

**SUPPLEMENTARY 2**

**LICENSING SUB-COMMITTEE**

**Tuesday, 17 January 2023**

**Agenda Item 3.      Licensing Act 2003 - Application for a 5-year Time-Limited Premises Licence - A Man About A Dog Ltd, Barking Park, Longbridge Road, Barking IG11 8UD (Pages 1 - 71)**

Appendices L and N to the report are exempt from publication as they contain sensitive/confidential information (exempt under paragraph 7, Part 1, Schedule 12A of the Local Government Act 1972 (as amended)).

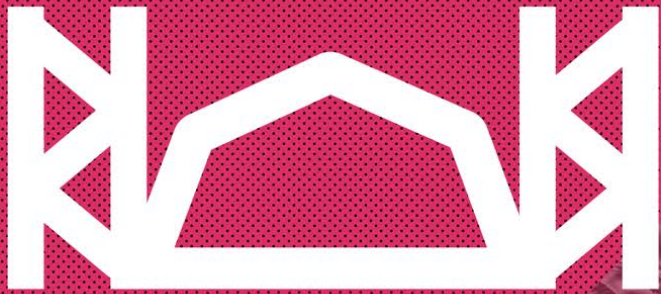
Contact Officer:      John Dawe  
Telephone:              020 8227 2135  
E-mail:                    [john.dawe@lbbd.gov.uk](mailto:john.dawe@lbbd.gov.uk)

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# SLAMMIN EVENTS

MAKING LARGE SCALE EVENTS HAPPEN





- We are a London-based company, originally established in 1995, that have been in the events business since that date. Originally starting with nightclubs, but quickly graduating to large-scale arena shows in the early 2000s such as Alexandra Palace, The NEC Birmingham and The Royal Bath & West Showground. Since the early 2010s the company has diversified into outdoor festivals, largely in urban and suburban settings, and is considered one of the leaders in this field, staging events from 5,000 up to 100,000 attendance.

We continue to promote and produce our own events as well as increasing our portfolio of managed and produced shows for long-standing clients such as elrow. We recently became a Crown Commercial Service Supplier which allows us to bid for large-scale central and local government contracts.

Our main skill sets are:

- Licensing
- Event Management
- Production Management
- Security Management
- Large-scale Bar Operations
- Large-scale Bar Operations



# OUR WORK

## ALEXANDRA PALACE FIREWORKS FESTIVAL

Alexandra Palace & Park, London  
2 Evening cultural event  
100,000 capacity

- Event Management
- Production Management
- Bar Operations
- CAD Planning
- Health & Safety
- Trader Management
- Promotion Consultancy

The UK's largest ticketed Fireworks event was re-started by us in 2013 after several years of inactivity following the decision to end the traditional free to public show. It continues to grow year on year, adding in a whole raft of content which elevates it from an average fireworks display. A German Bier Festival, Streetfood Village, 15 licenced bars, fire shows, street parades and laser displays have all featured in recent years.

## ELROW TOWN

Parsloes Park, Dagenham  
1 day outdoor festival  
25,000 capacity

- Event Management
- Production Management
- Bar Operations
- Licensing
- CAD Planning
- Health & Safety
- Trader Management

Elrow is a boisterous and intense electronic music festival which has a carnival-like atmosphere due to the production values and incorporation of large numbers of performers into the show. Having moved from its previous home at the Olympic Park in East London, we were tasked with making it work in a suburban setting which had never before hosted an event of this scale before.



## MADE FESTIVAL



**Sandwell Valley Country Park, West Midlands**  
**1 day outdoor festival**  
**20,000 capacity**

- Event Management
- Production Management
- Bar Operations
- CAD Planning
- Health & Safety
- Security Management
- Trader Management
- Venue Finding

A new site was procured for MADE, Birmingham's pre-eminent music festival, after 2 successful years at Perry Park.

The show grew rapidly from an initial attendance of 10,000 right up to 20,000 with the addition of new stages and more high-profile artists.

## LIBERTINES LIVE



**Coombe Abbey, Coventry**  
**1 day concert**  
**10,000 capacity**

- Event Management
- Production Management
- Bar Operations
- Licensing
- CAD Planning
- Health & Safety
- Security Management
- Trader Management

This was a one day concert at a brand new site with significant logistical concerns, not least of all those around access. An extensive traffic management and shuttle bus scheme was employed to the issue, with the event being an unqualified success in all departments.

## HOSPITALITY



**Finsbury Park, London**  
**1 day electronic music festival**  
**12,500 capacity**

- Event Management
- Production Management
- Bar Operations
- Licensing
- CAD Planning
- Health & Safety
- Security Management
- Trader Management

Hospitality is probably the biggest Drum & Bass brand in the world, with a large and very loyal following. Finsbury Park was an obvious high profile home for their inaugural outdoor festival, with several years of increasingly large and complex shows following on from this.

## SOUTHPORT WEEKENDER



**Butlins Bognor Regis**  
**3-day weekend**  
**6,500 capacity**

- Event Management
- Production Management
- Ticketing Solutions
- Promotion Consultancy
- Talent Booking & Liason

This is a legendary event of almost 30 years standing which was recently brought out of semi-retirement for a rapidly sold-out show. Operating 24 hours a day over 3 days, everything takes place within the confines of the Butlins resort, which makes it a very different show from your average festival!

## ARCADIA



**Queen Elizabeth Olympic Park London**  
**2 day festival**  
**50,000 capacity**

- Event Management
- Production Management
- Bar Operations
- Licensing
- CAD Planning
- Health & Safety
- Security Management
- Trader Management

A genuine performance-based show where mechanical constructions take centre stage over the DJs who perform inside them, Arcadia was a very complicated show with a long build time and a lot of liason between the promoters, the brand, performers and ourselves. The results were spectacular to say the least.....

## KALIEDOSCOPE



**Alexandra Palace & Park, London**  
**3-day festival**  
**10,000 capacity**

- Event Management
- Production Management
- Bar Operations
- Licensing
- CAD Planning
- Health & Safety
- Security Management
- Trader Management
- Promotion Consultancy

A multi-faceted arts and music festival which debuted in 2018, held on the challenging terrain of the south slopes of Alexandra Palace, overlooking large swathes of London. Nothing similar had been held outdoor at this venue for decades so it was a blank canvas to work on.

## CRYSTAL PALACE FIREWORK SPECTACULAR

Crystal Palace London  
1 Evening cultural event  
25,000 capacity

- Event Management
- Production Management
- Bar Operations
- Licensing
- CAD Planning
- Health & Safety
- Security Management
- Trader Management
- Ticketing Solutions
- Promotion Consultancy
- Talent Booking & Liason

South London's largest ticketed fireworks event launched in 2019 to a sold-out crowd. More than just a fireworks show, it included a range of entertainment, from the Lords of Lightning to a plethora of bands and DJs, as well as a comprehensive food and drink offering.

## ABODE

Finsbury Park, London  
1 day electronic music festival  
12,500 capacity

- Event Management
- Production Management
- Bar Operations
- Licensing
- CAD Planning
- Health & Safety
- Security Management
- Concessions Management

The flagship London festival of one of the country's biggest House music brands, Abode has a huge following that attends their events all over Europe. The show incorporates a variety of carefully designed music spaces that showcase the different music genres that the brand represents.

## WESTFEST



**Bath & West Showground, Somerset**  
**All-night electronic music event**  
**10,000 capacity**

- Event Management
- Production Management
- Bar Operations
- Licensing
- CAD Planning
- Health & Safety
- Security Management
- Trader Management
- Ticketing Solutions
- Promotion Consultancy
- Talent Booking & Liason

An institution in the West Country and probably one of the last large-scale all-night electronic music shows that still operates in the UK, Westfest is a unique event which brings 21st century production values and event management to what is essentially a huge rave. Produced in-house for almost 20 years and counting.

## GOOD TIMES



**Alexandra Palace Pavillion, London**  
**All day concert**  
**5,000 capacity**

- Event Management
- Production Management
- Bar Operations
- CAD Planning
- Health & Safety
- Trader Management
- Promotion Consultancy

The first show to utilise the site of the former Victorian Pavillion at Alexandra Palace, this was a rapidly constructed event site that was built in a day, and deconstructed in a day after the event had run it's course. Good Times is a daytime show formerly based at the Notting Hill carnival and hosted by the legend that is Norman Jay MBE.

## RELEVANT RECENT EVENTS

### 2013

Found Festival	10,000 people	Haggerston Park	LB of Hackney
Westfest	10,000 people	Bath & West	Mendip Council
Fireworks Festival	30,000 people	Alexandra Palace	LB of Haringey

### 2014

Found Festival	10,000 people	Haggerston Park	LB of Hackney
Eastern Electrics	12,000 people	Hatfield House	Hertfordshire
United Festival	10,000 people	Finsbury Park	LB of Haringey
Ceremony Festival	10,000 people	Finsbury Park	LB of Haringey
Westfest	10,000 people	Bath & West	Mendip Council
Fireworks Festival	50,000 people	Alexandra Palace	LB of Haringey

### 2015

Born & Bred Festival	15,000 people	Haggerston Park	LB of Hackney
United Festival	12,000 people	Finsbury Park	LB of Haringey
Ceremony Festival	12,000 people	Finsbury Park	LB of Haringey
Westfest	10,000 people	Bath & West	Mendip Council
Fireworks Festival	50,000 people	Alexandra Palace	LB of Haringey

### 2016

T-mission Festival	12,000 people	Finsbury Park	LB of Haringey
Hospitality Festival	12,000 people	Finsbury Park	LB of Haringey
Westfest	10,000 people	Bath & West	Mendip Council
Fireworks Festival	60,000 people	Alexandra Palace	LB of Haringey

### 2017

T-mission Festival	12,000 people	Finsbury Park	LB of Haringey
Southport Festival	12,000 people	Finsbury Park	LB of Haringey
Elrow London	30,000 people	Olympic Park	LB of Newham
Abode in the Park	12,000 people	Finsbury Park	LB of Haringey
Hospitality Festival	12,000 people	Finsbury Park	LB of Haringey
Westfest	10,000 people	Bath & West	Mendip Council
Fireworks Festival	75,000 people	Alexandra Palace	LB of Haringey

### 2018

Arcadia	40,000 people	Olympic Park	LB of Newham
T-mission Festival	12,000 people	Finsbury Park	LB of Haringey
Southport Festival	12,000 people	Finsbury Park	LB of Haringey
Kaliedoscope	12,000 people	Alexandra Palace	LB of Haringey
MADE Festival	15,000 people	Perry Park	Birmingham
Elrow London	35,000 people	Olympic Park	LB of Newham
Abode in the Park	12,000 people	Finsbury Park	LB of Haringey
Hospitality Festival	12,000 people	Finsbury Park	LB of Haringey
Westfest	10,000 people	Bath & West	Mendip Council
Fireworks Festival	100,000 people	Alexandra Palace	LB of Haringey
Elrow Scotland	10,000 people	Royal Highland Centre	Edinburgh City

### 2019

T-mission Festival	12,000 people	Crystal Palace	LB of Bromley
Southport Festival	12,000 people	Crystal Palace	LB of Bromley
Kaliedoscope	12,000 people	Alexandra Palace	LB of Haringey
MADE Festival	15,000 people	Perry Park	Birmingham City Council
Coombe Live	15,000 people	Coombe Abbey	Coventry City Council
Elrow London	25,000 people	Trent Park	LB of Enfield
Abode in the Park	12,000 people	Finsbury Park	LB of Haringey
Hospitality Festival	12,000 people	Finsbury Park	LB of Haringey
Westfest	10,000 people	Bath & West	Mendip Council
Fireworks Festival	100,000 people	Alexandra Palace	LB of Haringey
Fireworks South	25,000 people	Crystal Palace	LB of Bromley
Elrow Scotland	10,000 people	Royal Highland	Edinburgh City Council

### 2021

Southbound Festival	12,000 people	Morden Park	LB of Merton
Beautiful People	12,000 people	Morden Park	LB of Merton
Kaliedoscope	12,000 people	Alexandra Palace	LB of Haringey
MADE Festival	15,000 people	Sandwell Valley	Birmingham City Council
Live in the Valley	7,000 people	Sandwell Valley	Birmingham City Council
Elrow London	25,000 people	Trent Park	LB of Enfield
WeAre FSTVL	40,000 people	Central Park	LB of Dagenham
Elrow Midlands	10,000 people	Sandwell Valley	Birmingham City Council
Sequences	15,000 people	Bristol Harbour	Bristol City Council
Westfest	10,000 people	Bath & West	Mendip Council
Fireworks Festival	100,000 people	Alexandra Palace	LB of Haringey

### 2022

Forbidden Forest	15,000 people	Belvoir Castle	South Kesteven
Primal Scream	11,000 people	Alexandra Palace	LB of Haringey
Fat Freddie's Drop	11,000 people	Alexandra Palace	LB of Haringey
Kaliedoscope	11,000 people	Alexandra Palace	LB of Haringey
Groove Armada	8,000 people	Bristol Harbour	Bristol City Council
Hospitality	8,000 people	Bristol Harbour	Bristol City Council
MADE Festival	20,000 people	Dunstall Park	Wolverhampton
WeAre FSTVL	40,000 people	Damyns Hall	LB of Upminster
Otherlands	10,000 people	Scone Palace	Perth City Council
Elrow London	25,000 people	Parsloes Park	LB of Dagenham
T-mission Festival	12,000 people	Olympic Park	LB of Newham
Beautiful People	12,000 people	Olympic Park	LB of Newham
Westfest	10,000 people	Bath & West	Mendip Council
Fireworks Festival	100,000 people	Alexandra Palace	LB of Haringey



# OFFERS





Tel: 020 8363 5566  
Or Email us at:  
[HELLO@SLAMMINEVENTS.COM](mailto:HELLO@SLAMMINEVENTS.COM)

PO Box 480  
Enfield  
Greater London  
EN1 2ZS

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**NTIA** NIGHT TIME INDUSTRIES ASSOCIATION

 **NOEA**

 **AIF**  
MEMBER



# A MAN ABOUT A DOG LTD

FESTIVAL  
PEOPLE

BARKING PARK



# THE LICENSEE

Festival PEOPLE is owned by A Man About A Dog / U Live part of an international working group, Vivendi Village. A global leader in culture, entertainment, media and

A Man About A Dog (AMAAD) have been holding unique events in unusual locations since 2011 pioneering the daytime music event format in London developing ground-breaking spaces such as Tobacco Dock and Printworks. They have **successfully** and **safely** catered for approximately **1 million customers** over the years delivering over 1000 electronic music events.

U Live events are situated in rolling greenland, pristine world heritage sites and destination tourism hotspots, catering to truly diverse audiences aged 16-54, across a wide spectrum of sounds from Dance to Pop, Jazz and R&B, and culture forms ranging from dining to theatre and wellness. Experts in live event formats and highly versatile, U-Live work to consistently high standards and pride themselves on attention to detail.

# THE LICENSEE

We are **consistent**, keep our promises, and exceed industry standards. Working across genres and demographics, we are **knowledgeable, respectful, original** and **innovative**, producing our shows from the ground up, transforming spaces to create unforgettable experiences to share with everyone.

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## Event highlights:

Love Supreme Festival

Kite Festival of Ideas and Music

Innervisions @ Royal Albert Hall

Sundown Festival

Tobacco Dock music events

COGO at Wembley Arena

Nocturne Event Series

ION Festival, Albania

Junction 2 Festival

Printworks music events

Queen Elizabeth Park

The Long Road Festival

# ETHOS

## COMMUNITY

A **genuine celebration of people**, festival PEOPLE will reflect youth culture and new trends in music, fashion, gamification and communication. Implementing creative ways to bring people together with audience participation encouraged on multiple layers will **foster a sense of belonging and respect for each other** and the event. Utilising technology to enable audiences to **connect** with each other.

Supporting local community groups and initiatives in the London boroughs around us, and the global music community as a whole, instigating discussions and ideas around the culture we operate in.

## DIVERSITY

Creating events that are accessible to everyone, with intersectional programming that works towards equal representation in terms of race and gender.

## CHARITY

Leveraging our reach and audience to support local, national and international charities across a range of specialities. £16k raised in 2020 via digital events.

## SUSTAINABILITY

Developing and continually evaluating policies that lower Co2 emissions and reduce plastic waste across our events operations.

# THE TEAM

## PAUL JACK

**Executive Director  
AMAAD/U Live**

Owner / Founder of AMAAD working within the events industry for over 20 years across a multitude of different projects and venues including various large scale festivals. Executive director at U-live working across the groups event portfolio.

## WILL HAROLD

**Executive Director  
AMAAD/U Live**

Owner / Founder of AMAAD Will leads the talent bookings and creative departments across the group. He sits on the U-Live executive board and has worked in the music industry for more than two decades.

## SLAMMIN' EVENTS

**Site and Event Operations**

Over 15 years delivering events up to 50,000. Clients include the Alexandra Palace Fireworks Display and the Commonwealth Games.

Extensive experience of delivering events in city parks and of working closely with the local authorities and directly with the local community to understand and minimise the impact of their events on the people who work and live nearby.

# THE TEAM

## ANNA PLANT

### Event Project Manager

With 10 years producing outdoor events including Edinburgh Festival Carnival and a Masters in Arts and Cultural Management, Anna joins the team fresh from 5 successful years leading on Falkirk Councils' Outdoor Event's Programme.

## NICKI MITCHARD

### Production Manager

Creative and green field production expert Nicki has a wealth of experience in creating and coordinating unique experiences for festival goers in a safe and well thought out environment.

## ALEX BEATTIE

### Senior Operations Manager

Music event specialist Alex has 20 years experience operating every type of event from small to large scale festivals covering full event management, event development, security, safety, logistics, production, and licensing.

# TESTIMONIAL

“London is a city of creative energy constantly reinventing itself courtesy of the dynamic creative industries rooted here. Established promoters like AMAAD contribute to the rich fabric of the city innovating events and experiences for Londoners and visitors alike and helping to put London’s music scene on an international platform. Their endeavours create the memory makers and goosebump moments that contribute to our attractiveness and the global standing of our annual calendar of events.”

*- Georgina Warren, London and Partners*

# THE EVENT

A creative, bold and inclusive event, truly spanning the full spectrum of electronic music whilst utilising cutting edge technologies to create memorable moments for an engaged and invested audience. The added layer of participation and interaction will be developed and refined each year, come in many different forms and will flow throughout the audience journey.

Festival PEOPLE will be a unique addition to London's events calendar, sensibly growing over the next 5 years to establish itself as a forward-thinking event with an invested audience.

We intend to incrementally grow the capacity as we develop our operational knowledge of the specifics of Barking Park and the immediate area alongside LBBD and key stakeholders. Our proposed plan is:

- 2023 - one day event with a max capacity of 15,000
- 2024 - one day event with a max capacity of 20,000
- 2025, 2026, and 2027 plans (including the move to a two-day event) to be agreed alongside LBBD. It is our intention to use a maximum of 2 days annually between May and September.





# MUSIC

Festival PEOPLE represents the soundtrack of the next generation, with a lineup that reflects their spotify and tik tok consumption. Expect a mix of the newest rising stars and the biggest headline artists, freeform programming and challenging the status quo.

Festival People will showcase acts that are hot and popping and have musical fluidity based on what young people are listening to across multiple electronic genres. Expect house, pop, disco, dub, soul, drum and bass, garage, bassline, reggaeton and more.

Example artists being approached for year one (2023) are Arielle Free, Charlie Tee (Radio One), Falva D, Girls Don't Sync, Jess Bays, Ms Banks, Tita Lau, Kurupt FM , Wilkinson , James Hype, Yung Filly.

# THANK YOU



### **How to Contact the Event Organiser**

You can contact the Event Organisers by emailing [barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk) with any questions or concerns about the event. This email address is monitored directly by the event team who will respond directly to any questions or concerns.

### **Local Residents Ticket Ballot**

The Event Organisers want as many people from the local area to have the chance to enjoy the event, so they will be giving away tickets, via a ballot, to residents living within 1 mile of Barking Park. If you want to be the first to hear when the ticket ballot is launched, email [barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk) to be added to the community mailing list for the event.

### **Local Community Fund**

All donations collected via the guest list tickets for the event will be put into a pot to be donated to a local project or charity. The Event Organisers believe the local community has the best understanding of who would benefit most from this donation so will be asking for recommendations from local stakeholders on who this pot of donations should be given to.

### **Fundraiser Prizes for Local Charities**

The Event Organisers will keep a limited number of tickets available to give to local charities as prizes for raffles or other fundraising events. If you would like to request a pair of tickets for your charity fundraiser, please email [barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk) with the details of your organisation, including where you are based.

### **Engagement with the Council and Local Authorities**

COGO Presents will be planned in close consultation with the relevant teams at London Borough of Barking & Dagenham Council. Event plans are shared with the Council and local agencies (including Police, Fire & Rescue, Ambulance Services, the NHS and Environmental Health) through the council-run Safety Advisory Group (SAG). The Event Organisers meet with the SAG at least once in advance of the event as well as for a debrief post-event.

The Event Organisers will also be in contact with Ward Councillors for the local area to provide them with information about the event and address any questions these councillors may have regarding how the event could impact their constituents.

### **Infectious Diseases / COVID 19**

The Event Organisers will be following the latest government guidance for events related to infectious diseases including Covid-19.

– END –

The logo for COGO, featuring the word "COGO" in a bold, black, sans-serif font. The letters are closely spaced and set against a light pink rectangular background.

## **COGO Presents 2023 Local Stakeholder Letter**

### **PROPOSED EVENT**

Event: COGO Presents...London 2023

Dates: Saturday 17th June 2023

Location: Barking Park, Barking, IG11 8SP

### **INTRODUCTION**

**AMAAD Ltd** (owners of COGO) is in the process of applying for a premises licence to hold COGO Presents at Barking Park on Saturday 17<sup>th</sup> June 2023. Although plans for the event are still in their early stages, the Event Organisers recognise the importance of engaging with the local community as early as possible in this process. With that in mind, the Event Organisers wanted to contact local businesses and residents to inform them of this application in advance and provide them with details on the proposed event. They also wanted to ensure local stakeholders are aware of opportunities to ask questions and give feedback on the event plans and to provide details on how to contact the Event Organisers directly with any questions or concerns.

### **ABOUT THE EVENT**

**COGO Presents** is a ticketed music event for over-18's. COGO is a beloved and integral part of the London dance music scene, having run over sixty events at London's most celebrated venues including Tobacco Dock, O2 Academy Brixton, Electric Brixton, Ministry of Sound, and Village Underground. COGO champions every sub-strand of electronic music and have been committed to presenting fresh, exciting talent in a well-produced and operated in a safe environment. The event will include 1 outdoor main stage and 4 smaller stages which will be a mixture of open air structures and big top style tents. There will also be a number of bars run by a single experienced event bar company and a wide selection of specially curated food traders.

The planned capacity of the event is 14,999, The event will open at 12:00 and close at 22:30.

The area of the park utilised for the event will need to be fenced off to create a safe and secure working site. The Event Organisers are working alongside LBB and the stakeholders in and next to the park to develop a safe routing plan for park users throughout the different stages of the event period. The build and take-down period has not been finalised but is expected to be from Thursday 8<sup>th</sup> June until Friday 23<sup>rd</sup> June. Further details will be provided as plans progress.

## ABOUT THE EVENT ORGANISERS

**AMAAD** are London's most established electronic music promoter, holding events in unique and unusual spaces since 2011. Passionate about music culture, they are inclusive and community minded, with a reputation for operational excellence. They pioneered the large daytime events format in London, being the exclusive music promoters and producers at Tobacco Dock from 2014 to 2022, and made a name for themselves by being consistent, keeping their promises, and exceeding industry standards. They own and operate a number of public facing brands, including Junction 2 festival in Boston Manor Park, ION festival, LWE, and COGO. AMAAD are part of an international working group, Vivendi Village, A global leader in culture, entertainment, media and communication.

The event will be produced by **Slammin Events**, who have been delivering large scale events with capacities of up to 50,000 for over 15 years, with clients including the Alexandra Palace Fireworks Display and the Commonwealth Games. Slammin Events have extensive experience of delivering events in London city parks and working closely with the local authorities and directly with the local community to understand and minimise the impact of their events on the people who work and live nearby.

## STAKEHOLDER ENGAGEMENT PLANS

### Stakeholder Manager

**COGO Presents** will have a dedicated Stakeholder Manager working alongside the event team throughout the planning stages as well as on-site at the event. The Stakeholder Manager is tasked with actively listening to feedback from those who know the area best and using this information to make the event as respectful to the local area and those who live in it as is possible. They can be contacted directly by emailing [barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk)

### Communication with the Local Community

The Event Organisers are committed to ensuring members of the local community are kept informed about how the event may affect them (e.g. road closures, event times, etc.) as well as about ways to get involved with the event (e.g. ticket ballot, job opportunities, community projects, etc.).

The following methods will be utilised to communicate with the local community (additional information is outlined further down in this letter):

- Stakeholder meetings
- Email updates
- Letter drops
- Posters on-site
- COGO presents website local community page - [cogo.events/community](http://cogo.events/community)
- Local councillors and council officers will also be requested to use their existing local networks to spread information to relevant contacts.

Communications may include the following information:

- Details on traffic and transport closures
- Details on external provisions (toilets, barriers, stewards, security, etc)

- Post-event information sharing (lessons learned and what could be improved for the following year)
- Community projects information
- Event job opportunities

In addition to this informal consultation, local residents and businesses will be entitled to make formal representations regarding the licence application process. Details of how to do this will be provided on posters that will be put up in the park, a local newspaper advertisement and on the Barking & Dagenham Council website.

### Stakeholder Meetings

The Event Organisers will hold at least one stakeholder meeting in advance of the event as well as a stakeholder debrief meeting following the event. These meetings will be an opportunity for members of the local community to hear directly from the Event Organisers. At this meeting the Event Organisers will present the plans for the event, answer any questions and take on board feedback from local residents, business owners and other local stakeholders.

The first set of stakeholder meetings will be held on **Tuesday 22<sup>nd</sup> November** at The Big Friendly Café. The café is located in Barking Park, on the north side next to the magic unicorn lake. To make these meetings as accessible as possible, the Event Organisers will be holding two sessions, one at **2pm-3pm** and the second at **6pm-7pm**.

**Please note that attendance is via RSVP to [barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk). Should you wish to attend, email ahead of the date to secure your place and include your postcode and the session (afternoon or evening) who would like to attend in the email.**

### Local Community Page on COGO Website

The event website [cogo.events/community](http://cogo.events/community) will be kept updated on the latest plans for the event, including details of stakeholder meetings and how local residents can apply for free tickets to the event.

### Email Updates

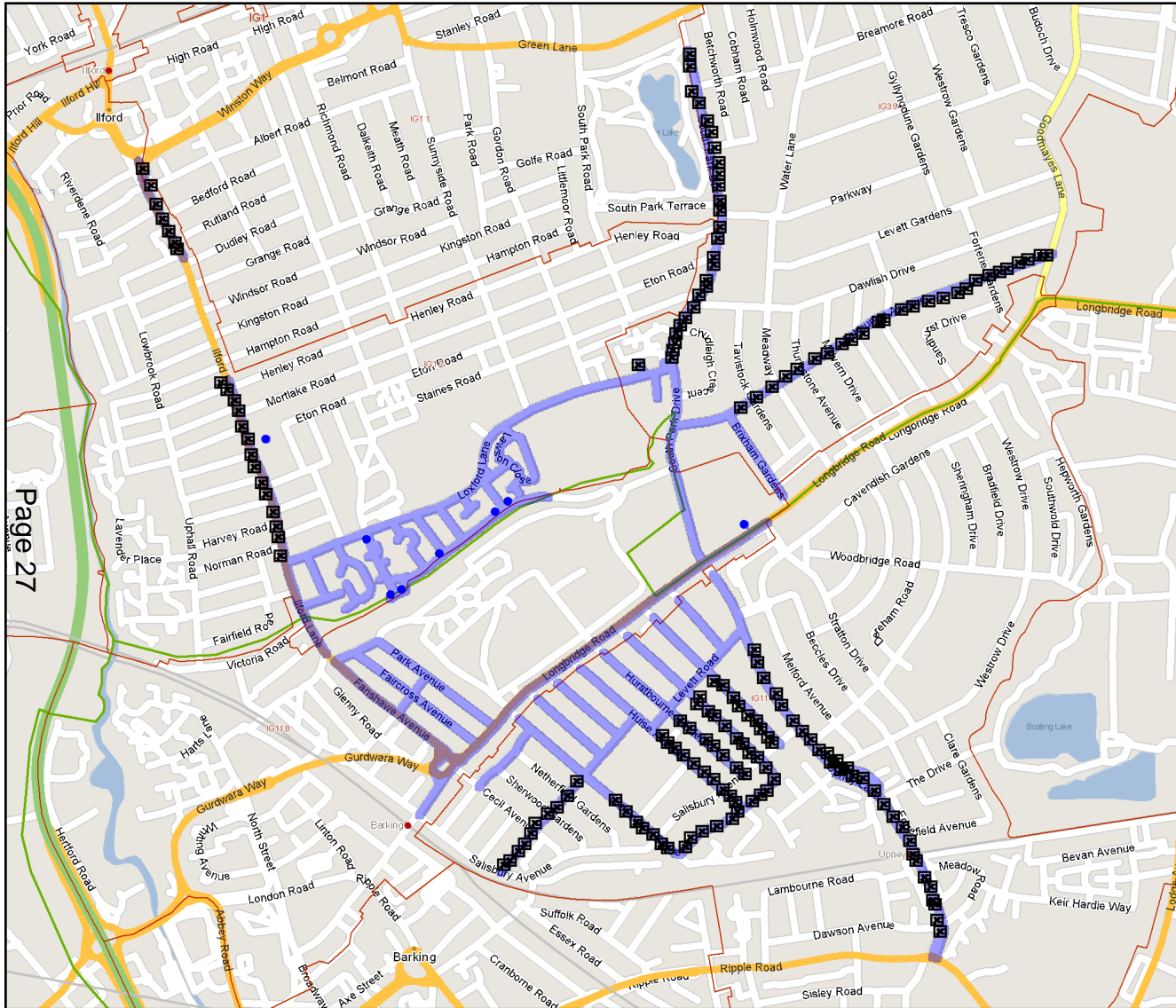
If you would like to be kept updated please email [barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk) to be added to the community mailing list.

### Letter Drop to Local Residents

Approximately 2 weeks before the event a letter outlining key information about the event will be delivered directly to homes and businesses in the immediate vicinity of the park (the exact area covered will be agreed in consultation with Barking & Dagenham Council). This letter will include:

- Key information about the event
- Details of how to contact the Event Organisers, including a Residents Hotline number for during the events
- Access to the Park
- Noise Control
- Traffic & Transport Management
- Security & Stewarding Plans
- Waste Management & External Toilet Provision

## Amaad area-Barking - Route 1 (IG1 2)



Height: 1.76 miles

Delivery Count: 3963

Delivery Details	
Residential delivery count	3686
Business delivery count	277

Accommodation Type		%
Detached		6.02%
Semi-detached		17.98%
Terraced (including end-terrace)		42.21%
Purpose-Built Flats in a Residential Building		26.04%
Converted Flat		1.87%
Purpose-Built Flats in a Commercial Building		5.83%
Others		0.05%
<b>Total</b>		<b>100%</b>

Tenure		%
Owned: Owned outright		23.02%
Owned: Owned with a mortgage or loan		29.74%
Owner occupied - Shared ownership		1.05%
Rented from - Council (local authority)		9.72%
Rented from - Housing Association / Registered Social Landlord		10.02%
Rented from - Private landlord or letting agency		23.51%
Rented from - Other		2.95%
<b>Total</b>		<b>100%</b>

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aaa[Insert Address]  
[insert date]

Dear Longbridge Road Resident.

We hope this letter finds you well.

We are writing to you in reference to the proposed event: COGO Presents at Barking Park on Saturday 17th June 2023.

By now you should've received our initial letter outlining the event including proposed times and capacity.

We wanted to reach out to let you know that the event will now be called: festival PEOPLE, and to make sure you received our initial communication and that you know how to contact us if you have any questions regarding our proposal.

We appreciate your residence is one of the closest to the park and therefore would be more than happy to provide further information regarding our event if required.

We have a webpage dedicated to community information <https://cogo.events/community>. Here you can sign up to our local community emailing list and be kept up to date with all the news and opportunities, including how to enter the resident's ticket ballot.

To reiterate, our team at AMAAD, U-Live & Slammin' possess extensive experience within large scale events and have planned and delivered successful, safe and memorable events throughout similar parks and venues in London and further afield. This includes the Elrow Town London event in Parsloes Park earlier this year.

Furthermore, our team will be working in partnership with local stakeholders to minimise the impact to all local residents and businesses. This includes making sure all stakeholders are kept up to speed with our plans in a timely manner.

Your main points of contact throughout the licensing process will be Charlie Lock (Stakeholder Manager), Anna Plant (Project Manager) & Alex Beattie (Senior Operations Manager) all of whom can be contacted via [barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk). If you do not have access to e-mail, we can be contacted via the address at the top of this letter.

Thanks once again for your time, and if you have any questions at all please don't hesitate to get in touch.

Kind regards,

COGO Community Team

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## COGO Presents... festival PEOPLE 2023 Community Liaison Plan

### 1. Overview

COGO are proud to bring Festival PEOPLE to Barking Park and to be part of the developing cultural landscape of Barking and Dagenham. Whilst also recognising that the event will impact different members of the local community in different ways and understand that having a real level of communication with stakeholders is vital to the success of the event.

The event organisers aim to work closely with local stakeholders to minimise the impact of the event on their daily life, while also identifying ways the event can benefit the local community. This document outlines the commitments made by the event organisers in order to achieve this.

### 2. The Event

COGO is a beloved and integral part of the London dance scene having ran over sixty events at London's most celebrated venues including Tobacco Dock, O2 Academy Brixton, Electric Brixton, Ministry of Sound, and Village Underground. COGO champions every sub strand of electronic music and have been committed to presenting fresh, exciting talent in a well-produced and operated, safe environment. The event has been developed with the name 'Festival PEOPLE' to represent the community it intends to create via building on its existing customer base. The event will include 1 outdoor main stage and 4 smaller stages which will be a mixture of open-air structures and big top style tents. There will also be a number of bars run by a single experienced event bar company, a wide selection of specially curated food traders.

### 3. Community Liaison Overview

COGO employs a Stakeholder Manager to act as a single point of contact year-round between the event and local stakeholders. This person is tasked with actively listening to feedback from those who know the area best, and then translating this information to make the event as respectful to the local area and those who live in it as is possible.

A robust strategy for information sharing will be followed to ensure that ward councillors, relevant officers from Barking & Dagenham Council, and other local stakeholders are fully informed about plans for the event. This will also include information sharing on 'lessons learned' after the event.

Responsibilities of the Stakeholder Liaison Manager include:

- Being main point of contact for local residents, community organisations and any other local stakeholders who may be impacted by the event
- Proactive communication with stakeholders to ensure they are kept informed of key information regarding the event
- Monitoring the COGO Presents local community inbox ([barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk))
- Responding to local enquiries, feedback, and complaints
- Managing the COGO Presents local residents mailing list
- Planning and presenting updates at local stakeholder meetings
- Overseeing liaison with local residents and businesses on the event day (working closely with the Event Control team)
- Management and promotion of local residents' ticket ballot
- Leading on community engagement projects supported by or created by COGO Presents

## 4. Communications Plan

### 4.1. Overview

COGO is committed to ensuring members of the local community are kept informed about how the event may affect them (e.g., road closures, event times, etc.) as well as about ways to get involved with the event (e.g., ticket ballot, job opportunities, community projects, etc.).

The following methods will be utilised to communicate with the local community:

- Stakeholder meetings
- Email updates
- Letter drops
- Posters on-site
- Local Community page on the COGO Presents website [cogo.events/community](http://cogo.events/community)
- Local councillors and council officers will also be requested to use their existing local networks to spread information to relevant contacts.

Communications may include the following information:

- Details on traffic and transport closures
- Details on external provisions (toilets, barriers, stewards, security, etc)
- Post-event information sharing (lessons learned and what could be improved for the following year)
- Community projects information
- Event job opportunities

### 4.2. Stakeholder Meetings

The event organisers will organise a number of stakeholder meetings at a venue close to, or on, the park. This will include at least one stakeholder meeting in advance of the event as well as a stakeholder debrief meeting following the event. These meetings provide an opportunity for members of the local community to hear directly from the event organisers as well as ask questions or raise concerns.

Stakeholder meetings are organised in consultation with Barking & Dagenham Council and dates, times and agendas for these meetings will be shared through established Council communication channels, COGO's community mailing list and in any other ways the Council deems appropriate. Members of the Council Parks & Events team will be in attendance and local councillors will also be invited to attend.

Minutes from these meetings will be circulated to all attendees following the meeting and can be requested by that anyone who was unable to attend in order to see what was discussed.

#### 4.3. Email Updates

COGO will work with Barking & Dagenham Council to develop a local community mailing list which it will utilise to share key event information. Mailers will be sent sparingly to ensure that residents do not get 'event information fatigue'. Some of these communications may be merged to ensure their effectiveness in targeting residents.

COGO is continuously building its local community mailing list and anyone who wishes to be added can email [barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk). Members of the local community can also use this email address to contact the event organisers at any time during the year.

#### 4.4. Letter Drop

Key information about the event has been shared with local residents by a letter drop prior to the licence being applied for. A second letter will be distributed in January 2023 specifically to those residents who live on Longbridge Riad and directly overlook Barking Park ( numbers118a-210). A third letter will be distributed **at least 21 days before the first day of the event build**.

Letters will include key information about the event to households near the event site. The reach for the letter has been set based on consultation with Barking & Dagenham Council and includes just under 4000 properties.

The following information will be communicated:

- Key information about the event, such as event times
- Details of how to contact the event organisers
- Access to the Park
- Noise Control
- Traffic & Transport Management
- Security & Stewarding Plans
- Waste Management & External Toilet Provision

There may be certain streets covered by the letter drop that will be affected differently to others due to traffic management planning. While all areas will be notified about any major road closures, certain streets may have additional letters in order to provide them with specific information regarding diversions and access. As well as streets affected by road closures during the event, custom letters will be delivered to all properties affected by the route to the PUDO for the event and the production road access to the site.

#### 4.5. Event Information Posters

Event Information Posters will be used as a method of providing information for regular park users that may not be on the mailing list or live within the area for the letter drop.

Posters will be put up around Barking Park **at least 21 days in advance of the first day of the event build** to ensure that regular park users are aware of the event and any implications.

There will also be information on areas of the park that will be closed for the event, and alternative routes.

Park use information will also be laminated and put up on site, and will include contact details for the organisers, including the Residents Hotline.

There will be specific signage erected in South Park Drive Car Park, in and outside the Café, and at the entrance the South Park Drive Car Park as this road will be inaccessible to vehicles between 9<sup>th</sup> and 24<sup>th</sup> June 2023 and advising those wishing to park there of alternative parking locations.

More detail on event information posters to follow as site plans progress.

#### **4.6. Local Community Page on the COGO Presents Website**

A Local Community section will be added to the COGO Presents website. This will contain up to date information about the event relevant to members of the local community, including event FAQs, how to enter the local residents ticket ballot, job opportunities and details of any community projects COGO Presents are supporting.

#### **4.7. LBBB Council Advance Communications**

*TO BE CONFIRMED BY LBBB - e.g., LBBB website, LBBB social media channels, others (mirroring COGO comms above), Members email and invite to site visit, etc.*

### **5. Build/De-Rig Period**

Marking out of the site will commence on Thursday 8<sup>th</sup> June, with the build commencing Friday 9<sup>th</sup> June and the de-rig will be completed by Friday 23<sup>rd</sup> June 2023.

#### **5.1.1. Event Information Posters on Site Hoarding**

Event Information Posters will be put up on the hoarding erected around the event site to explain to park users why a section of the park has been fenced off and provide them with details on how to contact the event team.

#### **5.1.2. Telephone Hotline (Build & De-rig Period)**

A resident hotline line will be operational during the build and break period of the event. This phone will be manned **between 10am-4pm each day**. This will be promoted as a phone line that should be used to contact the event team about urgent issues related to the event. Outside of this time callers will be advised to leave a message including their name and number and they will be called back within 24 hours. If their query is not urgent, they will be advised to email [barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk).

#### **5.1.3. LBBB Council Lines of Communication (Build & De-rig period)**

*TO BE CONFIRMED BY LBBB - e.g., LBBB website, LBBB social media channels, others (mirroring COGO comms above), Members email and invite to site visit, etc.*

### **6. Event Days**

#### **6.1. Event Day Staffing**

The event is operated by an Event Control team working together from one location. This team will have direct communication with the key operational managers from each supplier, including security, noise, and site cleanliness. This is also where the Resident Hotline phone lines will be installed so that residents or

stakeholders can contact the event team directly with information related to the event that requires a response from the event team.

## **6.2. Event Day Communication**

On the event day there will be a variety of ways available for local residents to communicate with the event organisers, and residents will be encouraged to do so to ensure that any possible disruptions can be counteracted as quickly as possible.

### **6.2.1. Telephone Hotline (Event Day)**

A Resident Hotline will be installed in Event Control and will be operational between 09:00 and midnight on the event day. This line should be used to report any issues linked to the event, such as noise complaints, anti-social behaviour, litter etc. The telephone operators will be in direct contact with Event Control for the event who will be log any complaints and coordinate an appropriate response. The telephone operator will also be in direct contact with event's independent noise consultants who will be monitoring the sound levels in the surrounding area.

### **6.2.2. COGO Community Inbox**

The COGO email address ([barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk)) will be promoted to residents as a way to contact the event team with non-urgent message on the event day and as the main way to communicate with the team on days outside of the event day. This inbox will be monitored throughout the event day and any complaints logged and actioned by the Event Control team, supported by the Stakeholder Liaison Manager.

### **6.2.3. Text-In Services**

We will also run a text-in and WhatsApp messaging service and will encourage the residents to use either the app or text messages as well as phoning to ensure their message is received in case of poor connection quality and /or high volumes of phone line traffic.

### **6.2.4. Social Media**

We encourage members of the local community to use the channels listed above to communicate directly with the event rather than use social media channels. The event's social media team will also be looking out for comments or complaints being posted on Facebook, Twitter, Instagram, and Snapchat, and respond accordingly, but they may not be able to react quickly, or forward complaints posted via social media, so use of the alternative channels mentioned above are recommended.

### **6.2.1. LBBB Council Lines of Communication (Build & De-rig period)**

*TO BE CONFIRMED BY LBBB - e.g., LBBB website, LBBB social media channels, others (mirroring COGO comms above), Members email and invite to site visit, etc.*

## **7. Working with the Council & Safety Advisory Group**

COGO is planned in close consultation with the relevant teams at London Borough of Barking & Dagenham Council.

Event plans are shared with the Council and local agencies (Police, Fire & Rescue, etc) through the council-run Safety Advisory Group (SAG). The event organisers meet with the SAG a number of times in advance of the event as well as for a debrief post-event.

The event team will also be in contact with Ward Councillors for the local area to provide them with information about the event and address any questions these councillors may have regarding how the event could impact their constituents.

Ward Councillors will be invited to a tour of the event site the day before the event takes place. This will be an opportunity for the Councillors to see how the event is built and operated and ask any questions they have regarding the event.

Key members of LBBB Council, including members of the licencing enforcement, noise and food safety team, and local policing will be on-site for the event and will be provided with workspace within the Event Control room.

## **8. Complimentary Tickets for Council Guests**

40 tickets to the event have been allocated to Barking & Dagenham Council for them to utilise as they wish.

## **9. Local Resident Ticket Ballot**

COGO will run a local resident ticket ballot to give people living within 1 mile of the event the chance to attend for free. 50 pairs of general admission tickets will be available to be won. Details of how to enter the ballot will be sent to the local community mailing list and listed on the local community page on the COGO Presents website. Anyone who wishes to be added to the local community mailing list can email [barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk).

*See Appendix B of this document for the Resident Ticket Ballot FAQs.*

## **10. Residents Vehicle Passes**

If residents are directly impacted by any planned road closures (as agreed with the Council as part of the event's Traffic Management Plan), they will be sent bespoke letters in advance of the event clearly explaining how their road will be affected and including any vehicle permits they may require to access their roads during the event.

## **11. Local Community Projects & Partnerships**

### **11.1. Donations to Local Charities**

COGO is committed to supporting local charities, having previously donated over £4000 to various charities via guest list donations at Tobacco Dock events. It is the event organisers intention to continue to engage with and support local charities and community groups in Barking & Dagenham. We are proactively searching for appropriate opportunities within the local community through our stakeholder communications.

### **11.2. Career Talks & Other Educational Opportunities**

Various opportunities are being discussed with LBBB Events team and local stakeholders such as Future Youth Zone. It is intended for this activity to take place in the months leading up to the event.

### **11.3. Job Opportunities**

Details of any opportunities to work on the event will be shared with the local community via the local community mailing list and on the local community page on the COGO website.

## **12. Post-Event Debrief**

COGO is committed to continually improving the event for both its attendees and the local community. The event team will review all feedback received from the local community, including feedback shared via email, at meetings and through event day communication channels.

A stakeholder debrief meeting will be held after the event to provide an opportunity for members of the local community to feedback any concerns or suggestions related to the event directly to the event organisers.

A debrief summary will be circulated following this meeting and will include a list of commitments being made by COGO to address key issues raised.

## APPENDIX A - Local Community Communications Plan &amp; Key Dates

- ◇ Initial Local Community Letter Drop (3000+ address) on 14th November
- ◇ Initial Stakeholder Meetings on 22<sup>nd</sup> November at 2pm & 6pm
- ◇ Second Community Letter Drop to Longbridge Road resident's w/c 23<sup>rd</sup> January
- ◇ Local Community Ticket Ballot launched 19<sup>th</sup> April
- ◇ Local community page on COGO website updated w/c 8<sup>th</sup> May
- ◇ Key Stakeholder Email Update W/c 8<sup>th</sup> May
- ◇ Dedicated Comms with Care Providers Date TBC - LBBD to complete
- ◇ Ticket Ballot Winners Announcement (unsuccessful applicants to also be contacted) by 24<sup>th</sup> May (Possibly earlier)
- ◇ Event information Poster on 27<sup>th</sup> May (3 weeks before event)
- ◇ Road Closure Poster – Required 27<sup>th</sup> May (3 weeks before event)
- ◇ Resident Information Letter (2,700 address) on 27<sup>th</sup> May (3 weeks before event)
- ◇ Road-Specific Traffic Management Information Letters on 27<sup>th</sup> May 3 weeks before event)
- ◇ **Build commences on 9<sup>th</sup> June**
- ◇ Event Information Poster on Site Hoarding – 11<sup>th</sup> June
- ◇ Resident Hotline:
  - Build/Takedown Period – 10am-4pm, 9<sup>th</sup> – 23<sup>rd</sup> June
  - Event Day – 9am-Midnight, 17<sup>th</sup> June
- ◇ Ward Councillors Tour of Event Site TBC
- ◇ **Event Day 17<sup>th</sup> June 12:00 – 22:30**
- ◇ **Takedown completed 23<sup>rd</sup> June**
- ◇ SAG Debrief TBC
- ◇ Stakeholder Debrief TBC
- ◇ COGO Career Talks – Various opportunities in discussion



# COGO Presents 2023

## Residents Ticket Ballot FAQs

### KEY INFORMATION

- **Event Name:** COGO Presents 2023, Barking Park, Barking
- **Event Date & Times:** Saturday 17<sup>th</sup> June, 11:00-22:30
- **Number of tickets available:** 100 tickets (50 pairs)
- **Who is eligible:** People living within 1 mile of Barking Park
- **Launch date:** Wednesday 19<sup>th</sup> April
- **Deadline for entries:** Wednesday 17<sup>th</sup> May
- **Draw date:** Wednesday 24<sup>th</sup> May
- **Link to Application Form:** <https://form.jotform.com/223305771324046>

#### How many tickets are available in total?

*There are 50 pairs of tickets (100 tickets total) up for grabs.*

#### How many tickets will I win if I am successful?

*Each successful applicant will be allocated two free tickets to the event.*

#### Who can enter the ballot?

*Anyone who lives within a one-mile radius of Barking Park.*

#### How do I prove that I am eligible (i.e. that I live within one mile of the event site)?

*On application, all applicants will be asked to provide a scan or photograph of one of the following as proof of address:*

- *Valid driver's licence*
- *Council letter (less than 3 months old)*
- *Phone/gas/electric bill (less than 3 months old)*
- *Bank statement (less than 3 months old)*
- *Voter registration letter (less than 3 months old)*

#### Can I pass on the tickets to someone else?

*No, resident's ballot tickets are non-transferable. The person who applied for the tickets must attend the event with their guest.*

#### When will the ballot be publicly launched?

*The ballot will launch on **Wednesday 19<sup>th</sup> April** and applications will be accepted until midnight on **Wednesday 17<sup>th</sup> May***

**How do I enter the ballot?**

By filling out this form – <https://form.jotform.com/223305771324046>

**When will the ballot be drawn?**

*The winners will be announced on **Wednesday 24<sup>th</sup> May***

**How and when will I find out whether I have won?**

*Everyone will be contacted via email by **Wednesday 24<sup>th</sup> May** to let them know whether they have been successful or not.*

**Will there be other opportunities to get free/discounted tickets for local residents?**

*Not currently, but tickets will be available from the COGO Presents website – <https://cogo.events/>*

**Other than the ballot, how else can I get a ticket for the event?**

*As long as the event has not sold out, tickets can be purchased from the COGO Presents website - <https://cogo.events/>*

**Is there an age restriction on who can attend this event?**

*COGO Presents is an 18+ event.*

**Where can I find out general info and FAQs for the event?**

*Information about the festival will be made available on the COGO Presents website - <https://cogo.events/>*

**How can I make sure I'm kept updated on any community engagement work COGO is doing in connection to this event?**

*Email [barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk) and request to be added to the local community mailing list.*

## APPENDIX 7

	EVENT DAY CAP	ACRE	PEOPLE PER ACRE BY DAY
BOSTON MANOR PARK	14999	28.00	535.68
BARKING PARK YR Max capacity (likely to reach YR 5)	29999	71.00	422.52
BARKING PARK YR 2	20000	71.00	281.69
BARKING PARK YR 3 based on 2 days at 20k	20000	71.00	281.69
CENTRAL PARK	29999	124.00	241.93
BROCKWELL PARK	29999	125.00	239.99
VICTORIA PARK - major	49999	213.00	234.74
BARKING PARK YR 1	14999	71.00	211.25
HYDE PARK -major	64999	350.00	185.71
HYDE PARK -med	49999	350.00	142.85
VICTORIA PARK minor	14999	213.00	70.42
HYDE PARK -minor	19999	350.00	57.14

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## Proposed Festival People Site Area in use

### Barking Park – Licensed Area

Total Space: 28.7Ha

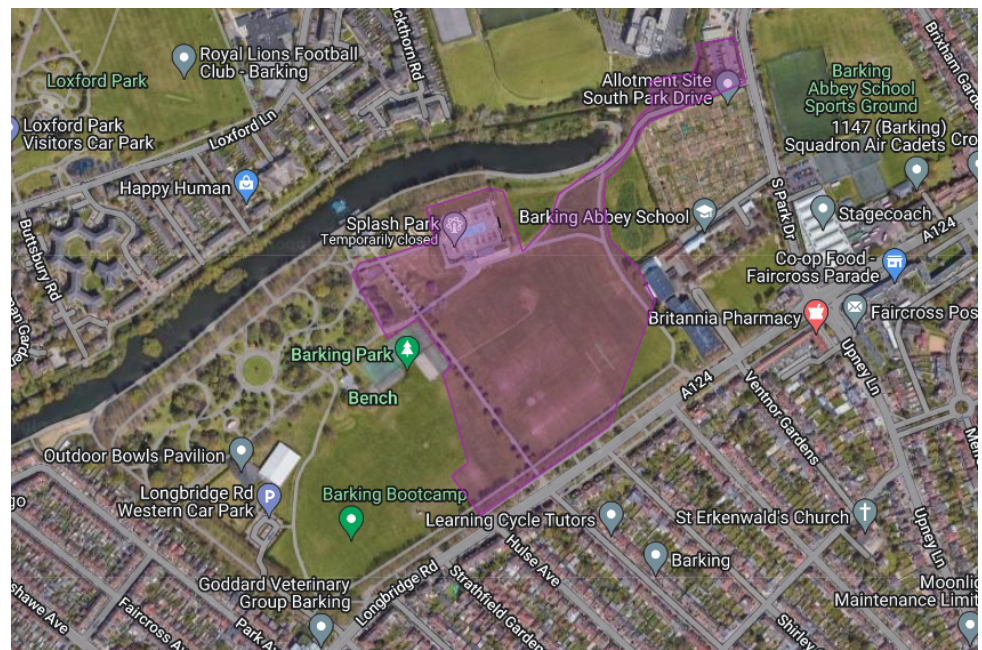


### Proposed Overall Event Site 2023/24

Dates in Use: 14<sup>th</sup> – 20<sup>th</sup> June

Total Space: 8.6 Ha

% of overall park: 30%

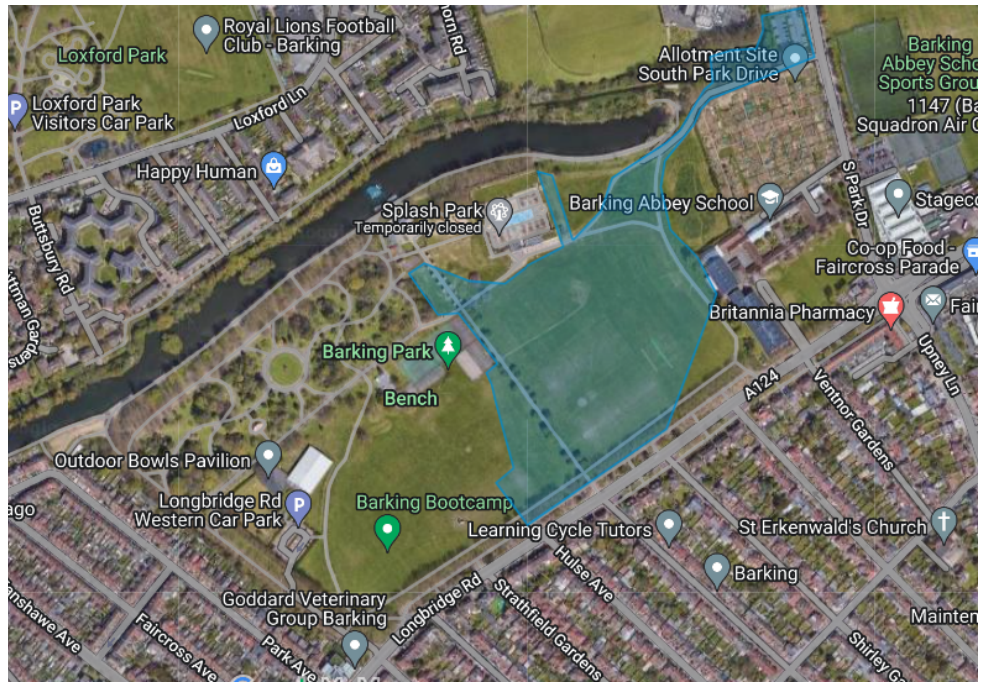


**Proposed Phase 1 build 2023**

Dates in Use: 9<sup>th</sup>- 23<sup>rd</sup> June

Total Space: 7.3ha

% of overall park: 25.4%

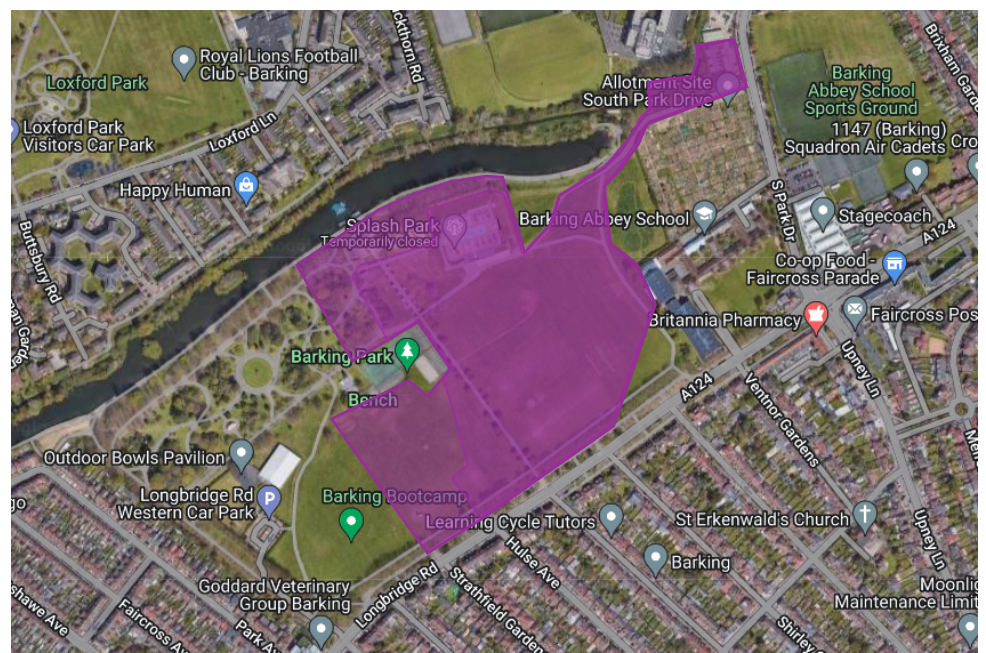


**Growth Plans 2025/26\***

Total Space: 12.5ha

% of overall park: 43.5%

\*Indicative plans only



# WATER BODY RISK ASSESMENT

Festival PEOPLE

Saturday 17th June 2023

Author: Alex Beattie

Reviewed by: Paul Rooney

Version: 1 / draft

January 2023

Located to the north of Barking Park is a boating lake and although outside of the perimeter of the event. The risk of the body of water has been risk assessed with several control measures to be put in place.

## Risk x Probability Values

	1	2	3	4	5
RISK X PROBABILITY					
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Acceptable Risk     Risk Acceptable with Adequate Control Measures     Unacceptable Risk

This assessment is designed to assess the risk to the following:

1. Event Customers

It is the responsibility of the safety manager to ensure that an on-going assessment take place throughout the duration of the event and oversee the operation and implementation of the actions in this document. Any changes resulting in the escalation of either the severity or the probability rating of an identified

hazard or the discovery of a new hazard are to be reported immediately.

Severity		Probability	
1	Minor Injury	1	Unlikely
2	Significant Injury	2	Possible
3	Serious Injury	3	Highly Possible
4	Major Injury	4	Probable
5	Major incident/Fatality	5	Certainty

The probability and severity rating associated with each individual hazard, is calculated before the controls are put into place. Once the controls are in place, the hazard and its severity may not change, but the probability will be reduced to a maximum of 'Unlikely'.

Area	Hazards	To Whom	Severity Rating x Probability= Primary risk based on no controls S x P = R			Control Measures	Severity Rating x Probability = Residual Risk S x P = R			Action Required Where Risks are Not Adequately Controlled and other Comments
<b>Falling into the water body</b>	Hypothermia	Audience	4	3	12	-Stewarding position situated along the lake path - SIA security positioned at the entrance to the park from Longbridge Road (the Southwest gate into the park) -2 x steward positions at the entrance to the park from Park Ave and Father Road to direct event customers back down Park Avenue to the entrance on Longbridge Road -Barrier positioned at key points on the Park's pathways to block the route to the water body	3	2	6	Water rescue staff on site on call to respond if required, who will be given a buggy to access across the wider park quickly and be in radio contact with event control.  Medics briefed to bring hypothermia kit and any other kit required to deal specifically with drowning
	Drowning / hitting head		5	3	15		4	2	8	
	Minor injury		3	3	9		2	1	2	



## METHOD STATEMENT

### PRE-SHOW

- Customers communicated in advance of the event via email and social media out-lining routes to the event site.
- Signage and barrier positioned along the routes from Barking station and PUDO directing customers to the event entrance.
- Security and stewards briefed as to the potential dangers of the water, where to direct event customers, and what to do if anyone falls in.
- Full response plan prepared alongside medial, security, and safety team outlining how to respond if a person was reported to have fallen in the water body.
- Egress and ingress plan outlines how and where customers are directed (away from the water body).

### EVENT DAY

- Signage and barrier installed at appropriate locations as per the ingress and egress plan.
- Security and steward positions briefed pre doors and in touch with Event Control to instantly send any concerns. Mobile response security team available to respond.
- As part of the surveillance of the event, a drone will be contracted to provide cover of the event as well as the ingress and egress. Part of this scope will also be to provide coverage of the lake if required. The drone can also be used during the park closure to ensure not just the event site but the wider park is clear.

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## Capacity Planning

Festival PEOPLE

Saturday 17th June 2023

Author: Paul Rooney

Reviewed by: Alex Beattie

Version: 1 / draft

January 2023

## Event Overview

Festival PEOPLE is a one-day music festival, with a mix of outdoor and indoor stages for live and recorded musical entertainment, bars and food concessions, and other similar entertainment. The event is ticketed and does not offer any camping or other accommodation. The event will feature local, national and international DJ performances spread across multiple stages, sponsor activations, food concessions and bars.

## Scope of Document

The purpose of this document is to detail proposed stage capacity plans for the event in 2023 and to lay the foundations for growth in subsequent editions of the festival in future years. This document is in draft format and will be developed going forward throughout the planning process.

## Site Layout

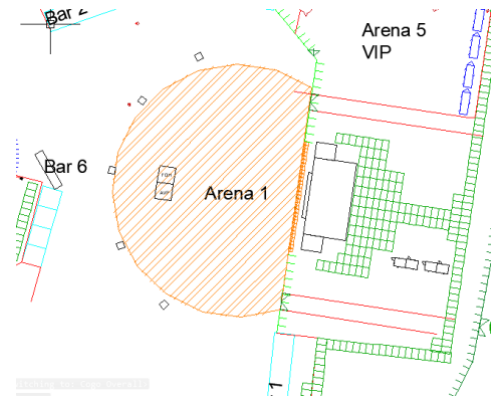
The site has been planned to comfortably allow for 15,000 customers. As a comparison from other Slammin' Events (Event and Site Operators) London shows in 2022, this works out in line with the average size of a site based on the audience size. The current site layout uses 30% of Barking Park so the event organisers are comfortable they can incrementally grow the capacity over the coming 5 years.

Show	Event Space (m2)	Capacity	Average m/Person
Elrow London	48,562	22,000	2.2
Beautiful People	13,355	5,000	2.7
We Are Festival	60,702	25,000	2.4
Festival People	36,421	15,000	2.4

The capacities used in these calculations are based on the current Purple Guide. Outside of the venues, the general areas of the site have been designed to allow easy flow between the venues and facilities including toilets and food traders.

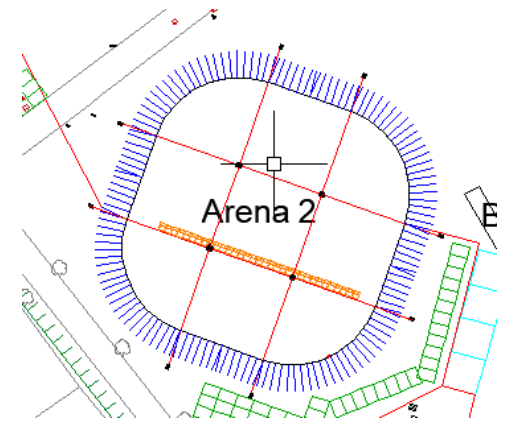
### Stage 1: Outdoor main stage

The highlighted area is for main stage viewing, at an average density for dancing of 0.5/m<sup>2</sup> this 3,600m<sup>2</sup> area has a capacity for up to 7,200 people. With the other 3 stages on the north side of the stage to the main gate, this should allow people to fill the area from both sides.



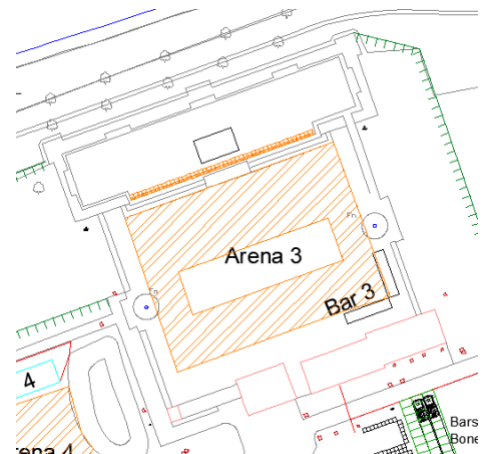
### Stage 2: Big Top 45m x 45m

This structure is square-shaped and constructed of fire retardant PVC material connected to king poles. The tent has five exits - Four exits at 6m, one exit at 1.5m. The building will be used for dancing hence the 0.5sq meter per person density factor is used. Total floor space is 2,025m<sup>2</sup> the available Floor Space (less 25% stage, pit and FOH) is 1,519m<sup>2</sup>, the total capacity @ 0.5m<sup>2</sup> per person is 3,038 persons



### Stage 3: Splash Park

Splash park will be used as a music venue. The total audience space of the venue highlighted below is 1,875m<sup>2</sup>, with a density of 0.5m<sup>2</sup> that allows for a total audience of 3,750 people. There are 3 exits from the space - the main splash park door of 5m and the two removable fenclines, one of 8m and one 10m. Based on this the maximum capacity of the venue is 2,600 persons.



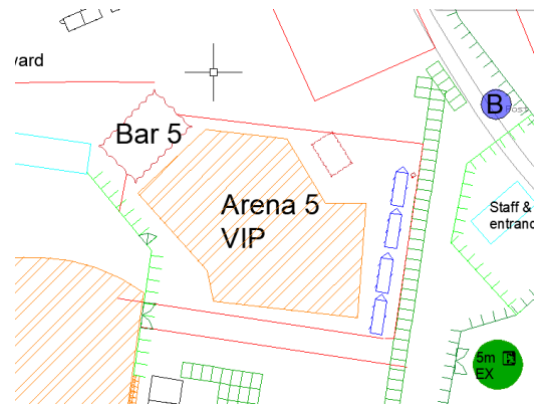
#### Stage 4: Open-air

Stage 4 is a DJ stage in a natural amphitheatre to the north of the site. This area has a crowd area on the flat ground of 690m<sup>2</sup>, not including any viewing on the slopes, with a density of 2.5/MqS this gives a total capacity of 1,380 persons.



#### Stage 5: VIP

The VIP area will have a small DJ stage and bar, with the capacity of this area being controlled by security. The current design for the area has a space of 1,000m<sup>2</sup> comprised of bars, dancing and seating. With a density of 1m<sup>2</sup> there is capacity for up to 1,000 persons.



Stage	Capacity
1	7,200
2	3,038
3	2,600
4	1,380
5	1,000
<b>Total Venue Capacity</b>	<b>15,218</b>

Not included within the above is the ancillary areas of the site including food areas, bars, sponsor activations and toilets that will hold up to 10% of the audience at any given time onsite.

Outside of the site there are 2 areas of egress that can be used in an emergency situation. To the east of the site running next to the allotments there is 9,700m<sup>2</sup> and to the west side of the park by the Bowls Centre there is a further 37,000m<sup>2</sup>. Between the 2 areas there is enough space that if a full site evacuation was needed there would be enough dispersal space



## **Ingress and Egress Management Plan v1**

Festival PEOPLE

Saturday 17th June 2023

Author: Alex Beattie

Reviewed by: Paul Rooney

Version: 1 / draft

January 2023

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## Event Overview

Festival PEOPLE is a one-day music festival, with a mix of outdoor and indoor stages for live and recorded musical entertainment, bars and food concessions, and other similar entertainment. The event is ticketed and does not offer any camping or other accommodation. The event will feature local, national and international DJ performances spread across multiple stages, sponsor activations, food concessions and bars.

## Scope of Document

The purpose of this document is to detail proposed plans for moving the event audience into and out of Barking Park and the wider area pre and post event.

The Event Organisers recognise the importance of carefully managing the safe and effective arrival and leaving of their customers to and from the event site and the wider area, in order to minimise disruption to local stakeholders and residents. Based on the vast experience of the event management team both at and other events/ festivals locally, nationally and internationally they are confident that they have presented a comprehensive and deliverable plan for getting event goers away from the event site and wider area safely and in an appropriate time frame. The event organisers are committed to a significant amount of infrastructure and staffing to deliver the plan, as well as on going work to further develop this plan. This work and effort from the event organiser is to ensure a safe and satisfactory delivery of the event is possible not only for ticket buyers but also to maintain the commitment to achieving high standards with regards to the licensing objectives.

This document is in draft format and will be developed going forward throughout the planning process.

## **Event Day Capacities and Timings**

<b>Event Date</b>	<b>Event Capacity</b>	<b>Event Start Time</b>	<b>Event End Time</b>
Sat 17th June 2023	15,000	12:00	22:30

It is the intention of the event organisers to stagger the closure of stages to assist with the steady flow of the audience from the event site to their opted mode of transport for their journey home. These times will be finalised in subsequent editions of this plan.

## **Stage Closure Schedule and Capacities**

<b>Stage</b>	<b>Capacity</b>	<b>Stage Close Time</b>
Stages 4 & 5	1,380 (stage 4) & 1000 (stage 5)	TBC
Stage 3 & 2	3038 (stage 2) 2600 (stage 3)	TBC
Stage 1	7,200	TBC

An Ingress and Egress Manager will be employed and present externally to oversee the ingress and egress operation and oversee crowd management, liaise with TFL staff and have overall control of crowd management at the station and routes to it.



## Ingress

### Ingress Transport Modal Split

It is important to understand the modal split for the festival and how the numbers break down for each method of arriving to the show, the modal split for leaving the show is slightly different with a percentage built in for early leavers.

Based on previous experience at comparable events and from other events held in London the agreed modal split can be seen below, with 80% anticipated to require use of London Underground services

<b>Attendance:</b>	15,000
<b>No Shows: (5%)</b>	750
<b>Use of other transport methods: (15%) eg: Walking, PUDO, Taxis etc...</b>	2250
<b>London Underground: (80%)</b>	12, 000

Due to the spreadout nature of the arrival patterns shown in similar events operated by the Event Organisers it is not anticipated to require over management of customers into the park or out of Barking Station. Peak arrivals are expected to be between 13:00 – 16:00 with previous data showing that for weekend show days 75% will arrive during this time.

Wayfinding staff and signage will be placed along the route to guide customers East along Longbridge Road and Toilet provision for customer use will be positioned within the park inside the entrance gates in the Southwest corner of the park and they will be signposted from the station. Security staff will be positioned slightly north of the entrance gate to ensure no customers continue to walk north towards the water body at the North of the park and are directed to the entrance to the festival only.

### Pick Up and Drop Off – Private Hire, Taxis & Private Vehicles

The second largest contingent of the transport modal share model at 15% of the expected audience is those who will utilise the Pickup Drop Off Zone – either through use of Taxis, Private Hire or Private drop off.

The Event Organisers are in discussions with Barking Abbey School to hire their car park for the Pickup and Drop Off (PUDO) area. This car park is adjacent to the park on the East side of South Park Drive. A managed crossing will be in place on South Park Drive.

Traffic management stewards will be employed to ensure safe drop off, use of pedestrian walkways and no parking occurs.



Egress

Exiting the event site event goers would be directed by signage and event stewards as soon as they come out the event gates either towards PUDO or Barking Station.

This gate is 8.8m wide and with a flow rate of 60 people per meter per minute this would mean the full capacity of 15,000 could egress out of this gate within 30 minutes. Given the planned staggered nature of the stages closing it is anticipated that this gate is more than sufficient to accommodate the flow of people leaving the event.

This route through the park will be lit by temporary event lighting, staffed by event stewards and security, and barriers will be in place at key locations to ensure event customers do not walk toward the body of water to the north of the site. Portaloo Toilets and Urinal pods will be situated inside the park.

There may be a road closure in place following the development of the Traffic Management Plan Full in liaison with SAG. Conversations have been initiated with LBB and Redbridge Highways Department.

Egress Transport Modal Split

The predicted modal split for Egress of the show is slightly different to ingress with 10% allocated to early egress, these are people who traditionally leave the site prior to the commencement of main egress beginning. The break down can be seen below with the largest majority (70%) heading towards public transport via Barking station.

<b>Attendance:</b>	15, 000
<b>No Shows: (5%)</b>	750
<b>Use of other transport methods: (15%) eg: Walking, PUDO, Taxis etc...</b>	2250

<b>Early Egress (10%)</b>	1,500
<b>London Underground: (70%)</b>	10, 500

Therefore, the primary form of egress away from the site and the wider area is through use of Barking Station.

### **Barking Station flow rates and capacities**

The event organisers are consulting with C2C Rail who manage Barking station who are comfortable with the event and amount of people proposed to use it. The organisers have worked with C2C to deliver larger shows in the past.

### **Notes on the workings**

- Calculations start with the total audience, rather than the predicted Barking westbound usage, and show how much of the audience can be consumed by this service. By approaching it in this way this demonstrates how much of the audience would need other forms of transport/and or direction of travel.
- Based on the above table and vast previous experience, we know that **at least 30%** of the audience will not require public transport . Therefore we need to demonstrate that the residual number is less than 30%. Those residual numbers **are not** a measure of people who could be left outside of Barking station.
- Other factors that will reduce the demand including the fact there are multiple options from Barking station including: the Overground service west to Gospel Oak, the Eastbound District Line service and the c2c service; west to central London and east to Southend and Grays - which will help spread the audience significantly.
- At bottom of the table, the 'remaining trains' total includes the number of trains in that time period and thereafter.
- The Barrier rate has been calculated as follows: 5 entry barriers operating at 40 persons per minute. (5 x 40 = 200). TFL representatives have suggested 45 would be achievable but we will maintain a buffer
- Timetables are accurate as of 9th January 2023, and it is accepted they may change prior to event days in June. Timetables will continue to be monitored and calculations adjusted.
- Train takeup / capacity has been estimated in conjunction with actual train capacities, considering existing passenger levels on the trains that are coming from previous destinations and customer journey (which will be backed-up by ticket postcode data once available). See table A.
- c2c have made us aware it is likely there will be engineering works between Fenchurch Street and Barking, this predicted timetable has been factored into the following data.
- Table B runs through the train timetable at Barking station. The Departure times are shown on the left hand column, with the route and estimated capacity/takeup of that train following to the right. In the next column a running tally of the train service capacities is calculated. In the right hand column the flow rate of persons per minute through the barriers is calculated according to the train times - when there is a space in this column the trains are scheduled to arrive at the same time so see above.
- We will monitor ticket sales postcode analysis to inform ourselves, transport stakeholders and communicate to our audience best routes which could be significant.

**Table A**

<b>Train</b>	<b>Direction</b>	<b>Estimated Capacity / Uptake</b>
--------------	------------------	------------------------------------

Overground to Gospel Oak	Barking to Gospel Oak (North West)	100
c2c to London Fenchurch Street	Shoeburyness to London Fenchurch Street (West)	600
c2c to Shoeburyness	London Fenchurch Street to Shoeburyness (East)	300
District Line to Wimbledon, Richmond or Ealing	Upminster to Wimbledon, Richmond or Ealing (west)	600
District Line to Upminster	Wimbledon, Richmond or Ealing to Upminster	200
Hammersmith & City to Hammersmith	Barking to Hammersmith (west)	750

**Table B**

**Barking station Saturday departures 22:00 to 23:30**

					Barrier Flow (5 x barriers)
Departures	Train & Direction	Direction	Train: Takeup / Capacity	Train: Running Tally	40 per/m = 200 per minute
22:00	District Line	Eastbound	200	200	
22:02	c2c	Westbound	600	800	400
22:03	District Line	Westbound	600	1400	600
22:03	c2c	Eastbound	300	1700	
22:04	Hammersmith & City	Westbound	750	2450	800
22:05	c2c	Westbound	600	3050	1000
22:08	District Line	Westbound	600	3650	1600
22:09	Overground	Westbound	100	3750	1800
22:10	District Line	Eastbound	200	3950	2000
22:13	District Line	Westbound	600	4550	2600
22:14	c2c	Westbound	600	5150	2800
22:14	Hammersmith & City	Westbound	750	5900	
22:18	District Line	Westbound	600	6500	3600
22:20	District Line	Eastbound	200	6700	4000
22:22	c2c	Eastbound	300	7000	

22:23	District Line	Westbound	600	7300	4600
22:24	Hammersmith & City	Westbound	750	8050	4800
22:28	District Line	Westbound	600	8,650	5600
22:29	Overground	Westbound	100	8,750	5800
22:29	c2c	Westbound	600	9,350	
22:30	District Line	Eastbound	200	9,550	6000
22:33	c2c	Eastbound	300	9,850	6400
22:33	District Line	Westbound	600	10,450	6600
22:34	Hammersmith & City	Westbound	750	11,200	6800
22:34	c2c	Westbound	600	11,800	
22:37	c2c	Eastbound	300	12,100	7400
22:38	District Line	Westbound	600	12,700	7600
22:40	District Line	Eastbound	200	12,900	8000
22:43	District Line	Westbound	600	13,500	8600
22:44	Hammersmith & City	Westbound	750	14,250	
22:45	c2c	Westbound	600	14,850	9000
22:48	District Line	Westbound	600	15,450	9600
22:49	Overground	Westbound	100	15,550	9800
22:50	District Line	Eastbound	200	15,750	10,000
22:50	c2c	Eastbound	300	16,050	
22:53	District Line	Westbound	600	16,650	10,600
22:54	Hammersmith & City	Westbound	750	17,400	10,800
22:58	District Line	Westbound	600	18,000	11,600
22:58	c2c	Westbound	600	18,600	
23:00	District Line	Eastbound	200	18,800	12,000
23:02	c2c	Eastbound	300	19,100	12,400
23:03	District Line	Westbound	600	19,700	12,600
23:04	Hammersmith & City	Westbound	750	20,450	12,800
23:05	c2c	Westbound	600	21,050	13,000
23:05	District Line	Eastbound	200	21,250	
23:06	Overground	Westbound	100	21,350	13,200
23:10	c2c	Eastbound	300	21,650	14,000

23:10	District Line	Westbound	600	22,250	14,000
23:14	Hammersmith & City	Westbound	750	23,000	14,800
23:15	District Line	Eastbound	200	23,200	15,000
23:17	c2c	Westbound	600	23,800	15,400
23:19	District Line	Westbound	600	24,400	15,800
23:19	c2c	Eastbound	300	24,700	
23:20	District Line	Eastbound	200	24,900	16,000
23:24	Hammersmith & City	Westbound	750	25,650	16,800
23:25	District Line	Eastbound	200	25,850	17,000
23:29	Overground	Westbound	100	25,950	17,800
23:29	District Line	Westbound	600	26,550	
23:30	District Line	Eastbound	200	26,750	18,000
23:30	c2c	Eastbound	300	27,050	
23:30			27350	27,350	18,000
Remaining Trains post 23:30					
Overground - 1	c2c Westbound - 5	c2c Eastbound - 9	District (West) - 3	District (East) - 12	H & C - 3

This table shows that between 22:00 and 23:30 the station is capable of processing 18,000, with the current 5 barriers in operation.

### Outcome

The ample train services from Barking station, even with the reduced service from c2c, provides plenty of routes to multiple destinations to Essex, West London and Central London. Meaning that it will be achievable to process the footfall estimated on the projection above. The train capacities will be able to cope with the audience, along with the station's facilities (entrances and barriers) and allow for growth in the future.

The remaining trains post 23:30 are shown at the bottom of table B.

Table B works on the figures of 40 persons per minute through five barriers equalling a total of 200 per minute. Barking station is aiming to double their barrier provisions by March of this year, which would take this figure to 400 persons per minute - maintaining the buffer mentioned earlier in this document.

The greater barrier flow is shown below along with the usual Saturday timetable below in Table C:

### Table C

					Barrier Flow (10 x barriers)
Departures	Train & Direction	Direction	Takeup / Capacity	Running Tally	40 per/m = 400 per/m
22:00	c2c	Westbound	600	600	400
22:00	District Line	Eastbound	200	800	
22:03	District Line	Westbound	600	1400	1200
22:03	c2c	Eastbound	300	1700	
22:04	Hammersmith & City	Westbound	750	2450	1600
22:08	District Line	Westbound	600	3050	3200
22:08	c2c	Eastbound	300	3350	
22:09	Overground	Westbound	100	3450	3600
22:10	District Line	Eastbound	200	3650	4000
22:12	c2c	Westbound	600	4250	4800
22:13	District Line	Westbound	600	4850	5200
22:14	Hammersmith & City	Westbound	750	5600	5600
22:14	c2c	Eastbound	300	5900	
22:17	c2c	Westbound	600	6500	6800
22:18	District Line	Westbound	600	7100	7200
22:20	District Line	Eastbound	200	7300	8000
22:23	District Line	Westbound	600	7900	9200
22:23	c2c	Westbound	600	8500	
22:23	c2c	Eastbound	300	8800	
22:24	Hammersmith & City	Westbound	750	9550	9600
22:28	District Line	Westbound	600	10,150	11,200
22:29	Overground	Westbound	100	10,250	11,600
22:30	District Line	Eastbound	200	10,450	12,000
22:30	c2c	Westbound	600	11,050	
22:32	c2c	Eastbound	300	11,350	12,800
22:33	District Line	Westbound	600	11,950	13,200
22:34	Hammersmith & City	Westbound	750	12,700	13,600
22:38	c2c	Eastbound	300	13,000	15,200

<b>22:38</b>	District Line	Westbound	600	13,600	
<b>22:40</b>	District Line	Eastbound	200	13,800	16,000
<b>22:42</b>	c2c	Westbound	600	14,400	16,800
<b>22:43</b>	District Line	Westbound	600	15,000	17,200
<b>22:44</b>	c2c	Eastbound	300	15,300	17,600
<b>22:44</b>	Hammersmith & City	Westbound	750	16,050	
<b>22:46</b>	c2c	Westbound	600	16,650	18,400
<b>22:48</b>	District Line	Westbound	600	17,250	19,200
<b>22:49</b>	Overground	Westbound	100	17,350	19,600
<b>22:50</b>	District Line	Eastbound	200	17,550	20,000
<b>22:53</b>	District Line	Westbound	600	18,150	21,200
<b>22:53</b>	c2c	Westbound	600	18,750	
<b>22:53</b>	c2c	Eastbound	300	19,050	
<b>22:54</b>	Hammersmith & City	Westbound	750	19,800	21,600
<b>22:58</b>	District Line	Westbound	600	20,400	23,200
<b>23:00</b>	District Line	Eastbound	200	20,600	24,000
<b>23:00</b>	c2c	Westbound	600	21,200	
<b>23:02</b>	c2c	Eastbound	300	21,500	24,800
<b>23:03</b>	District Line	Westbound	600	22,100	25,200
<b>23:04</b>	Hammersmith & City	Westbound	750	22,850	25,600
<b>23:05</b>	District Line	Eastbound	200	23,050	26,000
<b>23:06</b>	Overground	Westbound	100	23,150	26,400
<b>23:08</b>	c2c	Eastbound	300	23,450	27,200
<b>23:10</b>	District Line	Westbound	600	24,050	28,000
<b>23:12</b>	c2c	Westbound	600	24,650	28,800
<b>23:14</b>	Hammersmith & City	Westbound	750	25,400	29,600
<b>23:14</b>	c2c	Eastbound	300	25,700	
<b>23:15</b>	District Line	Eastbound	200	25,900	30,000
<b>23:16</b>	c2c	Westbound	600	26,500	30,400
<b>23:19</b>	District Line	Westbound	600	27,100	31,600
<b>23:20</b>	District Line	Eastbound	200	27,300	32,000
<b>23:23</b>	c2c	Westbound	600	27,900	33,200



<b>23:23</b>	c2c	Eastbound	300	28,200	
<b>23:24</b>	Hammersmith & City	Westbound	750	28,950	33,600
<b>23:25</b>	District Line	Eastbound	200	29,150	34,000
<b>23:29</b>	Overground	Westbound	100	29,250	35,600
<b>23:29</b>	District Line	Westbound	600	29,850	
<b>23:30</b>	District Line	Eastbound	200	30,050	36,000
<b>23:30</b>	c2c	Westbound	600	30,650	
<b>23:30</b>			<b>30650</b>		<b>36,000</b>
<b>Remaining Trains post 23:30</b>					
<b>Overground - 1</b>	<b>c2c Westbound - 5</b>	<b>c2c Eastbound - 9</b>	<b>District (West) - 3</b>	<b>District (East) - 12</b>	<b>H &amp; C - 3</b>

This table shows that, with the additional barriers, this station is capable of processing 30,650 from 22:00 to 23:30.

### Pick Up Zone

The second largest contingent of the transport modal share model at 15% of the expected audience is those who will utilise the Pick Up Zone – either through use of Taxis, Private Hire or Private pick up.

This area will be managed by Traffic Management stewards and supported by event security during peak periods.

Full operational details and plans will be set out within the Traffic Management Plan for the event.

### **Resident Communication**

Local residents will be able to contact the event team via a dedicated phone line. The phone numbers will be communicated via the resident letter well as via a mailer to ward councillors, SAG, resident groups and similar. Further information can be found in the Community Liaison Plan.

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**CCTV Plan**

Festival PEOPLE

Saturday 17th June 2023

Author: Paul Rooney

Reviewed by: Alex Beattie

Version: 1 / draft

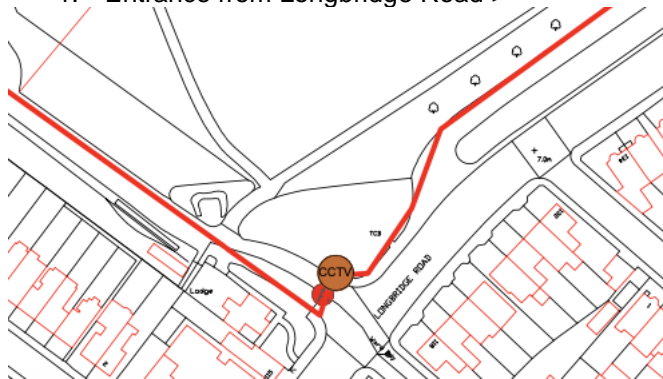
January 2023

There will be a network of CCTV cameras across the site installed by an experienced contractor. The footage will be displayed in the Event control room and a qualified CCTV operator will be contracted to use the system onsite. There are currently 7 proposed PTZ locations onsite, plotted below. The cameras have a 360° view of up to 100m. These have been planned for areas of high crowd density including the 2 main stages, as well as key gates and entry points to the site. Alongside the PTZ cameras fixed, cameras will be on the entrance gate to capture the audience as they enter and exit and an additional camera will cover the eviction gate.

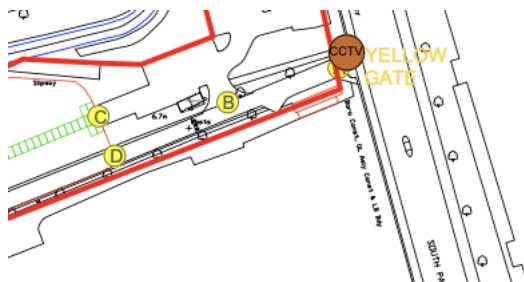
In addition to the CCTV, there will be a drone to provide dynamic coverage of areas of the site and wider park. An experienced drone operator will be appointed and the paperwork submitted to the council as required. There will be a live feed of the drone footage alongside the CCTV in the control room.

Reference map: Barking Park\_V1.9 Festival people

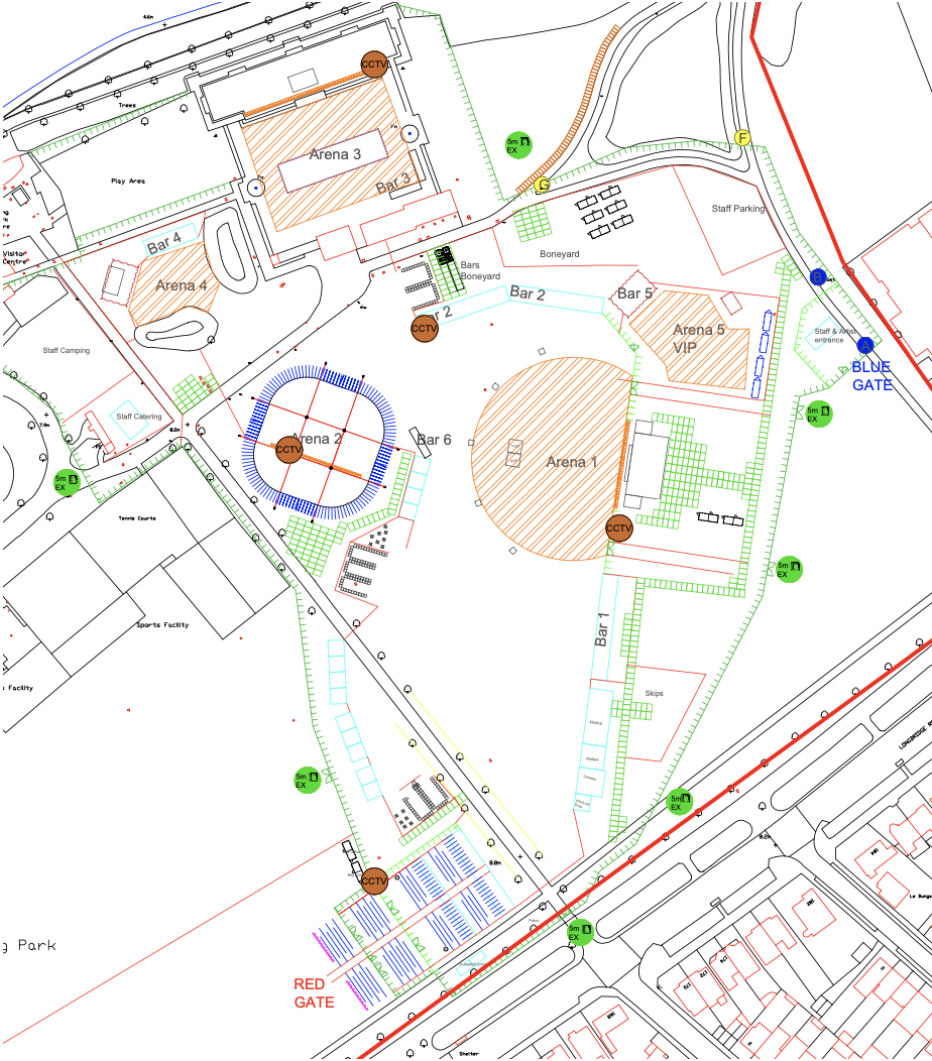
1. Entrance from Longbridge Road >



2. Entrance from South Park Drive >



3 – 7 Areas throughout the event site >



## **26. WELFARE AND DRUGS POLICY**

### **Welfare**

26.1 Welfare will be overseen by **TBC** and will be based in the site as shown on the plan.

This area will be primarily for individuals who need assistance either due to fatigue or are seen to be in distress.

### **Underage Entrants**

26.2 Challenge 25 is operated at the search marquee. Any persons considered to be under the age of 18 and cannot prove otherwise will not be allowed access to the event. The event is publicised as an over 18's show. If there is any concern about the welfare of an underage person presenting themselves at the gate the Incident Response Manager will attend and decide on an appropriate course of action. See also Appendix N - Safeguarding Policy.

### **Drugs Policy**

#### **Introduction**

26.3 Security operatives enable the organisers to provide a robust anti-drug policy. We will employ a strict search at the entrance with body searches made by SIA licensed staff.

Amnesty bins will be positioned prior to the search lanes on entry. Customers will have the opportunity to dispose of any illegal substances prior to entering the search area. They will enter from the 'Disney' queueing lanes, into a sterile zone where the drugs detection dogs will be located. Any person who is indicated by the dog, will be taken to the enhanced search area where they will have the chance to voluntarily give up any illegal substance. If they are then searched and any substance is found, they will then be evicted from the site (pending any age/vulnerability issues that may preclude this). If the search is negative, they will be escorted back to the search lanes.

Amnesty bins will also be located on the search lane tables for any other items precluded from the event site and as a last opportunity for customers to dispose of anything illegal.

Security will be stationed inside the venue with patrols looking out for drug dealing, with searches being carried out if suspicious activity is spotted.

The Metropolitan Police will collect the amnesty bin contents (**TBC**) except NO2 canisters which will be separated. This will be undertaken by the Metropolitan Police staff present.

The event organiser will have a suitable secure storage location for amnesty bin contents should there be a delay in collection.

There will be a 100% general search (see search policy app O) application of bag searching and body pat-down checks in the search tent, unless a major incident dictates the public need to be quickly moved from danger. Should there be a change from this 100% policy, the position will be reviewed by Event Control, in consultation with the Responsible Authorities as necessary.

Security have experience with similar events, and are vigilant with the general welfare and safeguarding of everyone attending. Any person who they have concerns with will be checked and if necessary action will be taken following their own guidelines for the event that will have been agreed by the event organisers.



### **Purpose**

26.4 The purpose of this policy is to show how we plan to prevent drug dealing taking place at the event, how we are going to minimise drug use and how we plan to safeguard our customers if they have taken drugs.

### **Staff And The Drugs Policy:**

26.5 There are two main groups of staff dealing with the implementation of the drug policy: Security and Medical. All staff will keep a pro-active watch and report anything to either Security or Medical Control.

26.6 Security have set procedures when dealing with drug searching, discovery and welfare and these are set out in their Stewarding document for the event and will be in line with the policy set out in the ESMP appendices - search/safeguarding policy etc. All security personnel are briefed on these procedures and all SIA staff are first aid trained. This is only a support should additional medical assistance be required.

Experience and training, when confronting and apprehending drug dealers and takers means that every situation is dealt with taking their own health and safety plus that of the public around them into consideration.

### **Communicating The Drug Policy To Customers:**

26.7 There will be signage at the entrance stating that search is a condition of entry. We also deliver social media posts and info mailers out to customers 'rave safe' with general welfare info and information regarding searching and advice to refrain

from bringing illegal or prohibited items to the event.

26.8 Amnesty bins are supported by the local Police. They will be used for this event under the guidance of the Metropolitan Police Service.

26.9 Free drinking water will be available on all bars upon request. Signs are visibly displayed on the bars.

26.10 The information point is also a point of contact for people with any concerns. Our staff will take the necessary measures acting on any information given.

26.11 There are large numbers of SIA staff at the search lanes searching people for prohibited items.

### **Preventing Drugs And Weapons Entering The Venue: Searching and confiscation**

26.12 Persons entering the Festival site including traders, staff, artists and members of the public are all liable to be searched by SIA security staff.

26.13 In certain circumstances, where there is evidence to suspect possession of contraband goods by site traders, staff, artists or members of the public, they may be requested to submit to a search of vehicles and personal property.

Refusal to be searched could lead to a person being evicted from site by security following the event/festival eviction procedure. Additionally, traders' vehicles will be searched prior to the site opening.

26.14 If there is intelligence to suspect that a person may be in possession of 'prohibited articles' the search will only be conducted by SIA licensed staff.

26.15 If any prohibited items are located on a person, or in a vehicle in possession of the person being searched, the following options should be considered:-

- i) Refuse entry.
- ii) The person to surrender the specified 'contraband' property against a receipt and entering or remaining on the site, signing a disclaimer for destruction.
- iii) Confiscation of the property and eviction from site.

26.16 Should a weapon be found on a person or a weapon be seen being placed into the amnesty bin by a person then security will detain that person and may request the attendance of the Police.

### **Procedure for dealing with drug seizures from a person by Security Staff**

26.17 All drug discoveries no matter how minor must be dealt with by the following procedures:

The drugs must be sealed in a tamper-proof forensic science drug bag, wherever possible in the presence of a corroborating officer/member of security staff as well as the suspect (this will help to avoid any allegations being made against the person seizing the suspected substances).

The person seizing must record on the bag the physical appearance of the substance and what they suspect it to be, e.g. *“A fifty-pence sized piece of brown resinous substance suspected to be cannabis resin”* or *“A small re-sealable clear plastic bag containing a small amount of white powder”*. In addition, record who they have seized the substance from, sign the bag and invite the suspect to also. The corroborating officer/member security staff must also sign.

Complete searching the individual and consider searching those in their company. Often a dealer will carry a small amount of the drug leaving an associate to hold the larger quantity.

Initial responsibility for the handling of minor controlled drugs possession will lie with the security company who will instigate seizure, initial enquiries and the decision-making process relating to the eviction policy.

Should the security company identify a potential ‘drugs dealer’ Event control will be informed.

They will consider whether the police should be called and will consider if there are any aggravating factors such as the person's age, demeanour, level of intoxication etc.

### **Preventing Drug Dealing At The Venue**

26.18 All security staff will be vigilant for any signs of drug dealing. Security staff are positioned at every entrance and exit, by every bar, toilet areas and there are also mobile foot patrols and undercover/covert patrol teams. The toilets will be patrolled at regular intervals by teams checking for drug dealers.

As well as every entrance and exit gate being manned, there are also a number of perimeter fence patrols around the whole event site. A drugs dog will undertake a sweep of the fence line for any secreted drugs and will be present at the front gate.

### **Process for Security staff finding drugs other than on a person**

26.19 If suspected drugs are found other than in the possession of a person, the Security staff will carry out the procedure detailed above but in addition, they must clearly mark the bag explaining how the item was seized.

### **Keeping Drug-Using Customers Safe:**

26.20 All security staff and ambulance staff will stay vigilant looking out for anyone suffering the effects of taking drugs.

26.21 on-site there is a Welfare room, medical room, two ambulances and foot patrols all handled by [TBC](#) who are trained, medical staff.

26.22 Free drinking water is available on all bars upon request.

26.23 Anyone feeling poorly can be monitored in the welfare room until their condition improves. The Welfare room is fitted out with seats, mattresses, bottles of water and a radio to control. Any person in the welfare room is asked to stay there until the staff are sufficiently satisfied with their condition to let them leave. If their behaviour is deemed as threatening to the members of staff, Security will assist by staffing the room, and at the same time will actively try to contact either the person's friends or family.



**Dealing With Emergencies:**

26.24 Any medical emergencies will be dealt with by TBC, who would constantly inform control of the situation. Depending on the circumstances they may then instruct security and others to assist with the situation.

**Record Keeping**

26.25 Security will be keeping a full record of confiscations made.

26.26 Medical keeps records of any incidents requiring medical attention.

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