



**Barking and Dagenham**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@lbbd.gov.uk](mailto:licensing@lbbd.gov.uk)  
 Telephone: 020 8215 3000

\* required information

### Section 1 of 21

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

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

Applying as a business or organisation, including as a sole trader

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

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

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

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

**Premises Address**

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

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

## Section 3 of 21

### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

### Confirm The Following

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

## Section 4 of 21

### NON INDIVIDUAL APPLICANTS

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

#### Non Individual Applicant's Name

Name

#### Details

Registered number (where applicable)

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

Continued from previous page...

Limited Company

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /   
dd mm yyyy

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

Add another applicant

**Section 5 of 21**

**OPERATING SCHEDULE**

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

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

Provide a general description of the premises

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

Barking Park is a greenfield site comprising of two large grassy open spaces including playing fields and tennis courts, a sculpted garden with woodlands, a boating pond, an outdoor bowls pavilion, allotments, a Splash Park, a cafe and playground. The Park is is fenced on all four sides with six gated entrances.

A temporary perimeter fence will be installed inside the park, that will enable the applicant to determine the area in which

*Continued from previous page...*

the licensable activities will be taking place, as well as manage the entry and exit of event patrons to and from the premises, perform ID checks and any other necessary security and safety measures that will be detailed in the operational plans of the events.

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

**Section 6 of 21**

**PROVISION OF PLAYS**

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes  No

**Section 7 of 21**

**PROVISION OF FILMS**

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

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Start

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THURSDAY

Start

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Start

End

FRIDAY

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End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

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

- Indoors       Outdoors       Both

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

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

Amplified music performances across a number of temporary stage structures. The event takes place across one weekend annually between May and September, with up to two days per weekend. Final days for each event to be agreed with the Local Authority on annual basis.

State any seasonal variations for the exhibition of film

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

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

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

### Section 8 of 21

#### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes       No

### Section 9 of 21

#### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes       No

### Section 10 of 21

#### PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

Continued from previous page...

### Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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

- Indoors       Outdoors       Both

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

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

Amplified music performances across a number of temporary stage structures. The event takes place across one weekend annually between May and September, with up to two days per weekend. Final days for each event to be agreed with the Local Authority on annual basis.

State any seasonal variations for the performance of live music

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

Continued from previous page...

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

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

**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

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Start

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THURSDAY

Start

End

Start

End

FRIDAY

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SATURDAY

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End



Continued from previous page...

SUNDAY

Start

End

Start

End

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

- Indoors       Outdoors       Both

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

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

Amplified recorded music performances across a number of temporary stage structures. The event is taking place across one weekend annually between May and September, with up to two days per weekend. Final days for each event to be agreed with the Local Authority on annual basis.

State any seasonal variations for playing recorded music

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

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

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

## Section 12 of 21

### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes       No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

Continued from previous page...

WEDNESDAY

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

THURSDAY

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

FRIDAY

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

SATURDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:30"/>
Start	<input type="text"/>	End	<input type="text"/>

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

- Indoors       Outdoors       Both

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

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

Amplified recorded music performances across a number of temporary stage structures. The event is taking place across one weekend annually between May and September, with up to two days per weekend. Final days for each event to be agreed with the Local Authority on annual basis.

State any seasonal variations for the performance of dance

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

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

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

Continued from previous page...

**Section 13 of 21**

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

[See guidance on regulated entertainment](#)

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

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Start

End

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

Other festival related activities, such as sales merchandise, spoken word events, panel discussions, workshops, art installations and similar, taking place across one weekend annually between May and September with up to two days per weekend. Final days for each event to be agreed with the Local Authority on annual basis.

*Continued from previous page...*

Will this entertainment take place indoors or outdoors or both?

- Indoors                       Outdoors                       Both

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

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

Amplified music may be used as part of the activities list above.

State any seasonal variations for entertainment

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

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

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

### Section 14 of 21

#### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes                       No

### Section 15 of 21

#### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes                       No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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

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WEDNESDAY

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THURSDAY

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

FRIDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:10"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:10"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:10"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption:

- On the premises       Off the premises       Both

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

State any seasonal variations

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

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

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

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

Continued from previous page...

**Name**

First name

Family name

Date of birth  /  /   
dd mm yyyy

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

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

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

Reference number for consent form (if known)

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

**Section 16 of 21**

**ADULT ENTERTAINMENT**

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

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

Continued from previous page...

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

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WEDNESDAY

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THURSDAY

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End

Start

End

FRIDAY

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SATURDAY

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End

SUNDAY

Start

End

Start

End

State any seasonal variations

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

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

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

*Continued from previous page...*

## Section 18 of 21

### LICENSING OBJECTIVES

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

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

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

1. The maximum number of customers for each event day will not exceed 29,999 at any one time.
2. Customer access will either be through tickets or through a guest system.
3. The premises license holder shall employ a system to count the numbers of persons entering / exiting the premises during the entirety of the event.
4. Access for those 18 years and over.
5. Tickets will be E-tickets and will have a unique QR barcode which staff will scan at the entrance.
6. All events will take place across one weekend annually between 1st May and 31st September, with up to two event days per weekend between Friday and Monday. The exact event days and times will be agreed with the Safety Advisory Group, LBBB Licensing, and the Parks and Events teams on annual basis 30 days after the event has taken place (e.g. 2024 dates confirmed by the 17th July 2023).
7. An Event Safety Management Plan (ESMP) and Appendices shall be developed to address the method by which the premises licence holder will manage the event and manage the potential risks in accordance with the four licensing objectives. The ESMP and appendices will cover the following areas:
  - Event Safety Management Structure
  - Event Evaluation
  - Site Evaluation
  - Crime Prevention and Counter-Terrorism Policy
  - Risk Assessment - Duties
  - Event Health & Safety and The Event Team
  - Stage, Temporary Structures and Infrastructure
  - Electrical Systems & Safety
  - Food and Alcohol & Traders
  - Security & Stewarding
  - Waste Management
  - Crowd & Internal Site Traffic Management
  - Organisation and Contractors
  - Communication
  - Medical / First Aid Provision
  - Fire, Fire Fighting Equipment & Electrical Equipment
  - LPG Use and Storage
  - Sanitary Provision
  - Emergency Procedures
  - Event Inspection
  - Accident Reporting & Investigation, Serious Assault
  - In The Event of an Alleged Assault
  - Provision for Persons with Access Requirements
  - Information & Lost Property
  - Local Community & Resident Engagement
  - Welfare & Drug Policy
  - Ticketing
  - Noise Management
  - Traffic Management
  - Special Effects
  - Key Contacts



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8. The premises licence holder, or their appointed representative, shall present, by oral and written presentation, the draft ESMPs to the London Borough of Barking and Dagenham (LBBDD) Safety Advisory Group no later than 3 months prior to the date of the event.
9. During the ongoing consultation with the Safety Advisory Group, any comments or concerns raised by members of the Safety Advisory Group shall be noted by the premises licence holder and, if necessary, amendments made.
10. It is to be noted that the ESMP is a 'live' document and last-minute amendments may be required under certain circumstances. If such amendments are required after the second presentation, members of the SAG shall be forwarded the updated ESMP with relevant explanations.

b) The prevention of crime and disorder

1. Security and Stewarding policy to be drawn up in conjunction with and subject to the approval of the MPS.
2. One or more competent security contractors will be employed to provide a sufficient number of SIA security and stewarding staff during premises operating hours, as well as during the construction and breakdown period before and after the event.
3. A security and stewarding operation and deployment plan will be provided 12 weeks prior to the event and agreed with the MPS no later than 30 days prior to the event
4. All SIA staff will display their badge whilst on duty.
5. All details of SIA staff will be recorded including their identity, duties, and staffing agency. This record shall be made available for inspection for up to 3 months after the event.
6. A robust anti-drug policy will be implemented. PLH will employ a search procedure at the entrance.
7. Amnesty bins will be positioned at the search.
8. Security will be stationed around the venue with patrols and searches being carried out if suspicious activity is spotted.
9. A comprehensive search policy to be employed.
10. The public, staff, contractors, artists and support teams will be subject to searches for prohibited articles for the purposes of crime prevention and securing the integrity of non-public areas.
11. The maximum size of bag allowed on site is A4. Lockers will be available outside for any bags larger than A4.
12. A comprehensive Counter Terrorism Policy will be produced.
13. ACT and SCAN training and implementation will be promoted for all security, contractors and staff to undertake.
14. Weapons policy will be developed and agreed with MPS.
15. An Alcohol Management Plan will be drawn up and implemented.
16. A record of staff training and understanding will be retained for inspection for up to 6 months.
17. Nobody under the age of 18 is employed to sell alcohol.
18. Each bar on site shall have a dedicated bar supervisor, who shall be conversant with the requirements and responsibilities for the sale of alcohol in compliance of the Licensing Act 2003. All alcohol consumption will be monitored by bar staff and SIA security staff.
19. A refusal register will be maintained at each bar in respect to no proof of age and intoxication. These registers will be available to inspect both during and after the event.
20. All drinks shall be sold in plastic or similar cups, PET containers or open cans. Glass shall not be sold at any concession outlet or bar.
21. All drinks in bottles will be decanted into glasses and the bottles will be retained by staff.
22. Customers will not be allowed to bring bottles onto site.

c) Public safety

1. Wider event specific Health & Safety advice from LBBDD will be sought in addition to statutory legislation and guidance.
2. The organisers will act on any advice from the MPS on acceptability of music acts.
3. Public communication will be maintained throughout the event.
4. Major incident plans shall be drawn up with and agreed by the Local Authorities
5. Emergency vehicle RVPs will be agreed and identified on the site plan before the event.
6. Emergency vehicle access to site will be maintained and emergency exits from site will be kept clear at all times.
7. An LPG use and storage policy is incorporated within the ESMP.
8. Suitable and sufficient firefighting equipment shall be sited nearby all catering concessions.
9. All electrical installations and equipment used will comply with the general requirements of the Electricity at Work Regulations 1989. They are required to be installed, tested and maintained in accordance with the latest edition of the

*Continued from previous page...*

Institution of Electrical Engineers 'Regulation for Electrical installations' and other relevant guidance.

10. All work is to be carried out under the control of a competent electrician who will remain on-site whilst the public are present. This person will provide electrical certificates, copies of which will be obtained and made available to LBBB Council upon request. Prior to the event opening The Site Manager will inspect the site and ensure that the appropriate firefighting equipment has been installed.
11. Petrol Generators will not be permitted on-site.
12. All power distribution on-site will comply with and be tested to BS7909:2011. The supply will be maintained in accordance with the latest edition of the IEE Regulations for Electrical Installations.
13. The production team shall supply firefighting equipment for the generators in the form of a Dry Powder 5kg Extinguisher but not immediately next to the machine.
14. CCTV will be in operation at the event covering the search lanes, key locations, the eviction tent and egress routes. This will be visible in the control room and recorded. CCTV operators will be present during the event and will be able to download recording for the MPS and other agencies upon request.
15. A site map showing CCTV coverage will be provided in advance of the event and any further coverage will be discussed with the MPS. It will be installed, operated and maintained in line with current MPS CCTV police and images will be retained for at least 31 days.
16. The event site perimeter will be secured by a double fence line with a 3.4m high Steel Shield fencing on the outside. The event will employ a contractor to provide a stat pack and CAD to show any utilities that may lie underneath the surface.
17. The area between the double fence line will be maintained as sterile to the public.
18. All Stages, temporary structures and equipment installations will be designed and built/installed by skilled and experienced contractors.
19. All contractors will submit safety method statements to the Safety Administrator in respect of their own site activity; these will include details of employee subcontractor's competencies and training in respect of their ability to operate the equipment.
20. All activities on the site relating to the erection and construction of the structures will be monitored by the Site Manager who will ensure they follow safe working practices.
21. All structure information and completion certificates will be kept in the production office and made available to LBBB Council.
22. Site Safety Rules and Event Risk Assessment will be drawn up and implemented as part of the Event Safety Management Plan appropriate policy.
23. It shall be the responsibility of the Premises Licence Holder to ensure that all incidents that are classified and reportable under RIDDOR 2013 are duly reported to the HSE within the reporting time stipulated in the regulations.
24. Incident, security and medical logs will be completed throughout the duration of the event. They will be kept for 6 months and made available for inspection by any Responsible Authority.
25. All food safety documents including details of operators, their contact details and certification will be sent to LBBB a minimum of 4 weeks in advance. Caterers will be required to meet any LBBB requirements, whether food safety certification or otherwise. Any introduction of a new catering supplier will only be made upon approval of LBBB.
26. A communications plan with local stakeholders and residents with at least one public meeting will be developed and approved by LBBB. With the first public meeting takes place on the 22nd November 2022.
27. Information and welfare units shall be available at the event where customers shall be able to obtain assistance.
28. All emergency exits, toilets and first aid posts shall be clearly signposted
29. An event control room shall be provided with key documentation e.g. current site plans, key contact details, alerting cascades, A&E telephone numbers for designated hospitals, message pads, log sheets, suitable and adequate means of communication including both mobile phone and radio.
30. The contact details of all key staff shall be provided to the Safety Advisory Group as part of the Event Management Plan.
31. The production and delivery of all medical plans will be made in consultation with LBBB Public Health and Safety Officers, London Ambulance Service and local NHS.
32. The nominated Medical Provider, will liaise and consult with the National Health Service Trust (NHST) and the London Ambulance Service on the overall medical/first aid provisions and will provide a full medical risk assessment.
33. The medical manager will take overall control and co-ordinate first aid provision.
34. A record shall be made and kept of each visitor to the first aid tent and anybody that received first aid on site. These records will be for a minimum of 3 months and will be made available for inspection by any Responsible Authority.
35. An additional health protection assessment and mitigation plan will be undertaken in respect of transmittable diseases.
36. A Fire Risk Assessment and associated mitigation plans will be developed with and shared with the London Fire Brigade a minimum of 30 days before the event.
37. An experienced event fire safety team will provide the fire safety management for the whole site with resources

*Continued from previous page...*

appropriate to the risk assessment of the show including vehicles if required.

38. Vehicle movements whilst the public are on the Licensed Site will be controlled to ensure safety of the public.

39. Suitable and sufficient lighting shall be provided to the event site such that all health and safety information and notice signage are being easily seen and read and at the close of the event to enable visitors to leave the site safely.

40. All bars shall be equipped with sufficient lighting and firefighting equipment.

41. The PLH shall have in place an arrangement (contract) with a reputable waste management company to manage the event site for the duration of the event.

42. Guidance is taken from Chapter 18 of the current Event Safety Guide for the provision of all sanitary facilities. Actual provision will exceed those calculations.

#### d) The prevention of public nuisance

1. The Noise Management Plan will include provision for noise management consultants being present at the event monitoring the noise on and off-site and responding to any public complaints.

2. There will be a well-publicised dedicated public contact phone number, located in the control room, that will be monitored from at least one hour before gates open and one hour after closing. All calls and actions will be logged.

3. The Noise Management Plan will be submitted to LBBB Environmental Health at least 12 weeks before the event a minimum of 30 days before the event.

4. A post event compliance report will be produced following the event and submitted to the LBBB Environmental Health.

5. A litter plan will be produced in consultation with LBBB which will include cleaning of the park and adjacent streets.

6. A register of any promoters advertising the event will be maintained and the PLH will ensure there will be no fly posting.

7. Site deliveries and collections shall be undertaken with due care, attention to minimise disturbance to residents and noise sensitive premises within the vicinity.

8. The Ingress, Egress and Transport Management Plan will take into consideration the impact on the local residents.

9. During construction and breakdown periods for an event authorised by this licence, an email address and telephone number will be provided for residents to contact, should these activities cause disturbance. The contact number and email address shall be circulated to all residential properties within an agreed area determined and agreed with LBBB.

10. The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff, so as to ensure that public nuisance or obstruction to the public highway is kept to a minimum.

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

1. This event is strictly for those 18 years and over.

2. A Challenge 25 policy will be implemented for ticket sales, entry and at bars.

3. The only acceptable forms of identification are recognised photographic identification cards, such as Passports, National Identity Cards, photo Driving Licences (provisional or full) MoD Forces Photo IDs and Citizen Cards. Other PASS (National Proof of Age Standards Scheme) regulated cards will have their hologram included on the card.

4. The Incident Response Manager will act as the dedicated Safeguarding Lead during the live event and will refer all appropriate incidents to the ELT Manager.

5. The Safeguarding policy for both children and vulnerable adults is available in the ESMP and will be developed and agreed with the ASC and other SAG members.

## Section 19 of 21

## NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

*Continued from previous page...*

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

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

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

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

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

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

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

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

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

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

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

*Continued from previous page...*

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

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

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

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

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

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

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

## **Section 20 of 21**

### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

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

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

*Continued from previous page...*

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

## Section 21 of 21

### PAYMENT DETAILS

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

Premises Licence Fees are determined by the non&nbsp;domestic rateable&nbsp;value of the premises.

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

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

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

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

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

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

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

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

8,100.00

### DECLARATION



*Continued from previous page...*

[APPLICABLE TO INDIVIDUAL APPLICANTS ONLY, INCLUDING THOSE IN A PARTNERSHIP WHICH IS NOT A LIMITED LIABILITY PARTNERSHIP] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15) The London Borough of Barking and Dagenham is committed to protecting your privacy when you use our services. This privacy notice explains how we use information about you and how we protect your privacy. Please follow the link for more information <https://www.lbdb.gov.uk/general-privacy-notice>

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

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

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

\* Full name

\* Capacity

\* Date  /  /   
dd mm yyyy

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

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

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

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

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

**OFFICE USE ONLY**

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