

prem 1742

[Insert name and address of relevant licensing authority and its reference number (optional).]

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 London LGBT Community Pride (CIC)

(Insert name(s) of applicant)

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 |                        |          |      |
| Vauxhall Spring Gardens  |                        |          |      |
| Post town  | London                 | Postcode | SE11 |
| Telephone number at premises (if any)  | X                      |          |      |
| Non-domestic rateable value of premises  | £ BAND A (Public Park) |          |      |

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  please complete section (B)
  - ii. as a partnership  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)
- 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:

Please tick yes

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 type="checkbox"/>                               | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other Title (for example, Rev)           |  |
| Surname   |                              |                               | First names                 |  |  |
| I am 18 years old or over                                 |                              |                               |                             | <input type="checkbox"/> Please tick yes |  |
| Current postal address if different from premises address |                              |                               |                             |  |  |
| Post town   |                              |                               | Postcode                    |  |  |
| Daytime contact telephone number                          |                              |                               |                             |  |  |
| E-mail address (optional)                                 |                              |                               |                             |  |  |

**SECOND INDIVIDUAL APPLICANT (if applicable)**

|   |                              |                               |                             |                                |                 |
|---|------------------------------|-------------------------------|-----------------------------|--------------------------------|-----------------|
| Mr <input type="checkbox"/>                               | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other Title (for example, Rev) |                 |
| Surname   |                              |                               | First names                 |                                |                 |
| I am 18 years old or over                                 |                              |                               |                             | <input type="checkbox"/>       | Please tick yes |
| Current postal address if different from premises address |                              |                               |                             |                                |                 |
| Post town   |                              | Postcode                      |                             |                                |                 |
| Daytime contact telephone number                          |                              |                               |                             |                                |                 |
| E-mail address (optional)                                 |                              |                               |                             |                                |                 |

**(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    | London LGBT Community Pride Community Interest Company |
| Address |  |

**Part 3 Operating Schedule**

When do you want the premises licence to start?

| DD | MM | YYYY   |
|----|----|--------|
| 2  | 9  | 062014 |

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

| DD | MM | YYYY   |
|----|----|--------|
| 2  | 9  | 062014 |

Please give a general description of the premises (please read guidance note 1)  
 The premises comprises Spring Gardens and part of Goding Street in Vauxhall.  
 The Premises will comprise a family oriented 'Big Picnic' event. Entertainment will be provided in a variety of designated spaces across the park: Main presentation area: Variety, cabaret, live music, speeches and prize giving; Line Dancing presentation area: Recorded music and participatory line dancing; Women's and Jazz Presentation: Live music, cabaret, plays and speeches; Disco presentation area: recorded music and dancing; Sports presentation area: Sports demonstrations and participation activities; Dog Show presentation area: Competitive dog shows; Bake & Bring Marquee: Baking shows, competition and cake sales; Big Picnic Area: Designated space for family picnics; Bar, Food Court & Market Area: Pop up bar serving alcoholic and non-alcoholic drinks, pop up food stalls and retail market stalls (crafts, etc.); Drummers presentation area: Community drumming performances and participatory activities; Art Exhibition presentation area: Display exhibition space for local and community artists; Event Control Area

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 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any 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)

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<br>Standard days and timings<br>(please read guidance note 6) |       |        | <u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)   | 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 3)<br>Community developed and performed plays   |          |                                     |
| Tue   |       |        |  |          |                                     |
| Wed   |       |        | <u>State any seasonal variations for performing plays</u> (please read guidance note 4)  |          |                                     |
| 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 5) |          |                                     |
| Sat   |       |        |  |          |                                     |
| Sun   | 12:00 | 20:00  |  |          |                                     |

**B**

|  |              |               |   |          |                          |
|--|--------------|---------------|---|----------|--------------------------|
| <b>Films</b><br>Standard days and timings<br>(please read guidance note 6) |              |               | <b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 2)  | Indoors  | <input type="checkbox"/> |
|  |              |               |   | Outdoors | <input type="checkbox"/> |
|  |              |               |   | Both     | <input type="checkbox"/> |
| <b>Day</b>   | <b>Start</b> | <b>Finish</b> | <b>Please give further details here</b> (please read guidance note 3)   |          |                          |
| Mon  |              |               |   |          |                          |
| Tue  |              |               | <b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)  |          |                          |
| Wed  |              |               |   |          |                          |
| Thur   |              |               | <b>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</b> (please read guidance note 5) |          |                          |
| Fri  |              |               |   |          |                          |
| Sat  |              |               |   |          |                          |
| Sun  |              |               |   |          |                          |

C

|   |       |        |  |
|---|-------|--------|--|
| <b>Indoor sporting events</b><br>Standard days and timings<br>(please read guidance note 6) |       |        | <u>Please give further details</u> (please read guidance note 3)   |
| Day   | Start | Finish |  |
| Mon   |       |        |  |
| Tue   |       |        | <u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)  |
| 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 5) |
| Fri   |       |        |  |
| Sat   |       |        |  |
| Sun   |       |        |  |
|   |       |        |  |

D

|   |       |        |   |          |                          |   |  |  |
|---|-------|--------|---|----------|--------------------------|---|--|--|
| <b>Boxing or wrestling entertainments</b><br>Standard days and timings<br>(please read guidance note 6) |       |        | <u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u><br>(please read guidance note 2)   | 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 3)   |          |                          |   |  |  |
| Mon   |       |        |   |          |                          |   |  |  |
|   |       |        |   |          |                          |   |  |  |
| Tue   |       |        |   |          |                          |   |  |  |
|   |       |        |   |          |                          |   |  |  |
| Wed   |       |        |   |          |                          | <u>State any seasonal variations for boxing or wrestling entertainment</u><br>(please read guidance note 4) |  |  |
| 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 5) |          |                          |   |  |  |
| Sat   |       |        |   |          |                          |   |  |  |
| Sun   |       |        |   |          |                          |   |  |  |



E

|  |       |        |  |          |                                     |
|--|-------|--------|--|----------|-------------------------------------|
| Live music<br>Standard days and timings<br>(please read guidance note 6) |       |        | <u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)   | 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 3)<br>Various community bands playing a mixed programme of live music in a combination of main performances and to support other presentations. Also some demonstration and participation live music activities such as community drumming. |          |                                     |
| Tue  |       |        |  |          |                                     |
| Wed  |       |        | <u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)   |          |                                     |
| 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 5)  |          |                                     |
| Sat  |       |        |  |          |                                     |
| Sun  | 12:00 | 22:00  |  |          |                                     |

F

|   |       |        |   |          |                                     |
|---|-------|--------|---|----------|-------------------------------------|
| <b>Recorded music</b><br>Standard days and timings<br>(please read guidance note 6) |       |        | <b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)  | 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 3)<br>Recorded music will be used in a variety of presentation areas as background entertainment and as main entertainment.              |          |                                     |
| Tue   |       |        |   |          |                                     |
| Wed   |       |        | <u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)  |          |                                     |
| Thur  |       |        |   |          |                                     |
| 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 5) |          |                                     |
| Sat   |       |        |   |          |                                     |
| Sun   | 12:00 | 22:00  |   |          |                                     |

G

|   |       |        |   |          |                                     |  |  |  |
|---|-------|--------|---|----------|-------------------------------------|--|--|--|
| Performances of dance<br>Standard days and timings<br>(please read guidance note 6) |       |        | <u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2) | Indoors  | <input type="checkbox"/>            |  |  |  |
|   |       |        |   | Outdoors | <input checked="" type="checkbox"/> |  |  |  |
|   |       |        |   | Both     | <input type="checkbox"/>            |  |  |  |
| Day   | Start | Finish | <u>Please give further details here</u> (please read guidance note 3)<br>Line dancing demonstration and participation.  |          |                                     |  |  |  |
| Mon   |       |        |   |          |                                     |  |  |  |
| Tue   |       |        |   |          |                                     |  |  |  |
| Wed   |       |        |   |          |                                     | <u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)  |  |  |
| Thur  |       |        |   |          |                                     |  |  |  |
| Fri   |       |        |   |          |                                     | <u>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</u> (please read guidance note 5) |  |  |
| Sat   |       |        |   |          |                                     |  |  |  |
| Sun   | 12:00 | 20:00  |   |          |                                     |  |  |  |
|   |       |        |   |          |                                     |  |  |  |

H

|   |       |        |  |          |                                     |
|---|-------|--------|--|----------|-------------------------------------|
| <p>Anything of a similar description to that falling within (e), (f) or (g)<br/>Standard days and timings<br/>(please read guidance note 6)</p> |       |        | <p>Please give a description of the type of entertainment you will be providing<br/>Cabaret, speeches and prize giving</p>   |          |                                     |
| Day   | Start | Finish | <p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</p>   | Indoors  | <input type="checkbox"/>            |
| Mon   |       |        |  | Outdoors | <input checked="" type="checkbox"/> |
|   |       |        |  | Both     | <input type="checkbox"/>            |
| Tue   |       |        | <p><u>Please give further details here</u> (please read guidance note 3)<br/>Family appropriate cabaret presentations, prize giving for sports and dog shows and speeches from the community, supporters and sponsors</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 4)</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 5)</p> |          |                                     |
| Sun   | 12:00 | 22:00  |  |          |                                     |

I

|   |       |        |  |          |                          |
|---|-------|--------|--|----------|--------------------------|
| <b>Late night refreshment</b><br>Standard days and timings<br>(please read guidance note 6) |       |        | <b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b><br>(please read guidance note 2)  | 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 3)  |          |                          |
| Mon   |       |        |  |          |                          |
|   |       |        |  |          |                          |
| Tue   |       |        |  |          |                          |
|   |       |        |  |          |                          |
| Wed   |       |        |  |          |                          |
|   |       |        |  |          |                          |
|   |       |        | <u>State any seasonal variations for the provision of late night refreshment</u><br>(please read guidance note 4)  |          |                          |
| 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 5) |          |                          |
|   |       |        |  |          |                          |
| Fri   |       |        |  |          |                          |
|   |       |        |  |          |                          |
| Sat   |       |        |  |          |                          |
|   |       |        |  |          |                          |
| Sun   |       |        |  |          |                          |

J

|   |       |        |   |                  |                                     |   |  |  |
|---|-------|--------|---|------------------|-------------------------------------|---|--|--|
| Supply of alcohol<br>Standard days and timings<br>(please read guidance note 6) |       |        | Will the supply of alcohol be for consumption –<br><u>please tick</u> (please read guidance note 7) | 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 4)        |                  |                                     |   |  |  |
| Mon   |       |        |   |                  |                                     |   |  |  |
| Tue   |       |        |   |                  |                                     |   |  |  |
| Wed   |       |        |   |                  |                                     |   |  |  |
| Thur  |       |        |   |                  |                                     | <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 5) |  |  |
| Fri   |       |        |   |                  |                                     |   |  |  |
| Sat   |       |        |   |                  |                                     |   |  |  |
| Sun   | 12:00 | 20:00  |   |                  |                                     |   |  |  |

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

|  |
|--|
| Name<br>Sara Flemming                    |
| Address                                  |
| <br><br><br><br><br><br><br><br><br><br> |

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 8).

L

|   |       |        |  |
|---|-------|--------|--|
| <b>Hours premises are open to the public</b><br>Standard days and timings (please read guidance note 6)   |       |        | <b>State any seasonal variations</b> (please read guidance note 4) |
| Day   | Start | Finish |  |
| Mon   |       |        |  |
| Tue   |       |        |  |
| Wed   |       |        |  |
| Thur  |       |        |  |
| Fri   |       |        |  |
| Sat   |       |        |  |
| Sun   | 12:00 | 22:00  |  |
|   |       |        |  |
| <b>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</b> (please read guidance note 5)<br>NOTE: The premises is a public space. Access will not be restricted outside or during premises operating times. Where temporary stages or marquees are being built or taken down the immediate area around these will be protected from public access for health and safety reasons. |       |        |  |

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 9)

The event will be planned, produced and delivered by Underbelly working for London LGBT Community Pride. Underbelly have significant event management experience, including very large scale events in Lambeth. Working with Pride Underbelly will contract with the traffic planner, health and safety advisor, stewarding and security provider, first aid supplier and relevant infrastructure suppliers.

Pride's involvement will be through the Event Director, Ben Whur, who has eight years experience of delivering Pride's main celebrations (London's second largest one day event after New Year's Eve Fireworks). Ben will also manage the delivery of resident and business consultation and a volunteer workforce on the day of the event.

Both Underbelly and Pride have many years experience of delivering safe complex events with multi agency planning and involvement. We have strong track records of engaging with local communities to minimise impact and nuisance.

b) The prevention of crime and disorder

The event organisers shall comply with reasonable requests from any interested parties and or responsible authorities.

c) Public safety

Means of Escape

A suitable and sufficient number of emergency exits shall be positioned around the perimeter of the marquee in accordance with the stated capacity for the event.

Exit doors from the premises shall open outwards and shall be unlocked when the tents are occupied. Panic bolts shall be fitted where appropriate.

Exits are to be stewarded throughout the period of public occupation.

Suitable and sufficient maintained emergency signage and lighting shall be available on site.

The lighting and signage on site shall be inspected and signed prior to the public coming on site.

All exit doors shall be maintained clear inside and outside the premises. All guys and stakes near exits to be maintained clear of pedestrian routes and shall be clearly marked and or protected to avoid tripping.

Fire

Combustible materials on site shall be kept to a minimum.

No combustible or explosive materials shall be stored or permitted in the tents/marquees.

All fabric of tents, marquees, drapes, linings and any floor covering to be flame retardant to current standards as applicable and certificates confirming this to be available and kept by the event organisers.



No petrol generator shall be brought on site or stored near the site.

No smoking shall be permitted inside any enclosed tent or marquee, adequate and sufficient signage shall be erected throughout the premises.

Sand bins to be provided near entrances and external smoking areas.

#### Flooring

All flooring materials shall be laid evenly and securely fixed to avoid any tripping hazards.

Access shall be provided for wheelchair users and those with limited mobility.

All step edges shall be clearly highlighted in contrasting colours to warn of the presence of a step.

All carpeted surfaces shall be inspected prior to public occupation to ensure the carpets are secure and do not present trip hazards.

#### Stakes and Ropes

All guy ropes, stakes and other anchorages used to secure tents, marquees, etc., shall be positioned and protected in such a manner as to reduce the potential for members of the public to walk into or trip over them. Those near exit routes or pedestrian routes shall be clearly marked or barriered off.

All stakes and pegs shall be provided with cushioning to prevent abrasion injuries.

#### Services (Overhead/Buried)

That is gas, electric, water, telephone cables, etc. A site survey shall be carried out prior to build up to review the locations of any cables or chambers. Relevant service providers shall be contacted and consulted where there is any doubt relating to the possibility of encountering buried services.

#### Anchorage, Poles and Ropes

An inspection of timber poles and ridges to be used on site must be carried out to ensure they are free from splits and ropes used must be free from defects such that will cause them to break during use.

All tents and marquees are to be inspected and signed off by a competent person prior to public entering the site.

All completion certificates to be retained by the event organisers.

All installations including tents and marquees are to be inspected daily where there has been adverse weather conditions including strong winds.

No suspended loads shall be installed without the consent of the tent provider.

Weather forecasts shall be obtained at regular intervals and where strong winds are forecast, the high wind procedures specified by the tent supplier shall be consulted.

Where wind gust speeds are predicted to exceed 18m/s or the supplier stated figure, the tent/marquees and the immediate area are to be evacuated and secured against re-entry.

#### Public right of way through operational site

Where a conflict exist between public right of way and operational site, the event organiser shall seek the local authority's permission to temporarily divert the footpath away from the site.

Heras fencing shall be used to clearly define the diversion route during build and crowd barrier gates installed to allow access points for contractor vehicles/staff.

The event organisers shall use sufficient and competent stewards in high visibility vests to guide members of the public, open contractor access points and marshal vehicles as necessary including crossing points and any contractor activity requiring access onto the public footpath.

Warning signs shall be displayed on footpath approaches to the event site.

#### Trees

Stewards shall be used by the event organisers to monitor internal and external trees (near the site) to remove members of the public who may have climbed the trees to view the event, to prevent them from falling.

#### Overcrowding

Capacity figure for each arena shall be calculated and distributed to all relevant authorities.

Stewards will be used at the gates to prevent overcrowding within the event perimeter itself when the licensed capacity is reached. They shall control and monitor access to all tents and marquees area to prevent overcrowding.

Emergency exits shall be provided at intervals around the event perimeter sufficient to allow evacuation of the area in a reasonable time.

Emergency plan to be drawn up and distributed to relevant personnel.

All stewards shall be briefed on evacuation procedures for tent/marquee areas

#### Lighting of Exit Routes

All exit routes in use during darkness shall be provided with a suitable and sufficient number of temporary lights as appropriate.

#### Alcohol Consumption

No glass bottles or receptacles shall be provided for members of the public.

All glass bottles shall be retained behind the bars for the duration of the event.

Bar outlets shall sell drinks in paper/plastic receptacles.

Stewards shall be trained and instructed on handling excessive boisterous behaviour.

Suitable and sufficient first aid facilities shall be provided to anticipate possible incidents relating to over consumption of alcohol.

#### Stage and Sound Sites

Stewards and suitable and sufficient low level crowd control barriers shall be used around the stage and sound sites.

The PA wings shall be located within stage barriered areas.

Suitable and sufficient equipment shall be used to secure speakers.

All installation and system shall be rigged by competent persons to approved and current standards.

The contractor supplying and installing the stage shall provide to the head of Lambeth Building Control, Mr. Kevin Gathercole, at Phoenix House, 10 Wandsworth Road, London SW8 structural, load bearing and wind calculations and a copy of the signed off certificate.

Weather conditions shall be monitored daily and actions taken where necessary regarding all installations.

### Electrical Risks

All electrical installation on site must be by a competent professional person and signed off.

All electrical systems shall be constructed and maintained in a condition suitable for use in the open air and protected as necessary by RCDs.

### Noise - Hearing Damage

All areas where noise level is expected to exceed 85dB(A) to be identified and duly sign-posted. Staff are to be advised and supplied with appropriate hearing protection.

### Unauthorised Access

All areas off limits to the general public shall be confirmed with the event organisers and a suitable means of identifying authorised persons shall be clarified before the event.

Stewards shall monitor all areas of the venue to deter access as appropriate.

### Site Access

All vehicular movement on the public highway/footpaths shall be marshalled or stewarded by personnel in high visibility vests.

Suitable and sufficient signs stating "Warning: Site Entrance" shall be displayed on the approaches to the site.

There shall be no vehicular movement on the site one 1½ hours before the start of the event and all vehicles shall be cleared from the site 1 hour before the event.

There shall be no vehicular movement during the event until all public are off the site or until so authorised by the event safety co-ordinator.

All vehicles entering the site shall do so at no more than 5m.ph. Adequate and sufficient signs shall be displayed to ensure all drivers are aware of restrictions.

### Emergency Vehicle Routes

Security, stewards, marshals and all staff shall be made aware before the event and during the event period the location of the emergency exit routes, HGV and delivery trucks shall be marshalled at all times.

Emergency vehicle RVP shall be secured and controlled by stewards.

### Artwork and installations

The siting of all artwork shall be assessed by the event safety co-ordinator (ESC) to ensure that crowd floors are not impeded, emergency exits blocked. The internal or external electrics to the artwork or installation shall be checked by the ESC. Where the artwork/installation stability is in doubt, the ESC shall ask for improvement to be carried out immediately.

### Netball Tournament

The event organisers shall reserve the right to defer netball tournament or other activities if the chosen performance area is unsuitable /overcrowded or there is adverse weather condition.

### Large Screen Display

The ESC/security shall be empowered to terminate performances if public safety is in question.

d) The prevention of public nuisance

Public Disorder - inside venue

A procedure shall be in place on how to deal with rowdiness, fighting, drugs, etc. This procedure shall be made known to all key personnel before the event.

All persons entering the site shall be searched by stewards at the entrances to the site.

The event organisers shall have a crowd control point to co-ordinate stewards and security and event response. A landline telephone shall be installed in this area.

Stewards shall be fully briefed prior to event both verbally and in writing.

Noise disturbance from loud amplified music

The event organisers shall comply with reasonable requests from noise officers or residents.

e) The protection of children from harm

A lost children procedure shall be in place throughout the event.

A designated area shall be identified and made known to all necessary staff for lost children welfare.

The premises shall comply with the regulations of the Licensing Act 2003 with regards of the sale of alcohol to underage persons.

The event organisers shall have in place a system for verifying age where in doubt.

**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.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 11).  
If signing on behalf of the applicant, please state in what capacity.**

|           |   |
|-----------|---|
| Signature | ELECTRONIC COPY – Signed Copy has been mailed |
| Date      | 7 March 2014                                  |
| Capacity  | Director of London LGBT Community Pride CIC   |

For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

|           |  |
|-----------|--|
| Signature |  |
| Date      |  |
| Capacity  |  |

|  |  |          |  |
|--|--|----------|--|
| Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)<br>AS ABOVE IN COMPANY DETAILS |  |          |  |
| Post town  |  | Postcode |  |
| Telephone number (if any)  |  |          |  |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional)  |  |          |  |

#### 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. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. 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.
7. 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'.
8. 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.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

