

Report No.
ES20243

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: LICENSING SUB-COMMITTEE

Date: 8th February 2023

Decision Type: Non-Urgent Non-Executive Non-Key

Title: APPLICATION FOR A PREMISES LICENCE FOR SOULTOWN
FESTIVAL 2022 CROYDON ROAD RECREATION GROUND BR3
3PR

Contact Officer: Steve Phillips, Licensing Officer
Tel: 020 8313 4659 E-mail: steve.phillips@bromley.gov.uk

Chief Officer: Colin Brand Director: Environment and Community Services

Ward: KELSEY AND EDEN PARK

1. Reason for report

- 1.1 To provide the Licensing Sub-Committee with information supporting them to determine this licence application.

2. RECOMMENDATIONS

- 2.1 The Licensing Sub-Committee asked to determine this application having taken into account the Council's Statement of Licensing Policy 2021 to 2026 and written and oral representations by the applicant and objectors.

Members can

1. Grant the licence
2. Grant the licence with the addition of conditions necessary to promote any of the licensing objectives
3. Exclude from the scope of the licence any of the licensable activities to which the application relates
4. Refuse to specify a person in the licence as the premises supervisor
5. Reject the application

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Impact on Vulnerable Adults and Children

1. Summary of Impact:

When making decisions under the Licensing Act 2003 the Council is required to promote the licensing objectives, one of which is the protection of children from harm.

Corporate Policy

1. Policy Status: Existing Policy:

The Council has adopted a statement of its licensing policy under the Licensing Act 2003 for the period 2021 to 2026.

2. BBB Priority: Children and Young People Excellent Council Quality Environment Safe Bromley Vibrant, Thriving Town Centres Healthy Bromley Regeneration

Financial

1. Cost of proposal: Licensing statutes allow for an appeal to the Magistrates Court against the Council's decision. Should an appeal be made, costs are likely to be incurred but it is not possible to quantify these.
 2. Ongoing costs: Non-Recurring Cost
 3. Budget head/performance centre: Public Protection and Portfolio
 4. Total current budget for this head: £2.4M
 5. Source of funding: 2022/2023
-

Personnel

1. Number of staff (current and additional): 2 Licensing Officers supported by 4.5 FTE admin
 2. If from existing staff resources, number of staff hours: Not Applicable
-

Legal

1. Legal Requirement: Statutory Requirement: The Council is the Licensing Authority for the Licensing Act 2003. This is a Non-Executive function and is delegated to the General Purposes and Licensing Committee. Where representations are received about a licence application, it is referred to the Licensing Sub Committee for a hearing and decision.
 2. Call-in: Not Applicable
-

Procurement

1. Summary of Procurement Implications: Not applicable
-

Property

1. No property implications for this application/licence.
-

Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: There are no significant implications.
-

Customer Impact

1. When considering and making a determination on this application Members need to balance the benefits of holding the licence against any adverse effects to the Public, Local Residents and Businesses by considering its impact against the licensing objectives
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? **Yes**. Ward Members were notified about the application by e-mail on 6th December 2022.
 2. Summary of Ward Councillors' comments: No Councillors responded to this application.
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Responsible Authorities Views

1. Have Responsible Authorities been asked for comments? **Yes**. They were notified about the application by e-mail on 6th December 2022.
 2. Summary of Responsible Authorities comments: comments from 2 Responsible Authorities we both concerned that the application would have a detrimental impact on the licensing objectives.
-

Residents and interested parties

12 representations were made by local residents objecting to the application, 1 representation was received in support of the application and 1 stating they were neither for nor against the application. These are contained in **Appendix 2**.

3. COMMENTARY

3.1. Licensing Act 2003.

The Licensing Act 2003 states that any premises requires a licence/certificate issued by the Council (premises licence/club premises certificate) where the following activities occur:-

Provision of regulated entertainment

- a) Plays. (Where the audience exceeds 500 people)
- b) Films.
- c) Indoor sporting events. (Where the audience exceeds 1000 people)
- d) Boxing or wrestling entertainment.
- e) Live music. (subject to the Live Music Act 2013 exemptions)
- f) Recorded music.
- g) Performances of dance. (Where the audience exceeds 500 people)

Provision of late-night refreshment (between 2300hrs and 0500hrs).

Supply of alcohol (on and off sales).

The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club.

The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place.

Licences/Certificates may be issued subject to any terms, conditions or restrictions the Council feels are appropriate to address any or all of the four licensing objectives.

The Council has previously agreed Bromley's Statement of Licensing Policy for the Period 2021 – 2026.

The Licensing Sub-Committee must consider the Statement of Licensing Policy and any Special Policy of Cumulative Impact currently in force when making any decisions in respect of these applications.

Members' attention is drawn to the following parts of the policy which are relevant to this application.

Description of the Premises

From the application form the description is as follows:

"The premises is a recreation ground. Ground in front of the tennis courts to the ground to the left of the hospital."

A satellite image of the premises can be found in **Appendix 4**.

Licensing History

The Soul Town Festival is in its fifth year at this location.

In 2018 There were issues with excessive noise and vibration.

In 2019 the applicant failed to meet all of the requirements of the noise management plans contained within the event documentation approved with the licence. The event also overran the agreed licensing hours.

In 2020 event did not take place due to Covid restrictions.

In 2021 there were reported issues with the following:

- Overcrowding
- Fake VIP tickets and wristbands
- People allowed to freely enter restricted area
- Temporary structure collapse
- Generators overloaded and tripped out
- Lost child returned to mother who was drunk
- Large queues at the bar which led to people buying in bulk
- Alcohol refusal log not kept at all bars

In 2022 three complaints were received from residents regarding the noise from the event. The Metropolitan Police Officers who attended the event reported that *“Overall a massive improvement on last year...a few little issues to iron out but overall it was a good event.”*

Details of the Application

The Application is for a 2-day licence from 12:00hrs to 22:00hrs on Saturday 2nd Sept 2023 and 12:00hrs to 21:00hrs on Sunday 3rd Sept 2023 for Regulated Entertainment and Alcohol Sales on and off the premises. The applied capacity is for 9900 people.

The event will comprise of a main open stage at one end of the site and an enclosed tented structure for live regulated entertainment provided by a DJ at the opposite end. There will be six main bars and a VIP area with bar. See **Appendix 1** for application form, site plan & Event Management Plan.

Representations

During the public consultation period the Council received a total of 12 representations from residents against the application, 1 in support and 1 stating they were neither for nor against the application. All the representations are contained in **Appendix 2**.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

- 4.1 Licensing regimes provide for additional controls through specific permissions to undertake activities. Both the Licensing Act 2003 and Gambling Act 2005 contain licensing objectives which seek to protect particular vulnerable groups. In the case of the Licensing Act 2003 it seeks to protect children from harm whereas the licensing objectives under the Gambling Act 2005 are wider and seek to protect children and vulnerable adults from being harmed or exploited.
- 4.2 Businesses and the Council are required to promote these objectives in the way they operate or make decisions.
- 4.3 Details of applications under both Acts are referred to the appropriate safeguarding teams for comment. None were received in this instance.

5. TRANSFORMATION / POLICY IMPLICATIONS

- 5.1 Both the Licensing Act 2003 and the Gambling Act 2005 require the Council to prepare, consult on and publish statements of their licensing policy. These must be reviewed at least every 5 years under the Licensing Act and 3 years under the Gambling Act.
- 5.2 Members should make decisions in accordance with these policies but are free to depart from them with good reason.
- 5.3 The current policies are -
- Statement of Licensing Policy 2021 - 2026
http://www.bromley.gov.uk/downloads/file/226/statement_of_licensing_policy_2021-2026
 - Statement of gambling policy 2022 - 2025
http://www.bromley.gov.uk/downloads/file/325/gambling_policy

6. FINANCIAL IMPLICATIONS

- 6.1 There are rights of Judicial Review and appeal to the Magistrates Court against the decision of the Sub-Committee under both the Licensing and Gambling Acts. If an appeal were to be lodged there are costs associated with defending it. These are difficult to quantify and the Courts can award costs. In the event of a successful appeal we could pay the costs of the appellant as well as our own. Equally if we successfully defended an appeal, it is open to the Court to order our costs to be paid by the appellant.

7. PERSONNEL IMPLICATIONS

- 7.1 Number of staff (current and additional): 1 Licensing Officers supported by 4.5 FTE Administration Staff.
- 7.2 If from existing staff resources, number of staff hours: A licensing application typically takes 7hrs professional officer time and 5hrs administration time.

8. LEGAL IMPLICATIONS

- 8.1 Any Parties involved in a hearing before a Sub-Committee can seek a Judicial Review if the Local Authority has failed to administer the hearing in accordance with proper procedures.
- 8.2 Any Party involved with the hearing before licensing subcommittee can appeal any decision made at that hearing to the magistrate's court.
- 8.3 The Council has adopted a procedure for the conduct of hearings.

9. PROCUREMENT IMPLICATIONS

There are no procurement implications.

10. PROPERTY IMPLICATIONS

There are no property implications.

11. CARBON REDUCTION/SOCIAL VALUE IMPLICATIONS

There are neutral environmental and carbon reduction implications from the proposals contained in this report.

12 CUSTOMER IMPACT

See para. 4 and 11 and Appendix 3 of this report.

13 WARD COUNCILLOR / OTHER STATUTORY CONSULTEES VIEWS

13.1 No Councillors objected to this application.

13.2 The full details of all representations contained in **Appendix 2**.

13.3 Responsible Authorities Views

13.4 Summary of Responsible Authorities comments: No Responsible Authorities objected to this application.

The following Responsible Authorities were notified about this application and their views sought

Responsible Authority	Date Notified	Comments
Licensing Authority	6th Dec 2022	No Objection
Metropolitan Police	6th Dec 2022	No Objection if proposed additional conditions accepted by applicant (further details in Appendix 3)
Planning Authority	6th Dec 2022	No Response
Trading Standards Service	6th Dec 2022	No Response
Public Health Nuisance Team	6th Dec 2022	No Response
Health & Safety Team	6th Dec 2022	No Objection
Child Protection Team	6th Dec 2022	No Response
Fire Authority	6th Dec 2022	No Response
Public Health	6th Dec 2022	No Response

13.5 Residents and interested parties

12 representations were made by local residents objecting to the application, 1 representation was received in support of the application and 1 stating they were neither for nor against the application. These are contained in Appendix 2. These representations are contained within **Appendix 2**.

Non-Applicable Sections:	Personnel and Procurement implications
Background Documents: (Access via Contact Officer)	Soft File Computer based records

Appendix 1

Application Form & Premises Plan

Application for a Premises Licence under the Licensing Act 2003

Please read the following instructions first –

- Use the Extra Page at the end of the form to provide further details if necessary
- When it is complete you can submit the form directly to us – click on the Submit Form button. You may wish to print and keep a copy of the completed form for your records. For help information about filling in this type of electronic form, click on the help information button
- [Please read the available information on the Licensing Act 2003](#)
- [Before completing this form please read the guidance notes](#)

I / We

Lucy Bateman

(premises licence holder name)

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, ordinance survey map reference or description

Croydon Road Recreation Ground
Beckenham
Kent

Postcode

BR3 3PR

Telephone number of premises

Non-domestic rateable value of premises (if you are unsure, you can use [this Government link for more information](#))

£0.00

Trading name of the business

ST EVENTS LTD

Part 2 – Applicant Details

Please state whether you are applying for a premises licence as:

As a Limited Company

Please confirm:

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
His Majesty's prerogative

☐

INDIVIDUAL APPLICANTS (fill in as applicable)

Title

First names

Surname:

Are you 18 years or older?

Yes

☐

No

☐

Date of Birth

Current postal address if different from
premises address

Postcode

Daytime contact telephone number

Email address

SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)

Title

First names

Surname

Date of Birth (you must be 18 years old or
over)

Current postal address if different from
premises address

Postcode

Daytime contact telephone number

Email address

OTHER APPLICANTS

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

Name

Lucy Bateman

Address

395 Green Lane
New Eltham
London
SE9 3TE

Registered number (where applicable)

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

Company Director

Telephone number (if any)

Email address (optional)

info@soultownfestival.com

Operating Schedule

When do you want the premises licence to start?

02/09/2023

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

03/09/2023

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

9900

General description of premises

Croydon Road Recreation Ground - Ground In Front The Tennis Courts To The Ground To The Left Of The Hospital.

Operating Schedule Continued

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

(Please see sections 1 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act)

Provision of regulated entertainment

- | | |
|---|---|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performance of dance (if ticking yes, fill in box G) | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |
|
i) Provision of late night refreshment (if ticking yes, fill in box I) |
<input type="checkbox"/> |
|
j) Supply of alcohol (if ticking yes, fill in box J) |
<input checked="" type="checkbox"/> |

In all cases complete boxes K, L and M (on the following pages)

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both? (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start time	Finish time	Please give further details here (please read guidance note 3)		
Mon	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Tues	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Wed	<input type="text"/>	<input type="text"/>	State any seasonal variations for performing plays (please read guidance note 4)		
	<input type="text"/>	<input type="text"/>			
Thur	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Fri	<input type="text"/>	<input type="text"/>	Non standard timings. Where you intend to use the premises for the performance of a play at different times than those listed, please list (please read guidance note 5)		
	<input type="text"/>	<input type="text"/>			
Sat	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Sun	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			

B

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

C

Indoor Sporting Events Standard days and timings (please read guidance note 6)			
Day	Start time	Finish time	Please give further details here (please read guidance note 3)
Mon	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
Tues	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
Wed	<input type="text"/>	<input type="text"/>	State any seasonal variations for indoor sporting events (please read guidance note 4)
	<input type="text"/>	<input type="text"/>	
Thur	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
Fri	<input type="text"/>	<input type="text"/>	Non standard timings. Where you intend to use the premises for indoor sporting events at different times than those listed, please list (please read guidance note 5)
	<input type="text"/>	<input type="text"/>	
Sat	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
Sun	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both? (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start time	Finish time	Please give further details here (please read guidance note 3)		
Mon	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Tues	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Wed	<input type="text"/>	<input type="text"/>	State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
	<input type="text"/>	<input type="text"/>			
Thur	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Fri	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Sat	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Sun	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both? (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start time	Finish time	Please give further details here (please read guidance note 3)		
Mon	<input type="text"/>	<input type="text"/>	Sound check at 10am		
	<input type="text"/>	<input type="text"/>			
Tues	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Wed	<input type="text"/>	<input type="text"/>	State any seasonal variations for performance of live music (please read guidance note 4)		
	<input type="text"/>	<input type="text"/>			
Thur	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Fri	<input type="text"/>	<input type="text"/>	Non standard timings. Where you intend to use the premises for the performance of live music at different times than those listed, please list (please read guidance note 5)		
	<input type="text"/>	<input type="text"/>			
Sat	12:00	22:00			
	<input type="text"/>	<input type="text"/>			
Sun	12:00	21:00			
	<input type="text"/>	<input type="text"/>			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both? (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start time	Finish time	Please give further details here (please read guidance note 3)					
Mon	<input type="text"/>	<input type="text"/>	sound check 10am					
	<input type="text"/>	<input type="text"/>						
Tues	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Wed	<input type="text"/>	<input type="text"/>	State any seasonal variations for playing recorded music (please read guidance note 4)					
	<input type="text"/>	<input type="text"/>						
Thur	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Fri	<input type="text"/>	<input type="text"/>	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times than those listed, please list (please read guidance note 5)					
	<input type="text"/>	<input type="text"/>						
Sat	12:00	22:00						
	<input type="text"/>	<input type="text"/>						
Sun	12:00	21:00						
	<input type="text"/>	<input type="text"/>						

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both? (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start time	Finish time	Please give further details here (please read guidance note 3)		
Mon	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Tues	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Wed	<input type="text"/>	<input type="text"/>	State any seasonal variations for the performance of dance (please read guidance note 4)		
	<input type="text"/>	<input type="text"/>			
Thur	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Fri	<input type="text"/>	<input type="text"/>	Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times than those listed, please list (please read guidance note 5)		
	<input type="text"/>	<input type="text"/>			
Sat	12:00	22:00			
	<input type="text"/>	<input type="text"/>			
Sun	12:00	21:00			
	<input type="text"/>	<input type="text"/>			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing				
			<div style="border: 1px solid black; height: 80px; width: 100%;"></div>				
						Will the entertainment take place indoors or outdoors or both? (please read guidance note 2)	
						Indoors	<input type="checkbox"/>
		Outdoors	<input type="checkbox"/>				
		Both	<input type="checkbox"/>				
Day	Start time	Finish time	Please give further details here (please read guidance note 3)				
Mon	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid black; height: 120px; width: 100%;"></div>				
	<input type="text"/>	<input type="text"/>					
Tues	<input type="text"/>	<input type="text"/>					
	<input type="text"/>	<input type="text"/>					
Wed	<input type="text"/>	<input type="text"/>	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) and (g) (please read guidance note 4)				
	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>				
Thur	<input type="text"/>	<input type="text"/>					
	<input type="text"/>	<input type="text"/>					
Fri	<input type="text"/>	<input type="text"/>				Non standard timings. Where you intend to use the premises for entertainment of a similar description to that falling within (e), (f) or (g) at different times than those listed, please list (please read guidance note 5)	
	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid black; height: 140px; width: 100%;"></div>				
Sat	<input type="text"/>	<input type="text"/>					
	<input type="text"/>	<input type="text"/>					
Sun	<input type="text"/>	<input type="text"/>					
	<input type="text"/>	<input type="text"/>					

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both? (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start time	Finish time	Please give further details here (please read guidance note 3)		
Mon	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Tues	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Wed	<input type="text"/>	<input type="text"/>	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
	<input type="text"/>	<input type="text"/>			
Thur	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Fri	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Sat	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Sun	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption: (please read guidance note 2)	On the premises	<input checked="" type="checkbox"/>		
				Off the premises	<input type="checkbox"/>		
				Both	<input type="checkbox"/>		
Day	Start time	Finish time	State any seasonal variations for the supply of alcohol (please read guidance note 4)				
Mon	<input type="text"/>	<input type="text"/>	<div></div>				
	<input type="text"/>	<input type="text"/>					
Tues	<input type="text"/>	<input type="text"/>					
	<input type="text"/>	<input type="text"/>					
Wed	<input type="text"/>	<input type="text"/>					
	<input type="text"/>	<input type="text"/>					
Thur	<input type="text"/>	<input type="text"/>				Non standard timings. Where you intend to use the premises for the supply of alcohol at different times than those listed, please list (please read guidance note 5)	
	<input type="text"/>	<input type="text"/>				<div></div>	
Fri	<input type="text"/>	<input type="text"/>					
	<input type="text"/>	<input type="text"/>					
Sat	12:00	22:00					
	<input type="text"/>	<input type="text"/>					
Sun	12:00	21:00					
	<input type="text"/>	<input type="text"/>					

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

Title	<input type="text" value="Mrs"/>
First Name(s)	<input type="text" value="Lucy"/>
Surname	<input type="text" value="Bateman"/>
Date of Birth	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Personal licence number	<input type="text"/>
Issuing licensing authority	<input type="text"/>

Please print the 'Consent of individual to being specified as premises supervisor' form and have the person specified above sign and confirm the details given.

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

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)	
Day	Start time	Finish time		
Mon	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Tues	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Wed	<input type="text"/>	<input type="text"/>		Non standard timings. Where you intend to use the premises to be open to the public at different times than those listed, please list (please read guidance note 5)
	<input type="text"/>	<input type="text"/>		
Thur	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Fri	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Sat	12:00 <input type="text"/>	22:00 <input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Sun	12:00 <input type="text"/>	21:00 <input type="text"/>		
	<input type="text"/>	<input type="text"/>		

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

Please see EMP.

b) The prevention of crime and disorder

Please see EMP

c) Public safety

Please see EMP

d) The prevention of public nuisance

Please see EMP

e) The protection of children from harm

Please see EMP

I have enclosed the plan of the premises

☒

I have enclosed the consent form (for further information [please visit our application forms webpage](#) and follow the guidance under the **Variation of DPS for an Existing Licence** heading)

☒

I understand I must now advertise my application

☒

I understand that if I do not comply with the above requirements my application will be rejected

☒

I am applying as an individual rather than a business / limited company and have enclosed proof of my entitlement to work in the UK (for information on what you can provide as evidence, [please reference our evidence guidance notes](#))

☐

☐

Please attach evidence using the 'Upload & Attach Files' button.

Types of files accepted as attachments: gif, jpg, jpeg, tif, tiff, bmp, png and pdf.

Please ensure that the documents you attach are complete and easy to read. If documents are incomplete or are difficult to read this may result in a delay in your application.

Declaration (please read guidance note 10)

[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.

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.

Confirmation of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 11) If confirming on behalf of the applicant please state in what capacity.

Confirmation☒

Name

Lucy Bateman

Date

01/12/2022

Capacity (owner, director etc.)

Director

For joint applications confirmation of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12) If confirming on behalf of the applicant please state in what capacity.

Confirmation☐

Name

Date

Capacity (owner, director etc.)

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Name

Lucy Bateman

Address

Postcode

Telephone number (if any)

If you would prefer us to correspond with you by email, your email address (optional)

Use this page if there is any other information that you think we should know about.

Information entered on this page will be sent to us, along with the data on the rest of the form when you use the "Submit" option.



SITE PLAN



E EMERGENCY EXIT

Soultown Festival Event Operational Plan 2023

Event Name	Soul Town Festival 2023
Event Location	Croydon Road Rec
Event Date	Saturday 2 nd September 2023 and Sunday 3rd September
Organisation	ST Events Limited
Document last updated	28/11/2022

1. Event management

1.1. *Pre Planning / Pre Consultations*

Several pre planning meetings will take place with Lucy Bateman, Joe Courtney, Triple A Events and First Spartan Security to agree the format, content, style, target audience to attract, opening times and safety of the event. We are looking at the existing format from 2022 and making minor improvements.

There will be meetings between Lucy Bateman and Joe Courtney with the police, ambulance service, fire service, noise (LBB), Health and Safety (LBB), Licensing (LBB), residents and any other concerned parties. Details of each meeting, date, time, location and notes can be found in the appendix.

1.2. *Event overview/improvements*

Summary/background

Soul Town has taken place this year for its 3rd year, and although several challenges were faced it was a success. It was a safe and secure live music event with well known Soul and Motown Artists from the 1970's. Soultown Festival 2022 was a huge success albeit not financially but nevertheless a safe and successful event. We will now focus on keeping the standards high whilst aiming to make the model more lucrative. At Soultown Festival 2023 there will be a maximum of 9,500 ticket holders on the 2nd and 9500 on the 3rd at the event in addition to artists, stall holders and event staff. The maximum amount of people on site will be 9900. The event is aimed at adults aged 25 to 65. After the festival in 2021 we have put an age minimum on attendees. We again plan to have a small allocation on the Saturday for 21 – 25's. The event will take place inside a fenced area with gates manned by security staff and stewards. VIP ticket holders will be given a wrist band with a clipped edge. No re-admittance will be allowed. Additional toilets including disabled toilets will be available in the event area and on the entrance, these will be increased this year. There will be toilets on the perimeter to stop people urinating in residents' gardens. There will be a VIP garden area to the right of the stage (left front of house). After our public residents meeting held on 7th Feb rubbish in people's gardens and irresponsible parking seems to be an issue. We have agreed with the residents to have parking marshals on said roads to prevent this. We also deploy rubbish teams further out to clear rubbish.

There will be a bar, food sellers and Soul/Motown memorabilia stalls available plus some rides. The Sunday event will mirror the Saturday with a different line up.

There will be six dispersal exits, two in Croydon Road, one by the exit to the back of Sainsburys and one in Village Way.

The event runs from noon until 22.00 hours on Saturday 2nd September 2023 and 21.00 on Sunday 3rd September 2023.

Visitors in recent years have been able to bring their own picnic blankets or festival chairs and relax whilst listening to great music however for 2023 we are going to disallow chairs and blankets for safety reasons.

Children admittance policy:

We have decided to allow families to still attend. This age range will need to be approved by an adult.

It is hoped that this will continue to become an annual event as we believe it brings additional income and footfall to the local high street/businesses.

1.3. Key event management contacts

Name	Role	Responsibility	Contact & radio channel if radio allocated
Lucy Bateman See organisational flow chart in separate document.	Event Controller	Overall responsibility Risk assessments, event plans legal compliance, fire points, site inspections. Compliance with premise licence.	07961 053 756
Joe Courtney	Event Controller/ Bar Management	Stock, staff, infrastructure.	07904131104
Colin Umbers Triple A Events Ltd	Production	Event infrastructure stage, lighting, power.	07875 492 625
First Spartan Security Solutions	Simon 01293 885877	Front entrance security and VIP security. Security, emergency vehicle access. Stall Holders. Asset mgt	01293 885877
Mind and Behaviour Limited	First Aid	First Aid until emergency services attend – ambulance on site	Steven Hurrell M: 07717 478 646 T: 0203 651 5129

1.4. Key event contacts – other

Contact	Service	Contact details	When?
Ian Downes	Sound propagation model.	07775745292	

	<p>Liaison between all parties including the promoter, sound engineer and Licencing Authority on all matters relating to noise control prior to and during the event.</p> <p>Production of onsite noise monitoring log and share with Licencing authority after event.</p>		
Ab fab and Five Star Marquees	Temporary structure/ Marquees and furniture	0800 085 1405	
Colin Umbers	Portable toilets and crowd barriers	07875492625	
James Gannon	Waste Removal	080825065750	
Event Photographer	Lily Watkins	07971375840	
Lucy Bateman	<p>Risk Assessments and Operational Plans.</p> <p>Engaging stall holders.</p>	07961053756	

Ansetts Scaffolding	Scaffold structures for banners and main entrance	07834247247	
First Spartan Security	Main security company	07958699441	
Stretch and Tents	VIP, Garden Party and gin garden stretch tents	07733326484	
Enteree Fencing	Perimeter fencing/ mojo barriers, ped barriers and crowd barrier fencing	07950804749	
Moulson Cors Bar equipment	Nathan	07734547943	
Toilet Always Welfare	Joe Foley	07824617233	
Glorious Gazebos	Brett	07799338005	
Jimmy Botton rides	Rides	07966909902	
5 star marquees	James McNally	07921778411	
Casablanca	Picket fencing / furniture hire	02084575807	
Host staffing	Bar staff	ross@host-staffing.co.uk	02077360122
Contact	Service	Contact details	Notes
SNT	Police	Edwin Sear edwin.sear@met.police.uk	

Tony Rose		lisecing@bromley.gov.uk	
Mind and Behaviour Limited	First Aid	steven@mindbehaviour.com	
James Cartright	Fire	James.cartright@london-fire.gov.uk	
Darren O'Rourke	Ambulance	Darren.O'Rourke@lond-amb.nhs.uk	07557565967
SAG REF		sag@bromley.gov.uk	1835283
Bar		Lucy Bateman and Joe Courtney	

1.5. Staffing

Staff required delivering the event. A team made up of Security staff, Traffic stewards, Stewards, Event Controller and two event managers will manage the event.

Volunteers & Volunteer manager Fest Buddies

1.6. Organisational matrix – please also see flow chart in appendix.

Police / Emergency services – James Cartright and Darren O'Rourke and Edwin Sear		
	Event controller & safety manager	
Security manager	Production & Artist manager	Event manager
Security staff	Production staff and artists	Stewards
	Crew	

Programme & production schedule

Production Schedule– prior to event day

Date	Task	Start	Finish	Resources/ who	Notes	Is Hand	Complete
June 2023	Noise management letter to residents and visit residents						
28 th Aug AM	Fencing erected/ Skip delivered Overnight security in place						
29 th Aug	Stage and tracking delivered.						
30 th Aug PM	Cabins arrive						
31 st August	Marquees and stretch erected						
31 st August	Steel decks for bars arrive and installed						
1 st September	Q flow scanners arrive Event Flag Hire						
1 st September	Picket Fencing delivered Rattan furniture Picnic benches						
1 st September	Décor arrives Stock for bars Bar management team on site All food traders to arrive and set up						
Production Schedule– event day 3rd September and 4th September							

Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
Stage set up and sound checks	10am	11am	Colin			
Display Premises Licence	10am	NA	Lucy			
Stewards briefed (radios, uniforms, counters, site plans etc.)						
Entrance gates set up						
Toilets						
Litter pickers and bins emptied						
Signs up (Lost child, first aid, no smoking etc.)						
See stall holder vehicles off site						
Set up inside marquee areas						
Put bins out						
Regular toilet checks and replenish hand sanitizers and toilet rolls						
Fire extinguishers and safety signage displayed.						
Proposed Line up schedule	Saturday 2nd September	Sunday 3rd September				
12pm						
1pm						

2pm						
3pm						
4pm						
5pm						
6pm						
7pm						
8pm						
9pm						
10pm						

Production Schedule– post event

Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
4th	Stage, fencing and generator broken down			Triple AAA			
4th	Stall holders off site			Event Merch			
5th	Toilets collected			Colin Umbers			
5th	Waste collected			RMS			
3rd	Cash from stall holders and food concessions handed over			First Spartan Security			
4 th - 9th	Litter pickers return to complete day light litter check			Soultown litter picking team			

8th	Record status of playground and grounds post event			Lucy Bateman Events			
8th	Return keys Aim is to be off site by 7 th September if possible			Lucy Bateman Events			

1.7. Run sheet/programme

	Set up						
Time	Stage & Power	Fencing	Stalls	Bar	Marquees	Furniture	Ticket gates
8am	Set up	Already in place.	Arrive & set up	Arrive & Set up	Arrive & set up	Arrive & set up	
10:00	Sound checks						
11:00							Set up

2. Health and Safety

The Health and Safety at Work Act 1974 <http://www.hse.gov.uk/legislation/hswwa.htm> is the primary piece of legislation that covers health and safety at work.

See separate Risk assessment and management statement.

2.1. Risk assessments – other contractors

All suppliers and stall holders are required to provide RAMS. These are available for inspection.

2.2. Security (briefing will take place on 02.09.23 at 10am)

A uniformed team of Security Industry Authority (SIA) registered guards will be on duty throughout the event to provide general security and crowd management, conducting high profile patrols of all areas within the event footprint, whilst providing reassurance to the public attending the event. Key locations within the site will have dedicated security to maintain access control, including the gates, stage area and VIP Garden.

Security will be positioned on the emergency gate to stop people parking and stop any vehicle entry.

Crowd Safety

The stewards will be welcoming customers into the event and creating a visible presence. On leaving the event stewards will remind all customers to leave quietly and hold a visual presence to assist in avoiding any problematic behaviour and noise.

Street Patrols – please find street patrol map in appendix.

Once the site is cleared we will deploy a team of security guards to patrol the residential streets within a 1 mile radius with particular attention to the roads leading to the high street. Our event objective is to keep public nuisance and noise to a minimum. We will have clear signage to advise customers to leave quietly and respect the neighbours. We have toilets situated on the perimeter which will be manned with patrols to eliminate any anti social behaviour.

Crime prevention

On entering the event, customers will be searched by a SIA licenced officer. In addition to this search wands will be used. There will also be a dog patrol unit on the entrance to deter any festival goers from bringing in illegal substances. Signage throughout the event will state our zero drugs policy. All confiscated goods will be stored in a confiscation bin which will be taken to a police station the following day.

The security team will have their own radio channel solely for their use to communicate any public trouble. Any public trouble within the event, the causers will be removed from the event and the police will be notified.

Visitors will not be permitted to bring alcohol or food into the event area.

The security staff will patrol in pairs. The response teams and managers will be wearing body cameras. We have appointed a separate asset management team.

They will keep in regular contact with the team supervisor.

The security team will engage with all stall holders and the general public promoting ongoing communication throughout the event.

Ticket sales are managed via Eventbrite/Simple Tix/ Ticket Master/ Fest Tickets -Interest in the event will be monitored in the run up and numbers of security and stewarding staff will be adjusted accordingly. A maximum of 9500 tickets will be sold.

The event area is surrounded by Steel Shield provided by Entertee (see appendix for insurance documents) fencing preventing vehicles from accessing the area except through one gate which will be closed during the event. No vehicle access or movement is permitted during the event (except for emergency vehicles).

It is expected that visitors will arrive at different times of the event to see their preferred artist perform, reducing any queueing time

There will be one entrance in with que lanes. There will be six exits to reduce overcrowding and minimise dispersal time. (See site map)

Security staff and stewards will see guests off site at the end of the event and will be present at each of the four exit points.

Security staff will be briefed prior to the event and reminded of their Griffin training.

Ratio of SIA licensed staff on site to capacity (including staff etc) of site is 1 per 94 plus a plain clothed response team. A full list of SIA badge numbers can be found in the appendix. This is within the guidelines of the Purple Guide and for the demographic planned, should be more than enough. On top of this, we have the stewards who will be on key points including emergency exits and non licensable areas.

A full security can be found as part of the Event management paperwork.

2.3. Stewarding

A team of Stewards will be on duty throughout the event. They will be fully briefed and aware of their duties and responsibilities as well as who is who at the event. They will all be wearing name badges. The briefing will include a reminder of Griffin training.

Stewards will be briefed on the communications plan so understand how they can cascade information or report incidents during the event and what to do in the event of an emergency.

Section 2.3 Stewards are being utilised on key points such as emergency exits and perimeter patrols. This is 1 per 500 people but again, is backed up with the SIA staff so all in all the whole crowd safety team is running at about 1 per 142

2.4. Emergency procedures

See separate Emergency evacuation procedure & policy

2.5. First aid / medical cover

Qualified CQC registered first aiders will be on site throughout the event and thirty minutes before and after the event. They will be contactable by radio. Ticket sales will be monitored and the number of first aiders will be adjusted accordingly.

The first aid and lost child points are clearly marked on the site map and will be included in the stewards and stall holders briefing.

Signs will be clearly displayed on site maps. All staff and stall holders will be informed of the locations. Discussions have taken place with Lucy Bateman, Steven Hurrell and Darren O'Rourke (LAS) and all parties are satisfied with arrangements in place.

Triple A Events is supplying and operating the power. They have provided copies of their insurance and RAMS. We will attempt to source silent generators – from noise complaints from previous year. Any cables that are not covered by event furniture will be covered with anti - trip cable protectors.

Triple A Events is supplying and operating the power generators for the stage, lights and sound, VIP area and floodlighting. The team has suitably experienced and qualified engineers required to comply and sign off with the current BS7909 regulations. Triple A has been recommended by local even professionals Lollipop Events. They have provided copies of their insurance and RAMS.

Triple A will

- ☐ Work out the routing of the cables, ensuring that cable runs do not create trip hazards and will either be relocated away from pedestrian areas, secure and any cables that are not covered by event furniture will be covered with anti - trip cable protectors/trunking.
- ☐ Produce a detailed plan of the set up for agreement with the Event organisers.
- ☐ Ensure cabling is suitable and able to stand adverse weather conditions.
- ☐ Ensure calculations are made that include all potential electrical requirements.
- Ensure that only electricians connect, maintain or work on the electrical systems. Danger signs will be displayed.
- Fence or barrier off all electrical supplies and distribution.
- Ensure generators are supplied with adequate fuel and are fenced off.
- Check their equipment brought onto site before it's connected to the site supply.
- Check that they have up to date PAT certificates and RAMS from any organisation that will be plugging in to their power supply.
- Provide adequate fire extinguishers

2.7. Fire safety

See RAMS

Fire hazards identified include:

- The generator and fuel
- Electrical and cooking equipment

Clear signs will be displayed showing escape routes and Fire extinguisher points.

An emergency plan has been developed and will be shared with the London Fire Brigade, Met Police, environmental health and London Ambulance Service

The assessment will be kept under review and revised where necessary

A daily RA will take place before the event starts

Big Wheel and Helter Skelter –paperwork been requested and will be uploaded by 1st August 2023.

2.9. *Temporary demountable structures*

Ab Fab are providing the Marquee for the beer tent and VIP Garden. A copy of their PLI and RAMS will be obtained. Glorious Gazebos will be providing artist gazebos. 5 star marquees will be providing the Chinese hat style bar marquees.

Ansetts Scaffolding will be providing the main entrance and banner structures. Full paperwork and sign offs will be provided and the temporary structure license has been applied for and can be found in the appendix.

Fire Exit and no smoking signs will be displayed.

The stage is provided by Triple A Events who will manage the stage throughout set up, running and de-rig.

2.10. *Animals at Events*

Registered guide dogs will be allowed to enter the event. This ensures we meet the equality act.

2.11. *Chemical attacks*

This policy details how a member of First Spartan Security Services is expected to deal with a deliberate or accidental exposure to a hazardous substance.

Although a relatively infrequent event, 'acid attacks' are on the rise.

Whilst we hope to never have to deal with such an event such as this as most are premeditated and 'planned', we follow the 'Remove, Remove, Remove' model.

Remove themselves/the casualty from the immediate area to avoid further exposure to the substance and it's effects. If the skin is itchy or burnt, find a water source.

Remove all outer clothing. Avoid pulling any clothing over their head. DO NOT pull off any clothing stuck to the skin.

Remove the substance from the skin using a dry, absorbent material to either soak it off or brush it off.

Rinse continually with water if the skin is itchy or painful.

Call 999

Staff are reminded that exposure to hazardous substances isn't always obvious. Signs can include, but not limited to, the presence of hazardous or unusual materials, a change in the environment such as vapour clouds, odd smells or tastes and/or unexplained signs of skin, eye or airway irritation, nausea, vomiting, twitching, sweating, disorientation, breathing difficulties.

Above all else, staff are reminded to exercise extreme caution and to keep a safe distance and

3. Communications

3.1. *Event communications – Surrounding residents*

An email has been sent out for a pre-consultation meeting in January 2023.

Dedicated website

Social Media

Banners in prominent positions around Beckenham (with LBB approval)

Estate agents boards

Online event directories

Neighbouring residents have received a letter through the door prior to the event.

We will attempt to visit all the neighbours that have gardens bordering the park.

Posters and fliers in local businesses, libraries and community centres

Fliers delivered to Residents through at promotional events within a wider radius than previous years.

Email marketing campaigns

Radio comms – emergency code words in place.

3.2. *Event day communications - Audience*

Fliers including site plans and programme timetables will be provided.

Timetables will be displayed on posters around the event area.

Clear signage will direct the public to the, toilets, lost child and property, information point and first aid. Stewards and stall holders will be briefed so that they can answer the public's questions.

3.3. *Event day communications – Internal*

➤ Personnel will be deployed into pairs and will have a radio link with our Event Control room based stage left (house right), which will be manned by our Event Controller who will record all radio transmissions and any incidents. Our controller will maintain an operational log including timings and all details captured during any incident. The Event Control room will also act as a lost persons

All stakeholders will be briefed on the plan prior to the event starting.

- Key event staff will be in contact by two way radios
- A contact list will include key staff with phone contact details and radio channel

4. Lost children

A Lost child point will be displayed on site maps.

Gate and front of house staff are trained not to let any children out through the gates if they are unaccompanied by an adult or do not have a valid excuse for not being with their parent/s.

Lost children will be taken to and collected from the Lost Child Point and supervised by a member of the event team who has an appropriate DBS check (i.e. no additional information suggesting that they are unsuitable to be looking after children/vulnerable people). The security manager and another member of the team have current Football Association Safeguarding awards.

The member of the event team looking after the lost child will not be left alone with that child.

1. A search of the immediate area and last known position of the child will be conducted. Announcements will be made over the stage PA requesting parents/guardians collect their child from the control room. Announcements will not refer to children specifically or give personal details, descriptions or names. The following scripts will be used:
 - a. Parent or guardian reports lost child – “This is a public announcement. If there are any children who have lost contact with their parent or guardian, please contact the nearest Security Guard or Steward.”
 - b. Child reports lost parent/guardian –
 - i. A member of the team will attempt to contact the parent by the mobile phone number on the child’s wrist band. If this fails the following announcement will be made over the PA. - “This is a public announcement. *Name* please make your way to the Lost Child point at the control Porta Cabin behind the stage”

ALL AREAS

2. Stewards & Security will be contacted by 2 way radio alerting all stewards that there is a lost child so that they are aware and can allay fears of any parents seeking help. Children’s names are not broadcasted over the radio. A subsequent radio alert will be sent to stewards once the child has been collected. Police will also be made aware if they have been involved.
3. If a child is reluctant to go with a parent or collecting adult a second opinion will be sought from the police. The parent’s or guardian’s proof of identity will also be obtained.
4. Records of the names, addresses, phone numbers and time of the incident will be kept. Parents/guardian’s will be asked to sign this on collection of their child.

5.1. *Premises Licence*

A premises licence has been applied for.

A personal licence holder will be on duty at all times alcohol is on sale.

A Security policy is in place (see separate document)

A Drugs policy is in place (see separate document)

An Entry search policy/procedure is in place, which includes use of wands, procedure if prohibited items are found and extent of searches. (see separate document)

Clear signage will be displayed showing the conditions of entry including:

Right of entry refusal if customers appear to be under the influence of alcohol or drugs.

No re-admittance

Security staff will wear body cams. Body worn video will be available for immediate download and kept for 31 days.

All drinks will be decanted into plastic/paper glasses except for can sales.

No alcohol will be permitted to be taken off site.

No drinks promotions will be permitted.

No re-admittance will be permitted.

Alcohol is not permitted to be brought into the licenced area.

Bars are under the direct control of the event organiser

Each Bar has a designated Bar manager.

Challenge 25 signs will be displayed.

The bar staff are trained on their responsibilities under the licensing act and Challenge 25.

There will be several water stations around the event to prevent dehydration.

5.2. *PRS and PPL Licence*

PPL (Phonographic Performance Limited) licence has been obtained to cover any recorded music on stage.

PRS (Performing Rights Society) licence obtained to cover live performances and recorded music on stage.

6. Insurance

ST Events are insured for Soultown Festival – Events insurance direct provides Public Liability cover of £5,000,000

7. Provision of food

Food and bars have all provided PLI, Hygiene certs and appropriate certificates for the equipment they will be using and have disclosed the Local Authority that they are registered with. A check will be made with the Local Authority (Environmental Health) of any unknown stall holders to see if there have been any complaints. Only stall holders with a hygiene rating of 5 Stars will be permitted.

There will be a free water station available for the public.

Stall holders will stop serving at 9.45pm

8. Site considerations

8.1. Site Plan

A site plan details:

Placement of all temporary structures	All other site infrastructure
Any fencing or barriers	Generator or power sources
Power supply runs (cables)	Entry and exit points
Emergency exits and assembly points are not on the plan as there are no gates or fences preventing the public from leaving the area.	First aid points
Information point	Lost children's point
Vehicle entry points	Any event décor, i.e. flags, banners etc.
Litter	We will deploy an extensive litter team within the event and on the event perimeter throughout the day. We will also concentrate on the residential streets post event to ensure minimal litter.. We are aiming to reduce the use of single use plastic.

8.2. Toilets

There are some public toilets on site.

Additional portable toilets will be brought taking the total number of toilets available to 195

Members of the event team will make regular checks throughout the event to ensure the toilets are clean and toilet rolls and soap /hand sanitizers are replenished.

There will be toilets on the perimeter of the site and entrance.

8.3. Vehicles on site

Suppliers with heavy or bulky equipment to unload will be allowed on the grass during set up and derig. Vehicles then need to be relocated off site.

Stewards will guide suppliers and stall holders to their allocated pitch and off site

Vehicles need to be off site 1 hour before the event opens.

No vehicle access or movement is permitted during the event (except emergency vehicles).

8.4. Traffic, transport and parking

The event website will advertise information on bus routes, car parks and the various entrances to the park to encourage visitors to use public transport and avoid traffic and parking problems. Visitors will be encouraged to leave the cars at home.

Since a lot of the advertising will be local, it is envisaged most visitors will arrive on foot.

No additional parking will be provided. There is ample parking in town. Directional signs will be placed on lamp posts(with LBB permission).

Parking, transport and traffic management.

Emergency entrance / exit – security on guard to ensure it is kept clear.

Advertising will include information on bus routes, car parks and the various entrances to the park to encourage visitors to use public transport and avoid traffic and parking problems.

Where it is not possible to include all the information, the address will not be provided but will display website where the address with bus routes etc is displayed.

No additional parking will be provided.

Based on previous events, it is expected that the visitors will disperse by 9.00pm encouraged by marshals.

Vehicles belonging to stall holders, rides, stage etc are directed to use the entrance on Croydon Road Recreation Ground next to the petrol garage to avoid disruption to residents. Two marshals either

end of the recreation ground & one at the other end will direct traffic in and out of the event area to ensure residents can get in and out of Croydon road, whilst event goers are encouraged to park in one of the High St car parks. Traffic cones will be placed around the entrance to the park.

Prior to the event residents of Croydon road and surrounding roads will be given a letter explaining plans for traffic management on the day with a contact number and email should they have any questions/concerns.

Added into PUB WATCH whatsapp group to make local business owners aware of any problematic customers.

See separate dispersal plan.

9. Environmental considerations

9.1. *Recycling*

A waste removal company will remove event rubbish at the end of the event.

Stallholders will take their rubbish away at the end of the day.

Recycle bins will be spread around the event, clearly marked according to what should be placed in each bin.

Members of the event team will regularly empty the recycle bins into the 1100L bins in the service road.

We have partnered with an official drinks company and have negotiated a contract that ensures that we minimise the use of single use plastic by using reusable polycarbonate cups, cans and tin bottles.

9.2. *Noise management*

It is envisaged that there will be minimal noise pollution as:

- The event hours are noon till 22.00/21.00 allowing time for setting up the less complicated elements between 8am and 10pm. Sound and propagation checks and rehearsals will take place between 10am and 12 noon. Music will finish at 22.00/21.00 with a DJ to finish the last half hour to allow time on line up if it over runs.
- A qualified and experienced Noise control Consultant who is a member of the IOA, experienced in noise propagation and control from music events and adhere's to the IOA code of conduct will be appointed.
- The noise control consultant shall liaise between all parties including the promoter, sound engineer and the Licencing Authority on all matters relating to noise control prior to and during the event.

- During the event the Noise Consultant shall monitor noise levels at locations determined appropriate in the Management Plan. A Monitoring Report, demonstrating compliance with the relevant licencing conditions shall be submitted to the London Borough Bromley's Environmental Health Department within 14 days after the event.
- Silent generators will be used for the main power supply.
- The elements that require longer set up and de-rig or are noisy (.i.e. fencing, stage, waste bins and marquees) will be arranged prior to the event day and derigged the following day so that neighbours are not disturbed in the early hours.
- The entertainment will be kept within permitted decibels (65dB(A)), monitored and controlled by qualified and experienced sound engineers.
- The control limits set at the mixer position shall be adequate to ensure that the MNL shall not at any noise sensitive premises exceed 65dB_(A) over a 15 minute period throughout the duration of the event., throughout any rehearsal, sound check of sound propagation test.
- At 1m from the façade of any noise sensitive premises the music noise level shall not exceed L_{eq}(15min) 80dB in the 40, 50, 63 and 80 Hz third octave bands.
- Stall holders and event suppliers will be asked to keep noise to a minimum during set up and de-rig.
- Visitors will be reminded they are in a residential area and to keep noise to a minimum when leaving.
- Stack flown speakers will be at either side of the stage pointed into the event area and away from residents. The PA system is Line Array digitally controlled. Angles and dispersions will be calculated on the day of rigging.(see site map)
- A sound propagation model will be submitted to and approved by the London Borough Bromley's Environmental Health Department. Sound propagation modelling will demonstrate that the Music Noise Level does not exceed 65dB(A) at the nearest noise sensitive receptor.(Locations to be included and added to the site plans once IOA noise consultant has been appointed and had input)
- The promoter, sound supplier and all individual sound engineers will be informed of the sound control limits and the noise management plan will be shared with them.
- Visitors will not be permitted to take their drinks outside of the licensed area to discourage visitors sitting near resident's gardens and disturbing them.
- Noise will filter out at the tennis courts and sound checks will include a check close to the boundary of the neighbouring properties.

The noise management plan is shared with the event team and stall holders as part of the pre event briefing.

The locations and directions of the stage/speakers are shown on the site plan (attached).

Details of the time, date and duration of set up and dismantling of the stage and other associated noise generating activities (refuse disposal, provision and emptying of toilets, generators etc) outside

the times of the performances are detailed in the production schedule (19th November 2019) and will be submitted to the Licensing Authority for approval. **Page 52 of 62**

Neighbouring residents likely to be affected by music from the event will receive a letter with the event details, hours of regulated entertainment, hours of any set up and de-rig activities, contact email /phone number for pre event concerns/questions and an event day contact should they wish to raise a noise complain on the the day.

The circulation area includes residents in Croydon Road, Whitmore Road and Village way and The Cator Medical Centre will be informed.

A dedicated noise phone line will be manned throughout the event.

We will attempt to visit all neighbouring residents with gardens backing on to the park prior to the event.

Details of set up and de-rig activities are set out in sections 1.6 and 1.7 above.

Complaints will be dealt with sympathetically and professionally. All complaints will be logged including; date, time, name, cause and action taken. The noise management plan will be reviewed following any complaints.

9.3. *Surface protection and trees*

Stewards will carefully guide vehicles on and off site to load or unload taking account of the plants and furniture/benches. Vehicles will be repositioned off site after unloading. Only vehicles that are essential to the event are allowed on site during the event (i.e.Control Porta Cabin, stage, ice cream van etc.).

Euro tracking will be provided for the stage, marquee and for emergency vehicle access. The site plan will take account of potential problem areas.

Appendix 2

Representations

Soul Town 2023

Objections

Objection 01: Village Way Beckenham

12/12/2022 4:51 PM 12th December 2022

I OBJECT to the Soultown Music Festival going ahead as proposed in the application because:-

A. The venue is not appropriate for a 2-day Music Festival of this size;

B. It is unacceptable to have the concert on Sunday afternoon. It should only be allowed on Saturday afternoon, from 2pm - 10pm, at most!

C. 7 whole days is too long for the two thirds of the park to be unavailable to the large number of residents, especially the dog walkers;

D. The noise at Ground Level for those of us whose houses back onto the Croydon Rec is unacceptable, causing some of us to have to LEAVE OUR HOMES for long periods on both days; and

E. The event takes place on the last weekend of the summer holidays, just before the schools re-open and as such is not acceptable.

I would like to attend the Licensing Committee to express my objections vocally.

Objection 02: Village Way Beckenham

15/12/2022 7:30 PM

I wish to object to the Soultown festival held in Croydon Rec as it is too loud, too long and too crowded for a small public park surrounded by residential housing. I've no objection to it being held in a suitable festival site.

I understand that some of the profit goes to the company looking after the park, but it is not used for the park upkeep and the park is not being looked after as it was - paths need repairing, beds need weeding and benches need renovating among other things. None of the profit goes to local charities unlike the case with the Firework display. We were told the small gazebo would be decorated but this has not happened.

Objection 03: Whitmore Road Beckenham

23/12/2022 6:10 PM I object to Soultown 2023 being held in Croydon Rec.

Last year an even larger area of the park than usual was out of bounds to regular park users during the event, and set-up and dismantling.

The noise levels once again (2022) were extremely high: there is no escape as the music, tannoy announcements and generator noise is constant for two whole days. It is impossible to enjoy our garden and we cannot escape the high volume even indoors.

Set-up and break down is also very noisy with increased heavy vehicle traffic.

Traffic is increased throughout the event, particularly as people leave and cabs congregate.

The organisers last year said they were considering a single day event - even this would be better (an opinion shared by many at a local meeting with organisers Councillor and Police)

This family park is not an appropriate venue for an event of this scale.

Objection 04: Village Way Beckenham

28/12/2022 1:02 PM I would like to leave a complaint about the Soul Town Festival which took place this summer. 2 Stages were erected at each end of the park this resulted in a clash of sound (not music) which took place over 2 days!! I suffered from Tinnitus as a direct result of this noise and I was unable to sit in my garden. Also the vibrations on my windows was very loud.

Furthermore a friend of mine who attended the Festival ended up in A@E as she inhaled weed /substance smoked by many of the attendees. The loss of amenity meant I was unable to be in my

garden with my family and have regular walks in the Park. I hope that this complaint will be in address in any future Festivals take place .

Objection 05: Durban Road Beckenham

29/12/2022 1:52 PM Would it be possible to block anyone but local residents from parking on Durban Road and the other narrow roads immediately around Croydon Road Rec when Soultown and other big events are on in the park? It becomes absolutely impossible for residents to park anywhere close to our homes on these days and the whole area becomes grid locked.

Objection 06: Durban Road Beckenham

29/12/2022 2:34 PM Absolutely hideous idea to hold the event at Croydon Rec. Every year there is some kind of trouble and violence, car crashes on small tight roads such as Durban Road.

Alleyways are used for urinals. We have had to clear up human vomit and worse. Alcohol bottles and rubbish left everywhere for residents to tidy up.

It's about time the council took note and listened to the local residents who have to put up with the behaviour and antics that go on at such events. We also have to put up with music that's so loud the windows shake. It is the wrong place to hold such an event, no parking facilities means we can't leave the house as you can't find a parking spot when you return. Please do not let this event be held here ever again.

Objection 07: Durban Rd Beckenham

29/12/2022 3:38 PM The park is too small for this event. There is no parking in the surrounding area. The noise is excessive. We had police chasing suspects through our back gardens on Durban Road from a stabbing incident which took place during the festival. The festival organisers damage the park and don't repair it afterwards.

Objection 08: Croydon road Beckenham

29/12/2022 4:17 PM I'm a resident with young children and a dog. We were not able to use the park during the festival and a few days before and after the festival due to how they gated the entire park.

I'm totally against it !!! The festival is too big for this small park. Also it caused lots of damage to the park and residents. We had a few drunk men weeing in our front garden. Out of control!!!

Objection 09: Croydon road Beckenham

29/12/2022 4:25 PM This festival is too big for this park. For many days we couldn't use the park due to how the festival overtook the entire park.

I'm totally against this festival as it caused lots of damage to the park and residents. It's out of control!!! We had a few drunk men weeing in our front garden as it was a public toilet. Disgusting!!!

Objection 10: Durban Road Beckenham

29/12/2022 4:50 PM No parking provisions for attendees means they block nearby roads. This year local residents (elderly or with children) on Durban Road could not park on their own road in the afternoon.

In 2022, there were significant disturbances in the back gardens of Durban road (with police involvement) after the end of the event. The event makes the weekend unenjoyable for local residents who live in the area.

Objection 11: Croydon Road Beckenham

29/12/2022 5:42 PM I strongly object to this application.

The drinking at this venue causes phenomenal problems for local residents. The people attending the venue feel that it is fine to act like animals. There is always blatant drug selling & drug taking at this event. We have aggressive & violent people urinating in doorways, vomiting all over the place. NEVER ANY POLICE TO HELP. When the drunks come out of the venue at different times throughout the day, they feel it's fine to act in an animalistic way.

I have challenged numerous people about what they are doing (men, women, young & old) & I am always met with aggression & threats of violence.

Last year we purchased ten litres of disinfectant to clean up all of the disgusting health hazards that these people left behind.

There are lots of events happening which are absolutely fine throughout the year but none are anything like this event.

This event is a true nightmare for local residents and most definitely should not be allowed to serve alcohol whatsoever.

Objection 12: Durban Rd Kent

30/12/2022 11:47 AM I live on Durban Road and wholly oppose the licence being granted for this event. Having seen aggressive ,abusive behaviour over parking or driving down my road plus discarded drugs and our alleys being used as toilets I am horrified the event is being considered again. Each year more of the parks is lost to the use of local residents, mainly children and the infrastructure does not support such a large event. When we moved here the park was not used for such events but we've been given no consideration to the detrimental effect it has on our lives. Please do not issue the licence again

Supporters

Supporter 01: Durban Road Beckenham

29/12/2022 12:18 PM I fully support this event and generally has been organised considerably in past years. I would like to suggest that more is done to dissuade people from driving to the event as parking for residents becomes a total nightmare, many residents local to Balgowan school have small children and having to park 4 streets away isn't great!

Perhaps local streets could have temporary resident only parking status?

Another problem is the narrow streets in the area get extremely difficult to navigate and cross paths, and there have been a number of problems with tempers being controlled. a temporary one way system through the same streets may help if parking cannot be contained to residents?

Other Representations

Birchwood Avenue BECKENHAM

29/12/2022 6:05 PM I don't support or object but I welcome any opportunity to bring money into the local economy. More needs to be done however to manage the rubbish which is left in the park and local area following the event. The past two years, bins on Village Way have been overflowing and rubbish strewn across the street and surrounding streets. The park and local area should be cleaned the following morning of each event day at the very latest. It's completely unacceptable. I walk my dogs in this park and the amount of plastic glasses and other rubbish both around and outside the venue area is disgusting. Ban single use plastic glasses and enforce that organisers use a deposit system for drinking containers which can be returned and reused. No money is ever reinvested in the park which is (like most Bromley parks) in a poor state and needs urgent investment.

Appendix 3

Police Conditions Agreed by Applicant

Police Conditions Agreed by Applicant

The event management plans for each event shall include the following information as a minimum; site plans, stewarding/security plans to include regular weapon sweeps before, during and post egress, crowd management plans, medical plan, fire plan, specific safety policies, risk assessments, traffic management plans, possible noise nuisance plans, and ingress/egress plan.

Any queue to enter the premises that forms outside the premises shall be kept orderly and supervised by SIA door supervisors to ensure that there is no nuisance or obstruction to the public highway and footpaths.

There will be no re-entry to the premises by members of the public.

Attendees will be counted throughout the event both entering and leaving so that the total number of attendees inside the event is known at any time.

All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high-visibility jackets or vests.

The Licence Holder will operate an anti-drugs policy in conjunction with a search and seizure policy in compliance with agreed memorandum of understanding. This will also include storage and disposal procedures. Signage will be displayed throughout the premises. Any amendments to the policy must be agreed in writing with Police Licensing Team 30 days prior to any event.

The Licence Holder will operate a weapons policy in conjunction with search and seizure. This will also include storage and disposal procedures. Any amendments to the policy must be agreed in writing with Police Licensing Team 30 days prior to any event.

The Licence Holder will operate an anti-theft policy, which will include the reporting of theft, safe storage of found items, storage and disposal procedures for all items of property found or discarded at the premises. Signage will be on display in prominent places advising customers to safeguard their property. Any amendments to the policy must be agreed in writing with Police Licensing Team 30 days prior to any event.

The Licence Holder will operate a search policy which includes searching everyone who enters the event including all staff and artists. All bags will be searched and all those entering will pass through the metal detector and/or wands search area.

A clear and visible notice shall be placed at the entrance to the premises advising those attending, that it is a condition of entry that customers agree to being searched and that police will be informed if anyone is found in possession of controlled substance or weapons

An incident log (which may be electronically recorded) shall be kept at the premises, and retained for at least six months, and made available on request to police or an authorised officer from the local authority. It will be supplied to the police and local authority in electronic format within 7 days of the event. The following details shall be recorded:

- Date of incident

- Time of incident
- Location of incident
- Persons concerned
- Summary of incident
- Identification of any Emergency Services Personnel who attended if known

CCTV shall be in operation throughout the premises and must be retained for 31 days after the event and made available to Police or Council upon request. During the event any CCTV request made by Police should be provided on a useable digital format within 2 hours

The licence holder will engage with freely available counter terrorism advice and guidance through Counter Terrorism Protect Officers and Counter Terrorism Security Advisors

The Premises Licence Holder will allow uniformed Police to periodically attend the premises upon prior agreement with the Premises Licence Holder/DPS in order to carry out advance drug searching techniques, including (but not limited to) requiring customers to take part in drug analyser testing as a condition of entry, and passive drug dog sweeps of the premises and queue.

No drinks shall be supplied in glass containers, and no drink shall be supplied in sealed containers.

SIA door staff will be deployed at the event at a minimum ratio of 1:94. Body Worn Video will be worn by all SIA door staff who are deployed at entry points and those dealing with the ejection of patrons from the event

When SIA door staff are deployed records will be kept of the following details of any door-supervisor employed at the premises: -

- Name and date of birth
- Full 16 digit SIA badge number
- Dates and times employed

These records must be made available, in useable form, to the Metropolitan Police, Local Authority officers or authorised officers of the Security Industry Authority upon request.

Free water will be available to attendees to consume at clearly displayed areas on the site.

A direct telephone number (mobile to be held by duty manager) will be provided to neighbouring premises to be used in the event of a complaint of noise nuisance.

There shall be a documented dispersal policy, as agreed with the relevant responsible authorities, implemented at the premises and a copy lodged with the Police Licensing Team. Any amendments to the policy must be agreed in writing with Police Licensing Team 30 days prior to any event.

Appendix 4

Satellite Image of Premises

