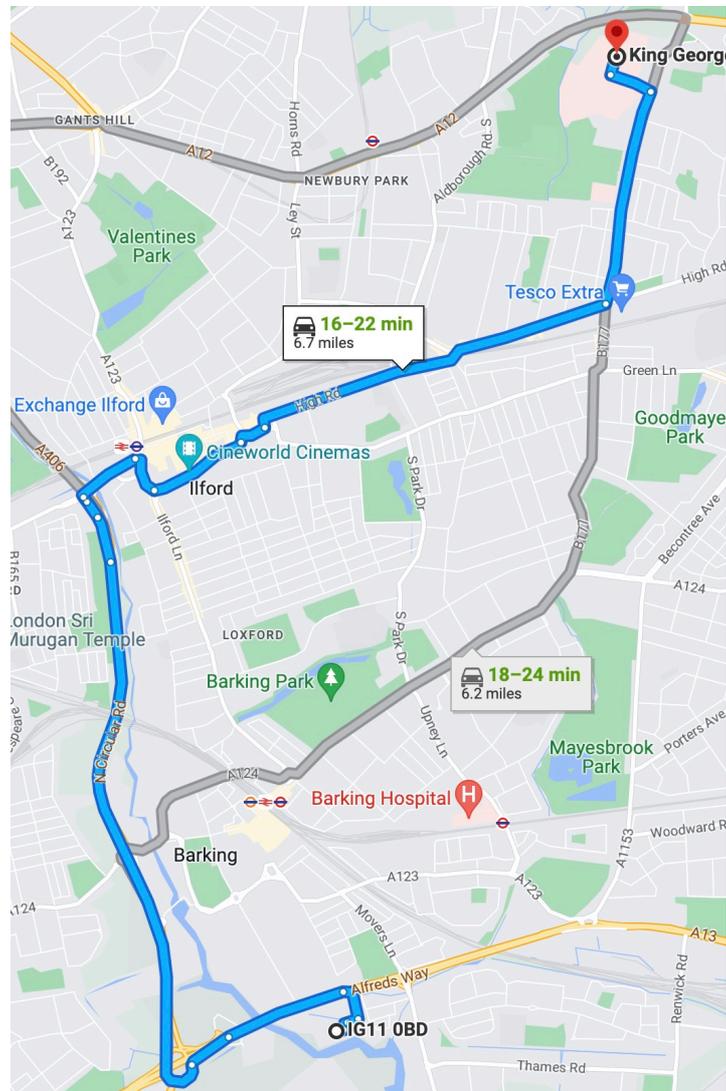
The medical team will work alongside *The Welfare Lot*, who specialise in providing presence at events to provide welfare to attendees (and staff if required). This will free up excess strain on the medical department, as well as provide strong support to the promotion of public safety, especially given that events will be operating at night-time, and in the absence of any close by street pastors or night wardens.

The nearest accident and emergency hospital is King George Hospital, which is approximately 6.6 miles away from the venue. The blue route to access the site for emergency vehicles will be through the main entrance and directly to the back entrance of the venue, assisted by traffic management, to prevent contact with consumer vehicles and pedestrian attendees. The hospital will be given prior notification of the any large-scale events. The address of the hospital is:

#### **King George Hospital**

Barley Ln  
Ilford

IG3 8YB  
Tel: 01245 362000



## Section 10

### 10.0 Fire Safety

Guidance shall be taken from the Regulatory Reform (Fire Safety) Order 2005, as well as all applicable British Standards.

### 10.1 Fire Fighting Equipment

FFE is to be provided by LDN Riverside. The type and location will be communicated to the Fire Authority. Location positions will be shown on the site plan. In addition, all outlets and contractors will be expected to have their own PPE and FFE as suitable for their equipment and remit.

Suggested fire equipment quantities are as follows:

Location	Dry Powder (2kg)	Wet chemical (2L)	CO2 (2kg)	Blanket
Main Entrance	1	1	1	1
Medical Room	1	1		
Stage	1		1	
Per Bar	1			
Production Office/Event Control	1	1	1	1
Per Food Outlet	1	1		1
VIP Lounge	1			
Green Room	1			
Landing	1			
Spare	4	2	2	2
<b>Total</b>	<b>13</b>	<b>6</b>	<b>5</b>	<b>5</b>

### 10.2 Flammable Material

All branding, drapes, curtains, and scrim cloths etc. for the various stage and FOH areas shall be certificated to the relevant fire resisting/retardant standard. Samples of cloth shall be available for testing upon request.

### 10.3 Catering Provision

All catering areas (concessions and bars included) will be Risk-Assessed and firefighting provision will be determined, with suitable appliances provided and located strategically as per the positions highlighted in the site plan.

The catering kitchens should be only permitted adequate spare LPG cylinders if required at all. Spare cylinders (where required) will be stored in a locked and well-ventilated location (or pre-arranged location). All relevant catering equipment shall have certification to the effect that their LPG installations have been installed and have been inspected by a Gas Safety Scheme registered engineer in the 12 months preceding the event.

Running water will be available for food vendors, and to serve as a water refill point for all attendees/staff to alleviate queueing for bars.

### 10.4 Staff Training

Security personnel who may be called upon to use fire-fighting equipment shall be trained to a suitable standard.

The use of fire-fighting equipment by security personnel or others employed on the site shall be considered to be an emergency first measure only and the Fire Brigade should always be

called via 999 for every actual or suspected fire, even if it is considered to have been extinguished.

The Fire Brigade should be called via Event Control to prevent multiple calls for the same incident.

### **10.5 No Smoking Policy**

In keeping with current legislation smoking shall not be permitted in any enclosed structure in accordance with legislation. No Smoking signs shall be erected as appropriate and suitable sand buckets or stable ashtrays set up in designated outdoor smoking areas. This will be enforced by the security team and venue management.

### **10.6 Means of Escape for Disabled People**

A reasonable number of competent staff members who will provide specific assistance to disabled people during any evacuation or emergency procedure (should there be any disabled persons identified prior to the event).

Disabled people should in the first instance be moved to a position of comparative safety within a safe refuge and thereafter moved to final assembly points. These locations will be located at the northern end of the premises outside. A secondary assembly point for the venue will be outside the main entrance to the compound, located by the main security desk for redundancy.

### **10.7 Fire Service Access**

Fire vehicles attending the scene shall use the same blue route as detailed for Ambulances, accessing the building through the main compound entrance.

All major access points are a minimum of 4 metres wide: adequate to accommodate a fire engine.

The senior security / traffic management / chief fire marshal shall ensure staff keep the route un-blocked and un-obstructed at all times during the events.

### **10.8 Tented Structure Fire Arrangements**

All temporary structures (e.g. outdoor canopies, gazebos and any closed-sided marquees) will have appropriate fire safety provisions implemented where appropriate including fire exits of sufficient quantity in relation to capacity of the structures; sufficient emergency lighting; appropriately well-lit and visible signage; fire-fighting equipment and designated fire marshals.

### **10.9 Escape Routes and Final Exits (Structures)**

#### **10.9.1 Travel distance**

The designated exits have been sited so that the maximum travel distance from any point in the venue to the nearest exit is no more than 45 metres, and from all points there are alternative exits in more than one direction.

#### **10.9.2 Escape routes and final exits**

In addition to the main entrance, 3 further emergency exits will be in operation onsite, clearly denoted by lit aerial signage, in constant supervision from security/fire marshal staff. These will be located at the southern VIP entrance (double door), north-western end (double door), and north-eastern end (3.5m wide shutter).

### **10.10 Fire/Security Officers**

Main exit doors/fire points will be staffed at all times by security trained Fire/Security Officers and stewards. Sufficient relief Fire/Security Officers shall be provided to allow uninterrupted cover during breaks. All Fire/Security Officers and stewards will be familiar in the evacuation procedure, use of fire extinguishers, and the procedure for raising the alarm in

event of fire or other emergency. Fire/Security personnel shall be made particularly aware of identified hazards. Fire/Security Officers shall be equipped with radios on a dedicated channel.

### **10.11 Stage Safety / Capacity**

The stages will be provided with suitable and sufficient means of access and egress. Handrails, barriers and demarcation lines should be provided where appropriate to the stages. Capacity levels and weight loadings for the staging shall not be exceeded. Stewards will monitor this capacity. This shall be determined from the calculation set by a structural engineer / competent person. No unauthorised persons shall access the stage until the competition certificate has been received by the onsite General Manager.

### **10.12 Fire Alarm**

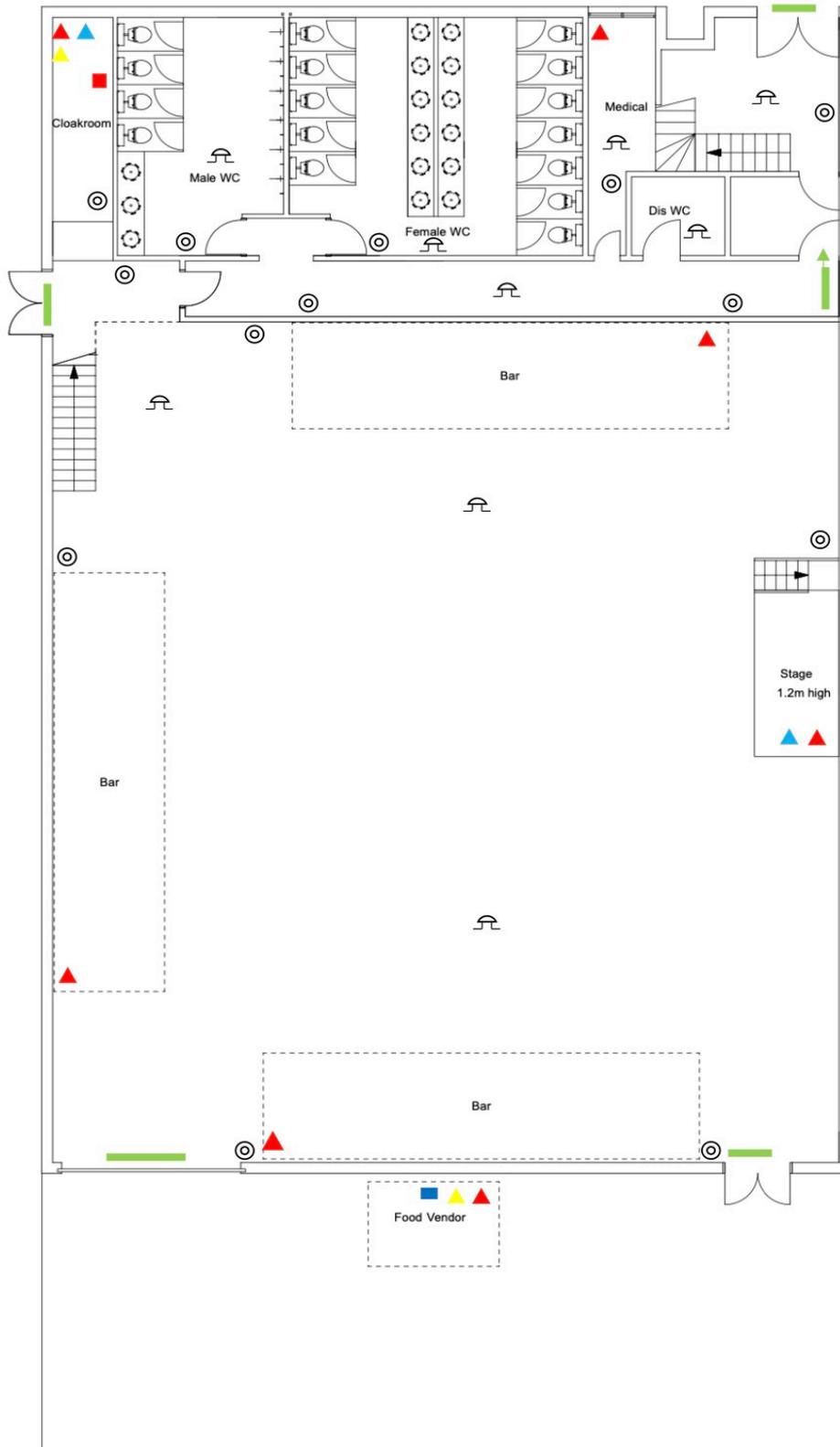
Each room will also be fitted with an audible alarm system and a manual activation point. In order to raise the alarm, a voice over of the PA system shall be utilised and messages broadcast via projection screens. All music and performance will be stopped.

### **10.13 Muster Point**

The site muster point shall be located in the car park on the western end of the site. Should this become unavailable for any reason, a secondary evacuation point will be in the northern field towards the lake.

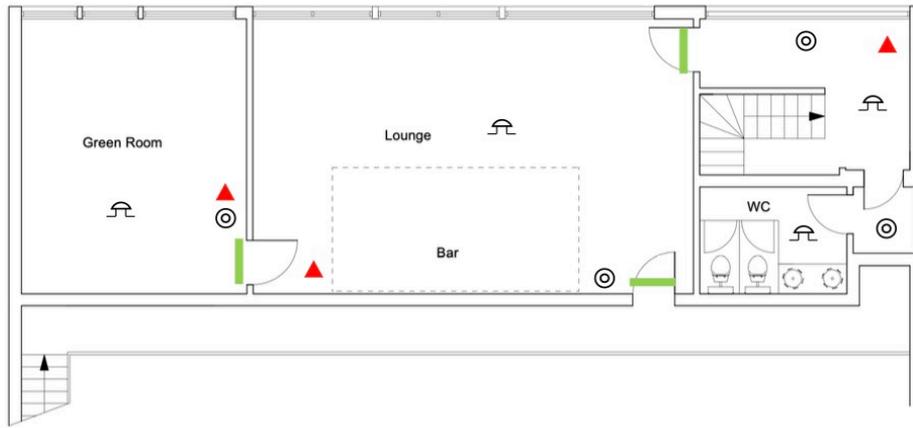
Ticketed attendees will be dispersed and not permitted back onto the event site until approval is granted from the senior attending fire officer.

# 10.14 Fire Safety Plan



GROUND FLOOR PLAN  
UNIT J ABBEY WHARF

1:100



MEZZANINE PLAN

UNIT J ABBEY WHARF



KEY:	
	Fire Exit Sign
	Dry Powder Extinguisher 1kg
	Audible Alarm
	Alarm Activation Point
	Co2 Fire Extinguisher 2kg
	Wet Chemical Fire Extinguisher 2L
	Fire Alarm Control Point
	Fire Blanket

## Section 11

### 11.1 Emergency Procedure

The Emergency evacuation plan, including all exits, escape routes, rendezvous points and use & location of FFE shall be communicated to all staff and contractors at a Site Safety briefing that will take place prior to all staff members and contractors working at LDN Riverside.

In the event of an incident which threatens public safety or operations, a dedicated Emergency Liaison Team (ELT) shall be set up, led by the General Manager, and consisting of all heads of department (security, traffic, medical etc). The ELT will meet in the Site office / Event Control.

Individuals within this team will have other roles and duties throughout the event however once assembled in the event of an emergency, the ELT will be their primary role. All members of the ELT will be available via relay and all radio communication will be controlled from a multi-agency response.

All Stewarding will be mobile and in radio contact with the ELT to monitor and manage the crowd in the venue.

The multi-agency control centre will have copies of the site plans indicating all services and relevant telephone numbers.

The event will operate under the guidance of the Emergency Liaison Team (ELT) and shall be positioned in an identifiable location, as determined by a deployment dot plan, specific for each event's requirements.

The Emergency Liaison Team will be in communication with:

- Security Manager – in person.
- Medical Manager – in person.
- Traffic Management – in person.
- LDN Riverside General Manager – in person
- Local Authority (by phone) – if required.
- Emergency Services (by phone) – if required.

The ELT will be responsible for dealing with most emergencies that could occur within the immediate vicinity of the event area and for taking appropriate decisions pertaining to them.

### 11.2 Emergency Plan

This section outlines how the event will be managed by the Event Organisers and Responder Agencies. It has been written considering precedent and previous experience of events of this size, remit and demographic.

- A **Minor Incident** can be described as “day to day” non-life-threatening situation where the event representatives may need to intervene to resolve.
- An **Emergency** may be life threatening and will need the attention of the police, fire and/or NHS medical services working within their normal remit of operations.
- A **Major Incident** is defined as “any emergency that requires the implementation of special arrangements by one or more of the emergency services”.

The emergency services attending an incident will make the assessment about whether to declare a major incident. Declaration of a major incident will result in several processes and plans being invoked including those of the emergency services and the Local Authority.

LDN Riverside will recognise, however, that a range of activities or events could precipitate a Major Incident within the venue and will take responsibility for ensuring safe procedures in dealing with such.

### 11.2.2 Command and Control

Overall strategic Command of the Event is undertaken by the Venue General Manager. They are supported by operational leads for each function. The following structures are established and operational on the event day, 8<sup>th</sup> July 2023.

#### Event Control Room location and operational hours

The Event Control Room will be fully live from 1 hour prior to each event, with all positions filled and radio channels monitored. A fall-back location for Event Control Room would operate from mobile equipment (radios, log, laptops etc.) from the security cabin of the compound, as agreed with all stakeholders, dependent on a situation where access to and safety at Event Control were to be compromised by an incident. Access is controlled and accreditation is required for the Event Control area; full names of all attendees need to be provided to LDN Riverside Management 7 days prior to event day.

#### Briefings

Daily briefings will be held before each event. Key briefings include:

- LDN Riverside Event Manager and Heads of Dept. to review day’s activities and learnings from previous events;
- LDN Riverside Management to review forecasted weather, local authority resource considerations, or any other adjustments that may be relevant in the planning or operation of the event.

Key issues and actions will be captured by the Control Room Coordinator and circulated to an agreed distribution on email via the log system to ensure key information is available at all times of the event.

#### Radio Communications list

Channel #	LDN Riverside Team
<b>1</b>	

### 11.2.4 Incident Reporting

LDN Riverside will deal with day-to-day minor incidents, with support from partner agencies during normal operations, and Event Control will escalate any requests as appropriate for additional support.

In the event of an emergency requiring urgent assistance from Emergency Services the following action will be taken:

- Stewards or Event Personnel immediately inform Event Control of the emergency, via Head of Security.
- Event Control will notify the Event Gold Commander (LDN Riverside General Manager). Event Gold Commander will then instruct Event Control to inform all relevant agencies via Radio.
- Event Gold Commander (or an alternative nominated officer) will move to the Rendezvous Point to meet arriving emergency services and brief them on the emergency.
- Event Control will inform all personnel on radio to be prepared as directed by the Event Gold Commander.
- Security Control will advise all Stewards, Security, Fire Marshals and/or Medical Personnel and will be directed to the incident as required.
- In the first instance, as agreed within the Silver Cell (Crowd Management Team and General Manager), the attendees will be cleared from the affected area and immediate action taken to safeguard life and property (providing this does not put personnel at risk).
- Depending on the nature of the incident and under advice from the Responding Agencies services, a phased handover of control of the incident area to the arriving Police may take place. Depending on the nature of the incident this may be a proportion or the entire site. Handover shall consist of a signed document stating date, time and who handed over control from the Event Organisers and who assumed control from Police.
- Should Event Control be affected by the incident and thus may be unavailable, Emergency Control will be established by the Police at the backup Event Control centre. this is likely to be a Mobile Incident Room at the compound's front gate security desk outside the premises.
- All Event Personnel will be placed under the control of the Police Operational Commander, if necessary.

During the planning stage for the event, regular liaison meetings will take place with key members of LDN Riverside Management, Local Authority licensing, health & safety unit, highlighting, and where necessary, amending the objectives of the Event Safety Management Plan.

### 11.2.5 Logging

The event will operate under a system of written logging Major Incidents, Minor Incidents and Near Misses. Staff, crew and volunteers will be instructed that all accidents, potentially serious near-miss incidents and Major Incidents must be reported to LDN Riverside's General Manager who will take the details for an incident report that is then logged into the Incident Log. This log will be available for the inspection of the SAG. LDN Riverside Event Control will be logging all key radio messages. Any relating to an incident or near miss will be recorded on their control logging system.

### 11.2.6 Evacuation Arrangements

LDN Riverside shall ensure clear egress from all emergency exit points is maintained at all times. Should the entirety of the site need to be evacuated, LDN Riverside's staff, security and stewards will follow the directions of the emergency services. All staff will co-operate in moving people safely and calmly through the nearest exit point and gathering away from arriving emergency services.

### 11.2.7 Evacuation Procedures

On receiving the radio communication of an incident and given instruction to begin evacuation, following a temporary or permanent show stop, all staff, volunteers, security and stewards will do the following:

- An announcement shall be made (and if necessary repeated) over the site-wide public address system by contacting the lead sound engineer, stopping the performance, escorting all performers offstage, and broadcasting the following from the sound system:  
**“This is an important message for all attendees. For safety reasons we require you to leave this area. Please follow instructions from the venue staff. This is for your safety.”**
- The lead lighting engineer and general manager will be instructed to activate and fully illuminate all FOH lighting and performance/projections lighting for maximum visibility.
- Gate stewards will ensure signposted Emergency Exit Gates are open and clear, guarding the exit to ensure flow in the egress direction only.
- Security shall isolate the incident area. They and event personnel will begin directing the attendees off site via the emergency exits where they will be directed to the Emergency Assembly Point, away from any emergency service vehicles.
- Persons with mobility issues arising from age or disability shall be identified by crowd management assisted by staff.
- Attendees will be asked to stay in the Evacuation Assembly Area until it is announced that it is safe for them to return to the venue or, if the event is cancelled, to egress safely and return home.
- If there is an evacuation onsite, a medical coordinator will arrange a temporary minor injuries unit (MIU) to be arranged at a place of safety which will be manned by a medical team whilst mobile teams are sent out to gather information and/or casualties. This will be located in the Mobile Incident Room.

### **11.2.8 Roles and Responsibilities**

The following organisations will assist LDN Riverside in assessing emergency arrangements, risk assessments and fire safety matters, providing advice and guidance where appropriate to ensure the Event Safety Management Plan follows good practice.

Detailed below are the roles and responsibilities of the Medical emergency responders, before and during a major incident on site.

#### **11.2.8.1 London Ambulance Service**

The Ambulance service acts as the “Gateway” to the wider NHS and works with their health partners (Local and Regional Hospitals and NHS England Area teams) to Triage, Treat and co-ordinate the Transport to onward care for any unforeseen incident.

In the event of a significant incident, or if a Major Incident is declared, London ambulance will attend to work alongside the other Emergency Services and external multiagency partners.

Ambulance Commanders will attend to act as a co-ordination point for all medical assets available.

It is normal practice for the onsite medical provision to come under the control of the Ambulance Commander, but direct command will remain with the contracted organisation’s management.

These contingency arrangements will not be routinely replied upon and they do not take the place of sufficient medical planning and resourcing to manage both foreseen and reasonably foreseeable incidents occurring during the event.

#### **11.2.8.2 Metropolitan Police**

The Police shall work alongside Venue Management and the security team to assist in crowd flow and protecting public safety. It is common for gold command to pass to the leading officer in this operation. Any transfers of command will be logged with time and personal details, including name, badge number and any other relevant details.

Again, these contingency arrangements will not be routinely replied upon and they do not take the place of sufficient crowd, safety and security planning and resourcing to manage both foreseen and reasonably foreseeable incidents occurring during the event.

## Section 12

### 12.0 Further Venue-Specific Considerations

#### 12.1 Adverse Weather Plans

LDN Riverside shall prepare for the possibility of the weather taking a turn for the worse in terms of rain, wind, cold as well as for heat and dryness/humidity.

If inclement weather (especially high winds or near-by lightning) forces closure of venue infrastructure, it is vital to escort the attendees and all crew out of any potentially affected areas as quickly as possible. This would include outdoor gathering points and temporary outdoor structures. Security staff and stewards will be utilised to do this. It is important in any such incident to keep the attendees informed, explaining clearly the reasons for any decisions taken, and to persuade them to leave the area as quickly and quietly as possible. In the first instance, a meeting of the ELT will be called and LDN Riverside will initiate its business continuity (disaster recovery) planning operation.

If the Met Office issues an AMBER or RED weather alert for the time of the event, LDN Riverside Management Team are to contact the Local Authority to discuss the potential impact and relevant contingency planning. This will help inform if the event will continue to go ahead.

#### 12.2 Ground Conditions

During extended periods of wet weather leading up to the event, ground conditions are a primary concern particularly as large, heavy vehicles and plant will be in use.

All outdoor areas in and around the site are hard-standing, allowing for easy vehicle access and preventing ground degradation through adverse weather or prolonged vehicular/pedestrian use.

Both staff/crew and attendees will have received information reminding them that weather conditions could be wet and that they need to wear appropriate clothing and footwear and take precautions when moving on site.

Inside the venue, the cleaning team will keep close monitoring on any wet floors as a result of spillages or wet conditions outside being brought in underfoot. Any wet floors or other surfaces will be cleaned as soon as identified, and security/stewards will act as further eyes on the ground to identify any such hazards.

LDN Riverside Management Team will keep a close watch of weather forecast websites during the period leading up to the event and all throughout the event from site build until takedown. This will be regularly monitored by Event Management and Staff.

### 12.3 Wind

LDN Riverside Management Team will gather information on the wind load factor for any outdoor tented or temporary structures and will monitor readings from these structures regularly. The following will be used as a guideline for wind speeds, referring both to the Beaufort Scale and miles per hour

- Force 1-6 Up to a strong breeze (<30mph) - *No action required. Monitor all wind affected structures*
- Force 7 Gusts (30mph+) - *Review smaller structures for stability and break-down any unstable structures*
- Force 7 constant 'near gale' (30mph+) - *Review all structures and begin lacing up sides etc. on large structures. Monitor tents closely and close Sites where necessary.*
- If the high winds have caused damage to any such structures, then these structure will remain closed until (a) they are repaired by the competent crew on site or (b) LDN Riverside Event Manager decides to close the affected areas or close the entire event
- Traders and HoD's will be warned if strong gusts are expected.

### 12.4 Cold Conditions

There is a possibility that the weather could reach low temperatures and remain cold throughout. If the weather drops to extreme lows (defined as under 8 degrees Celcius), staff will receive a briefing to remind customers to:

- Don extra clothing
- Refrain from consuming alcohol
- Seek Medical and/or Welfare assistance if required.

On the run up to the event, weather will be closely monitored. If it suggests that there may be a cold period inbound, contingency plans will be put in place to ensure the safety and welfare of everyone onsite. In these circumstances, the EMT will notify all relevant authorities and inform all stakeholders of the plan and process in place.

It is anticipated that in conditions such as these, outdoor surfaces may become slippery and iced over. The Venue shall deploy salt-grit on any potentially affected surfaces as a precaution in advance to mitigate any hazards such as pedestrian slips or vehicle skidding. The traffic management and security teams will monitor these surfaces prior to and throughout event operation and advise if further deployment is required and whether access remains safe.

### 12.5 Heat and Dry

There is a possibility that weather could reach a high temperature and remain very dry throughout. Bottled water will be available through site traders, and drinking water will also be available from designated drinking water refill points at the bars. If heat exceeds 27 degrees centigrade staff will receive verbal briefings to remind attendees of the following -

- To keep hydrated through the provision of complimentary drinking water onsite
- To wear sunscreen
- To remain lightly clothed and covered
- To seek shade during the hottest points of the day
- To ask for Medical and/or Welfare assistance if they feel unwell

Prior communications will remind the public to bring sunscreen, however there will also be a supply available from the Welfare and/or Medical teams.

## **12.6 Onsite Operations**

The surrounding site is used during weekdays to house industrial warehouse units. This includes heavy goods vehicles and plant such as forklifts, which access the site during weekdays. The site schedule for industrial operations is as follows:

- Weekdays: 0700-1900
- Saturdays: 0900-1400
- Sundays: No operations
- Public holidays: No operations

As a result, the proposed licensable activities would only be in place for weekends and public holidays to ensure that the site is never in use during these times. The Venue shall work closely with its surrounding neighbours to ensure that no site activities, including the movement of vehicles and loading of goods, would be occurring during event live times. This includes Friday events finishing at 0600, and Saturday events starting no earlier than 1700, to allow adequate clearance windows.

## **12.7 Other Site Obstructions and Hazards**

The site currently uses the Venue's premises for storing pallets, stock, vehicles and miscellaneous waste materials as the premises is not in use. Upon commissioning the Venue for event use, all waste materials shall be collected and disposed, and all pathways surrounding site kept clear of obstructions and vehicles which could occupy the space of site parking, pedestrian access/queueing and emergency access/escape routes. Particular care will be paid to any materials that are a flammable fire risk.

The outdoor area of site, located in front of the northern wall, shall act as the outdoor area, enclosed by Heras-style fencing, to ensure the containment of those within the premises, and prevent unauthorised access to site.

All publicly accessible areas shall be kept clear of obstructions and vehicles at all times throughout the Venue's tenure by Management, and this will be monitored closely by all staff members throughout.

## Section 13

### 13.0 Evacuation Calculations

The emergency plan is required to be continually reviewed to ensure that it is suitably integrated and communicated to all event staff, contractors and agencies.

#### 13.1 Venue Summary

An open-plan venue such as LDN Riverside can be categorised as ‘normal’ risk, as there are minimal obstructions or temporary structures contained within, minimal flammable materials (eg. wood, textiles, volatile liquids/gases), and multiple exit routes for any given point in the building, however there is a potential sizeable volume of evacuees.

The minimum width of an exit within a premises is classed to be 750mm, however the Venue shall feature fire exits of 1050mm in width as a minimum.

#### 13.2 External escape route capacities

The capacity of an escape route is determined by the rate at which people pass along the route during each minute of the defined escape time.

The government guideline states that for up to 60 persons 1 fire exit is needed, for up to 600 persons 2 fire exits are needed and in cases of more than 600 people there must be at least 3 fire exits. The Venue has 5 fire exits, allowing for this guideline to be met even if an exit is rendered unusable.

A width of at least 1,050mm can accommodate up to:

- 160 people per minute in higher risk premises;
- **200 people per minute in normal risk premises; or**
- 240 people per minute in lower risk premises.
- An additional 75mm should be allowed for each additional 15 persons (or part thereof) per minute.

The acceptable evacuation time in a venue such as this is 2 minutes, meaning that with a combined exit width of 6,650mm (comprising 3x 1,050mm double-door fire exits and a 3,500mm fire exit shutter door), the venue can safely evacuate **2,350** persons in the 2-minute window.

The suggested maximum travel distance to an exit in areas that do not contain rowed seating is as below:

Escape route	Suggested travel distance
Where more than one escape route is provided	45m
Where only a single escape route is provided	18m

The maximum escape route travel distance has been determined to be 16m at LDN Riverside, and at any given point in the premises, there are multiple exit routes available.

Emergency exits will have suitable signage (all illuminated, and battery powered for redundancy) and will be kept clear at all times. The signage will be visible from both inside the building and within the premises.

In addition, all outdoor areas will be lit through temporary lighting throughout all event operations, as detailed previously.

### **13.3 Capacity**

The event space will be provided with adequate facilities to monitor and control the number of people present at all times. Due to the nature of the event, it is anticipated that up to 1,999 attendees (including all onsite staff) may be present at events.

### **13.4 Accessibility**

Suitable provisions have been made to enable disabled people to use all event space facilities including the provision of adequate access, egress and means of escape through step-free access and portable ramps.

## Section 14

### 14.0 Traffic / Transport Management

A traffic management plan for the event, produced by the appointed traffic management company, Sunbelt Traffic Management, shall identify designated routes for vehicle access to, and egress from, the event site. This shall be supplied in appendix to this document dependent on licence conditions imposed.

Vehicles driven onto site will be escorted and positioned by a traffic marshal in an identifiable high visibility tabards, and drivers shall obey all site rules. Drop-offs along public highways, and anywhere except designated drop-off zones onsite will be forbidden and enforced to the furthest extent practicable by traffic management., including no parking cones and personnel advising drivers.

All normal traffic rules shall apply on site. Drivers in the event area shall have a driving license valid in the UK. The site-wide speed limit shall be 5mph, with the exception of emergency vehicles driven by drivers with advanced training.

All traffic marshals tasked with carrying out escort duties shall be made aware of any specific vehicle code of conduct, which they shall verbally brief to the drivers prior to vehicle movement onsite.

If vehicle movement is taking place after dark, all vehicles shall utilise dimmed headlights but not hazard lights. This shall include plant and golf buggies (or similar) which are being used onsite in event setup/de-rig. **No production-vehicle movement will take place once the event is live**, with the exception of emergency vehicles in an emergency situation, utilising their blue lights, sirens where appropriate, and the prescribed blue routes for access. All vehicles attempting to access the event site shall be accredited through prior submission of number plate details, thus ensuring all vehicles accessing site are accounted for. The number of production vehicles on site shall be always kept to minimum and restricted to operational purposes only. Access to restricted areas for production vehicles will be controlled by accreditation in the form of pre-confirmed number plates for all required vehicles from contractors.

### 14.1 Traffic Planning

All attendees will be strongly advised to access and leave site via vehicular means, including pick-up/drop-off, limited pre-booked parking onsite, private hire vehicle ranks managed by the traffic team, and a shuttle bus to the nearest station, operated by the Venue.

Pedestrians will be segregated from vehicles onsite through separate lanes, achieved using fencing, with all outdoor areas lit by temporary lighting to enable safe



DATE:

TITLE:

CLIENT:

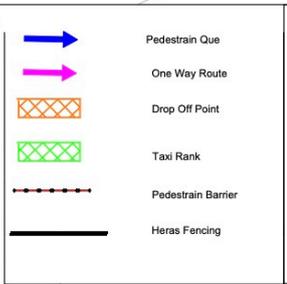
**Notes:**

A - Do not scale from this drawing  
 B - All temporary traffic management shall be in accordance with Chapter 8 of the Traffic Signs Manual 2009  
 C - All temporary traffic management shall be in accordance with the Traffic Signs Regulations and General Directions 2014  
 D - All temporary traffic management shall conform to the Safety of Street Works and Road Works Code of Practice 2013  
 E - All temporary traffic management sign locations are indicative and are subject to on-site approval from engineer

**KEY**

● Sign  
 ● Traffic Cone

-	Initial Issue	LL	11/01/22
REV	Description	BY:	DATE:



Unit J, Abbey Wharf, Kingsbridge Road  
 Barking, IG110BP

## Section 15

### 15.0 Noise Management Plan

During build and de-rig periods there will be a degree of noise emitting from delivery vehicles, generators and workman tools however LDN Riverside and its ancillaries will keep noise levels within ambient noise levels.

Although some noise exposure is anticipated as the event reaches peak points it is not anticipated that prolonged noise exposure will take place.

All sound emitting devices will be confined to the inside of the event areas.

The Venue is well placed in so far as there are a distinct lack of noise-sensitive premises such as residential buildings in the vicinity.

### 15.1 Noise Monitoring

A separate Noise Management Plan will be produced by LDN Riverside's appointed acoustic consultants, Cosmic Sound (to follow pending in appendix pending licence conditions).

Sound levels shall be monitored throughout the event from the sound desk using appropriate calibrated equipment. During the sound checks, care will be taken to ensure that there is no significant deviation in sound levels across the event space areas to ensure the reading taken at front of house is indicative of the level throughout the audience.

Due to live and recorded music being played in the licensed areas, sound levels will be monitored throughout the event phase using appropriate calibrated equipment, integrated into the sound-desks provided by Cosmic Sound.

A handheld meter will be used to monitor onsite the noise levels at the designated boundary in order to ensure that levels are not beyond the agreed level, in addition to at the nearest noise sensitive premises to further ensure all noise falls to within acceptable limits set by the licence. Particular attention will be paid to the propagation of low frequency noise emissions, which have the propensity to travel the furthest. All levels, dates, times and locations will be logged and stored onsite, and made available to Environmental Health Officers upon request.

### 15.2 Noise Protection

Levels of noise within each area can be established prior to the event going live and preventative exposure times can be initiated to all staff and contractors. The duties placed on each member of staff / contractor will ensure two-way dialogue is to be always maintained, thus ensuring that if exposure to noise levels becomes uncomfortable, staff members will be removed from the area of exposure without prejudice.

The promoter will have available on request hearing protection that falls in line with legislation to any member of staff or attendee from the bar areas. It is accepted that as there is amplified music and noise on site that stakeholders may feel the levels are too high and need protection. This PPE will be available freely to all those onsite at the production office and all bars.

Since the introduction of the Control of Noise at Work Regulations 2005, employers have a responsibility to provide suitable hearing protection if staff are working in noisy environments.

At this Venue, noise may occur above approved levels in these regulations. This may come in many forms, amplified music or construction noise during build and break periods. These levels may be experienced by workers, suppliers, performers, contractors and attendees. It is important to note that these regulations do not cover the members of the public that have chosen from their own free will to be in a noisy place.

Suitable hearing protection will be provided and worn where construction noise levels may exceed 85dB, when the show noise may exceed 85dB or where peak noise levels may raise above 100dB during parts of the show.

The following measures are to be taken:

- Areas likely to cross the limits will have noise protection signage in place as far as reasonably practicable
- Staff will be briefed to bring up to standard PPE with them
- Employers will be required to have hearing protection readily available for staff
- Staff in high noise level areas will be put on a work rotation to reduce exposure time
- The site office will try, where reasonably practicable, to stock hearing protection for anyone working onsite.

## Section 16

### **16.0 Waste Management Plan**

Waste bins shall be positioned around the venue in suitable locations to prevent the build up of waste. These will be regularly emptied and collected immediately after the event has closed.

In addition, a team of site cleaners and litter pickers will be appointed, who shall continuously patrol the event area removing waste whilst the events are in operation.

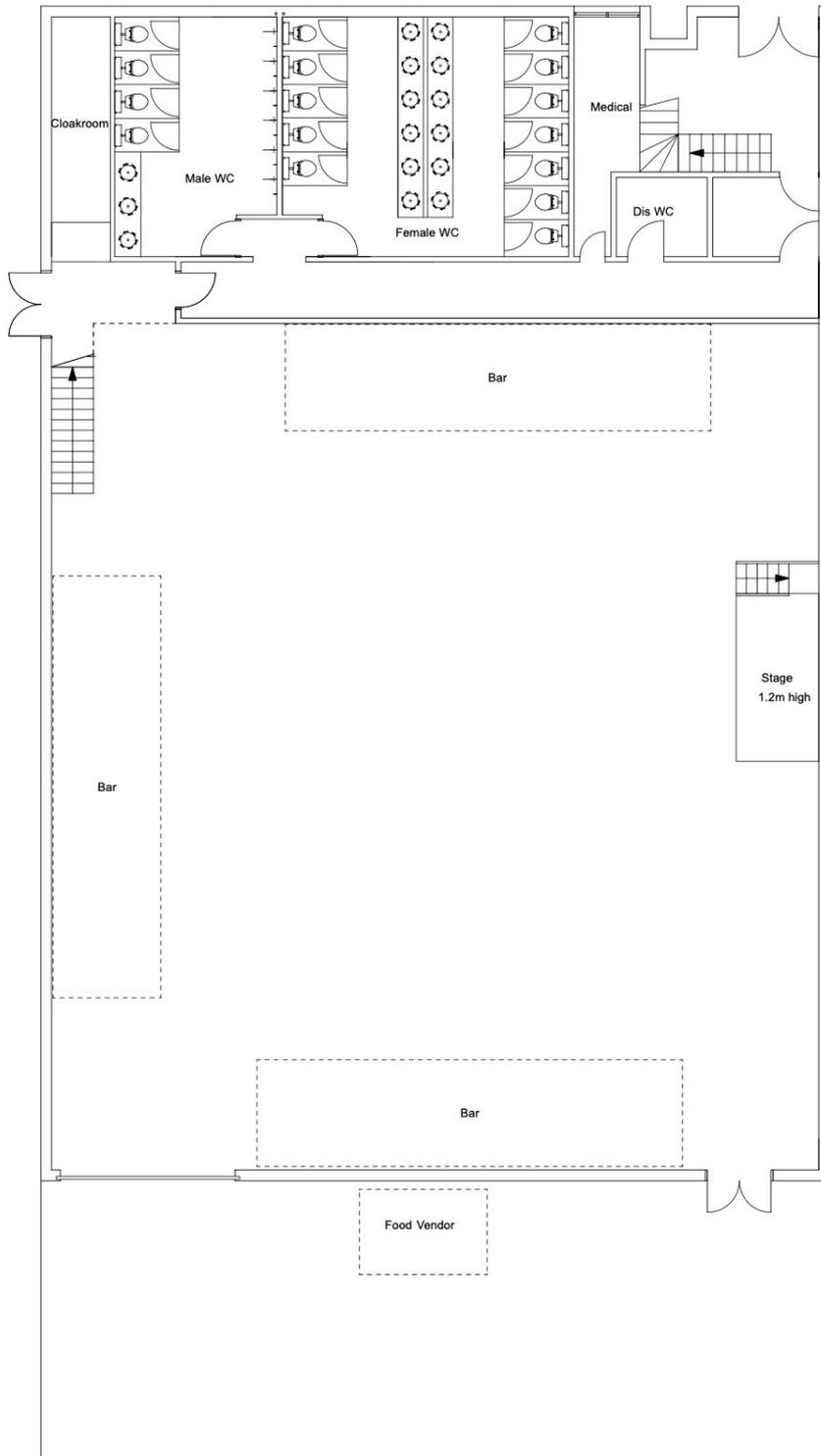
LDN Riverside Management will ensure that the surrounding area is left completely clear of all litter after each event, including all egress routes left polluted by litter post-event. Waste will be collected by an approved contractor who will ensure that it is responsibly disposed of. The contractor is also responsible for ensuring that controlled waste is collected and disposed in accordance with the Environmental Protection Act 1990. All medical waste will be dealt with by the medical providers.

As much as possible, waste will be segregated to ensure maximum recycling.

In addition, concessions and traders will reduce their impact on the environment, supported by a ban on plastic plates, cups and cutlery.

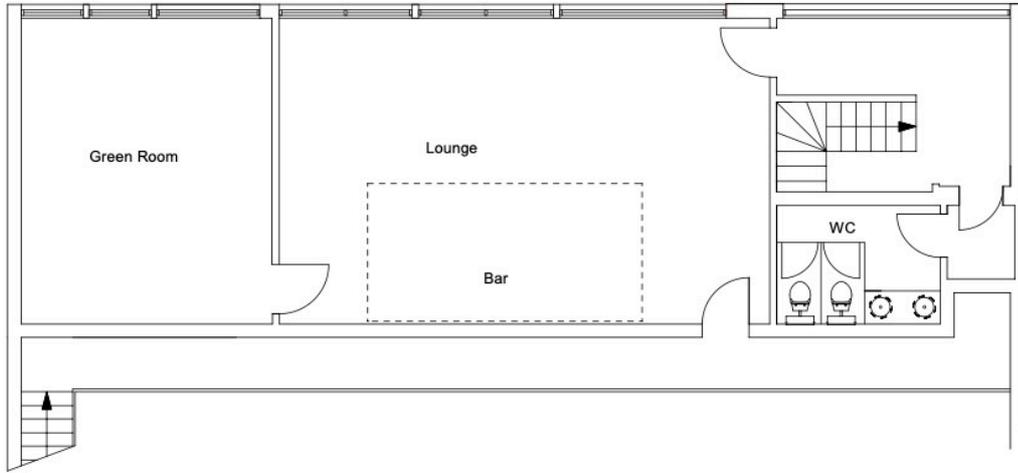
Section 17

17.0 Venue Plans



GROUND FLOOR PLAN  
UNIT J ABBEY WHARF

1:100



MEZZANINE PLAN

**UNIT J ABBEY WHARF**



1:100



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### **Proposed conditions for discussion with Officers**

- 1) The premises will install and maintain a comprehensive CCTV system covering all parts of the premises as per the minimum requirements of the Metropolitan Police. Further:
  - (a) All entry and exit points will be covered enabling frontal identification of every person entering in any light condition.
  - (b) The CCTV system will continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises.
  - (c) All recordings will be stored for a minimum period of 31 days with date and time stamping.
  - (d) Viewing of recordings will be made available immediately upon request of the Metropolitan Police or Responsible Authority Officer throughout the preceding 31 day period, providing the request complies with the Data Protection Act or any other Primary Legislation
  - (e) All searches will be recorded on the CCTV system
  - (f) There will be external CCTV (installed and operated) which monitors the queue.
  - (g) A staff member from the premises who is conversant with the operation of the CCTV system will be always on the premises when the premises are open. This staff member will be able to provide Metropolitan Police or Authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested, providing the request complies with the Data Protection Act or any other Primary Legislation.
  - (h) The CCTV system will be checked daily to confirm that it is working.
  - (i) The CCTV system will be maintained bi-annually and details of maintenance will be made available upon request to the council.
  - (j) The licence holder will always ensure that there is a sufficient supply of portable media (USB sticks, DVDs or similar) to be provided to the Metropolitan Police in the event of copy CCTV footage being requested.
  - (k) The recording equipment and data storage devices will be kept in a secure environment and fitted with security functions (such as passwords) to prevent recordings being tampered with.
  - (l) The system will be register with the Information Commissions Office.
  - (m) The system will abide by the Surveillance Camera Code of Practice.
  
- 2) When engaged, all SIA licensed door supervisors will:
  - a) wear their SIA badges;
  - b) be equipped with closed circuit radios;
  - c) be equipped with "body worn video" camera devices that will record both sound and images. All recordings will be stored for a minimum of 31 days with date and time stamping. Viewing of recordings will be made available immediately upon request of the Metropolitan Police or Responsible Authority Officer throughout the preceding 31 day period, providing the request complies with the Data Protection Act or any other Primary Legislation; and

- d) when stationed outside the premises, wear high visibility jackets or vests.
  - e) ask customers not to stand around talking in the street outside the premises and ask customers to leave quickly and quietly.
  - f) require all patrons who enter the premises to be searched
  - g) ask anyone who appears to be drunk to leave the premises
  - h) refuse entry to anyone else appears to be intoxicated, or under the influence of drugs.
  - i) will remain on site until 30 mins after the last person has left the area.
  - j) refuse entry to any customer carrying open or sealed beverage containers.
  - k) refuse entry to anyone who declines to be searched.
  - l) be required by terms of their employment to start recording of there Body Warn Video for any event that would generate a log entry in Condition 7.
  - m) To eject and/or refuse entry to anyone who is found in possession of an illegal substance or weapon.
- 3) There shall be a personal licence holder on duty on the premises at all times when the premises are open to sell alcohol.
- 4) No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
- 5) Notices shall be prominently displayed:
- a) at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
  - b) all entrances and exits advising customers that CCTV is operating at the premises and will be a minimum size of 200 x 148 mm and clearly legible at all times when the premises conducts licensable activities.
  - c) at the entrance and exits stating that the premises has a zero tolerance towards drugs and weapons, and if any is found in possession of either the police will be called.
  - d) throughout the premises warning of potential criminal activity such as theft that may target customers shall be displayed.
  - e) outside the premises indicating the licensable hours and opening hours permitted under the premises licence.
  - f) throughout the premises advising customers that the premises operates a Challenge 25 proof of age scheme.
  - g) at all entrances informing customers of that their ID will be scanned upon entry, and refusal will result in no admission.
  - h) in every toilet cubical informing people that if they feel unwell, they should contact the inhouse medical team.
  - i) for “ask for anglea”
  - j) raising awareness of drink spiking
- 6) A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence or passport.

- 7) A log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Metropolitan Police, which will record the following:
- a) all crimes reported to the venue
  - b) all ejections of patrons
  - c) any complaints received concerning crime and disorder
  - d) any faults in the CCTV system or searching equipment
  - e) any refusal of the sale of alcohol
  - f) any visit by a relevant authority, Metropolitan Police, London Ambulance Service or The London Fire Brigade.
  - g) any CCTV images seized by Metropolitan Police or other relevant authority or supplied by license holder on request, including name of person requesting and name of person supplying
  - h) any attempted underage alcohol purchases
  - i) any acts of violence or criminal damage
  - j) any theft or attempted theft of alcoholic drinks
  - k) any attempted underage alcohol purchases

- 8) The premises licence holder will ensure that all staff are trained commensurate with their roles at the premises including:
- a) The Licensing Act 2003, responsibilities in supporting the four key objectives.
  - b) Crime Scene Preservations
  - c) Welfare and Vulnerability Engagement (WAVE) training

The premises licence holder will ensure that records of staff training are kept and made available to Responsible Authority Officers on request.  
The premises licence holder will ensure that refresher training is provided every 6 months.

- 9) The premises licence holder shall provide and maintain a dedicated telephone number of the designated premises supervisor for use by any responsible authority or any person who may wish to make a complaint during the operation of the licence. This shall be provided to The London Borough of Barking & Dagenham and Metropolitan Police. The premises licence holder shall ensure that any changes to these details are sent to these parties within seven days.
- 10) Deliveries or collections of materials necessary for the operation of the business (including waste or recyclable materials, and bottles) shall be carried out at such time or in such a manner as to prevent nuisance and disturbance to nearby residents.
- 11) The premises licence holder will devise and maintain the following policies:
- a) Dispersal  
This policy will include but not limited to:
    - i. How patrons leaving the premises will be directed away from the premises;

- ii. How patrons will be informed of the services of taxi and private hire operators;
  - iii. What staff will be responsible for supervising those leaving the premises and how they will supervise such persons;
  - iii. Any 'wind' down periods;
  - iv. Methods to prevent re-entry to the premises;
  - v. How bottles and glasses will be prevented from being removed from the premises.
  - vi. Any management controls and practical steps
  - vii. All measures to control any noise generated by patrons leaving the premises
- b) Security  
This policy will include but not limited to:
- i. Clear expectations of staff roles (including the DPS, managers/supervisors and door supervisors);
  - ii. Staff training regarding identification of suspicious activity and what action to take;
- c) Drugs, this will be a zero-tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances  
Including but not limited to:
- i. Dealing with patrons suspected of using drugs on the premises;
  - ii. Scrutiny of spaces including toilets or outside areas;
  - iii. The handling of items suspected to be illegal drugs or psychoactive substances.
  - iv. Steps taken to discourage and disrupt drug use on the premises
  - v. Steps to be taken to inform patrons of the premises drug policy/practice.

A copy of the policies will be on site and available to view by an authorised officer of London Borough of Barking & Dagenham, or the Metropolitan Police immediately. Any revisions to the above policies shall be submitted to The London Borough of Barking & Dagenham, and the Metropolitan Police Service with 28 days of such revisions.

- 12) At all times the venue will carry out a risk assessment as to the number of SIA Door Supervisors needed at the venue. Further on Friday, Saturdays, and Sundays there will be a minimum ratio of 1 per 75.
- 13) The Designated Premises Supervisor will actively seek to be a member of any active local Pub Watch and attend pub watch meetings on a regular basis.
- 14) Windows and doors shall be closed at 22:00 when live or recorded music is playing except for the immediate entrance or egress of persons to or from the premises.
- 15) No person under 18 years of age shall be allowed admitted to the premises or allowed to remain on the premises after 21:00 except in the company of an

adult. Further No person under 18 years of ages shall be allowed admitted to the premises or allowed to remain on the premises after 23:00.

Notwithstanding the above, with the written agreement of Metropolitan Police a copy of which will be held at the premises reception, person under 18 years of age shall be allowed on the premise for specific events.

- 16) No patrons, DJ's, performers, (along with their guests and entourage) or guests of staff will be admitted (or re-admitted) to the premises unless:
  - (a) They have passed through a functioning metal detecting search arch and been physically searched in accordance with the Premises' entry policy which will include a full bag search and;
  - (b) The searching will be supplemented by the use of two functional metal detecting wands operated by a male and (so far as reasonably possible) female door supervisor dedicated to that duty either until the end of permitted hours or until there are no further admissions. Where a female Door Supervisor is not available this shall be logged.
  - (c) They have had their ID scanned on entry;
  
- 17) Notwithstanding the above patrons, DJs, performers (along with their guests and entourage) or guests of staff may be admitted to the premises if:
  - (a) they are attending a private, pre-booked event (when a list of attendees will be kept at the premises for a minimum of 31 days after the event); or
  - (b) a biometric scanning system is in place (where fingerprint scanning is required for all customers) and they have had their ID scanned previously; or
  - (c) in exceptional circumstances where a member of a larger group of patrons does not have a formal identity document with them, the manager on duty may on being satisfied as to the identity of the individual may admit the individual at the manager's discretion without ID being scanned and recorded.
    - i) A record will be made including full face photo, name and address of the individual and any means by which identity is confirmed.
    - ii) A maximum of 2 persons in any one group may be admitted under this discretion.
    - iii) A maximum number of persons admitted under this discretion on any one night is 20.
    - iv) The record will be retained at the premises for inspection by the Responsible Authorities for a minimum period of 31 days.
    - v) The record must also contain the date and time of the admission and the name of the manager (who must hold a personal licence) authorising entrance without scanning will also be recorded;

Or

- (d) with the written agreement of the police, a copy of which will be kept at the premises.

The premises licence holder will not permit entry to any person who refuses to be searched.

- 18) The premises shall install and maintain a computer-based identification entry system.
  - a) The provision and maintenance of such equipment shall be to the satisfaction of the Metropolitan Police Service.
  - b) The details of customers recorded by the system is to be made available to the Metropolitan Police Service upon request throughout the preceding 31 day period, providing the request complies with the Data Protection Act or any other Primary Legislation.
- 19) A noise limiter must be fitted to the musical amplification system and maintained in accordance with the following criteria:
  - (a) the limiter must be set at a level to ensure that no noise nuisance is caused to residents.
  - (b) The operational panel of the noise limiter shall then be secured by key or password and access shall only be by persons authorised by the Premises Licence holder.
  - (c) No additional sound generating equipment shall be used on the premises without being routed through the sound limiter device.
  - (d) If deemed necessary, by an authorised officer of The London Borough of Barking & Dagenham, the noise limiting device shall be reset to a level in consultation with authorised officer of The London Borough of Barking & Dagenham, the licence holder will be available to accommodate this limiter setting within 14 days of notification.
- 20) The licence holder will conduct a vigorous vetting procedure for any Private Party, Promoter (and their known associates), DJ or artist or outside agent. This vetting must be documented and should consider
  - (a) any open-source material,
  - (b) reference checks, from pervious event
  - (c) Where the above is a company checks will be made with companies house
  - (d) Electoral roll registration

If there are any concerns these should be communicated to the Metropolitan Police at least 14 days before the event.

- 21) The licence holder will record the following details for any Private Party, Promoter (and their known associates), DJ or artist or outside agent. This record must be documented and should contain:
- (a) Date and time of event and brief description of it;
  - (b) Name of the promoter(s), that is, the person(s) responsible for organising the event;
  - (c) Where the promoter is a company, its registered number.
  - (d) the proper address of the promoter
  - (e) contact telephone number for promoter.

The Licence holder will provide the details upon request to an authorised officer of The London Borough of Barking & Dagenham, or a Police Officer of Metropolitan Police, providing the request complies with the Data Protection Act or any other relevant legislation.

- 22) When SIA are employed at the premises the licence holder will:
- a) keep a photographic copy of each SIA door supervisor's badge.
  - b) Record the Name, Date of Birth, Contact telephone number, email address, Start time of duties, end time of duties and the name of the agency they are employed by.
  - c) The Licence holder will inform the police if they change the company that provides SIA Door Supervisors.

The Licence holder will provide the details upon request to an authorised officer of The London Borough of Barking & Dagenham, or a Police Officer of Metropolitan Police, providing the request complies with the Data Protection Act or any other relevant legislation.

- 23) All drinking vessels used in the venue shall be a sustainable material other than glass. All drinks in glass bottles are to be decanted into aforementioned non-glass carafes prior to being served, with the exception of champagne or bottles of spirits with a minimum size of 70cl supplied by waiter/waitress service to tables. Staff shall clear all empty champagne and spirit bottles promptly from the tables. Customers shall not be permitted to leave their table carrying any such glass bottles or drink directly from the bottle. When the venue is operating solely as a "Night Club" bottle will be restricted to the VIP area only.

Notwithstanding the above, with the written agreement of Metropolitan Police a copy of which will be held at the premises reception, glass drinking vessels may be used for private or pre-booked events.

- 24) Drugs and weapons seized will be placed in a locked receptacle set aside for this purpose. The means for securing or unlocking the receptacle will be retained by the premises licence holder or the designated premises supervisor or in their absence any other responsible person. A record shall be made of the seizure, the time, date and by whom, and to whom the items were handed on to in a bound book specifically kept for that purpose. Such a book to be

produced to an authorised officer of The London Borough of Barking & Dagenham or a Police officer from the Metropolitan Police upon request. The premises licence holder shall make suitable arrangements with the Metropolitan Police for the collection of any seized items.

- 25) Every Friday, Saturday, and Sunday as well as at any other non-standard timings the premises licence holder shall designate at least one (1) State Registered Paramedic, NMC Registered Nurse, or GMC Registered Doctor on site. Further the Premises Licence Holder will carry out a risk assessment as to the number of Medical and/or Welfare Staff (and their qualifications) needed at the venue. Further a register of Medical and welfare staff will be maintained at the premises, and available for inspection to an authorised officer of The London Borough of Barking & Dagenham, or a Police Officer of Metropolitan Police.



# **LDN Riverside**

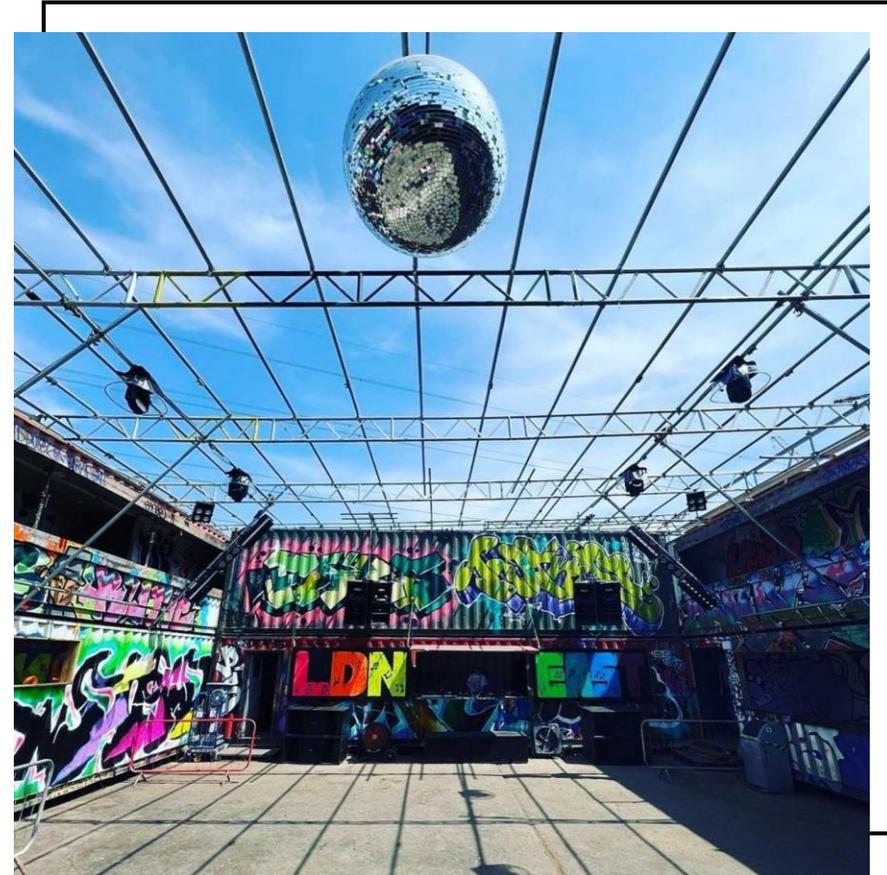
Barking's Newest Music and Culture Centre

# Who We Are

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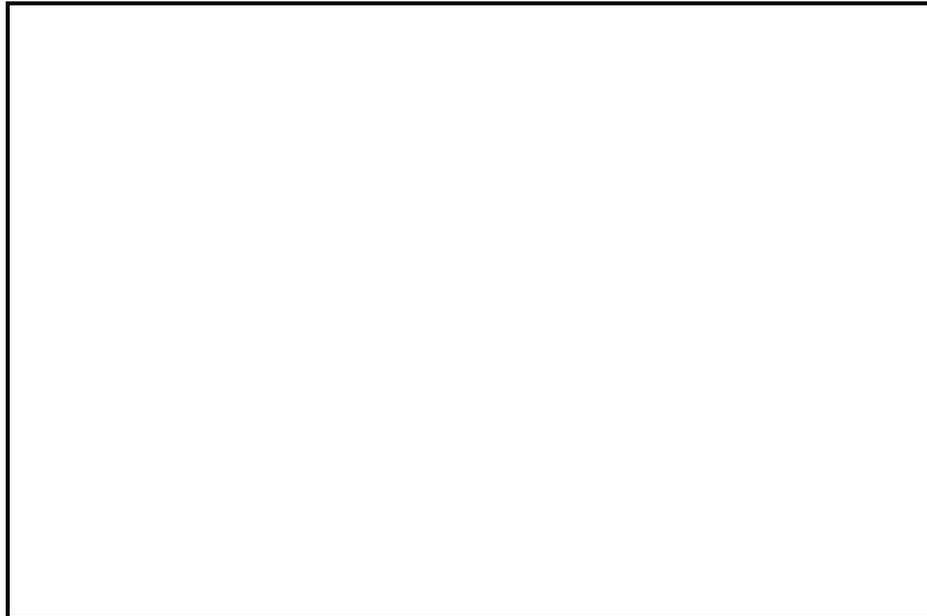
LDN Riverside is a new music venue based in the Riverside area of Barking, intending to provide a cultural and entertainment hub for Barking's young-professional demographic to complement the exciting influx of commercial, domestic and transportation development to the area.

LDN Riverside is sister-venue to the widely successful LDN East, situated in Canning Town, which since its opening 18 months ago, has moved from strength to strength attracting crowds and promoters from London and the home-counties through its doors to experience immersive music events, interactive World Cup fan-zones, and the local businesses within, including record shops and local food outlets.

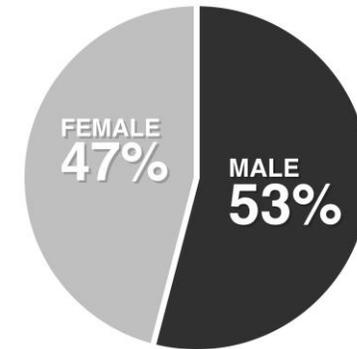
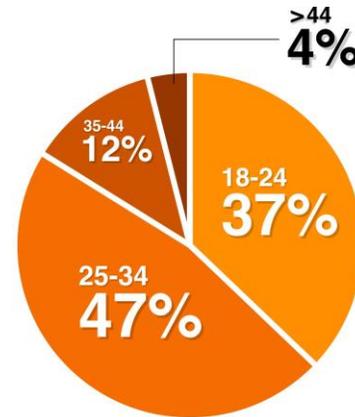


# Our Tribe

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LDN Riverside aims to captivate the young and middle age demographic, and would expect to draw from a large catchment area, including locally, Greater London, and Essex in particular.



# The Music

We are committed to working with local promoters to grow their brands and following, offering a variety of competitive packages for venue rental and dry-hire to cater for brands with a variety of capacities and target audiences, and include within the hire fee full management of security, medical practitioners, traffic operatives, AV production and bar management to ensure that all aspects of operations are to our rigorous standards.

LDN Riverside would focus in particular on House and Electronic music, to cater for our affluent, millennial target audience.



# Getting There

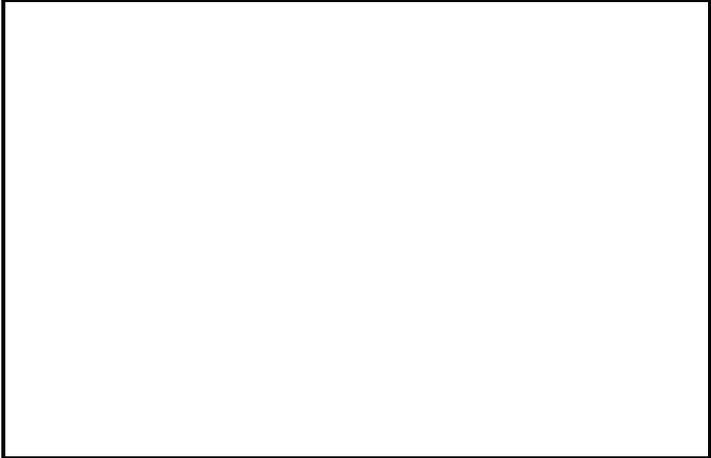
A short walk from Barking & Barking Riverside stations, numerous bus routes, and the new Thames Riverboat Barking extension, LDN Riverside is conveniently placed to attract a wide audience to the area to contribute to the local economy.

In addition to public transportation, the venue boasts consumer parking onsite, as well as space to operate shuttle buses and taxi drop-off points, managed by our security and traffic management partners: Connect Highways.



# Security

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# Medical Provisions

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At LDN Riverside, there will be a dedicated medical room, fitted with beds, ECG equipment, and all other relevant and modern provisions to ensure that public safety is always at the forefront of our operations.

Our venues all operate an electronic logging system to ensure that all details and incidents are stored securely and reliably, and kept up to date.

All of our medical professionals onsite come with a plethora of first response experience, and most are ex-military. A Level 3 qualification in First Response Emergency Care is a pre-requisite of joining our medical team.

Though incident rates are expected to fall well below the norm given the rigorous security and safety measures in place, LDN Riverside will work in tandem with its partners, the local hospitals of Barking and Newham and the London Ambulance Service to ensure that they are aware of all upcoming events of significant capacity. The in-house medical team will strive to relieve, to all extents practicable, any excess strain on these public services by offering on-site medical treatment and welfare facilities to all attendees and staff.

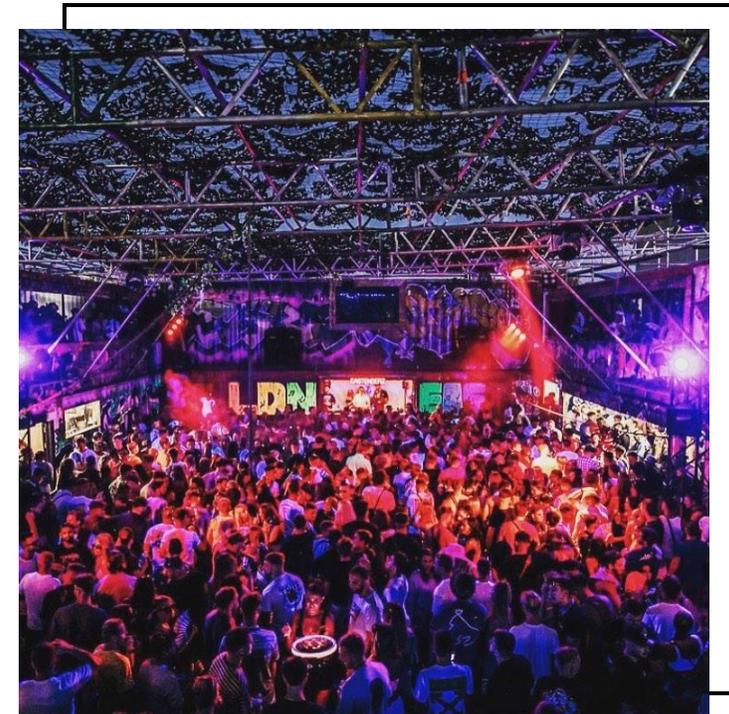
# Audio/Visual Production & Noise Management

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Working alongside our acoustic and technical production team at *Cosmic Electronics*, LDN Riverside strives to produce the highest quality immersive sound and light displays, featuring a permanent sound, projection and lighting rig available to all that hire the venue.

We understand the importance of minimising exposure to staff working onsite, as well as potential disturbance to local residents, and operate all venues with a strict sound-desk limiter and compressor to calibrated in accordance with any license noise conditions. In addition, noise levels at places of work (e.g. bars/offices) as well as nearby residential spots will be monitored periodically and logged to ensure they are within acceptable limits.

Complimentary ear-plugs will also be available to all attendees and staff onsite. A publicly available telephone contact number will be monitored at all times when the venue is open, allowing stakeholders, local authorities and residents to contact the venue with any concerns.



 **COSMIC**  
ELECTRONICS

 **LDN**  
**RIVERSIDE**

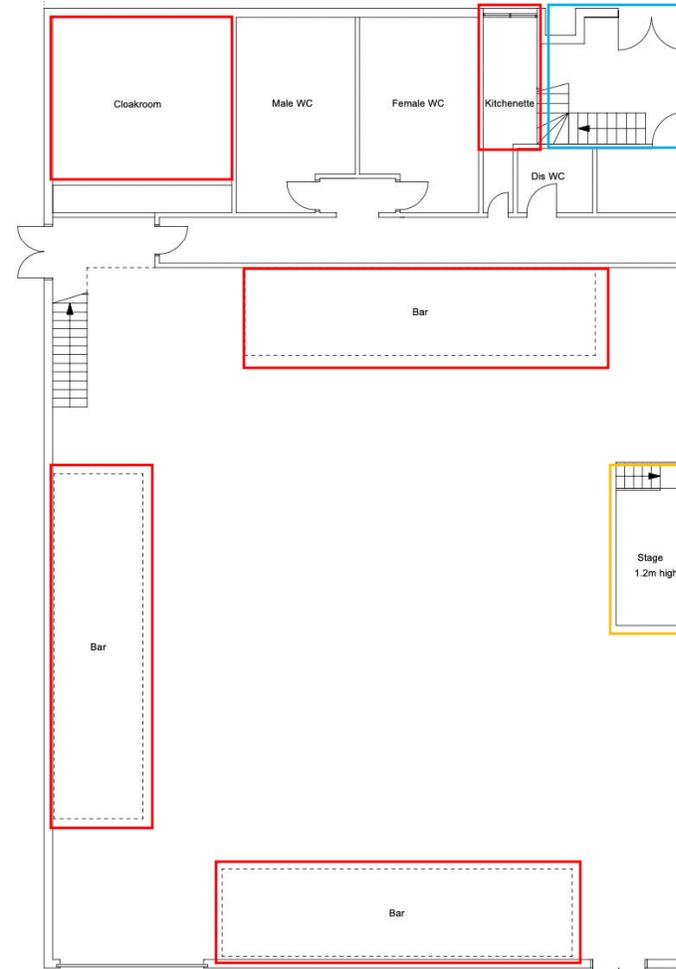
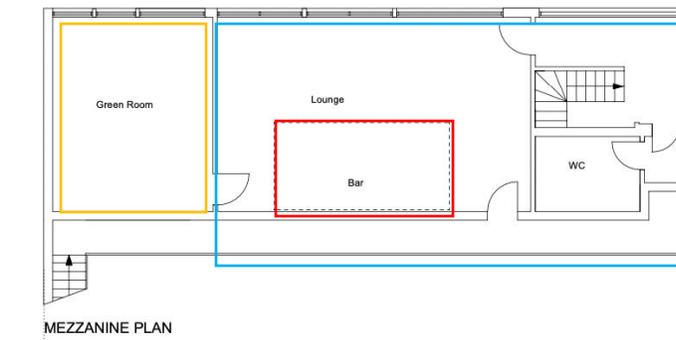
# Layout

Access/accreditation Levels:

Artists only

VIP ticket holders only

Staff only

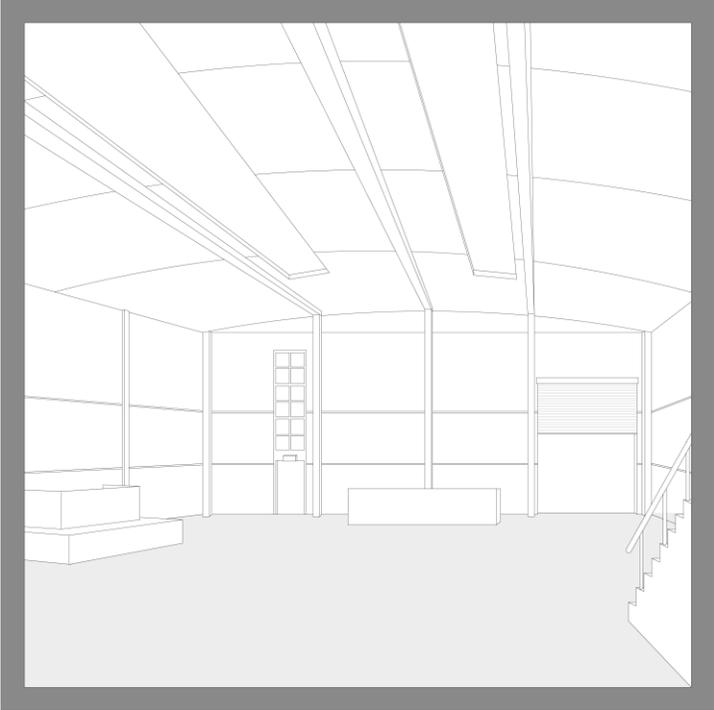


GROUND FLOOR PLAN  
UNIT J ABBEY WHARF

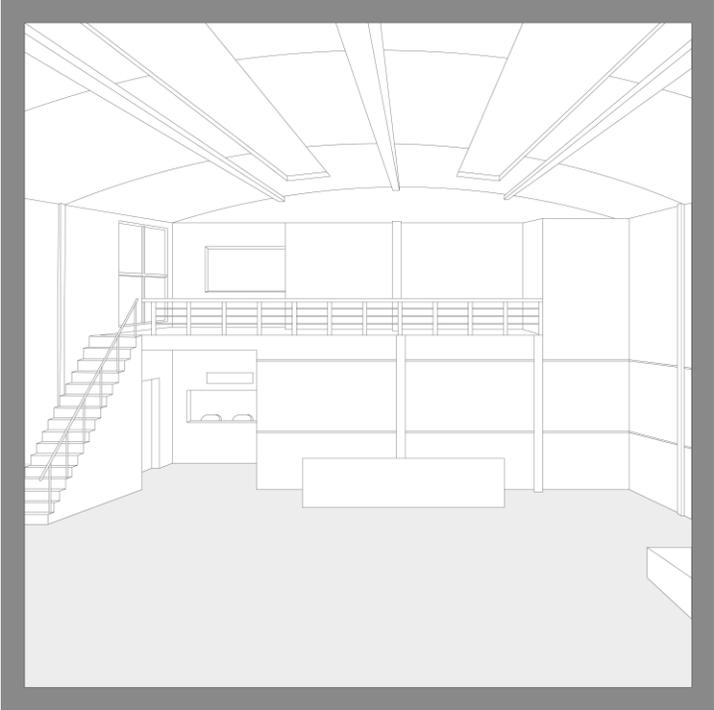
1:100

CCTV will be in operation around the entire venue perimeter, in addition to throughout the inside of the venue, monitoring all entrances, exits, crowd areas and bars, in accordance with our CCTV plan, formulated by our partners at Sterling Security Systems. It will be monitored in all opening hours by the event controller.

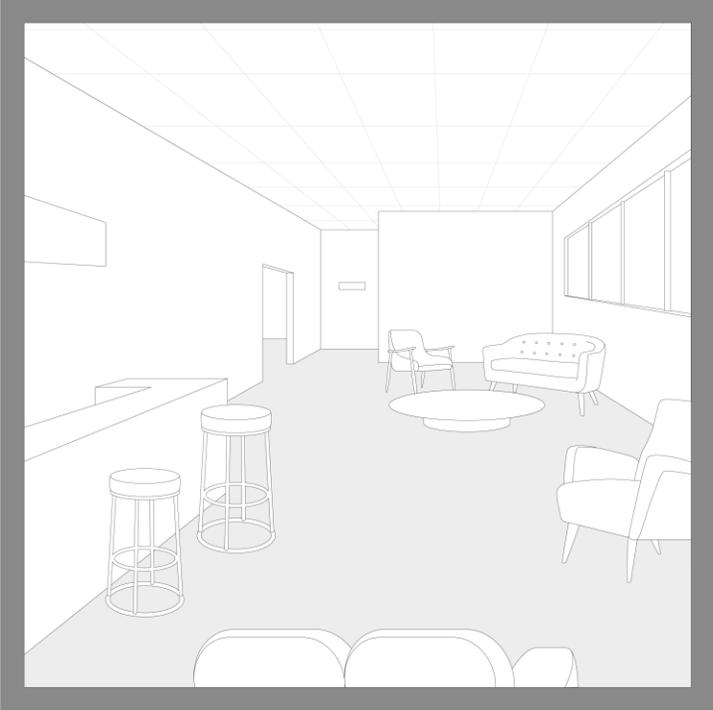
# A Look Ahead



Main Room



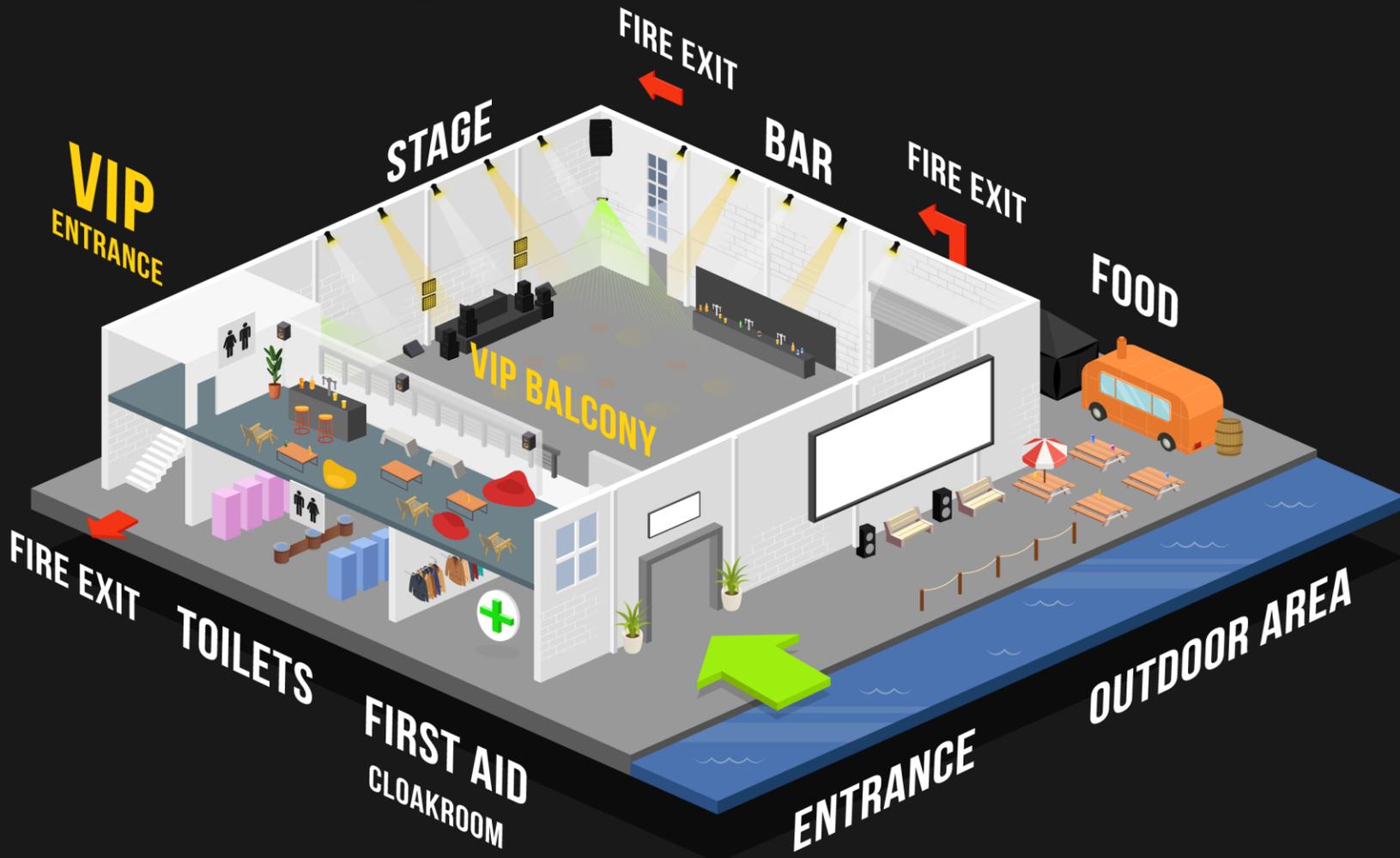
Main Room/VIP Balcony



VIP Area / Green Room

# Attendee Site Map

Artistic Map (not to scale)



# Featured Areas

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Perfect for hire for special events or corporate gatherings, LDN Riverside's upstairs mezzanine level will feature an open plan lounge style VIP Section, offering a private entrance, bar and washrooms, with tables and sofas to relax on, and un-paralleled views of the action down below from a private balcony overlooking the main space.

With packages starting from £40 per head inclusive of food and drink, the venue can offer an affordable and contemporary environment for patrons to enjoy the event in style.

In addition, the food court area the front of the property will hold feature to local food and coffee vendors to cater for a variety of dietary requirements and cuisines.



# Meet The Team

## – Co-Founder & Operations Director

Bio: With extensive experience in property management, including restaurants and pubs, and a passion for music and the live events industry, set out to create a vibrant and customer-focused nightlife brand with the launch of the now renowned LDN East in Canning Town, and festival venue Wheeler's Farm in Chelmsford. He is now looking to harness the energy and excitement of Barking's new re-development in his latest venture: LDN Riverside.

Existing ventures:

- LDN East: Nightclub - Canning Town
- Wheeler's Farm: Festival venue – Chelmsford
- Gold Standard Personal Training: Gymnasium – Debden
- Linguine: Restaurant – Hainault
- Riverside: Restaurant – Sudbury

# Meet The Team

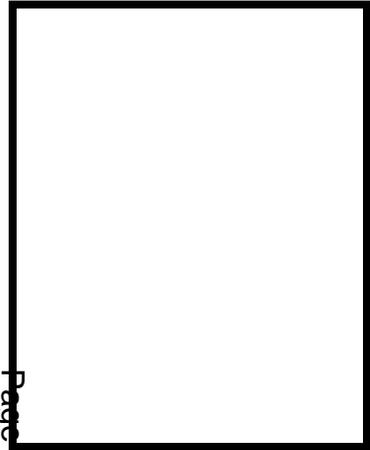
## – Co-Founder & Financial Director

Bio: Spanning three decades, financial career has led him from mail room assistant to head of trading, working at various boutique and large cap financial firms. He routinely handles large scale trades, budget forecasting and large risk-management profiling. Russell now brings his years of expertise to LDN Riverside to manage investment, development and finances.

### Previous employment:

- Peel Hunt and Company: Market Maker - 1989-1996
- Teather & Greenwood: 1996-2000
- Landsbanki: Head of Market Making - 2000-2006
- Fox Davies & Company: Head of Market Making - 2006-2012
- FinnCap Ltd: Head of Trading - 2012-2018

# Meet The Team



Page 121

- – **GM & HR Director**

Bio: Beginning his career managing marketing and PR campaigns enabled to transition effortlessly into the live events sector, tour managing with AEG for the likes of Justin Bieber and Bon Jovi. He now hopes to combine these two skillsets forming long-lasting and meaningful partnerships with local brands and workforces at LDN Riverside.

Previous employment:

- AEG Live: Tour Manager June - 2013-2022
- Elevate Staffing: Event Manager – 2022-present
- We Build Teams: Founder – 2021-present

# Meet The Team

## – Talent/Bookings Director

Living and breathing the live music industry, co-founded the now renowned We Are Fstvl in Upminster, transforming it from a grassroots festival into one of the UK's largest and most eminent electronic music events. He sidestepped to heading up Ministry of Sound's Artist and Talent procurement scheme, and is committed to bringing the same expertise to LDN Riverside to cultivate a diverse talent portfolio.

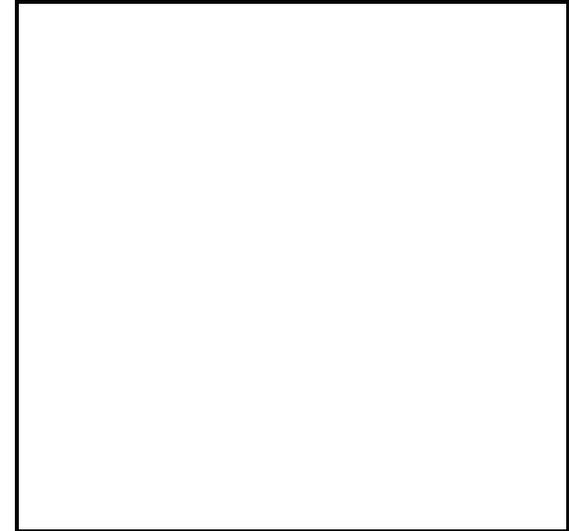
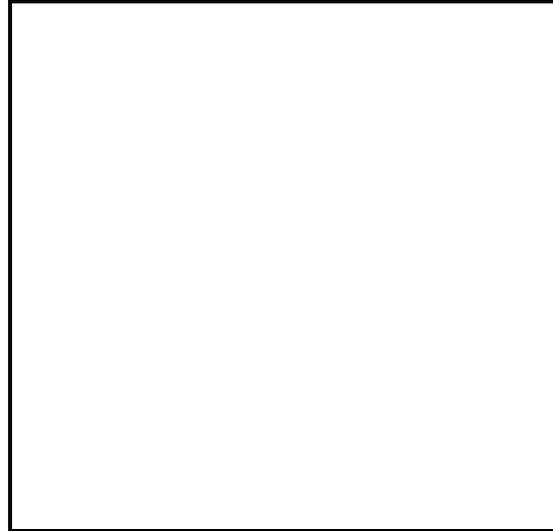
Previous employment:

- KK Design: Graphic Designer/Account Manager – 1998-2002
- Independent Promoter: 2002-2005
- The Cross/TheKey/Canvas/Pacha London: Group Promotions Manager – 2005-2009
- We Are FSTVL: Founder/Director - 2012-2015
- Ministry of Sound: Head of Artist Bookings, Marketing & Brand Strategy – 2015-2019
- Rinse FM: General Manager – 2019-2020

# Our Staff

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We understand that a great customer experience starts with a great team and ethos. In partnership with our recruitment consultants, We Build Teams, LDN Riverside is committed to hiring young, ambitious team members to join our operational and service team, pledging to recruit a minimum of 60% of our workforce from the local borough, and plan to work in tandem with the Barking and Dagenham Job Centre Plus to achieve this.



# Our Partners

LDN Riverside is collaborating with some of the UK's leading suppliers and contractors to ensure that all its offerings put customer experience, safety and security at the forefront of operations.



**COMPLETE  
LICENSING**





Licensing Authority  
London Borough of Barking & Dagenham  
1 Clockhouse Avenue  
Town Hall Square  
Barking  
Essex  
IG11 7LU

PC Owen DUNN 3326EA  
East Area Licensing Team  
Romford Police Station  
19 Main Road  
Romford  
Essex  
RM1 3BJ  
Telephone:  
Email:  
[www.met.police.uk](http://www.met.police.uk)  
Your ref:

17/04/2023

**Police Objection: Application for a new Premises Licence – LDN Riverside - Unit J, Abbey Wharf Industrial Estate, Kingsbridge Road Barking, IG11 0BP.**

Dear Licensing Team,

On behalf of the Commissioner for Police of the Metropolis, I wish to make a representation against the application for a premises licence at LDN Riverside - Unit J, Abbey Wharf Industrial Estate Kingsbridge Road, Barking, IG11 0BP.

I make these representations under the principle licensing objectives of;

- Prevention of Crime & Disorder
- Public Safety
- Prevention of Public Nuisance

The applicant is shown as Mr Matthew Blewitt and the company name is LDN Riverside Ltd. Mr Blewitt is seeking to obtain a new premises licence, which if granted, would allow the venue to operate as a nightclub with a capacity of 2,000 people. The venue also want to operate as an event space for various other forms of activities.

The hours which have been applied for would allow this venue to operate from 6pm on a Friday all the way through, non-stop until 2359 hours on Sunday nights.

The proposed hours for licensable activity are seen below:

**Provision of plays**

- From 18:00hrs on Fridays to Midnight on Sundays
- Extension to trade on any bank holidays and New Years Eve

**Provision of films**

- From 18:00hrs on Fridays to Midnight on Sundays
- Extension to trade on any bank holidays and New Years Eve

### **Provision of Live Music**

- From 18:00hrs on Fridays to Midnight on Sundays
- Extension to trade on any bank holidays and New Years Eve

### **Provision of Recorded Music**

- From 18:00hrs on Fridays to Midnight on Sundays
- Extension to trade on any bank holidays and New Years Eve

### **Performance of Dance**

- From 18:00hrs on Fridays to Midnight on Sundays
- Extension to trade on any bank holidays and New Years Eve

### **Late Night Refreshment**

- Friday to Sunday 23:00hrs to 05:00am each night

### **Supply of Alcohol**

- From 18:00hrs on Fridays to Midnight on Sundays
- Extension to trade on any bank holidays and New Years Eve

As part of my role as the Police Licensing Officer, I reviewed the application submitted by Complete Licensing on behalf of LDN Riverside Ltd.

I have had several conversations with Complete Licensing and discussed the concept and licence.

Initial conversations between Police Licensing and Complete Licensing were held on 17<sup>th</sup> February 2023. A further meeting between Police, Complete Licensing and Barking and Dagenham's Local Authority Licensing Team were held on 14<sup>th</sup> March 2023. However, to date I have not met the applicant.

Following on from the meetings, police carried out a site visit on the 29<sup>th</sup> March 2023, along with a colleague from Barking and Dagenham Licensing Officer.

This is when serious concerns were highlighted regarding the Prevention of Crime and Disorder, Public Safety and Public Nuisance objectives, as to the suitability of the premises and its location.

I have exhibited photos from my walk at the entrance to the site, passed the rear residential properties, through the working industrial estate, displaying the vehicles in operation at the time, to the proposed venue site and the risks surrounding their unit which are currently in place.

**This can be seen on ORD/1 - ORD/13.**

This is not a route Police would want groups of teenagers or young adults walking to/from at night. It is certainly not a route Police would want any lone females walking through.

There is a bus stop situated on the A13 which customers would have to walk to/from. Going through an operational industrial estate.

Whilst there are risks presented in that alone, adding the potential intoxication, increases the risks further. There are opportunities for accidents to take place or people to get lost within the estate.

Police do not wish to see intoxicated people trying to leave the area by a lone bus stop on A13, as it presents additional risks due to the speed of vehicles travelling on the A13.

The nearest other public transport link would be a 30min walk to Barking Station or a 50min walk to Barking Riverside.

Complete Licensing have stated that majority of the customers would travel by means of taxi or car to the venue and that tickets will be predominantly pre sold online. Therefore this increases the traffic footfall within the already busy industrial estate.

There are various other companies within the Abbey Wharf Industrial estate and some of which, Police have been informed, operate across 24 hours of the day.

The type of activity taking place for these companies involve the use of HGV Lorries and fork lift trucks at various times of the day and night.

Some of these companies are directly next to this proposed venue.

**This can be seen in ORD/14 – ORD/18.**

On the day of the visit, one of the fire exit doors was blocked by pallets from a neighbouring business which were then being manoeuvred by the fork lift truck later on.

**This can be seen in ORD/19 – ORD/21.**

Clearly not a combination wanted alongside pedestrians coming or going from the venue, queuing, eating or general loitering.

This poses additional risks should the venue contain customers inside.

One of the neighbouring units stated that the area the pallets were located at the time were part of the lease of their venue and not the applicants space.

Another risk with this site, is the proximity of the river bed and the lack of protection barriers between the site and the river wasteland / water. Police had asked to see a water risk assessment as part of the ESMP, which has not been produced. An ESMP has been produced, but does not contain a water risk assessment. There is mention of some fencing near to the venue but does not cover the width of the wall.

There is a concern of the potential for customers to fall over this small knee-high wall down into the river area.

**This can be seen in ORD/24 - ORD/26.**

Police received a copy of an Event Safety Management Plan (ESMP) on Wednesday 13<sup>th</sup> April. This ESMP contains some additional information regarding the potential venue and their intentions on how to operate.

Page 20 of the ESMP is a map which makes reference to the use of Heras fencing around a large part of the industrial estate and including Kingsbridge Road, along with the use of additional lighting, when events are taking place.

Police are unsure how this would impact other businesses works space and car parking space.

The potential for constant building and dismantling on these structures is bound to have an impact on the other businesses as they would need to be put in place prior to any event commencing, potentially blocking parts of the site whilst large amounts of fencing is manoeuvred.

This also applies to residents located near Kingsbridge Road, in respect to them being disturbed by the dismantling on fences after events in the early hours of the morning.

Within the ESMP there is also mention, on page 45, that the premises will run events when the other units are not operational. Some form of trading hours have been supplied on this page.

However, from when Police and Local Authority spoke to a member from a neighbouring unit of a distribution company, Police were informed that work is conducted throughout the night in multiple units on the site, as deliveries come and go.

This also applies to the vehicle body shop adjacent to Unit J, as they receive damaged vehicles at all hours of the night via trucks, as referenced in their representation.

Therefore it would appear there is some contradiction in the working hours supplied by the ESMP, and what the active businesses from the site are stating is currently in place.

There are serious public safety concerns with this proposed site.

### **Conclusion:**

The concerns above are of a serious nature and police feel this site is not suitable to host a licenced venue within the footprint.

There are risks of people being intoxicated and falling into the wasteland ditches at entrance and at rear of venue. **Front wasteland ditch can be seen in ORD/4 – ORD/6.**

The wasteland at the rear of the premises poses risk of crime taking place, as it's not currently secured. The immediate risks that are a cause for concern, but not limited to, are consumption of drugs or sexual assaults taking place, as it is out of sight. There is even the potential for intoxicated patrons to wonder off into these areas.

**Rear wasteland can be seen in ORD/32, ORD/36 & ORD/37.**

The area is currently unsanitary, unclean and unhygienic. Somewhere which is not suitable to host food. This being due to the mud, oil, dirt and rats which were seen. Police do not see how this would change as it is an active industrial estate.

As much as the applicant may highlight the work which they plan to undertake, to either secure and clean up the area. This application has to be taken under the current conditions which have been seen by Police. As there is no guarantee that the work they plan to (should a licence be granted) be suitable or meet the expectations when finished.

Police can also only go on the information which has been provided to them by the applicant.

Dangerous equipment being used by neighbouring businesses is an obvious concern. As the venue will not have control of their patrons once they have left their venue.

Damaged vehicles, sharp metals, broken glass and vehicle with electric shock sticker pose further risks to people attending.

**These can be seen on ORD/22 - ORD/24, ORD/31 & ORD/35.**

It is not the responsibility of the neighbouring venues to try and ensure the safety of the applicants intoxicated attendees.

Police were informed that the main gates at the entrance to the site get locked during the night by a security company, who then granted access to required persons or vehicles. It is unclear if the venue have made contact with this company prior to submitting this application to ascertain how patrons would enter/exit during these hours. Police do not believe security from the site would wish to keep opening and closing the gates each time patrons walk in or out of the site. It is also unclear if these gates are constantly manned or

available on scheduled deliveries.

**Gates can be seen on ORD/7 & ORD/8.**

The exhibited photos were taken during the day to get the clearest images of the site. Police have additional concerns about patrons attending / exiting the venue and travelling through the industrial site at night in the dark with the current concerns already highlighted.

Police have to consider the proposed site as seen along with documentation provided. At the time of writing the site is not suitable, and further documentation is yet to be seen such as a suitable traffic management plan, water risk assessment and drug policy for example.

Complete Licensing have stated the landlord for the proposed unit is the landlord for the entire industrial site. However, the contradiction in trading hours throughout the site needs to be confirmed as it poses potential additional risks.

At the time of writing Police have not received or had any communication with the actual applicant, Matthew Blewitt.

As much as Complete Licensing can answer questions or concerns on his behalf, Matthew Blewitt is going to be the one operating under this potential premises licence and will have operational control of the venue, not Complete Licensing.

It is confusing as to why Matthew Blewitt has not been a part of any of the meetings or communications throughout the application process with Police or Local Authority.

The main concern for Police is that this is not a suitable venue for this type of premises to be operating from. Police therefore cannot support this application.

This representation is to protect the potential customer's well-being and also to ensure we look after the current traders of the estate and their well-being and ability to continue their work peacefully.

It is an astonishing proposal to suggest that the locality would be suitable for a nightclub with outdoor food trucks.

Police are requesting that the sub-committee refuse this application in its entirety.

**Yours sincerely,**

**PC Owen DUNN 3326EA  
East Area Licensing Team**

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# Photo Exhibits Album

by Dunn Owen R - EA-CU

**ORD/1 – Site view  
from distance**



**ORD/2 – Closest  
residential properties**



**ORD/3 – Site entrance**



**ORD/4 – Embankment  
at entrance**



ORD/5 – Embankment at entrance



**ORD/6 – Waste embankment at entrance & residential properties in distance**



ORD/7 – Security gates which get locked



KEEPING UK HOMES SAFE  
 **Security Gates**  
0208 4322 999  
www.securitygatesrus.com

No Roadway  
Parking

**ORD/8 – Security gates which were unstaffed and apparently get locked.**



**ORD/9 – Containers which customers would need to navigate through or walk passed.**



ORD/10 – Containers which customers would need to navigate through or walk passed.



ORD/11 – Fully operational industrial estate.



**ORD/12 – Reserved parking for the Active companies, which could Become effected.**



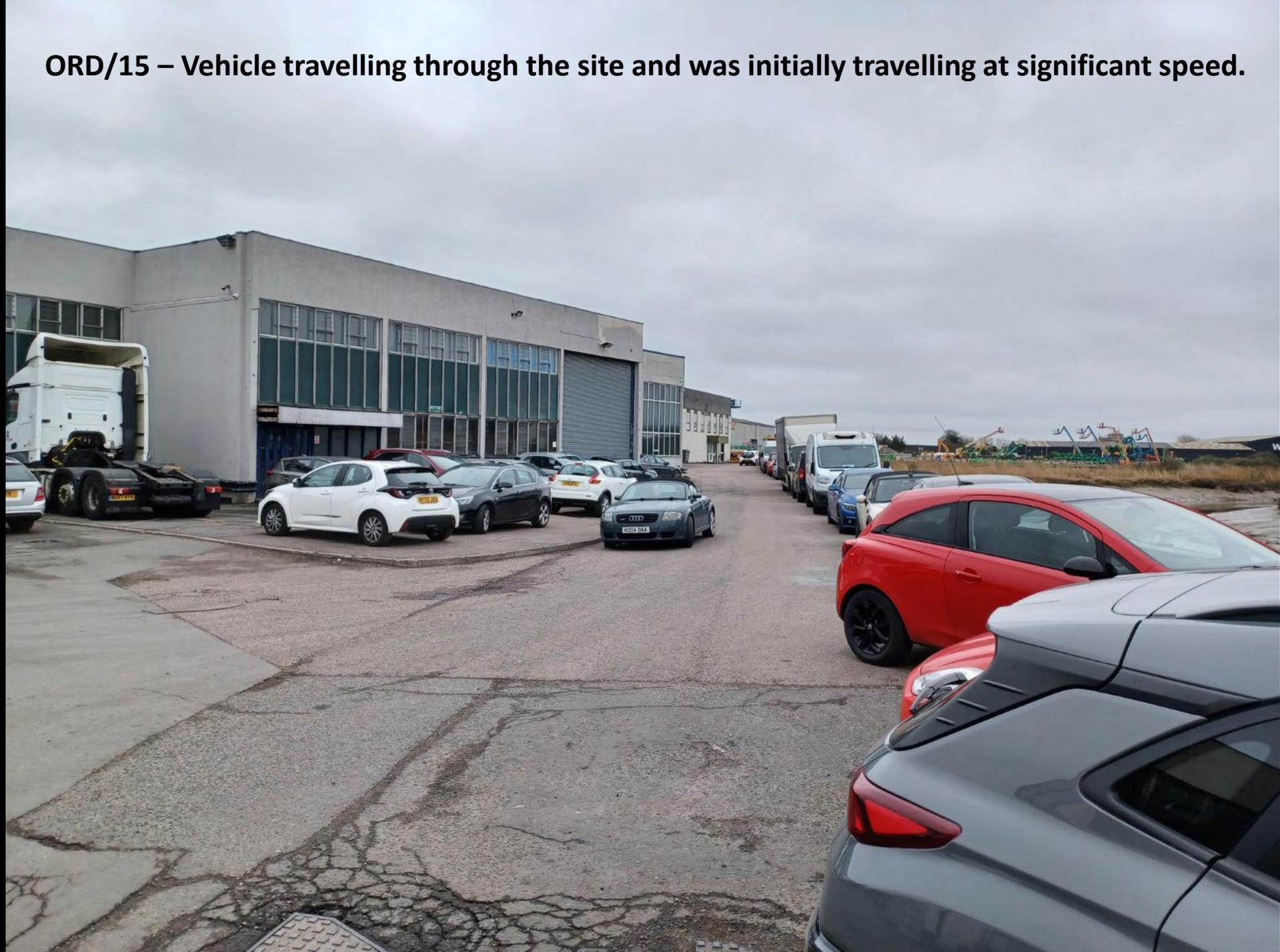
**ORD/13 – journey customers would need to undertake to or from venue.**



**ORD/14 – Active HGV lorry manoeuvring throughout the site.**



**ORD/15 – Vehicle travelling through the site and was initially travelling at significant speed.**



**ORD/16 – Active businesses in operation next to applicants unit with various HGVs and Fork lift vehicles.**



ORD/17 – Business which runs a 24 hour operation.



ORD/18 – Limited spaces for vehicles.



**ORD/19 – Apparent  
entrance / exit blocked  
by pallets from  
businesses (possible  
fire exit)**



**ORD/20 - Apparent  
entrance /  
exit blocked by pallets  
from businesses  
(possible fire exit).**



**ORD/21 – Active fork lift truck in operation next to venue, with pallets blocking fire escape.**



**ORD/22 - Various damaged vehicles parked all along the road outside the applicants unit.**



BATTERY  
Disconnected.

LOOKED  
5:123

### DAMAGED HYBRID OR ELECTRIC VEHICLE

<sup>(V3)</sup> EARTH LEAD ON 12V BATTERY DISCONNECTED? YES NO

DISCONNECTED BY (NAME):

HIGH VOLTAGE SYSTEM ISOLATED? YES NO

ISOLATED BY (NAME):



#### THERMAL CHECKS

TYPE OF THERMAL CHECK	DATE	TIME	AIR TEMP	GROUND TEMP	BATTERY N/S/F TEMP	BATTERY N/S/R TEMP	BATTERY O/S/F TEMP	BATTERY O/S/R TEMP	BATTERY CENTRE TEMP	STAFF NAME
CHECK PRIOR TO RECOVERY										
CHECK UPON ARRIVAL AT POUND										
SCHEDULED CHECK 1										
SCHEDULED CHECK 2										

ORD/23 – Damaged vehicle indicating possibility of electric shock

**ORD/24 – Damaged vehicle awaiting repair with broken glass.**



**ORD/25 – Small wall is only safety barrier between Road and drop down to the river.**



**ORD/26 – waste at bottom of drop before water from river.**



**ORD/27 – Drop  
down  
To the riverbed  
Outside the entrance  
To the venue.**



**ORD/28 – Discarded pallets and cables at the rear of premises.**



**ORD/29 – Discarded vehicles, pallets, metal and rubbish at the rear of premises.**



**ORD/30 – Rear of premises, extremely dirty and muddy.**



**ORD/31 – Damaged vehicles left at the rear of the premises  
and a dead rat.**



ORD/32 – Rear of the unit next door.



ORD/33 – Rear of the unit.



**ORD/34 – Wasteland & rubbish at rear of the unit.**



**ORD/35 – Sharp  
metal  
object sticking up  
from ground.**



**ORD/36 – Concerns about the wasteland at rear of premises.**



**ORD/37 – Concerns about the wasteland at the rear of the premises.**



## **LDN Riverside Representation:**

On behalf of the London Borough of Barking and Dagenham Council, I wish to make a representation against the application for a premises licence at LDN Riverside,

Unit J, Abbey Wharf, Kingsbridge Rd, Barking IG11 0BD.

The site was used by Dark Blue International Ltd.

The applicant has submitted this application for a new premises licence in order to obtain:

### **Provision of plays**

- From 18:00hrs on Fridays to Midnight on Sundays
- Extension to trade on any bank holidays and New Year's Eve

### **Provision of films**

- From 18:00hrs on Fridays to Midnight on Sundays
- Extension to trade on any bank holidays and New Year's Eve

### **Provision of Live Music.**

- From 18:00hrs on Fridays to Midnight on Sundays
- Extension to trade on any bank holidays and New Year's Eve

### **Provision of Recorded Music**

- From 18:00hrs on Fridays to Midnight on Sundays
- Extension to trade on any bank holidays and New Year's Eve

### **Performance of Dance**

- From 18:00hrs on Fridays to Midnight on Sundays
- Extension to trade on any bank holidays and New Year's Eve

### **Provision of anything of a similar description to Live Music, Recorded Music or Performance of Dance**

- From 18:00hrs on Fridays to Midnight on Sundays
- Extension to trade on any bank holidays and New Year's Eve

### **Late Night Refreshment**

- Friday to Sunday 23:00hrs to 05:00am each night

### **Supply of Alcohol**

- From 18:00hrs on Fridays to Midnight on Sundays
- Extension to trade on any bank holidays and New Year's Eve

The applicant currently does not hold a licence to permit any form of licensable activities applied for.

I make these representations under the licensing objectives of.

- Public Safety.
- Prevention of Public Nuisance
- Prevention of Children from Harm
  
- The premise does not benefit from being situated close to a taxi rank, mini cab operators or any night public transport which operates from 2000 hours until 0600 hours. I do not feel that there is sufficient accessible public transport to disperse customers when the venue closes at the proposed times, on a Friday, Saturday, and Sunday when the venue will have been at its busiest. London Borough of Barking and Dagenham council does not have any night time guardians working night time until the early hours of the morning often seen where nightclubs are prominent, these would include Officers working a dedicated night time economy shift, street pastors, community protection officers, Police or Street Marshals/ Wardens.
  
- With no night time guardians to support those that are vulnerable, intoxicated and need help getting home, I am of the opinion that LDN Riverside in particular and its Industrial location namely Abbey Wharf Trading Estate in general have no infrastructure to support licensed premises opening in late Night to the early hours of the morning as applied for from Friday night 18:00 to Sunday night 23:59.

I am of the opinion that this application in its entirety does not promote the licensing objectives, in particular the prevention of public nuisance, Public Safety and Prevention of Children from Harm, therefore, to grant this application as it is submitted would lead to vulnerabilities, nuisance, and crime and disorder.

As part of a joint visit with the Metropolitan Police Licensing Officers on 29 March 23 relating to the premises application submitted by LDN Riverside, we have noticed the below concerning H&S issues:





- Back of premises full of fire hazards.
- Broken down vehicles causing obstruction.
- Deep ditch.



- Side of premises fire exit obstructed with pallets from next door operator.





- Container yard with heavy goods delivery and dispatch activities, 24rs operations, 6 days a week, Mon- Sat.



- Forklift operations by side building and fire exit of unit J, 6 days a week, Mon- Sat.



- Heavy goods vehicles offloading massive trailers on road leading to the proposed venue 6 days a week, Mon- Sat.

Mohammed Serdouk

Licensing Enforcement Officer

Licensing Team | Customer, Commercial & Service Delivery

Barking Town Hall 1 Clockhouse Avenue Barking IG11 7LU

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**From:** Frances Kelly

**Sent:** Monday, April 17, 2023 3:47 PM

**To:** Licensing <[Licensing@lbbd.gov.uk](mailto:Licensing@lbbd.gov.uk)>

**Subject:** R578410 - LDN Riverside, Unit J Abbey Industrial Estate, Barking IG11 0BP

### **Licensing Act 2003 – Application for New Premises Licence**

On behalf of Health and Safety, I object to the licence on grounds of public safety.

As such, I make the following representation:

Following my visit with Mohammed Serdouk on 23 March 2023 to proposed licensed premise.

Upon entering Kingsbridge Road there is a footpath on the right side running the length of perimeter fencing outside G&S Tyre Services Limited, Kingsbridge Road, Barking, on entering Kingsbridge Road from the busy A13. To the left side there is scrub land which falls down into a ditch backing onto to the rear gardens of dwellings at Westminster Gardens. Cars parked on this side of the road leaves only space for single way traffic flow. There is intermittent street lighting on this side of Kingsbridge Road which stops at the start of Sunbelt Rentals perimeter fencing. There is a narrow footpath running the left side of the access road to the entrance to Abbey Wharf industrial estate gates. There is a ditch located at the right side of the roadway.

Kingsbridge road being an access route to the industrial estates located in that area and as such HGV lorries and associated traffic will use the road to access the industrial units located in the area. G & S Tyre Services operates Monday to Friday 08:30 to 17: 00 and Saturday 08:30 to 12:30 and provide tyre services for cars, vans and trucks and specialist tyre services.

There are a number of businesses operating within the licensing time the applicant has set for the licensing hours of LDN Riverside. Businesses operating 6 and even 7 days per week that will fall outside the control of the applicant's landlord including those individuals/sole traders utilising the container storage area which forms part of the route through the industrial estate towards the proposed LDN Riverside unit. Forklift trucks and vehicles operate in the area, which in itself does not provide sufficient space for one way traffic let alone two-way traffic flow. As such site parking is very limited

With operating their businesses goes the use of any intended pedestrian route through the estate to the LDN Riverside venue:

Ketra Logistics, Units F & G Kingsbridge Road, Barking, the same estate as proposed venue operates Monday to Friday 08:30 to 18:00 and Saturday 08:30 to 14:00;

Direct Source, Unit H Abbey Wharf, Kingsbridge Road, Barking, operates Monday to Friday 09:00 to 18:00 and Saturday 10:00 to 14:00 to name a few.

The pedestrian route to be used leading to and from the venue poses a risk to members of the public from being struck by vehicles and slip and trips hazards through the many obstruction found around the industrial estate. There is no lighting within the industrial estate and no separate walkways for pedestrians.

The proposed venue location appears to be unsuitable for a 'night club' and any ancillary use where members of the public would be at risk of injury.

Kind regards

Kelly

**Frances Kelly | Health and Safety Officer | Regulatory Services |**

Barking Town Hall | 1 Town Square | Barking | IG11 7LU

Mobile: 07854 958 543 | Email: frances.kelly@lbbd.gov.uk

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Dagenham**



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## **Environmental Health & Public Protection Responsible Authority Representation**

**To: LBBD Licensing Department**

**Date: 27/03/2023**

From: Chris Hurst - Contract Environmental Protection Officer

Email: [Chris.Hurst@lbbd.gov.uk](mailto:Chris.Hurst@lbbd.gov.uk)

Application: Premises License Application

Premises: LDN Riverside LTD, Unit J, Abbey Industrial Estate, Kingsbridge Road, Barking IG11 0BP.

The application is for an Event Space / Night club with a capacity of 2000 persons, within a former industrial unit at Abbey Industrial Estate, Kingsbridge Road, Barking and includes Regulated Entertainment (live and recorded music) from 18:00hrs on Fridays to Midnight on Sundays and Late-Night Refreshment Friday to Sunday 23:00hrs to 05:00am each night.

The area is largely industrial / commercial with the closest residential properties approximately 125m to the north and 250m to the east at Westminster Gardens and 330m on Alfreds Way to the north. Figure 1 below presents at Google Aerial Map of the locality.

The premises is an industrial warehouse construction with relatively lightweight roof including lighting panels. This will offer relatively limited sound reduction performance, specifically in the low frequency region. Typical Internal levels for modern dance music are approximately 100dB(A) and 115dB(C) and therefore the construction of the building may need to be enhanced to comply with external noise guideline limits in order to achieve the Licensing Act 2003 promotion of the prevention of public nuisance objective. Figure 2 below details the internal view of the proposed event space.



Figure 1 Google Aerial Map of Proposed Premises and Environs

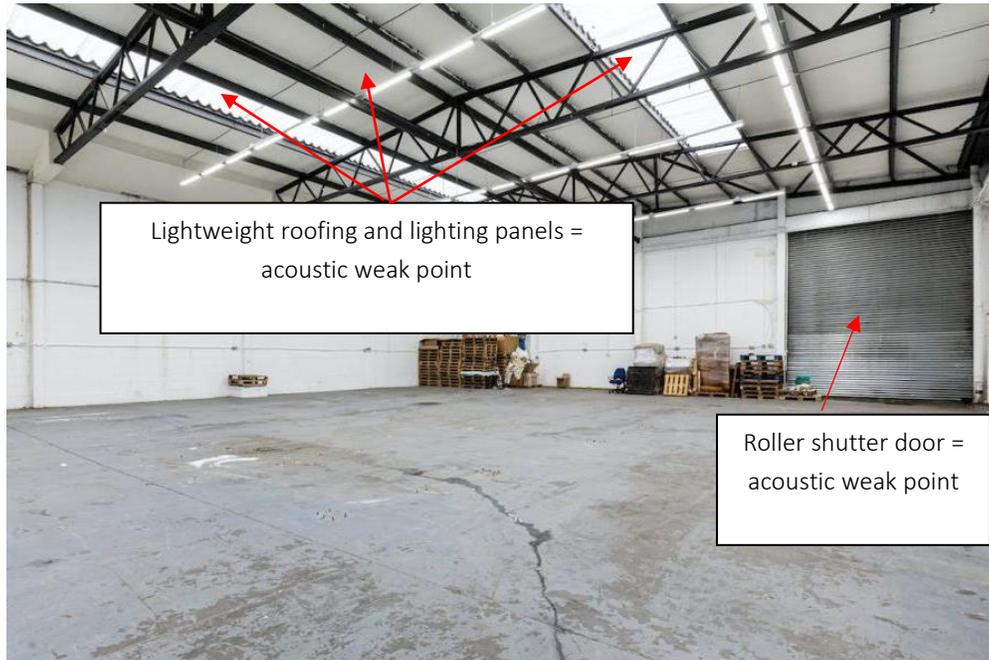


Figure 2 Internal View of Proposed Event Space

With regard to the Licensing Act 2003 objective of the promotion of the prevention of public nuisance the application operating schedule includes the following information.

***(4) No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.***

***(19)A noise limiter must be fitted to the musical amplification system and maintained in accordance with the following criteria:***

***(a) the limiter must be set at a level to ensure that no noise nuisance is caused to residents.***

***(b) The operational panel of the noise limiter shall then be secured by key or password and access shall only be by persons authorised by the Premises Licence holder.***

***(c) No additional sound generating equipment shall be used on the premises without being routed through the sound limiter device.***

***(d) If deemed necessary, by an authorised officer of The London Borough of Barking & Dagenham, the noise limiting device shall be reset to a level in consultation with authorised officer of The London Borough of Barking & Dagenham, the licence holder will be available to accommodate this limiter setting within 14 days of notification***

There is no other detail on how amplified music noise related to regulated entertainment will be controlled in order to achieve the LA03 public nuisance objective. Typically, for this type of application, which will operate throughout the night, an objective noise assessment should be undertaken by an experienced and qualified acoustic consultant which demonstrates that music noise breakout from the venue will not cause any significant adverse noise impact which could result in public nuisance. It is likely that without further mitigation to the building structure, the proposed use as an event space / night club will not be able to operate, without either causing significant noise breakout and consequent disturbance to residents within the vicinity, or music sound levels would have to be limited to such an extent to make businesses unviable.

There are also Public Safety issues which have been raised by responsible authorities with regard to safe access and egress to and from the venue in a largely commercially area used by HGV warehouse vehicles who have 24/7 operations, inadequate links to public transport, inadequate lighting, potential access to river frontage and I would concur with these concerns and would have expected as a minimum a detailed event safety management plan and transportation plan to be submitted as part of the application in order to address these and all other safety related issues.

## **Responsible Authority (Environmental Health & Public Protection) Objection**

Therefore, I consider that a Venue Viability Assessment Report and Noise Management Plan should be submitted as part of the premises licence application in order to provide suitable information to the responsible authority (Environmental Health & Public Protection) and the Licensing Sub Committee in order to be able to make informed decision on the application. Unless this information is forthcoming, I would therefore recommend refusal of this application.

The council at this time does not have any specific guidance on noise control from places of entertainment, however other London Authorities do provide guidance which may be useful to the applicant.

## **Assessment by Competent Person**

The assessment of noise is a complex task requiring specialist training, experience, techniques and equipment. Consequently, noise surveys, impact assessments, mitigation design and report writing is best carried out by suitably qualified persons with appropriate knowledge, skills and experience. The Borough is not able to endorse or recommend the services of individual consultants. However, details of acoustic consultants may be obtained from:

### **The Institute of Acoustics**

77A St Peter's Street, St Albans, Hertfordshire, AL1 3BN, UK Tel: +44(0) 1727 848195; [www.ioa.org.uk](http://www.ioa.org.uk)

### **The Association of Noise Consultants**

105 St Peter's Street, St Albans, Hertfordshire, AL1 3EJ, UK Tel: +44(0) 1727 896092; [www.association-of-noise-consultants.co.uk](http://www.association-of-noise-consultants.co.uk)

### **The Chartered Institute of Environmental Health**

Chadwick Court, 15 Hatfields, London, SE1 8DJ

Tel: +44 (0) 207 827 6307; <http://www.cieh.org/advisoryservices.htm>

**From:**  
**To:** [Licensing](#)  
**Subject:** LDN Riverside Ltd, Unit J, Abbey Industrial Estate, Kingsbridge Road, Barking IG11 0BD  
**Date:** 14 April 2023 20:00:45

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Date: 14<sup>th</sup> April 2023

ATTN: Licencing Department, LBBD

REF: LDN Riverside, Unit J, Abbey Industrial Estate, Kingsbridge Road, Barking IG11 0BP

As a representative of the business IEFS 17 Ltd (t/a Ketra Logistics) based at Units F & G Abbey Wharf, Kingsbridge Road, Barking IG11 0BP I hereby give notice of our objections to the above licence application.

Ketra Logistics being the direct neighbour of Unit J, is a 24 hour 6 – 7 day a week operation consisting of the transportation and distribution of palletised freight. We continually operate a fleet of 7 44t articulated HGV vehicles with a further 9 40ft trailers, 10 rigid HGV vehicles and 6 vans. At any time during peak periods this can almost double with the addition of a near identical fleet based in Thamesmead which is often called upon to support the operation. We also operate 7 forklift trucks with over 90% of our loading and unloading operation carried out outside of the building.

We operate independently to the rest of the site and have done so for over 20 years with no recorded accidents but if the proposed licencing were to be approved, our genuine concerns for public safety increase substantially due to the following reasons:

- Unsuitable lighting for public access
- No suitable public footpaths for safe access & egress
- Insufficient parking spaces
- Forklift trucks operating in open spaces
- Constant movement of HGV vehicles in and out of the estate
- Increased risk of harm due to alcohol consumption in HGV operating area
- Increased risk of harm due to alcohol consumption in FLT operating area

We also have public nuisance and noise pollution concerns, having recently experienced the proposed tenants testing their sound equipment in the unit, at the point of testing, we experienced the windows in our building shaking a rattling violently and could not hear simple telephone conversations with our clients due to the noise levels. This could also have safety implications for pedestrians and members of the public travelling around the estate if our HGV vehicles and Forklift Truck warning signals cannot be suitably heard.

We would further like to object on the grounds of crime and disorder. As we all know with alcohol consumption comes the decrease in inhibitions and as such feel that our vehicles and freight are at risk of theft and damage. We would also have huge concerns that our equipment such as the trailers would be climbed on and risk serious injury due to slips and falls from height.

Please do not hesitate to contact me by return, should you need clarification or to discuss further.

Kind regards

*Group Operations Manager*

**Main Office Barking:**

**Main Office Thamesmead:**

**Mobile:**

**\*\*\* NEW E-MAIL ADDRESSES \*\*\***

j

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**From:**  
**To:** [Licensing](#)  
**Subject:** Unit J, Abbey Wharf  
**Date:** 06 April 2023 13:17:47

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To whom it may concern,

I am writing to object to the application for a night club / alcohol licence for LDN Riverside East, Unit J, Abbey Wharf Industrial Estate, Kingsbridge Road, Barking IG11 0BP.

Under the licencing objectives

- 1 Crime
- 2 Public Nuisance
- 3 Public Safety/
- 4 Prevention of Children of Harm

I am a tenant of 7 years of unit M and L Abbey Wharf Industrial Estate. The estate is a very busy with fork lift trucks moving large items from where houses to lorries and vans 24 hours a day, Lorries backing up and parking all around unit J which will be a big safety concern. Long Lane London Ltd itself works 24 hours a day dropping off cars and vans damaged in accidents for repair, all from large recovery trucks. This will impact my business greatly if a nightclub is on the end of my premises.

Access to the estate is limited with one small road with a ditch on one side, No lighting or CCTV cameras in the area. Inside the estate is dark with the River Roding directly outside unit J no safety barrier on the river wall.

Transport is limited and non-existent at night with only a bus stop over 1/4 of a mile away, No parking, No access to taxi drivers (if you could get one) and no underground / overground trains within 3 miles of the estate. People won't be able to leave the area easily in the early hours if at all.

Us tenants try hard to pull together with the challenges of a busy trading estate and all of us feel the area doesn't have the resources to deal with drug and alcohol problems a nightclub can cause.

Please do not grant this application - it is not needed, it is not helpful and it is not beneficial to the local area .

The kindest Regards

Long Lane London Ltd

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**From:**  
**To:** [Licensing](#)  
**Subject:** Objection  
**Date:** 17 April 2023 17:29:41

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April 17, 2023

To,  
Licencing Department  
LBBD

**Re: Unit-J Abbey wharf Kingsbridge Road Barking IG11 OBD.**

Dear Sir/madam,

I am writing this letter with reference to the above address licence application. They applied for as a club and private parties premises including the sale of alcoholic drinks. I don't think this is a good place or location for this type of business. This area is congested and moving around forklift, movement of lorries and containers. We have 6 companies in this area and all companies operating weekend days and very early start and finishing late as well.

Because of that there is very high risk, just imagine people being tired and intoxicated with alcohol they can come in to contact with these machine and Lorries. The yard is surrounded by the Thames tidal creek with no extra protection or fencing. The area has insufficient parking spaces. The area has not the very best lighting over the night. there is also potential risk of damages our glass window.

Considering all these risk on a daily bases, this application for me personally is raising big questions of public safety.

Please contact me, in case of any further information.

**Kind regards**

H R & Product Development Manager  
[www.dsdistribution.uk](http://www.dsdistribution.uk)



Unit-H Abbey wharf, Kingsbridge Road  
Barking, IG11 OBD London.

Ph:

WhatsApp:

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**From:** [Chris Hurst](#)  
**To:** [Richard Vivian](#)  
**Cc:** [Chris Banks](#); [Rachel Taylor](#); [James Hoffelner](#); [Karen Collier](#)  
**Subject:** RE: Fwd: Representation received - LDN Riverside LTD, Unit J, Abbey Industrial Estate, Kingsbridge Road, Barking IG11 0BP.  
**Date:** 26 April 2023 19:49:02

---

Hi Richard

Thanks for your response.

The main considerations are the licensing objectives and local policy helps inform how they will be achieved in the local context. You have referred a model condition within the Appendices of the Policy and as such is only a guide to the type of condition that maybe imposed or proposed. You may also like to refer to other sections within the Policy concerning operating schedules (Section 4 page 22) and the Prevention of Public Nuisance on page 33.

I was informed by the licensing consultant that a venue noise assessment and Noise Mgt Plan would be forwarded which would help address the councils concerns so it is strange that there now seems to be a reluctance to provide this information.

The licensing hearing will be the opportunity for both sides to make their case and I am sure the committee will come to a reasonable decision.

I am now back full time at Three Spires and no doubt we will catch up before too long.

Kind Regards

**Chris Hurst | Environmental Protection Officer**  
**Environmental Health and Public Protection**  
London Borough of Barking and Dagenham

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**From:** Richard Vivian <[richard@bigskyacoustics.co.uk](mailto:richard@bigskyacoustics.co.uk)>  
**Sent:** 25 April 2023 17:12  
**To:** Chris Hurst <[Chris.Hurst@lbbd.gov.uk](mailto:Chris.Hurst@lbbd.gov.uk)>  
**Cc:** Chris Banks <[Chris.Banks@lbbd.gov.uk](mailto:Chris.Banks@lbbd.gov.uk)>; Rachel Taylor <[Rachel.Taylor2@lbbd.gov.uk](mailto:Rachel.Taylor2@lbbd.gov.uk)>; James Hoffelner <[james@completelicensing.uk](mailto:james@completelicensing.uk)>  
**Subject:** Re: Fwd: Representation received - LDN Riverside LTD, Unit J, Abbey Industrial Estate, Kingsbridge Road, Barking IG11 0BP.

Dear Chris

Thank-you for your reply. I am sorry to hear you are leaving and it makes sense that I use Chris Banks as my point of contact going forward.

I won't comment on public safety issues as they are being handled by someone else.

We are in agreement that there is a large separation distance from this unit on the industrial estate to residential properties. For the PL application I need to consider the licensing objective of the prevention of public nuisance, and in order to protect residents from public nuisance due to amplified music an appropriately controlled professional sound system is an effective measure. I can set those limit levels on the sound system myself, but the volunteered noise conditions go further than that and propose that the limiter can be set in consultation with an

authorised officer of The London Borough of Barking & Dagenham.

I note that your view is that it is not reasonable for the applicant to defer the promotion of the prevention of public nuisance objective to the local authority by asking them to set a noise limiter level, but that approval process is specifically recommended in the LBBB Statement of Licensing Policy 2022 - 2027 at page 56:

- *Sound Limiting Devices - Where a noise limiting device or devices are installed then the entertainment noise control system shall be monitored, checked, and calibrated as necessary, **so that the approved levels by the Council**, are not exceeded. The controls for the entertainment noise control system shall be in a secure, lockable cupboard or similar location. The entertainment noise control system is to be independent of control by persons other than the licensee. Access to the entertainment noise control system is to be restricted to the Licensee or a designated manager.*

In my experience that is a robust approach and ensures that, regardless of any theoretical design for the building envelope, the noise source is controlled to the appropriate level for that building in its current state. Improvements to the building mean a higher limiter level, similarly any degradation to the building envelope over time is equally covered by the limiter condition which would require a lower limit level. It is for this reason my recommendations will be for a permanent sound system with a precision limiting device that is set, locked and tamper-proof.

A limiter is the safety-net, regardless of the condition of the building, as it is always set at the level that does not result in a public nuisance. Ensuring there is a requirement for the limiter level to be approved, by way of condition on the PL, is a common and effective approach at many licensing authorities.

Let me know where you are heading to next, and keep in touch.

Best regards  
Richard

**Richard Vivian**

Big Sky Acoustics Ltd  
office: 020 7617 7069  
mobile:

On 24/04/2023 10:35, Chris Hurst wrote:

Hi Richard and thanks for your response.  
FYI my contract ends at B&D on 05/05/2023 and therefore the team leader for EP, Chris Banks (on copy ), will be your point of contact.

My assessment of the application in its current form, is that it does not meet LA03 requirements both from a public nuisance and public safety perspective and without significant amendment to the ESMP (public safety) and inclusion of a venue viability assessment and report and noise management plan, (public nuisance) I recommend that it should be refused.

As you will be aware Section 182 guidance is clear that applicants

- understand any risk posed to the local area by the applicants' proposed licensable activities
- include positive proposals in their application on how they will manage any potential risks
- Provide LA with sufficient information to determine the extent to which their proposed steps are appropriate to promote the licensing objectives in the local area

Given the context of the application which could have significant public nuisance and public safety consequences, I consider that it is not reasonable for the applicant defer the above requirement to the local authority, by asking them to set a noise limiter level. It is incumbent on the applicant to provide a risk assessment of the application i.e venue viability assessment, and the steps by which they will manage noise emissions i.e Noise Mgt Plan. Re public safety the ESMP is wholly inadequate and not site specific and requires significant amendment.

Therefore, once the above requirements have been addressed by the applicant these will inform the setting of the noise limiter. As I have indicated in my formal representation B&D do not have any formal guidance on noise control for places of entertainment but I have looked back at some previous licensing and planning conditions and they have in some instances applied the Hinton and Sommerville noise assessment criteria for noise control for places of entertainment, this maybe a starting point for the applicant to assess the potential noise impact and design mitigation strategy.

I hope that assists you, it may worth having a Teams call with Chris Banks and ourselves to discuss the above points in more detail. Chris is away on leave later this week and is only available today or tomorrow morning.

Kind Regards

**Chris Hurst | Environmental Protection Officer**  
**Environmental Health and Public Protection**  
London Borough of Barking and Dagenham

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**From:** Richard Vivian <[richard@bigskyacoustics.co.uk](mailto:richard@bigskyacoustics.co.uk)>

**Sent:** 21 April 2023 14:10

**To:** Chris Hurst <[Chris.Hurst@lbbd.gov.uk](mailto:Chris.Hurst@lbbd.gov.uk)>

**Subject:** Re: Fwd: Representation received - LDN Riverside LTD, Unit J, Abbey Industrial Estate, Kingsbridge Road, Barking IG11 0BP.

Hi Chris

I hope you are well. I've been instructed to give some advice on this application.

Like you I share concerns with regard to the roller shutter door and roof structure. My client has done some real-world tests of noise break-out from a large sound system and is in the process of obtaining quotes for remedial works to the building.

The primary noise source is amplified music and will be subject to a limiter condition which has already been volunteered to ensure the licensing objective of the prevention of public nuisance is promoted. An acoustically weak building will therefore be subject to a lower limiter threshold than an acoustically robust building.

The proposal is to have a permanently installed sound system and hence the variability of different sound systems coming in and out the building is eliminated. In that way we can set very precise limit levels, including detailed dynamics processing and specific control across the audio spectrum which would then be set and locked in a DSP system processor that would be password protected and tamperproof.

The motivation for my client is to ensure the building envelope does contain noise, and also that the building is maintained, to the extent that there is no public nuisance. The correct setting of a limiter, quite reasonably to your (or one of your colleagues) satisfaction, is the ultimate safety-net that dictates the acceptable source level. I can think of a number of examples where a new operation has started in a basic building with a relatively conservative maximum level setting, and then, as finances permit, they have carried out further remedial works and been able to recalibrate the limiter upwards as the building improves.

At this time my client is looking to secure a lease on the premises and they need to know that the grant of a PL is likely, albeit with strict noise conditions, in order for them to proceed. Could you look again at the proposed limiter condition and let me know if that is satisfactory, or if you would prefer some other wording?

Best regards  
Richard

**Richard Vivian**

Big Sky Acoustics Ltd  
office: 020 7617 7069  
mobile:

On 27/03/2023 19:10, Complete Licensing wrote:

Sent from Proton Mail for iOS

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

From: Licensing<[Licensing@lbbd.gov.uk](mailto:Licensing@lbbd.gov.uk)>

Date: On Mon, Mar 27, 2023 at 20:07

Subject: Fwd: Representation received - LDN Riverside

LTD, Unit J, Abbey Industrial Estate, Kingsbridge Road,  
Barking IG11 0BP.

To: [hello@completelicensing.uk](mailto:hello@completelicensing.uk)  
<[hello@completelicensing.uk](mailto:hello@completelicensing.uk)>

Cc:

Dear Sirs

I write in relation to the application for a premise licence  
at LDN Riverside LTD, Unit J, Abbey Industrial Estate,  
Kingsbridge Road, Barking IG11 0BP.

We have received a representation from a responsible  
authority namely the Councils Environmental Protection  
officer.

Please see the attachment for details.

The officer can be contacted direct as below.

Chris Hurst - [Chris.Hurst@lbbd.gov.uk](mailto:Chris.Hurst@lbbd.gov.uk) / Mobile 07939  
324 063

Please send your response to [licensing@lbbd.gov.uk](mailto:licensing@lbbd.gov.uk)

Regards

Rachel

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