

U-LIVE – PREMISES LICENCE APPLICATION FOR THE PREMISES BARKING PARK, IG11 8SP

PROPOSED OPERATING SCHEDULE – CONTENT AS AGREED WITH THE LICENSING AUTHORITY DURING CONSULTATION

a) **GENERAL**

Capacity

1. The maximum capacity of the licence is 29,999, with the maximum number of customers as follows:
 - a. 2023 a one-day event with the maximum capacity of 15,000
 - b. 2024 a one-day event with the max capacity of 20,000
 - c. In 2025 (and onwards) 2 days of licensable activities will be permitted on consecutive days/weekends
2. Customer access will either be through tickets or through a guest system.
3. The premises licence 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.

Event dates

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, LBB 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).

Event Safety Management Plan

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
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 (LBBD) 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**

Security

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 (*see ESMP Counter Terrorism Policy Appendix M1*).
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.

Supply of alcohol

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 an 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 LBBB will be sought in addition to statutory legislation and guidance.

Content

2. The organisers will act on any advice from the MPS on acceptability of music acts.

Emergency management

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.

LPG & Electrics

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 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.

Infrastructure

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.

Processes and procedures

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.

Catering

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.

Communications

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.

Medical

31. The production and delivery of all medical plans will be made in consultation with LBB 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. (See *ESMP Appendix D Medical Plan*).
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.

Fire

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. (see *ESMP appendix F*)
37. An experienced event fire safety team will provide the fire safety management for the whole site with resources appropriate to the risk assessment of the show including vehicles if required.

Safety and Welfare

38. Vehicle movements whilst the public are on the Licenced 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.

Sanitary Provision

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**

Noise

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 LBBD 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 LBBD Environmental Health.

Litter

5. A litter plan will be produced in consultation with LBBD 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.

Disturbance

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 LBBD.
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) **PROTECTION OF CHILDREN FROM HARM**

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

Challenge 25

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.