



Date: 14 May 2018
Ask For: Emily Kennedy
Direct Dial: (01843) 577046
Email: emily.kennedy@thanet.gov.uk

LICENSING SUB COMMITTEE

22 MAY 2018

A meeting of the Licensing Sub Committee will be held at **10.30 am on Tuesday, 22 May 2018** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Membership:

Councillors: L Potts, M Saunders and J Fairbrass

A G E N D A

Item
No

Subject

1. **ELECTION OF CHAIRMAN**

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

'To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest Form attached at the back of this Agenda. If a Member declares an interest, they should complete that form and hand it to the Officer clerking the meeting and then take the prescribed course of action.'

4. **APPLICATION FOR PREMISES LICENCE - MARGATE MAIN SANDS** (Pages 3 - 96)

Declaration of Interests Form

This page is intentionally left blank

**APPLICATION FOR PREMISES LICENCE –
MARGATE MAIN SANDS, MARINE TERRACE,
MARGATE CT9 1XJ**

Licensing Sub-Committee – 22 May 2018 – 10.30am

Report Author **Jane Bennett Licensing Team Leader**

Portfolio Holder **Cllr Rosanna Taylor-Smith Operational Services**

Status **For Decision**

Classification: **Unrestricted**

Ward: **Margate Central**

Executive Summary:

To consider this application for a premises licence in respect of Margate Main Sands, Margate in the light of representations received.

Recommendation(s):

The instructions of the Sub-Committee are requested

CORPORATE IMPLICATIONS

Financial and Value for Money	None
Legal	<p>There is a right of appeal to a Magistrates' Court within 21 days of the date of the decision of the Licensing Sub-Committee with regard to the grant/refusal of a licence or any of the conditions attached to it.</p> <p>The Licensing Sub-Committee must pay proper attention to the applicant's rights under the provisions of the Human Rights Act 1998, which gives further effect in the United Kingdom to the fundamental rights and freedoms contained in the European Convention on Human Rights. The Licensing Sub-Committee must have proper regard to the rights of the individual applicant when making decisions that affect them. However, it also has to have regard to the safety and protection of the public and therefore to ensure that the right balance is found and think hard about how it can cause the least possible harm to individuals, bearing in mind its duty to ensure the protection of the public.</p>
Corporate	None.
Equalities Act 2010 & Public Sector Equality Duty	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.

	Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.
--	--

1.0 Introduction and Background

- 1.1 Application has been made by Rotimi Anibaba and Teniola Giokabari of Happy Days parties for a premises licence which includes the supply of alcohol and regulated entertainment on the premises.
- 1.2 The Application Form showing the proposed licensable activities and hours are appended at Annex 1. A map of the area showing the location of these premises is at Annex 2.

2.0 General Points

- 2.1 Applicants for a premises licence are required, as part of the licensing procedure, to display a public notice which provides information to the public regarding the manner in which objection may be made. Similarly, public notice of the application should be published in a local newspaper circulating in the vicinity of the premises. These requirements appear to have been complied with. No public objections were received.
 - 2.2 The applicant is further required to give notice of the application to responsible authorities. The Police have submitted an objection which is at Annex 3. Environmental Health have agreed conditions which is at Annex 4. A current event plan is at Annex 5. A Fire Safety Strategy and Risk Assessment is at Annex 6. An Event Management Plan is at Annex 7. A Security and Crowd Management Plan is at Annex 8.
 - 2.3 The Licensing Sub-Committee will be aware that it must carry out its functions under the 2003 Licensing Act to take steps which are appropriate for the promotion of the licensing objectives. The Licensing objectives are: - the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm. In carrying out its licensing functions, the Licensing Sub-Committee must also have regard to its statement of licensing policy and the Guidance issued under the Act.
 - 2.4 The four licensing objectives are the matters the Licensing Sub-Committee must address when considering whether to grant or refuse the application. Each application should be considered on its merits. Reasons must be given for any decision made by the Sub-Committee.
 - 2.5 Where a premises licence is granted mandatory conditions will apply under Sections 19 - 21 of the Act. These refer to irresponsible drinks promotions, provision of free tap water, an age verification policy, availability of small measures, the sale of alcohol below cost, and, designated premises supervisor.
 - 2.6 The application should be determined within twenty working days beginning with the day after the end of the period during which representations may be made. Representations had to be made by the 12 April 2018.
- ## **3.0 Options**
- 3.1 Grant the application with conditions consistent with the Operating Schedule accompanying the application and the conditions mentioned at paragraphs 2.2 and 2.5.

Agenda Item 4

- 3.2 Exclude from the scope of the licence any of the licensable activities to which the application relates.
- 3.3 Refuse the application.
- 3.4 Refuse to specify a person in the licence as the designated premises supervisor. The proposed designated premises supervisor is Rotimi Anibaba.
- 3.5 Grant the application subject to different conditions in respect of different parts of the premises or different licensable activities.

Contact Officer:	Jane Bennett, Licensing Team Leader, ext 57413
Reporting to:	Penny Button, Head of Neighbourhood Services, ext 57425

Annex List

Annex 1	Application form
Annex 2	Map of the area
Annex 3	Police objections
Annex 4	Environmental Health agreed conditions
Annex 5	Site plan
Annex 6	Fire Safety Strategy and Risk Assessment
Annex 7	Event Management Plan
Annex 8	Security and Crowd Management Plan

Background Papers

Title	Details of where to access copy
N/A	

Corporate Consultation

Finance	N/A
Legal	N/A

This page is intentionally left blank

Received
13/03/18

£1,100.00
fee.

PAYMENT CODE 11157/8741



Application for a premises licence to be granted
under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We ROTIMI ANIBABA TENIOLA GIDKABARI
(Insert name(s) of applicant)

HAPPY DAYS PARTIES
apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
MARGATE MAIN SANDS MARINA TERRACE MARGATE ENGLAND			
Post town	MARGATE	Postcode	CT9 1XJ

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ N/A

Part 2 - Applicant details

Please state whether you are applying for a premises licence as Please tick as appropriate

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i as a limited company/limited liability partnership please complete section (B)
 - ii as a partnership (other than limited liability) please complete section (B)
 - iii as an unincorporated association or please complete section (B)
 - iv other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)

Agenda Item 4
 Annex 1
 Agenda Item 4
 Annex 1

- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a statutory function or

a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)
Surname ANIBABA		First names ROJIMI		
Date of birth 29/02/1964		I am 18 years old or over <input checked="" type="checkbox"/>		Please tick yes
Nationality BRITISH				
Current residential address if different from premises address		BEXLEY KENT		
Post town	BEXLEY	Postcode	[REDACTED]	
Daytime contact telephone number		[REDACTED]		
E-mail address (optional)	[REDACTED] @ Gmail . Com			

SECOND INDIVIDUAL APPLICANT (if applicable)

<input type="checkbox"/> Mr	<input checked="" type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other Title (for example, Rev)	
Surname GIOKABARI			First names ADESHOLA TENIOLA		
Date of birth 19/12/1981		I am 18 years old or over		<input checked="" type="checkbox"/> Please tick yes	
Nationality BRITISH					
Current postal address if different from premises address		[REDACTED]			
Post town	BICKLEY			Postcode	[REDACTED]
Daytime contact telephone number		[REDACTED]			
E-mail address (optional)	[REDACTED]@Gmail.com				

(B) OTHER APPLICANTS

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

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD MM YYYY
25 08 2018

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD MM YYYY
27 08 2018

Please give a general description of the premises (please read guidance note 1)

THE PREMISE IS THE MARGATE MAIN SANDS BEACH OPPOSITE THE ENTRANCE TO DREAMLAND TO THE RIGHT OF THE PUBLIC TOILETS. THE PREMISES OCCUPIES 25000sqft RECTANGULAR SHAPED AREA OF THE BEACH. THE PREMISE BELONG TO THE COUNCIL AND THE PERMISSION TO USE THE LAND IS BEING ~~SOUGHT~~ AGREED

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

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Agenda Item 4
Annex 1
Agenda Item 4
Annex 1

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish	Outdoors		
			Both	<input type="checkbox"/>	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4) LIVE MUSIC WILL BE PERFORMED ON STAGE WITHIN A TENTED AREA OF EVENT		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5) N/A		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6) N/A		
Sat	12 Pm	9 Pm			
Sun	12 Pm	9 Pm			

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish	Outdoors		
			Both	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue			RECORDED MUSIL WILL BE PLAYED ALL DAY DURING THE 2 DAYS EVENT		
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur			N/A		
Fri			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	12PM	9PM	N/A		
Sun	12PM	9PM			

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
Mon			Please give further details here (please read guidance note 4) THERE WILL BE DANCERS ON STAGE OVER THE COURSE OF 2 DAYS AT SEVERAL INTERVALS	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 5) N/A		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6) N/A		
Sat	12pm	9pm			
Sun	12pm	9pm			

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)</p>			<p>Please give a description of the type of entertainment you will be providing</p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><u>Please give further details here</u> (please read guidance note 4)</p>		
Wed					
Thur			<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)</p>		
Fri					
Sat			<p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)</p>		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5) <div style="text-align: center; font-size: 2em;">N/A</div>		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	12pm	9pm			
Sun	12pm	9pm	<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 6) <div style="text-align: center; font-size: 2em;">N/A</div>		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	ROTIMI ANIBABA
Date of birth	29/02/1964
Address	██████████ BEXLEY KENT
Postcode	██████
Personal licence number (if known)	LN/201500366
Issuing licensing authority (if known)	THAMES COUNCIL

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

NONE

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	<p>NONE</p> <p><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)</u></p> <p>NONE</p>
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

TO HAVE A STRONG MANAGEMENT CONTROL AND EFFECTIVE TRAINING OF ALL STAFF SO THEY ARE AWARE OF THE PREMISES LICENCE AND THE REQUIREMENT TO MEET THE 4 LICENSING OBJECTIVES WITH PARTICULAR ATTENTION TO
NO UNDER AGE ARE ALLOWED ON THE PREMISES AND BUYING ALCOHOL
NO DRUNK AND DISORDERLY BEHAVIOR ON THE PREMISES
VIGILANCE IN PREVENTING THE USE AND SALE OF ILLEGAL DRUGS
NO VIOLENT AND ANTI SOCIAL BEHAVIOUR

b) The prevention of crime and disorder

Through the use of FENCING, SECURITY SEARCH REGIMES, RADIOS, STEWARDS IN THE LICENCED AREA + OUTSIDE OF IT, CROWD CONTROL BARRIERS

c) Public safety

THROUGH THE USE OF - RISK ASSESSMENT PUBLIC SAFETY MANAGEMENT PLAN, STRUCTURES FOOD & DRINK OUTLET CONTROLS,

d) The prevention of public nuisance

THROUGH CONTROL OF NOISE, TRAFFIC MANAGEMENT WASTE MANAGEMENT

e) The protection of children from harm

THE EVENT IS OVER 18'S ONLY AND CHILDREN WILL NOT BE ALLOWED ON SITE DURING LICENSING TIMES

Agenda Item 4
 Annex 1
 Agenda Item 4
 Annex 1

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).


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

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.


Part 4 – Signatures (please read guidance note 11)


Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12).
If signing on behalf of the applicant, please state in what capacity.

Declaration	<ul style="list-style-type: none"> • [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 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)
--------------------	--

Signature	
Date	10/03/2018
Capacity	Events organiser

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	10.03.2018
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			
 @gmail.com			

Notes for Guidance

1. Describe 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.
2. 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:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - 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.
 - 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.
 - 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.—
 - 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:
 - 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.
 - 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.
 - 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.
 - 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:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - 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;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the 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.

Agenda Item 4
Annex 1
Agenda Item 4
Annex 1

5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please 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.
8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
9. Please 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 or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

1.

15. 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 by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

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.

Agenda Item 4
Annex 1
Agenda Item 4
Annex 1

- 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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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.
- 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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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.

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.

Consent of individual to being specified as premises supervisor

h

ROIME ANIBABA

I

[full name of prospective premises supervisor]

of [REDACTED]

BEXLEY

KENT [REDACTED]

[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

PREMISES LICENCE

[type of application]

by

TIMI ANIBABA & IENI GIOKABARI

[name of applicant]

relating to a premises licence

[number of existing licence, if any]

for

ON THE BEACH FESTIVAL
MARGATE MAIN SANDS
MARINA TERRACE
MARGATE CT9 1XJ

[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

JIMI ANIBABA & IENI GIOKABARA
[name of applicant]

concerning the supply of alcohol at

ON THE BEACH FESTIVAL
MARGATE MAIN SANDS
MARINA TERRACE
MARGATE CT9 1XJ

[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

LN/201500366
[insert personal licence number, if any]

Personal licence issuing authority

THANEY Council
[insert name and address and telephone number of personal licence issuing authority, if any]

Signed

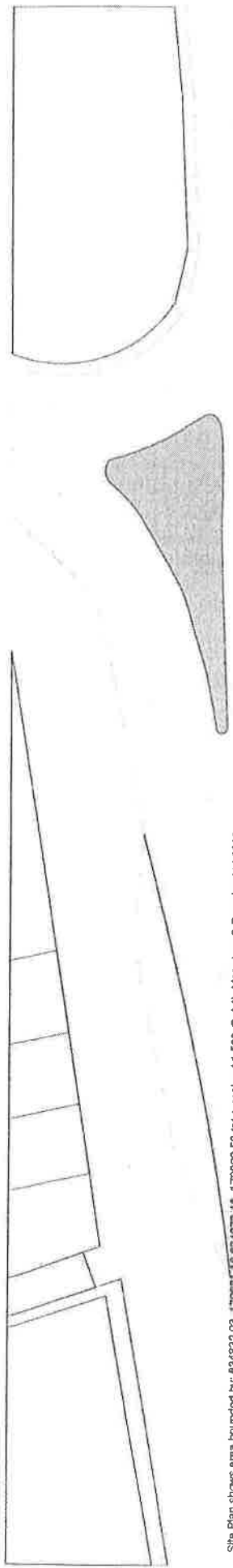


Name (please print)

ROIMI ANIBABA

Date

3/3/2018

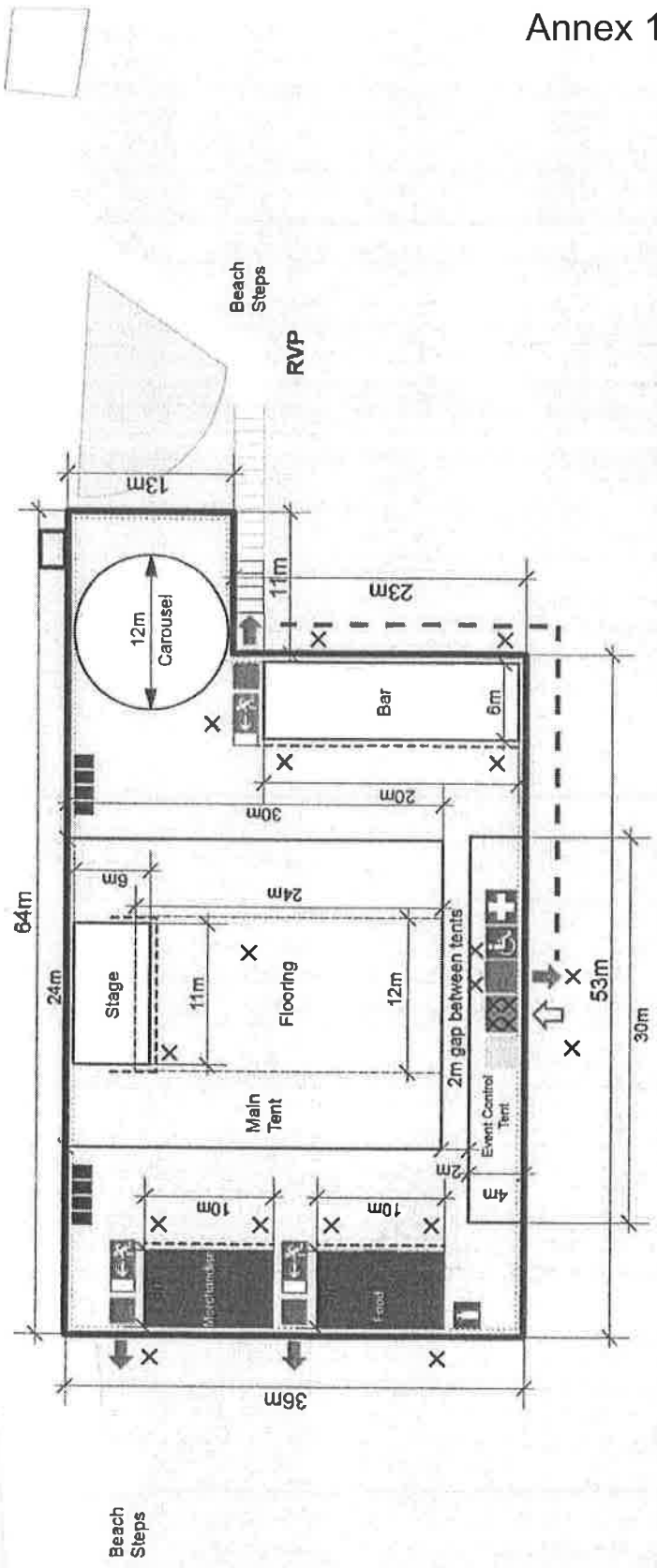


Site Plan shows area bounded by: 634632.03, 170681.16, 634973.40, 170622.56 (at a scale of 1:500 @ A4). Map data © Pass Inc Ltd 2018



A28

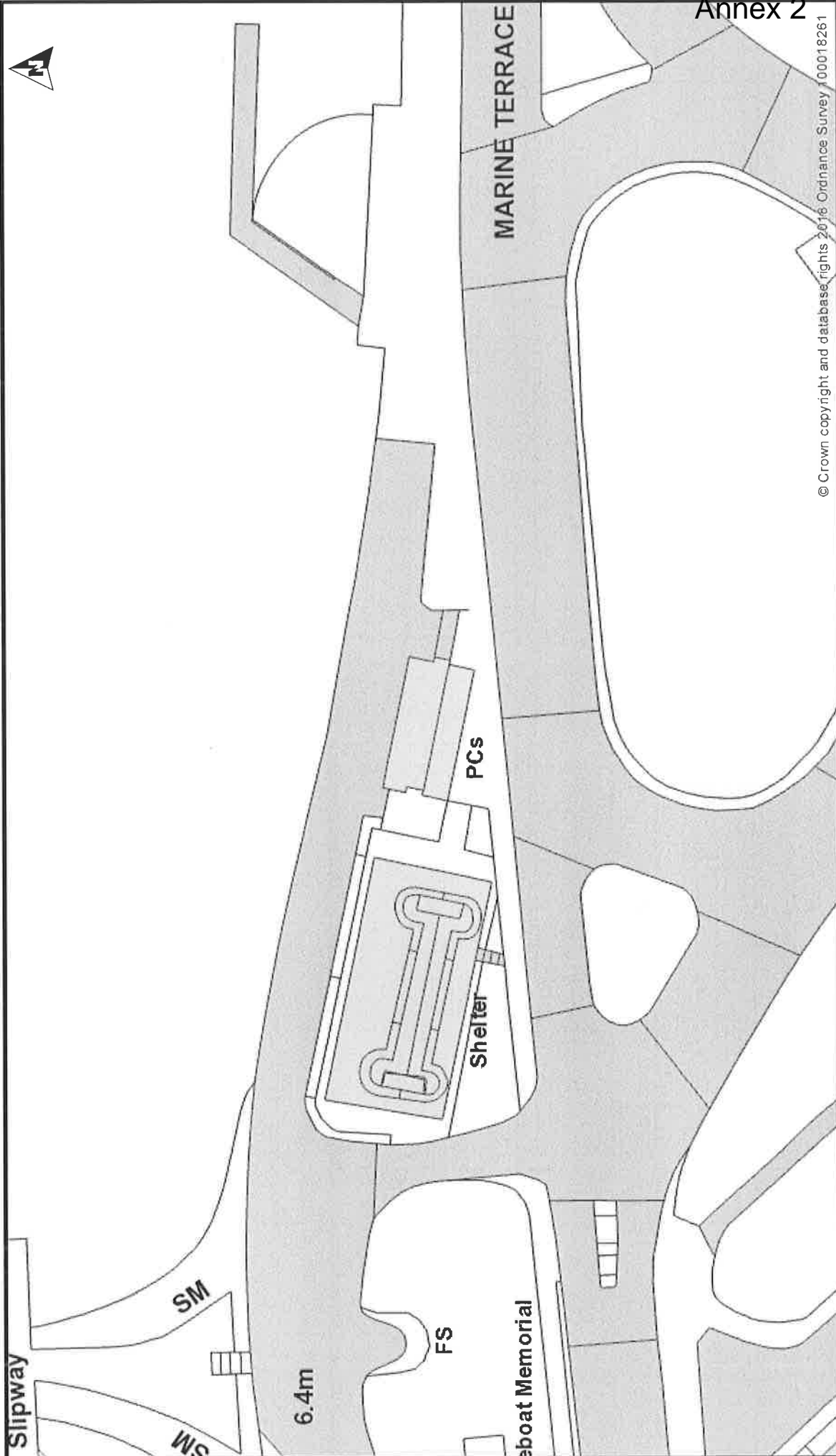
Marine Terrace



- Fire station
- Fire exit
- First aid point
- RVP Rendezvous Point
- Stall
- Toilet
- Marshall/steward
- Heras fencing
- Exit
- Entry
- Emergency services route
- Crow barrier
- Stage/Carousel/Bar
- Cooking/hot area
- Mains supply
- Event control tent
- Disabled entrance



20m



Thanet District Council
 Cecil Street
 Margate
 Kent
 CT19 1XZ

Title: Thanet District Council
 Author: Thanet District Council
 Scale 1:500
 Date: 24/04/2018

This page is intentionally left blank



**Kent
Police**

Chief Officer of Police Representation in relation to an application for **grant** of premises licence made under Part 3 **Section 17** Licensing Act 2003 (S18 Licensing Act 2003)

Details of person making representation	
Name of Chief Officer of Police	Chief Inspector Adley
Postal Address: (Area Headquarters)	Police Station Fort Hill, Margate, Kent. CT91HL
E-mail address	██████████@██████████.police.uk
Telephone Number:	01843 ██████████

Details of premises representation is about	
Name of Premises:	Margate Main Sands
Address of premises:	Marina Terrace, Margate England.
Date application received by police	13/3/2018
Date representation sent to Licensing Authority	05/04/2018 <i>Must be within 28 days of receipt – The Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005. Part 4 Reg. 22.</i>

The Chief Officer of Police has received an application for the grant of a premises licence made under the provisions of Section 17 Licensing Act 2003, and under Section 18 of that Act, asks the Licensing Authority to consider these representations in respect of: -

Please tick one or more of the licensing objectives that the representation relates to:

Prevention of crime and disorder	X
Public Safety	X
Prevention of public nuisance	X
Protection of children from harm	X

Is this a representation regarding the Designation of Premises Supervisor under S18 (9) Licensing Act 2003? NO

If yes, complete the following statement: -

The relevant representation within the meaning of S.18(6) of the Licensing Act satisfy the requirements of S.18(9) of that Act and are as follows:

Due to the exceptional circumstances of this case, I am satisfied that the designation of the person concerned as the premises supervisor under the premises licence would undermine the crime prevention objective because

Agenda Item 4 Annex 3

Please use separate sheets where necessary

The relevant representations within the meaning of S.18(6) of the Licensing Act satisfy the requirements of S.18(7) of that Act and are as follows:

Please give the reason for the representation and detail the evidence supporting it:

I have reviewed this application and note that it is a 3 day event from 25th August to the 27th August 2018. I note that this is the height of the tourist season and Dreamland also have other events planned. I would say from the outset that I make my observations independently of those events but noting that the quantity of people in the area will be increased.

On my first inspection of the plans I note that the premises includes 4 toilets but I am informed by the Events department at TDC that this should not be the case and the toilets should be separate. So if this is correct then the entrance and exit facilities would have to include people coming and going to the toilet. I also note that there are 4 exits and only one entrance. With a person on each of these doors then there would need to be 4 stewards/marshalls plus whatever security is needed within the area.

Staying only my first thoughts I have to note that the bar is 20 metres long which is a significant size to say the least. The plans do not specify how large the serving area is and so I make the assumption it is as long as the plan. Such a large bar would need some security on its own other than the entry/exit marshalls.

The application is for 25/08/2018 – 27/08/2018 but it states "recorded music will be played during the two day event". It is unclear what 2 days it refers to or if it is a 3 day drinking event with 2 days music included.

On reading the application in more detail there are several points, at the very least, that would need addressing:-

- What is to stop people jumping into the venue from the road above?
- The 4 licensing objectives are referred to by saying that there will be a "strong management control", "effective training" and no "underage sales". The rest is a generic description of not allowing drunk and disorderly behaviour. There is no mention of quantity of staff and how these goals would be implemented.
- The plan states 21 stewards/marshalls to be employed (a cross of the plan indicating where they will be) but there is no confirmation of that within the application.
- Is plastic or glass to be used? Bottles to be sold? Whats to stop these being taken from the venue?

In all, I have to say that I am in favour of an event such as this taking place but the application does, in no way, satisfy me that the 4 licensing objectives are being catered for.

Please use separate sheets where necessary

Suggested conditions that could be added to the licence to remedy the representation or other suggestions the Licensing Sub Committee may take into account:

Agenda Item 4 Annex 3

Please use separate sheets where necessary

As it stands I would be mindful of listing down what requirements I would want as the security and management of the event is so unclear.

At the very least I would be asking for:-

- All glasses in use at the premises shall be either toughened glass or polycarbonate material.
- No drinks of any sort are to be supplied to customers in glass bottles.
- On any occasion that regulated entertainment is provided, SIA registered door supervisors shall be engaged to control every entry/exit point.
- An additional 4 registered door supervisors shall be engaged.
- At least 2 female door supervisor(s) shall be engaged at the premises at such times as door supervisors are required to be provided.
- A written search policy that aims to prevent customers or staff bringing illegal drugs, weapons or other illegal items onto the premises at any time shall be in place and operate at the premises.
- Customers permitted to temporarily leave and then re-enter the premises e.g. to smoke, shall not be permitted to take drinks or glass containers with them.
- There shall be no sale of alcohol in unsealed containers for consumption off the premises.
- The Licence holder shall make available a contact telephone number to nearby residents, Thanet District Council and Kent Police to be used in the event of complaints arising.
- A 'Challenge 25' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 25 years of age. Proof of age shall only comprise a passport, a photo card driving licence, an EU/EEA national ID card or similar document, or an industry approved proof of age identity card.
- Children under the age of 25 years shall not be allowed on the premises. Any designated queuing area shall be enclosed within appropriate barriers to ensure that the highway is kept clear.

The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.

- An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log will record the following: (a) all crimes reported to the venue (b) all ejections of customers (c) any incidents of disorder (disturbance caused either by one person or a group of people) [There is no requirement to record the above incidents (a), (b) or (c) where they do not relate to a licensable activity] (d) seizures of drugs or offensive weapons (e) any faults in the CCTV system or searching equipment or

Agenda Item 4 Annex 3

scanning equipment (f) any refusal of the sale of alcohol during the hours the premises is licensed to sell it

- There must be at the premises a lockable 'Drugs Box' to which no member of staff, save the DPS and/or xx, shall have access. All controlled drugs (or items suspected to be or to contain controlled drugs) found at the premises must be placed in this box as soon as practicable. Whenever this box is emptied, all of its contents must be given to the City of London Police for appropriate disposal.

Signed: Ross

Date: 05/04/2018

Print name: PS 10130 Ross

Pp Chief Officer of Police for the Police Area in which the licensed premises are situated.

Representation may be made at any time during the 28 consecutive days starting on the day after the day on which the application to which it relates was given to the authority by the applicant.

Please return this form along with any additional sheets to the Licensing Authority.

This form must be returned within the Statutory Period.

This page is intentionally left blank



Memo

Date: 9th April 2018
To: Mrs Jane Bennett, Licensing Team Leader, Thanet District Council
Ref: WK/201811144
Re: Premises Licence Application – Marine Sands, Margate – On the Beach Festival

Environmental Health has been asked to comment on the above premises licence application. Following consultation with the applicant we have agreed the following conditions:

1. The Licensee shall appoint a suitable qualified and experience noise control consultant (noise consultant), to the approval of the license authority no later than 14 days before the event. The Noise Control consultant shall make contact with the local Environmental Health Department to discuss the event at least 10 days prior to the event. The noise control consultant shall liaise with all parties including the licensee, promoter, sound system supplier, sound engineer and Licensing authority on all matter relating to noise control up to and during the event.
2. A noise propagation test shall be conducted at least 2 hours prior to the start of the event in order to set appropriate noise control levels at the sound mixer position. The sound system shall be configured and operated in a similar manner throughout the event. The sound source used for the test shall be similar in character to the type of music produced during the event.
3. From midday until 21:00pm on each operational day the control limits set at the mixer position shall be adequate to ensure that the Music Noise Level (MNL) shall not, at the façade of any noise sensitive premises, exceed an average of 65dB (A) over a 15 minute period throughout the event.
4. From midday until 21:00pm on each operational day the control limits set at the mixer position shall be adequate to ensure that the Music Noise Level (MNL) shall not, at the façade of any noise sensitive premises, exceed an average of 70dB (A) over a 15 minute period at the 63Hz or 125 Hz frequency bands throughout the event.
5. During rehearsals and sound checks the control limits set at the mixer position shall be adequate to ensure that the MNL shall not, at the façade of any noise sensitive premises, exceed an average of 65dB (A) over a 15 minute period throughout the concert.
6. Rehearsal and sound checks are only permitted for up to 1 hour before the commencement of an event.
7. The licensee shall ensure that the promoter, sound system supplier and all individual sound engineers are informed of the sound control limits and that any instruction from the noise control consultant regarding noise levels shall be implemented.
8. The appointed noise control consultant shall continually monitor noise levels at the sound mixer position and advise sound engineers accordingly to ensure that the noise limits are not exceeded. The Licensing Authority shall have access to the

Agenda Item 4

Annex 4

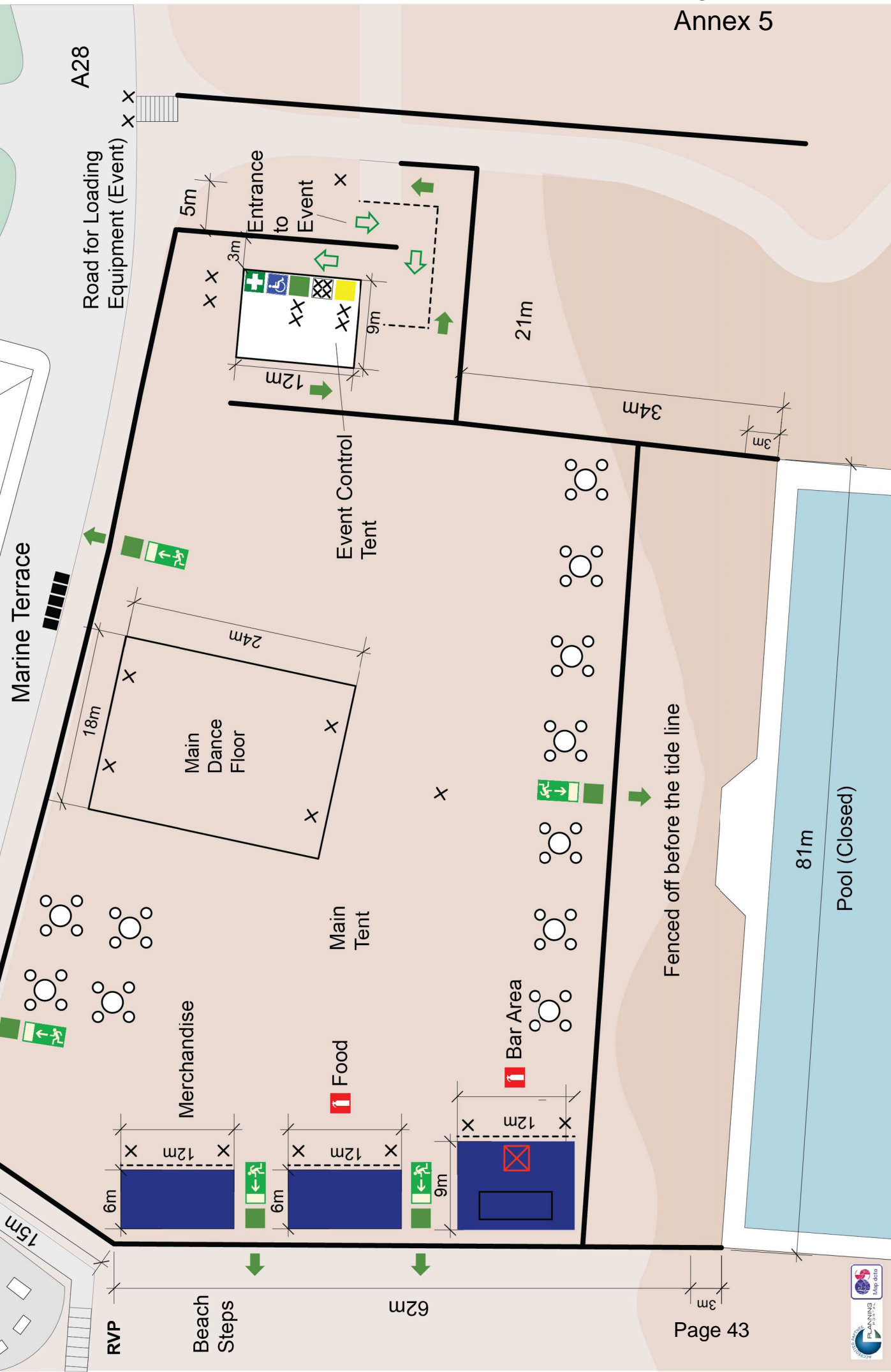
results of the noise monitoring at any time during the event and the results shall be available on demand up to 28 days after the event.

9. Amplified music (Other than rehearsals and sound checks) from the event shall only be permitted between midday and 21:00pm on the day of the event.
10. The licensee shall make available a telephone number for noise complaints (ideally for local residents). The Licensee shall provide the telephone number to the licensing authority at least 3 days prior to the event. The telephone number shall be available to answer (and answered where reasonably practical) throughout the event. The licensee shall keep a log of complaints with names (where given), addresses (where given), times, dates and actions taken. The log shall be made available to the local licensing authority at any time up to 7 days after the event.
11. The applicant shall conduct a letter-drop to all residences within 150 meters of the event boundaries or to key properties where there is a reasonable expectation of a noise effect by the applicant. The Letter drop shall take place no later than 7 days prior to the event. The Letter shall include (but not limited to):
 - a. The event title and the organisers name
 - b. The dates and running times of the event
 - c. The telephone number referred to in condition 9

Regards



Environmental Protection Officer
Environmental Health
Thanet District Council



- Fire station
- Fire exit
- Stall
- Toilet
- Exit
- Entry
- Crowd barrier
- Mains Supply
- Event Control Tent
- Stage/Carousel/Bar



This page is intentionally left blank

Fire Safety Strategy and Risk Assessment

Happy Days Music event

Main sands, Margate

Saturday 25th August & Sunday 26th August 2018

Prepared by

Mr Paul Sadd

Safety & Management Solutions Ltd

v.1 – April 2018

Rendezvous Points

In the event of a major incident requiring the attendance of multiple emergency services the below rendezvous points have been identified:

- Margate railway station – Car Park
- All Saints Avenue Industrial Estate

Both locations are shown on Appendix A(b) – Overview plan

Key timings

	From	To	Activity
Phase 1	Friday 24 th August 2018	10:00 hrs Saturday 25 th August 2018	Site build and preparation
Phase 2	10:00 hrs Saturday 25 th August 2018	22:00 hrs Sunday 26 th August 2018	Public admission
Phase 3	22:00 hrs Sunday 26 th August 2018	17:00 hrs Monday 27 th August 2018	Site breakdown

Public opening	Opening	Curfew	Activity
25/08/18	12:00 hrs	21:00 hrs	Public admission
26/08/18	12:00 hrs	21:00 hrs	Public admission

References

The Event Safety Guide – The Purple Guide Published March 2014

Fire Safety – risk assessment – open air events and venues

Guidance for LPG fired equipment in catering trailers (NCASS)

BFF Site Map – Appendix A

Definitions

- Means of escape – Route provided to ensure safe egress from the premises or other location to a place of total safety
- Place of total safety – A place away from the premises in which people are at no immediate danger from the effects of fire.
- Travel distances – The actual distance to be travelled by a person from any point within the floor area to the nearest storey exit or final exit having regard to the layout of walls, partitions and fixings
- Final exit – An exit from a building where people can continue to disperse in safety and where they are no longer at danger from fire and/or smoke.

Description of site

See Event Safety Plan and plans prepared by Show Manager.

Identification of hazards

Outbreaks of fire can arise within any section of the event including buildings, open spaces, vehicles and equipment and can involve both staff and visitors.

Outbreaks are most likely to arise from the following

- Electrical failure of generators, wiring or electrical equipment affecting all stages, marquees and other structures
- Use of portable gas by food concessions
- Smoking or use of BBQ by staff and audience members
- Vehicle fires
- Use of pyrotechnics
- Arson

Who is at risk

- Production staff during site build and dismantling
- Audience members within the car parks, arena or stages
- Artists and production staff present within any stage area when audience members are present
- Food concession staff during the preparation and service of food stuffs.
- Members of the emergency services or event security team attending the arena or associated areas in response to a reported fire.

Responsible person

- There is a legal requirement that a responsible person is appointed to oversee and manage all fire issues. This will ensure that an overview is maintained on all issues as they relate to fire issues.
- The responsible person is Mr Timi Anababa supported by event duty managers.
- In this role the responsible person will be supported by the following:

Event safety advisor

- **Mr Paul Sadd of Safety & Management Solutions Ltd**

who will advise on the suitability of the control measures identified by the various contractors engaging in the site build and dismantling, complete liaison with local fire officers and event fire safety staff, undertake checks of the area and liaison with stage managers.

Security staff – will act in support of the event fire safety officer

Extent of risk prior to controls

Outbreaks of fire in which staff are involved are rare and to date no reports or outbreaks are known to have taken place within this environment and were not reported at this event in 2015. However, this does not mean that fire is not a realistic occurrence which can occur without warning and within any location, vehicle or piece of equipment.

Therefore, the risk presented to staff from an outbreak of fire is regarded as

POSSIBLE

In the event that an outbreak of fire does take place the risk of

- (a) Serious injury or death of an individual or group of persons and/or
- (b) Significant expense or loss of income

are realistic outcomes meaning that the potential severity is regarded as

HIGH

It is a key focus of the fire risk assessment and identified controls to reduce the risk of both the likelihood and severity to **IMPROBABLE** and **DAMAGE**

Identified priorities

To meet the identified risk reduction a key element is to have in place a clear approach to fire issues is required. These are:

1. The prevention and subsequent management of fire will feature predominantly within the event safety plan.
2. A strategic approach to the prevention and management of fire will be introduced and maintained upon which the priorities in respect of fire and the action of staff will be determined.
3. All risk assessments completed by, or on behalf of, this location will cover fire.
4. Contracted staff will be required to outline the measures for preventing fire within information supplied to the appropriate people prior to starting work.

Fire Strategy

The fire assessment and associated control measures for this event will be completed against the below described priorities:

1. Prevention
2. Detection & alarm
3. Escape
4. Containment
5. Fire fighting
6. Recovery & Business continuation

Step 1 – Prevention

- The placement of marquees, staging and other temporary structures will be against a set plan in which the prevention of fire spread will be a primary consideration.
- A detailed fire risk assessment will be completed which covers all the main areas of the event.
- A secondary assessment process will require all gas users to complete and submit and CFOA assessment for concessionaires.
- All electrical equipment will be provided, tested and installed by competent persons.
- No smoking requirements will be enforced as applicable with relevant signage placed.
- Marquees and other temporary structures along with drapes to have appropriate British Standard markings in respect of flammability.
- Site rules in respect of the use of gas will be published in advanced and communicated within appropriate media sources to all audience members.
- No smoking rules to be enforced within structures.
- Check Gas Safe Certificates of mobile caterers and ongoing checks by users of LPG bottles and hoses

- Responsible staff, including Chief Stewards, to attend a specific briefing on fire issues

Step 2 – Detection and Alarm

- Appropriate levels of alarms are within each fixed structure location supported by security and safety staff. It is accepted however that given the nature of the event and that temporary structures (e.g. marquees) are deployed that the primary means of raising the alarm will be by way of temporary measures including verbal instructions.

Step 3 - Escape

- The placement of marquees, staging, food concessions, toilets and other temporary structures will be against a set plan in which escape from a fire will be a primary consideration. This includes identification and management of escape routes and signage. It is expected that all structures used will only be accessed at ground level.
- Pinch points of structure both externally and internally avoided.
- The identification and briefing of responsible persons on the causes of fire, action on discovery of an outbreak and escape routes.

Step 4- Containment

- Informs and advises security staff on action to be taken to contain any outbreak of fire and need to prevent the movement of persons back into high risk areas.

Step 5 – Fire fighting

- That planning identifies and examines the nature of potential fire within each area and the provision and placement of relevant firefighting equipment and its security to ensure that any small outbreaks of fire can be effectively dealt with and that escape from a final exit point from a particular area can be maintained.
- The identification of trained staff or any shortfall in training is identified with remedial training in the use of firefighting equipment is provided.
- Check for presence of firefighting equipment in catering vans

Step 6 - For the purposes of this document Step 6 will not be covered

Risk Register

The risk register shown below identifies the process and level of likelihood and severity of the risks associated with that process. The risk scoring matrix show below identifies the primary control attached to each process with the higher risk attracting the greater level of activity. Whenever

possible and appropriate the primary control will focus upon collective controls rather than personal controls.

N.B – The likelihood element of each process is based upon the level and/or frequency of staff/visitor activity.

Risk scoring matrix

Likelihood (L) x Severity (S) = Risk Score

Likelihood (L)	Severity (S)	Risk Score
1=Improbable	1=Minor injury, damage or lost time	1 to 3 – Low Risk
2=Probable	2=First Aid,7-Day injury or ill health	4 to 5 – Medium Risk
3=Likely	3=Long term absence, major injury or death	6 to 9 - High Risk

Assessment of risk

Who is at risk?

All activity will be completed by full and part time contracted staff and food concessions. The full range is identified within the audience profile (See ESP) although younger of older persons may be present in respect of contractors. It is likely that persons suffering from a variety of physical disablement.

Identified hazards – all systems identified:

The principal hazards associated with fire are contained within the risk register below although this is not regarded as a definitive list which may be added to as planning or site build takes place and systems are identified.

Hazard grading and identified controls

The primary controls fall into 3 categories:

- Low Periodic review
- Medium Monitor & review
- High Active monitoring

In respect of all medium and high risk activity then a specific assessment of risk will be completed. Working on this basis the greater the risk then the greater the activity applied to achieving the identified controls.

Specific Incident Assessment

Assessment specific hazard					
	L	S	R	Risk	Primary control
Electrical Failure giving rise to outbreak of fire both internally and externally. All electrical equipment is placed within stage areas and away from casual public access	2	3	6	M	<ul style="list-style-type: none"> Monitor & Review during event Control of contractor's process Fixed electrical system being used for sound systems Safe placement of wires and cables Security patrols Maintenance of escape routes, signage, emergency lighting Placement of firefighting equipment Safety briefing Limited flammable goods on site Marquee to have fire retardant properties Detailed FRA to be completed on completion of site build.
Food concessions use LPG giving rise to outbreak of fire within or close to a unit/trailer equipment is placed away from casual public access. May spread quickly from one unit to another	2	3	6	M	<ul style="list-style-type: none"> Monitor & Review during event Control of contractor's process in place with visits made to each by safety advisors Prevention of over stocking of LPG Use of crimps to connect to LPG bottles Completion of CFOA FRA Safety briefing Maintenance of escape routes, signage. Placement of firefighting equipment No entry to rear areas of concessions by fencing/wall Safe separation of units to prevent fire spread Safety advisors to review and complete FRA No fencing around food units allowing open escape opportunity.
Use of pyrotechnics on structures within a structure	1	1	1	L	<ul style="list-style-type: none"> Not being used
Fireworks	1	3	3	L	<ul style="list-style-type: none"> Not being used.
Arson Outbreak likely within any area. May spread quickly from one area to another.	1	3	3	L	<ul style="list-style-type: none"> Deployment of security to key areas to observe activity in arena Maintenance of escape routes, signage, emergency lighting Safety briefing Perimeter fencing to be placed. Placement of firefighting equipment No smoking rules to be enforced
Camping Persons smoking/cooking within their tents/caravans.	1	1	3	L	<ul style="list-style-type: none"> No camping taking place
Vehicle fires	1	2	2	L	<ul style="list-style-type: none"> No vehicles required on site

Event Management Plan

As an Event Organiser you are responsible for:

- Informing your local authority of your event
- Seeking permission of the relevant land owner
- Submitting the relevant documentation to your local authority in a timely manner
- Ensuring the overall safety at your event as far as reasonably practicable
- Ensuring that health and safety arrangements are in place to control risks
- Ensuring the competence of staff at your event to undertake their roles safely
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by your local authority)
- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event
- Informing the Performing Rights Society if you have live music at your event

Disclaimer: This template is a guide only. It does not necessarily include all the information that may be relevant to your event. The local authority is not responsible for any lack of information not submitted with this application.

Privacy Statement

Your personal information is required for administration purposes. Your local authority is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. The Local Authority may use this data in order to inform you of its activities and/or improve its services in relation to the subject matter only, but will not sell, rent, distribute or otherwise make your data commercially available to any third party, unless it is required to by a court order or to comply with other legal requirements.

What happens to my event information?

Your event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Events Safety Advisory Group for review. The Events Safety Advisory Group consists of representatives from various departments at your local authority, Kent Fire and Rescue, KCC Highways, Kent Police and other emergency services. Your information will not be passed on to any other party without your prior consent.

Contents

1. Event Overview
2. Site Management
3. Incident Management
4. Traffic Management Plan



Please type your answers into the white boxes

Event Organiser Details

Event Organiser Name	Timi Anibaba
Organisation	Happydays Parties LTD
Contact Telephone Number	07780050916
Email Address	timianibaba@gmail.com
Name of Event	Beach Mania Festival
Location of Event	Margate Main Sands, Margate, Kent
Date of Event	Saturday 25 th and Sunday 26 th August 2018
Contact Telephone Number on day of the event (if different to above)	07780050916

1. Event Overview

1.1 Event Overview

Please provide a description of your event

Agenda Item 4

Annex 7

Happy Days is a Legendary promotion organisation that promoted Dance Music events all over the UK between 1989-2003.

The organisation then went on to opening its own Club in Shoreditch in 1994, called Aquarium, 256 Old street, London, and then Propaganda on Wardour Street, Soho, London.

The Promoter is responsible for the birth of UK Garage and some of UK Garage pioneer DJ'S and records producer.

This event is a 2-day music festival featuring UK Garage and UK Urban Music and Culture.

The first day will feature UK Garage and Old Skool Dance Music.

The second day will feature Afro beats, R&b and Grime.

The event will consist of a Main Stage, with performances from National and International DJ'S . The event will also feature a Licensed Bar area, food stalls and Merchandise stalls.

The organiser of the event has pulled together a team of people with experience in putting together events of this type.

All the equipment, including staging, fencing, sound systems, and toilets will all be hired locally, with security and stewards hired from Right Guard Security, who have a lot of experience dealing with events locally.

The event is being held on the western end of Main Margate Sands beach, adjacent to the Margate Railway Station round-a-bout. The use of the beach is subject to permissions from the TDC and granting of the appropriate license.

Being our first event in fifteen years, the first day(Saturday) will be promoted mainly in the Kent area, and we'll be expecting guests to either come by train, public transport or taxi. The Sunday Promotional partner has a very dedicated following and will be organising coaches for the event, which will be leaving from the O2 at North Greenwich (on the A2) or they could travel via train to Margate station.

Additionally, we will be advising of car parks within the area of Margate Sands within all our marketing information and encourage our customers to use them.

Coaches will be advised on Local Coach Park provision.

It is expected that customers will be planning on using the beach during the event, and therefore going in and out of the secured event site.

Lockers will be provided so personal items, like towels can be stored during the event in the lockers, which will be located at the entrance of the venue.

As this is our first event in 15 years, we expect our customers to be a 50/50 mix male/female with the age ranging from 18 years to 60 years with the majority giving an average age of 40 years. They're expected to be lively but will not engage in moshing/crowd surfing and will be reasonably responsive to instructions of stewards/DJ's etc.

Alcohol consumption is expected to be heavy with little use of illegal substances.

We have chosen reasonably popular DJ's and performances that do not have any history of excessive crowd at their previous events.

Please provide the following information about your event

Event start time

Saturday 25th August 12midday / Sunday 26th August Midday

Agenda Item 4 Annex 7

Event end time	Saturday 25 th August 9pm / Sunday 26 th August 9pm
-----------------------	---

1.2 Event Itinerary

Please provide timings of your event including set up and break down timings	
Date / Time	Action
Weekly Skype Meeting 7pm Mondays	To progress with event Plan
Meetings as required	To meet the event team, Local Authority, vendors and contractors
Friday 24 th August am	<p>Event Manager on site daily from this point to manage build</p> <p>Deliver and erection by contractors of Heras Fencing around the perimeter of event site. Control Barriers also delivered and stored ready for deployment.</p> <p>Marquees delivered and erected by contractors</p> <p>Staging delivered and erected by contractors</p> <p>Electrician onsite to connect all power requirements of vendors and contractors</p> <p>Sound System, lighting and Pa delivered and installed.</p> <p>Fire extinguisher delivered to site and put into position.</p> <p>Temporary Toilets Delivered to site and in Position.</p> <p>A security personal is on site permanently from this point.</p> <p>Security has brought all the 2 way radios for the event with him.</p>
Friday 24 th August pm	<p>Some food and merchandiser vendors deliver their equipment to site</p> <p>Overnight security to arrive on site</p>

Agenda Item 4 Annex 7

<p>Saturday 25th August am</p>	<p>Vendors and contractors come to site early to commission all their equipment in readiness for 11am. Security and stewards arrive for briefing. First aid Provider arrive and set up Event manager briefing head of security, head of stewards, site manager. Final traders and contactors set up. All vehicle offsite by 11.00. Site safety inspection by event Manager prior to opening.</p>
<p>Saturday 25th August Pm</p>	<p>Event Opens. Regular site tour/inspection by event Manager Regular site tour and inspection by Head of Security. Event Close Overnight security to arrive on site</p>
<p>Sunday 26th August am</p>	<p>Vendors and contractor come to site early to commission all their equipment in readiness for 11am. Security and stewards arrive for briefing. First aid Provider arrive and set up Event manager briefing head of security, head of stewards, site manager. Final traders and contactors set up. All vehicle offsite by 11.00. Site safety inspection by event Manager prior to opening. Event Opens. Regular site tour/inspection by event Manager Regular site tour and inspection by Head of Security. Event Close. Event team dismantle and clear site</p>

1.3 Programme of Events

Agenda Item 4 Annex 7

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

Time	Activity
	Main Stage
12midday till 5pm	Dj's
5pm till 6pm	Live Performance
6pm till 9m	Dj's

1.4 Event Management

Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities.

There may be other roles that are not listed here that are applicable to your event.

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Role	Responsibilities
Event Organiser	<p>Name Timi Anibaba</p> <p>To organise a successful event in terms of safety and financial.</p> <p>Overall control of the event and work with the Local Authority and local residents, before, during and after the event to minimise the impact of the event, to the local community.</p> <p>Overall responsibility for the Health and Safety of all visitors, vendors, contractors and staff</p>
Event Manager	<p>Name Timi Anibaba / Dennis Tawaih</p> <p>The safety of Staff, volunteers and Visitors to the event</p> <p>Overall control and coordination of the event.</p> <p>Manage staff and assign their roles and responsibilities</p> <p>Event control on the day of the event</p>

Agenda Item 4 Annex 7

Site Manager	<p>Name Nick Belervey</p> <p>Deputy to the event manager in their absence Ensure the site is prepared as agreed for the event. Carry out regular site inspection in the build up and during the event. Ensure event infrastructure is delivered on time and set up as per the agreed plan. Liaise with concessions, traders, stall holders, to ensure they are located and operating correctly. Manage any issue that arises relating to the site during the event.</p>
Health & Safety Officer	<p>Safety & Management Solutions Limited will be acting as consultant to the promoter to advise and guide on the delivery of safety by the organiser</p> <p>Responsible for the health and Safety of the event, by ensuring all vendors and contractors adhere to the regulation, in the performance of their service and the delivery of their products. Responsible for the health and safety of customers and regularly liaise with event manager and local authority</p>
Arena/stage Manager	<p>Programme the entertainment in the arena and on stage for the duration of the event Work with all entertainers pre event to ensure they are aware of what will be provided on site and agree any additional requirements Ensure the entertainment programme runs to time.</p>
Steward Coordinator	<p>Name Tony Smith (Right guard Security)</p> <p>Organise the provision of stewards for the event Liaise with the contracted security staff for the Bar area. Manage stewards rotas and breaks, including during setup , delivery and breakdown of the event. Mange communications between stewards. Run stewards briefing with the event manager. Ensure all stewards have their safety equipment.</p>
Press and PR coordinator	<p>Name Teni Giokabari</p> <p>To coordinate all Marketing and advertising for the event. To organise all press releases and ensure the event get full media coverage throughout London and Kent Organise local dignitary or VIP attending on the day and their itinerary. Organise press attendance on the day and any statement sto be made.</p>

Other	
-------	--

1.5 Crowd Management

<p>Please provide details on how you will manage the crowd at your event</p> <p>Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section</p>

<p>Is your event ticketed? If yes, what arrangements are in place for this?</p>
--

<p>The event will be a Ticketed event and all tickets will be sold from our website.</p>
--

<p>How will you manage capacity at your event?</p>

Entry is restricted by ticket only entry.

However, if tickets are available then a book office will be utilised (to be confirmed)

The event will be licensed for 2000 People, of which some 1800 will be available for purchase.

The remaining 200 persons will be reserved for VIP's, staff, vendors and contractors.

The event is on the beach and fenced off with security deployed to deter and prevent unauthorised access to the event space.

All fencing will be placed a minimum of 3m away from any fixed structure to deter persons seeking to jump into the event space and allow security to patrol of back areas.

The arena will be of sufficient size to cope with the expected number of attendees.

The perimeter fencing behind the event staging will have Harris fencing attached to them and screened to avoid overlooking / climbing into the event from the area above, near the Public toilet

Entry will be via a single gate staffed by SIA registered security staff with searches completed in line with the identified searching policy (to be developed)

Emergency gates will be created which will be signed and staffed.

Security will have clickers to count people in an out and will ensure that License Capacity is never breached.

How will you manage the access and egress of the crowd?

Agenda Item 4

Annex 7

The event space is located to the west side of the Main Margate Sands and therefore away from the main area.

Access will be achieved via a ramp and stairway either side of the event space.

Access to the beach for the marquee company and infrastructure will be identified in consultation with the contractor. All such activity will be subject of a pre-event site visit to establish how the site will be prepared and access.

No use will be made of the lifeboat ramp at the pier of stairs away from the event space.

SIA staff will be deployed to act as a visible presence to the audience at the gates and will be deployed against a Security plan which will include a range of policies including searching, ejection, drug management and searching (to be developed)

The organiser is expecting persons to arrive over the course of time reducing queues and waiting time. However if a high number of persons do arrive at the same time then there is sufficient space to hold them outside of the event space prior to gates opening.

A full accreditation system will be in place to allow day passes as well as week-end passes. A re-entry system will be utilised. Details of the passes etc will not be published in advance to prevent copies being made although the process of access/egress will be fully documented.

At the end of the day or during evacuation all visitors will be exiting at the same time.

To avoid pinch points, all exits will be open half an hour before closing and stewards will direct visitors to the nearest exit.

1.6 Advertising

Please provide details of how you will advertise your event

How and where do you plan to advertise your event?

Leaflets
Posters
Social media
Media coverage
Radio
Marketing will focus mainly in Kent and London

Will the media be in attendance and if so how will you handle them?

Colourful Radio will be broadcasting at the event and the event will also be filmed for later use on our website

May we use the details supplied here for publicity purposes or to give to interested parties?

a) **Yes** No

b) If yes, which name and contact details can we release? **Timi Anibaba**
07780050916

2. Site Management

2.1 Contractor Management

Please provide details of any contractors that will be involved with your event Please ensure that you check any safety documentation of contractors that you hire	
Company	What are they providing/doing?
I do Marquees (Whitstable)	Supply and erect Harris fencing. Supply only crowd control barriers Marquees
Tripps Artwork Sounds	Supply PA system and lighting for stage and speakers around site
Portaloos	Temporary toilets – Numbers TBC
Dave Allan Electrics	Installation of electrical supplies and rigging of stage equipment.
TBC	First Aid Provision

The site manager will request risk assessments, method statements and all other related site specific safety documentation from each contractor. These will be reviewed in part to establish competence and to ensure all relevant safety measures are in place and ensure other activities are not put at risk or vice versa.

2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event Please ensure that you check any safety documentation of traders	
Name of Organisation	Concession Type
Naija Kitchen	Caribbean Streetfood
Burger world	Burger and hotdog stand
Street thai	Thai food
Better Lolly	Ice cream Van

Sale of Alcohol

If you are selling alcohol at your event, how are you managing this?
Please contact the licensing department at your local authority as you will require a temporary events notice.

There will be an 18 m bar tent on site selling alcohol.

The bar is 10 m long, with an 8 m drinking area, with drinks provided in polycarbonate containers only.

The event is over 18 only, so all customers can buy alcohol, which will be subject to Challenge 25 and supervised by SIA staff.

The operator will be a competent provider who is experienced in sales of alcohol at events and will be a Designated Premises License Holder in their own right.

The event will be subject of a Premises license (currently awaiting approval.)
This bar will be operated by a contractor, who is a licensee, with trained bar staff.

There will be a seating area at the front of the bar, which will be roped and managed by SIA staff contracted by the event organiser.

Catering Requirements (Food, drink, water)

For each catering supplier/food stall that you have attending your event, please provide the following information:

- Name of Business
- Address of Business
- Contact telephone number
- Name of local authority that they are registered with
- National food hygiene rating (if available)

Naija Kitchen 7 Lodge Lane, Bexley, Kent Contact telephone number 07780050916
Registered with Thanet District Council National food hygiene rating = 5

Burgers World 34 St Richards Close, Broadstairs, Kent 01843 899657
Registered with Thanet District Council National food hygiene rating = 3

Street Thai 2 Sibbots Way, Folkestone, Kent 01303 586269
Registered with Shepway District Council National food hygiene rating = 5

Better Lolly

Further concessions may be appointed and will be notified in due course as known.

2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location
Please ensure that you check any safety documentation of contractors that you hire.

Heras fencing - 6 Foot security fencing will be used as a perimeter fence with one main entrance point and 4 emergency exit points.

The fencing will be erected by a contractor, and will provide a triangulation, placed within the system to strengthen the fence line and reduce risk of it being broken down or damaged in the event of adverse weather.

No advertising banners or other coverings will be placed on this fencing, which will increase the risk of it blowing over. Exact locations are shown on the site plan.

The Fencing will have screens attached, for privacy of the event.

Crowd control barriers will be used to keep the public away from hazards or staff areas. They will also be used to channel visitors as required.

Exact locations are shown on the site plan.

2.4 Electricity, Water, Gas Supply and Generators

Agenda Item 4

Annex 7

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.

Please ensure that you check any safety documentation of contractors that you hire.

There will be no gas supplied on site. Food concessions will provide their own LPG and will be asked to provide the gas safety certificate for their appliances.

Only one spare LPG cylinder will be permitted per concession/stand.

Certification and storage of LPG will be checked before the site opens to the public.

There is a water main on site that will be used to provide all water needs for the event. There will be an electricity supply to provide lighting and power to the marquees and to the stage equipment. (see site plan)

All electrical supplies will be RCD protected and installed by an accredited electrician. All cabling will be run away from walkways, where this is not possible they will either be trenched or covered with a cable ramp. The electrical installations for the site will be signed off by the accredited electrician before the site is opened to the public

2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging

Please ensure that you check any safety documentation of contractors that you hire.

- There will be 4 marquees with specifications provided by the contractor and supplied with the event plan.
- 24m x 18m – Housing the Dj and Dance floor, open 3 sided
- 9m x 12m- Housing the Licensed Bar, and drinking area open sides
- 6m x 12m – Housing Food stalls, Merchandiser stalls, open sided
- 9m x 12m Housing the Security Control tent, first aid, event team, rest area for stewards, event equipment, and Cloakroom.
- There will be an area for tables and chairs for customers to sit.
- Traders are organised next to each other with 3 sides open.
- All marquees erected by competent contractor s and signed off by their in-house design specialist.
- A completion certificate will be provided to the event manger before occupation and site opening
- Power and lighting will be run after the marquees have been signed off.
- No temporary structures will be used while they are being constructed.

2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here
Please ensure that you check any safety documentation of contractors that you hire.

A provisional assessment of fire risk has been completed with a full on site assessment completed pre-opening

A 3m clear route will be established on 3 sides of the perimeter for emergency services access.

- All structures will be separated by 4m
- Fire points with a water and CO2 extinguisher (place on a stand with identifying signs) will be placed at the following locations (also shown on site plan)
 - Inside all marquees (2 in large marquees 1 in small)
 - 1 at either side of stage
 - Two in Trader/exhibitor area (number needed to be finalised)
 - One CO2 by the power supply

- Food concessions expected to have their own fire fighting equipment
- The perimeter fence will have 4 emergency exits (including the main entrance). These will be a loose heras fence panel, which will be opened by a named steward when evacuation from the site is required.

All evacuation points will have a large fire exit sign secured above them, which is visible from the centre of the site.

It is expected that the attendance for this event will not exceed the venue capacity.

- Stand alone floodlighting will be provided to illuminate the site including the escape routes and exit points.
- All food concession with cooking facilities will be asked to submit or complete the fire risk assessment form from the Fire and Rescue Service.
- Only one spare LPG cylinder will be permitted per installation.

The location of all LPG appliances will be identified on the site plan.

No generator will be allowed on site.

Anything not conforming will be taken off site.

- A bin area will be provided and all event participants asked to remove combustible rubbish throughout the day to ensure there is not a build up. Stewards will also monitor this.
- Marquees open to the public will be open sided so do not require designated exits, escape signs or emergency and have not specified limit on capacity.
- An emergency evacuation plan is in place with all stewards and other key staff briefed in its operation.

2.7 Temporary Events Notice

IMPORTANT NOTE:

Premises License has been applied for

2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.

Important notes:

- If you have live music you may require a Temporary Events Notice.
- It is your responsibility to inform the Performing Rights Society (www.prsformusic.com) if you are having live music at your event.
- Please ensure that you check any safety documentation of contractors that you hire.

The event will have amplified music played in the arena throughout the day. As the expected attendance will be over 499. A premises licence have been applied for by the event manager.

2.9 Attractions

Please provide details of any attractions that will be at your event e.g. inflatable's, funfair/children's rides, fireworks

For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme)

Please ensure that you check any safety documentation of contractors that you hire.

Name, address and telephone number of organisation	Attraction and ADIPS number if applicable
No Funfair	
No Carousel	

2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)

A FULL MEDICAL PLAN WILL BE DEVELOPPED WHEN CONTRACTOR APPOINTED

First aid provision is being provided by a St Johns Ambulance.

The contractor will complete a medical needs assessment on behalf of the event manager and both parties are in agreement as to the following provision:

1 ambulance

2 ambulance personnel

6 first aiders

The first aid point will be located at the event control tent, which will be segregated internally with a separate entrance to give a private treatment area.

'First aid' signs large enough to be visible from a distance will be erected above the entrance to this marquee.

2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following:

Toilet Facilities

Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities.

There may be a charge if toilets are required outside normal opening times (check with your local authority). If inadequate provisions are available this can lead to a risk of a disruption to public order and safety.

Temporary toilets will be provided outside the event area at a location specified on the site plan, opposite the Public Toilets.

These will be self contained units with hand washing facility and staffed

In addition to the public toilet located next to the event site, a total of (tbc) units will be provided one of which will be located by event control for staff use only.

There will be two disabled access toilets.

Waste Disposal

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As you the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor.

The local authority is NOT responsible for arranging waste disposal at your event.

Additional bins will be provided for the public to use, which will be monitored and collected on a regular basis by stewards not on station.

Traders and stallholders are expected to remove their waste to the waste area provided that has large wheeled bins .

There should be enough to cater for the duration of the event, however should these bins become full they will be collected by a contractor

Noise Management

Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music.

A noise checklist for event organisers and information on noise consultants can be found on your local authority website.

The stage is positioned so that speakers are facing away from residential properties and will end at 21:00 hours.

Sound levels will be monitored throughout the event. This level has been agreed with the Local Authority.

A SOUND CONSULTANT WILL BE CONTRACTOED TO DEVELPO A SOUND MANASGEMENT PLAN (Details TBC)

2.12 Accessibility

Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access

The event site has a ramp leading to it from the street level. The event itself is on sand, so to allow for disable access, tracks will be laid from the ramp to the event entrance and from the entrance of the event to the bar area next to the stage.

There are disable parking on the street behind the event. There will be stewards around to ensure that only blue badge holders can park there.

There will be secured viewing areas for wheelchair users and those with limited mobility either side of the stage. (Created with crowd control barriers). This will be controlled by Stewards

Temporary disabled toilets will be provided on the event site. In particular near the secured viewing areas.

2.13 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards at your event

What are the roles and responsibilities of your stewards?

The event stewards will take on the following roles:

- Providing information to visitors on the program of events, location of stalls and facilities.
- Monitor the accumulation of rubbish and report where this is happening. Emptying of bins may be required.
- Monitor stands, stalls, entertainment etc, for any activity that might put them or the public at risk and report this to the steward co-ordinator when this might be happening. Take action to stop the activity if there is imminent risk to safety otherwise take action as instructed
- Monitor visitor activity and report to the steward controller any antisocial or other behaviour that might disrupt the event.
- If there is a medical incident contact the first aiders and the steward co-ordinator. If the casualty is immobile offer support until the first aider arrives. Ensure space is given to the injured person.
- If an incident occurs report this to the steward co-ordinator and keep the public away. Assist where possible, but do not put yourself at risk.
- Ensure all protective equipment provided is worn while on duty.
- If unable to attend report this to the steward co-ordinator
- If a post has to be left for any reason, this should be notified to the steward co-ordinator.
- Stewards do not have the powers to restrain or remove visitors from the event and should avoid getting into arguments. If a member of the public doesn't comply with a request this should be reported to stewards Coordinator

Where will they be positioned and why?

There will be a minimum of 5 stewards. They will be on duty at all times during the event. 2 will be used to monitor the area behind the stage at the street level, 1 to monitor the bottom of the ramp, next to the event and the other 2 will monitor the outer faces of the exits.

Who are your stewards? How will they be identified?

We do not require names, just where you have recruited them from.

All stewards will be from an Right guard Security

Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?

Right Guard will be providing the SIA
20 SIA qualified staff will be brought in primarily to monitor the fenced area, with a minimum of 2 female staff. They will control the entrances, and exits, they will carry out entry searches and monitor bar area, stage area, food and merchandise area and the dancing area.
The SIA staff will enforce licensing laws and Health and safety regulation within the site and immediate vicinity.

How will your stewards be trained?

Right Guard Security company will be providing all training of their staff.
A briefing will be held the morning of the event before the gates open to run through any changes, key responsibilities/concern and answer any last minute questions.

When will your stewards be briefed?

Please provide a copy of the information that will be given to Stewards (briefing document)

All stewards are accountable to the head steward. They will stay at their allocated position until they are sent for a rest/lunch break.
All stewards will be issued with a hi viz vest and radio.
Stewards will be briefed at the pre-event meeting on how to use radios.
Stewards are not to get involved with crowd issues but to report this or any other incident to event control. They will familiarise themselves with the location of the first aid points and fire extinguishers and 14 emergency procedures.

How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?

2 way radios will be issued to all stewards and the event team.
Radios will have been tested to make sure they work in all parts of the event site.
They will be charged the night before and signed out to each steward on duty.
There will be spare batteries and radio units should one be lost, broken or stop working.
Headset and microphones will be provided so visitors can't hear the open messages.
There is also a mobile phone list as a backup.
Radios will also be issued to the SIA staff who become part of the steward team for the purposes of the event

3. Incident Management

IMPORTANT NOTE:

Do not assume that the emergency services will attend your event other than in an emergency. Your event must be managed without the support of the emergency services, even if they have agreed to attend as they may be called away to an emergency elsewhere. Do not refer to Kent Police throughout this document. They cannot provide support to any element of your event other than in an emergency and even in this instance their first port of call would be your contingency plans.

3.1 Welfare of Children

The event will be for over 18's only and no under 18 will be allowed entry

3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

All accidents, Medical Incident, or near misses will be investigated by the site manager during the event, to establish whether any immediate changes are required to prevent similar accidents happening again.

All Accident, Medical Incidents, and Near misses will be recorded by the Steward Controller, as they are reported using an HSE Accident book.

Should an accident be reportable under RIDDOR this will be completed by the event manager and submitted to the Local Authority enforcement Team.

All accident reports will be considered in the planning for future event to identify any elements that should be done differently.

3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.
It is advisable to have emergency messages scripted before the event for use on the day

There will be a PA system operated through the stage sound system. PA speakers placed around the site will enable all visitors to hear any announcements made either by the event compare or by the event team.

Loud hailers are available at event control should the PA system stop working and communication is needed in the event of an incident.

3.4 Emergency Plans

IMPORTANT NOTE:

It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Kent Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event

It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning).

What are your contingency plans for situations, such as:

Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?
This is not an exhaustive list and the specific nature of your event will suggest others.

Evacuation process is discussed below.

If there is fire at the event. The event team will deal with it, and also go through the process below to decide if there is a need for evacuation.

Power failure will be reported to the event management. The event is a daytime event, so the impact of power failure will be less of an health and safety issue, as it will only affect equipment been run by electricity such as music and other equipments.

Collapse of temporary structure. All structure a being place 4meters apart to avoid on collapsing onto another. In the event of such collapse the site manager will work with the supplier of the structure to make sure no injury has been caused, and if there is, they will notify the first aiders of the situation, cordon off the area affected and make a decision with the event manager as to weather to evacuate the event site.

Road Traffic collusion. Road traffic collision will not affect the event site, as there will be no vehicle allowed on the event site, during the event.

The weather forecast. Weather will be monitored by the site manager during the week before the event. If the weather deteriorates and is likely to significantly affect the event, the event manager will take the decision on whether the event should be cancelled.

If there is heavy rain during the event the performances will need to be postponed or cancelled.

High wind will be measured on site. If the measurements reach the maximum recommended by the marquee supplier or the stage supplier, additional securing straps will be added and the marquees evacuated/stage not used. If the strong winds continue and the safety of visitors is at risk the event will be cancelled and the event ground evacuated during site build or while the event is running.

High temperatures: Should high temperatures occur regular message will be broadcasted from the PA advising visitors to use sunscreen and drink plenty of water. Water will be available to those treated by first aiders and for staff. Drinks are available to buy from food concessions and visitors are able to come and go from the event as necessary.

At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?

The event manager in consultation with the event team will decide if an event is to be considered as an emergency. The event manager will take control of the situation until the emergency services arrive.

Who will report this to the emergency services?

The steward coordinator is the person under the instruction from the event manager to telephone the emergency service.

What systems do you have in place to contact the local emergency services?

The 999 system will be used to report an emergency

Who will liaise with the emergency services when they get to the site?

The site manager will make themselves known to the emergency services when they arrive and advise them on the nature and scale of the incident, and advice as to what have been done by the event team up to that point.

What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?

The main entrance/exit point for the event has a section to one side that is constructed of crowd control barriers and easily removed. This allows immediate access to the emergency route around the perimeter of the event.

Who will be responsible for crowd control during an incident?

The Steward Controller will receive information from stewards and the event team on incidents and crowd behaviour. Stewards will be instructed to react accordingly depending on the situation.

If required, how would you evacuate your event? What steps would you take?

All incidents will be reported to the site manager who will attend the scene and either make a decision on the spot or consult with the event team.

Small scale incidents, which are not likely to affect many people will be dealt with by stewards and a member of the event team if necessary. A cordon will be established around the incident to keep the public away for their protection and allow space for treatment.

Medium scale incidents - Small scale incident that have escalated or an incident that involves a larger number of people. Initial response will be by steward and the site manager and a cordon established. A decision may be made to evacuate an area of the site by stewards moving out from the incident asking visitors to move back. This will be towards an exit in preparation for a full evacuation. The event manager will decide whether the incident is sufficiently serious to call the emergency services in anticipation of an escalation in seriousness (e.g. fire, large scale antisocial behaviour). The PA will be used to inform visitors.

Large scale incident - a medium scale incident that has escalated to a major incident or large scale disturbance where there is imminent danger to visitors. At this stage the emergency services would have been contacted and a full evacuation called. In this case stewards would be directed to continue moving out from the incident directing visitors to the exit point. Alternatively starting from as close to the incident as possible and start moving visitors to the exits.

How will you communicate the evacuation instruction to your audience?

To avoid unnecessary panic should radio conversations be overheard by visitors, code words will be used to identify specific incidents, once an evacuation starts these aren't important:

Fire - Mr Sands (e.g. Mr Sands is at the stage)

Suspect packages - Mr Franks (e.g. Mr Franks is at the stage)

Creating a cordon - localised evacuation done by stewards giving verbal instruction as directed by the steward co-ordinator or event manager.

Partial evacuation - movement of visitor from the area of the event affected by the incident to a safe area still within the event ground.

Started by stewards giving verbal instructions, creating a cordon, using of loud hailers as necessary.

The PA system will be used to inform visitors.

Full evacuation - Total movement of all visitors out of and away from the event ground.

The PA will be used to announce the evacuation.

Steward will give verbal instruction (with loud hailers) of where the nearest exits are, and ensure everyone has evacuated the site.

Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)

The standard green exit signs will be placed above each of the emergency exits. This will be large enough to be seen from the centre of the event site. The first aid tent/ event control, will have sign large enough to be seen from a distance

4. Traffic Management

4.1 Traffic Management

Please answer the following questions in detail regarding traffic management at your event

Is your event taking place on or off the Highway?

On the Highway

[Off the Highway](#)

What is the best route for traffic to take in order to get to your event? How will this be communicated?

The event will be on the beach in Margate and traffic will be on the main road route into Margate. Most people will be advised to come on the train. Coaches will also be laid on from the o2 in Greenwich, London straight to Margate station. All this will be communicated on our website and flyers. For the first event all marketing effort will be directed toward getting a local Customer.

What is the best and safest route for traffic to exit your event? How will this be communicated?

There will be no traffic on the event site and customers will be walking to the event and parking in the public car park which will be illustrated on the flyers and website.

In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.

There will be stewards located on the road behind the event to encourage pedestrian to use the traffic light for crossing the road to the event.

What have you done to liaise with and inform local residents and businesses about the impact to local roads?

We anticipate minimum impact to local roads as the event is on the August Bank holiday which was traditionally a busy time of year in Margate.

Can people enter your event without causing an obstruction on the road?

The event can be accessed using normal Beach access, which includes a traffic light and steps, which are located to the left side of the events.

How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?

Agenda Item 4 Annex 7

The event is on a busy bank holiday, when all public transport is expected to be busy. Most of our customer will be coming from London and surrounding areas of Kent.

Once the event have been approved, we will contact Local busses, rail and taxi company to inform them of the event and seek advice from them as to our we help to reduce any impact our event may have on the smooth operation of their service.

**Are you requesting any parking suspensions as part of your event?
If yes, please complete the information below.
If you do not include ALL of this information your request cannot be considered.**

Location (street name/car park)	1 hour parking spaces at Marine terrace, entrance of Dreamland
Number of spaces	5
Intended use for the parking spaces	For Ambulance and contractor parking
Start time of suspension	Friday 6am 24 th August 2018
End time of suspension	Monday 9pm 27 th August 2018

If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.

The event is been held opposite the Margate Station, and we anticipate most people will use the train and the once driving will be encourage to park next to the station and walk across and others by coach. The coach will drop customer by the beach entrance and then go off to park elsewhere.
The car park next to the station has ample space even during Bank holiday.

**If you are providing off-road parking, please complete the information below:
Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.**

Location	<u>No</u>
Number of spaces	<u>No</u>
How will the area be managed?	<u>no</u>

If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.

4.2 Road Closures

If your road closure request is granted under the Town Police Clause Act, your local authority will produce the road closure order once it has been approved by KCC Highways. This may involve a charge. Speak to your local authority for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by KCC Highways. This will involve a charge.

IMPORTANT NOTE:

Before a road closure can be considered the following documents **MUST** be submitted to your local authority along with this plan and approved by KCC Highways Authority:

- A copy of valid Public Liability Insurance (£5 million minimum)
- Health and Safety Risk Assessments
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable)

Please note KCC Highways require 12 weeks' notice of any road closures for coordination purposes.

Please answer the following questions in detail regarding any road closures at your event

Are you applying for a road closure as part of your event?

Yes

No

Please list ALL roads that you wish to close for your event below:

None

What is the duration of the closure? Please be realistic with timings.

[None](#)

Is it necessary to have a diversion route? If yes, please provide details of the route here.

A diversion plan will need to be submitted to your local authority.

[None](#)

Who is providing your signage for the road closure?

If you are using a signage contractor, please provide their details here.
Please ensure you check their public liability insurance. A copy of the signage schedule produced by the contractor must be provided to the local authority.

If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.

[None](#)

Appendices

i. Site Map

Please provide a site map of your event site

ii. Risk Assessment

Please complete an event specific risk assessment including a fire risk assessment

iii. Public Liability Insurance

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)

iiii. Road Closure Documents (if applicable)

- A copy of valid Public Liability Insurance (£5 million minimum)

Agenda Item 4 Annex 7

- Health and Safety Risk Assessments including reference to risks on the Highway
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable)

This page is intentionally left blank



**Beach Mania - Margate
25th & 26th August 2018**

Security and Crowd Management Plan

Version 1 – 04/05/2018

1. Event Overview

The two-day event will be hosted on Margate Sandy Beach and provides a Caribbean style beach party, comprising of Mediterranean food, licensed bars and ambient entertainment; including DJs. The event will have access controls and will have an agreed capacity level set for the event area. The perimeter will have a temporary HERAS fence erected to define the boundary, the designated entrance and exit will be from the esplanade directly opposite Margate train station. This will provide a valuable source of transportation to those attending the event, bus services operate regularly and there are several local car parks that will accommodate those arriving by vehicle. It is anticipated that many attendees will purchase their entry tickets in advance that will also comprise of wristbands, all attendees will be issued a wristband upon entry or in advance if applicable.

2. Security Overview

A security team will be deployed throughout the weekend to accommodate the two-day event with access control, searching and crowd management provisions; the team will all be uniformed and extremely visible in our distinctive yellow polo shirts reassuring the attendees of our presence. The team will focus on managing the crowd safety elements with general security patrols and monitoring of the licensed bars and entertainment. As with any of our outdoor deployments, we provide resilience and equipment to support our teams, including loud hailers, clickers for capacity controls, body-worn video cameras, radio communications protective equipment and additional all weather and welfare provisions. The security deployment will include 24-hour security and access control to include the setting up, overnight and the de-rig period.

3. Deployment Schedule

A full breakdown of all positions is attached, highlighting locations and deployment hours. See Appendix A

4. Company Uniform

As with any of large outdoor security and stewarding deployments all operatives are uniformed in bright yellow and black polo shirts, supported by stewarding teams in orange and black polo shirts. Other specific high visibility uniforms identify security operatives to members of the public and concert attendees. The teams are trained and multi-skilled, providing a combination of security and public facing duties required to managing large outdoor crowds. Specialist Tactical Aid Teams are uniformed differently but also easily identifiable. The supervision and management team are all very easy to identify as their high visibility tabards clearly state their role within the deployment.

5. Radio Communications

It is key that all of our SIA and many of our stewarding personnel are in regular radio contact, enabling continued support. It is possible that we will have one of our control units positioned on site, alternatively our security manager/supervisor will lead all communications within the team.

6. External Provisions and Good Practice

As a consideration of the overall event footprint, it is expected that additional litter will accumulate from attendees during the entrance and exit phase; this will include glass bottles. It is good practice to place additional waste bins outside the event entrances, this will encourage the public to use them rather than discarding them on the public footpaths or the highway. Regular litter sweeps are also advised to limit and reduce debris being left in and around the surrounding routes to the event, the bins need to be emptied at regular intervals to reduce the risk of the bins becoming a weapon store. Our external security and stewarding personnel will encourage the public to use the bins, likewise, our personnel will pick up any glass and place into the nearest bins wherever practicable to reduce risks.

7. Security Search Criteria

In view of the recent terror attacks, random bag searching will be conducted upon entering the event site. Advance warning signage will support the physical search regime.

Security and stewarding staff will be vigilant and proactive in their approach to maintaining adequate reassurance and security levels. Any hostile behaviour, or behaviour that causes a concern will be escalated to event management for second opinions, and if necessary the police will be informed.

8. Stage Security and Pit Team

A dedicated team of SIA licensed security personnel will provide access control and back stage management to provide a sterile area for the artists and crew. All movements in and out of the area will be strictly monitored and controlled closely led by an experienced zone security supervisor. Front stage will be staffed with a trained and an accredited Pit Safety team. Their duties will include crowd monitoring and general safety and behaviour. The team will all be forward facing and evenly spaced throughout the pit lane behind the MOJO barrier to enable continued visual awareness and the ability to support colleagues instantly should they need to. We recognise and appreciate that crowd surfing is always a possibility; the security pit team will react and safely assist with any such instances that occur. The team will all be briefed and made aware of the medical teams locations prior to deployment. MOJO barriers will be erected to separate the front stage area from the crowd. The MOJO barrier is interlocking, robust and an industry standard.

9. Tactical Aid

A dedicated, uniformed team will provide a visual presence internally and externally and can be called to any location to support our regular officers. The team undergo additional training and protective equipment including: Body Worn Cameras, Body Armour, Red Web Spray and Handcuffs, would be deployed to provide support to our regular officers, and enhance the security operation.

Site perimeter patrols will be conducted at regular intervals to maintain the fence line whilst monitoring both the internal and external areas.

10. Missing Persons

A copy of our Missing Persons Policy if available below. See Appendix B

11. Counter Terrorism Measures

Our security team will remain vigilant during the weekend for any suspicious behaviour or items being carried into the event or behaviour close to the event footprint. This particular event has limited vehicle access due to its location on Margate beach. The footprint will have a HERAS fence with an existing metal fence line along the esplanade edge providing a second layer of fencing between the event and the esplanade. All persons entering will have their bags checked and will be advised to report any suspicious behaviour to the security team at the earliest opportunity, our signage will display similar messages placed along the perimeter fence line.

12. Suspicious Packages

In event of an unaccompanied bag being reported or discovered, the security team will act promptly and professionally. The management team will be informed immediately to enable a joint approach. Should the item not be identified the security will follow the HOT assessment. Should it be deemed necessary an initial sterile cordon will be placed around the item and police will be called.

13. Body Worn Video Cameras

Right Guard Security UK Ltd routinely deploys trained staff equipped with BWV cameras. We use cameras provided by B-Cam Ltd, who provide these devices to numerous Police forces across the UK and other law enforcement agencies both at home and abroad.

The B-Cam Security Recording Unit (SRU) is a robust easy to use system allowing up to 5 hours recording in full High Definition, or 12 hours on standby. The unit is equipped with infrared capability allowing for recording in low light conditions. In addition the unit has a playback system to allow security operatives to playback the recording in real time and pause where necessary to police officers or site / venue managers.

Right Guard Security UK Ltd utilise a secure 'cloud' system for storage of video footage and the back office processes comply to the International Standards Organisation (ISO 27001) award. Right Guard Security UK Ltd is also registered with the Information Commissioner's Office.

It is not possible for any video footage to be deleted or edited from either the BWV camera or the cloud storage system. The system allows specific recordings to be shared with clients if necessary.

The benefits of using these cameras include:

- ✓ Prevention and detection of crime
- ✓ Record instances of anti-social behaviour
- ✓ Act as a deterrent for anti-social behaviour
- ✓ Moderation of a person's behaviour
- ✓ Evidence behaviour of the SIA licensed staff during confrontation
- ✓ Preserve evidence (including crime scenes) and assist with investigations
- ✓ Reduce complaints

Deployment Schedule Proposal

Staff	Location	Time
Friday 24th August		
2	SG Overnight Security	20:00 08:00
Saturday 25th August		
4	DS Site Preservation & Access Control	08:00 22:00
1	SUP Supervisor	11:00 22:00
8	DS Event Security	11:00 21:30
6	DS Patrol & Response	15:00 22:00
2	SG Overnight Security	22:00 08:00
Sunday 26th August		
4	DS Site Preservation & Access Control	08:00 22:00
1	SUP Supervisor	11:00 22:00
8	DS Event Security	11:00 21:30
6	DS Patrol & Response	15:00 22:00

Missing Persons Policy**Lost Child Procedure (Events)**

for the purpose of this policy a 'child' is a person under the age of 18 years. However this procedure can be applied to any person regardless of age especially if they could be considered vulnerable.

LOST CHILDREN

At any event attended by children, there is the potential for them to become separated from their parents or responsible adult. One of the Licensing Objectives of the Licensing Act 2003 is the protection of children from harm. Right Guard Security UK Ltd will work in conjunction with the event organiser to enhance how children will be protected during an event, and the safe management of lost children.

A policy and procedure for the management of Lost Children must be contained within the Event Plan. In order to safeguard the welfare of a lost/found child and to protect staff, the following procedure should be in place at all events.

Lost Children Policy

An agreed Collection Point will be available at the event, which will be next to the event's Welfare or Information point.

If lost children, parents separated from their children, vulnerable adults or personal assistants of vulnerable adults arrive at other points or speak to a member of security staff or steward they should be directed or taken to the collection point as appropriate.

Children or vulnerable adults found without their parents

- A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/ guardian are.
- If a child or vulnerable adult still appears to be lost they should be led to the collection point, where they will be encouraged to remain until they have been reunited with a parent or guardian.
- The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/ friend etc. Names, where they last saw them and a description of them. If the child is brought over by another adult, as much information as possible should be gained from them.
- The information will be given to Security Control via 2-way radio, who will then organise a search.
- If the parent/ guardian /personal assistant's name is known an announcement will be made via the PA system "This is a public announcement, could (Name of person) please come to the collection point located at the....."
- If the name of the parent /guardian /personal assistant is not known the following announcement will be made via stage PA systems "This is a public announcement, please remember this is a busy event, if you have been separated from a family member, please go to the collection point located in the....."
- **The PA announcement should not mention the name of the lost child.**
- Radio code for a parent/guardian reporting a child or person missing is "[insert event specific code Radio code for a child or person found without parent or guardian is "[insert event specific code word]" (example, Control to security we have a "[insert event specific code word]" at the Welfare tent, details as follows...)
- word]".
- **If a parent /carer /personal assistant is not located with 30 minutes, Security Control will inform the police.**

Parent/ Guardian /other reporting lost child / vulnerable adult

- Reassure parent/ guardian/ personal assistant informing you of a lost child, that a search will be organised.
- Encourage the parent to come to the collection point if not already there, so they can give details. Ask them for the following details of the child or vulnerable adult – name, age, sex, ethnic origin, hair colour, build, clothing, any distinguishing features, location last seen and who they were with.
- Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found.
- Using the code word “[insert event specific code word]” radio a message to security control and all staff on radio giving the information gathered.
- Security and other staff will conduct an initial search of the area.
- If the child or vulnerable person is not found the Event Management will organise a thorough sweep of the whole site.
- When the child or vulnerable person is found, they will be lead to the collection point to be re-united with their parent.
- **If a child or vulnerable person is not found within 30 minutes Security Control will inform the police.**

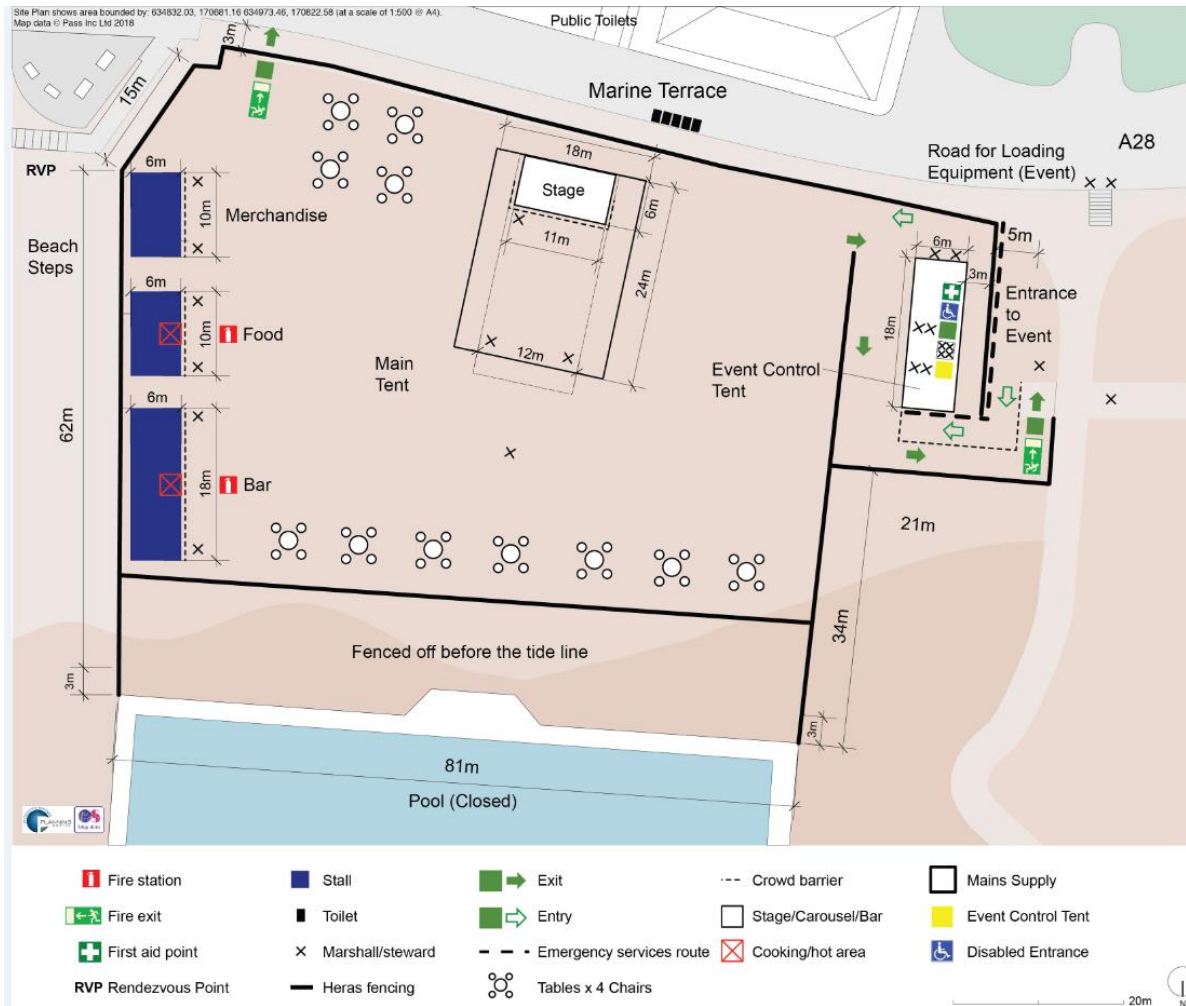
Re-uniting Parent /Guardian / other with child /vulnerable adult

- If a child or vulnerable adult is reluctant to go with a collecting adult then the adult should be asked for proof of ID and their signature. If necessary the police may be advised on any problems.
- Once a child or vulnerable adult has been re-united with their collecting adult all stewards, security, staff and police will be informed immediately.

Lost persons log

- All lost persons / children’s incidents must be logged and filed.

Site Map



THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
 - exercises functions of a public nature; or
 - is directed to charitable purposes; or
 - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992

If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the

matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must**:-

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

Gifts, Benefits and Hospitality

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £25 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

What if I am unsure?

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Democratic Services and Scrutiny Manager well in advance of the meeting.

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS, SIGNIFICANT INTERESTS AND GIFTS, BENEFITS AND HOSPITALITY

MEETING.....

DATE..... AGENDA ITEM

DISCRETIONARY PECUNIARY INTEREST

SIGNIFICANT INTEREST

GIFTS, BENEFITS AND HOSPITALITY

THE NATURE OF THE INTEREST, GIFT, BENEFITS OR HOSPITALITY:

.....
.....
.....

NAME (PRINT):

SIGNATURE:

Please detach and hand this form to the Democratic Services Officer when you are asked to declare any interests.