

# Appendix 1



\* required information

**Section 1 of 21**

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

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

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

Are you an agent acting on behalf of the applicant? Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Yes  No

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

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

Applying as an individual

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

**Applicant Business**

Is the applicant's business registered in the UK with Companies House?  Yes  No

Registration number

Business name  If the applicant's business is registered, use its registered name.

VAT number   Put "none" if the applicant is not registered for VAT.

Legal status

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



*Continued from previous page...*

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

Building number or name

City or town

County or administrative area

Country

**Agent Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

**Agent Business**

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

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

Is your business registered outside the UK?  Yes  No

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Business Address**

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

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

**Premises Address**

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

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

## Section 3 of 21

### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

### Confirm The Following

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

## Section 4 of 21

### NON INDIVIDUAL APPLICANTS

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

#### Non Individual Applicant's Name

Name

#### Details

Registered number (where applicable)

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

Continued from previous page...

Company limited by shares

**Address**

Building number or name

City or town

County or administrative area

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth     
dd mm yyyy

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

Add another applicant

**Section 5 of 21**

**OPERATING SCHEDULE**

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

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

Provide a general description of the premises

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

Little LDN is a new cultural hub and entertainment venue in the heart of East London's Hackney Wick. It spans one level, and is a re-purposed studio space, comprising a main event room, bar area, office, first-aid room, cloakroom, toilets and outside back area.

It will be used primarily for music events (taking place in the main event area), with the possibility of private hire for other

*Continued from previous page...*

activities such as fitness classes, private functions/activations, and photo shoots.

The premises expects 1-2 events per week, spanning 7pm to 3am, for a capacity of no greater than 320 persons (including staff).

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

### Section 6 of 21

#### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes  No

### Section 7 of 21

#### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes  No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

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THURSDAY

Start

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Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

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End

SUNDAY

Start

End

Start

End

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

- Indoors       Outdoors       Both

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

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

Whilst not the primary intended purpose of the venue, Little LDN would seek the option to show films (either as the sole form of entertainment, or complementary to other entertainment), with the possibility of doing this outside the hours of 0800-2300.

State any seasonal variations for the exhibition of film

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

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

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

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes       No

**Section 9 of 21**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes       No

Continued from previous page...

**Section 10 of 21**

**PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

Start

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Start

End

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

- Indoors                       Outdoors                       Both

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

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

Performance of live music (e.g. singing, acoustic/amplified instruments) as part of a program of entertainment. This may fall outside the 0800-2300 window

*Continued from previous page...*

There are likely 1-2 'club-night' music events per week, taking place approximately 1900-0300

State any seasonal variations for the performance of live music

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

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

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

Possibility for later 5am finishes on Christmas Eve, Boxing Day, New Year's Eve, New Year's Day and bank holiday weekends.

**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

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THURSDAY

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End

FRIDAY

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End

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End



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SATURDAY

Start	<input type="text" value="06:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="06:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the playing of recorded music take place indoors or outdoors or both? Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Indoors                       Outdoors                       Both

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

Music would be amplified in accordance with the venue's noise management policy, and monitored & logged. Recorded music shall normally take the form of a 'DJ act', however there is the possibility of the playing of incidental music in addition, for other events such as private events or fitness classes, which may take place outside the hours of 0800-2300.

There are likely 1-2 'club night' music events per week, from the approximate times 1900-0300.

State any seasonal variations for playing recorded music

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

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

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

Possibility for later 5am finishes on Christmas Eve, Boxing Day, New Year's Eve, New Year's Day and bank holiday weekends.

**Section 12 of 21**

**PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Yes                       No

**Standard Days And Timings**

MONDAY

Start	<input type="text" value="06:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

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

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TUESDAY

Start	<input type="text" value="06:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

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

THURSDAY

Start	<input type="text" value="06:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="06:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="06:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="06:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

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

- Indoors       Outdoors       Both

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

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

Any dance performances will likely be secondary and supporting to a musical act. This may fall outside of the window of 0800-2300.

There will likely be 1-2 events per week, from the approximate times 1900-0300.

State any seasonal variations for the performance of dance

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

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

*Continued from previous page...*

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

Possibility for later 5am finishes on Christmas Eve, Boxing Day, New Year's Eve, New Year's Day and bank holiday weekends.

### Section 13 of 21

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

[See guidance on regulated entertainment](#)

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

- Yes  No

### Section 14 of 21

#### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes  No

### Section 15 of 21

#### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes  No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

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Start

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WEDNESDAY

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Start

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THURSDAY

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Start

End

FRIDAY

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Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises     Off the premises     Both

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

State any seasonal variations

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

Whilst the above timings suggest an early open, the early start would just be for private events looking to provide hospitality to guests.

For club nights (1-2 per week), timings would likely be 1900-0300.

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

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

Possibility for later 5am finishes on Christmas Eve, Boxing Day, New Year's Eve, New Year's Day and bank holiday weekends.

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

**Name**

First name

Family name

Date of birth

Continued from previous page...

**Enter the contact's address**

Building number or name

District

City or town

County or administrative area

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

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

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

Reference number for consent form (if known)

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

**Section 16 of 21**

**ADULT ENTERTAINMENT**

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

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

N/A.

For club night events, entry will be permitted to over-18s only, guided by the Venue's Challenge 25 policy, identifying all attendees upon entry.

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

Continued from previous page...

TUESDAY

Start  End

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WEDNESDAY

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THURSDAY

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Start  End

FRIDAY

Start  End

Start  End

SATURDAY

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SUNDAY

Start  End

Start  End

State any seasonal variations

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

The venue will be open in the morning/day times for private hire only. Most music events (1-2 per week) are anticipated to take place from approximately 1900-0300.

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

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

Possibility for later 5am finishes on Christmas Eve, Boxing Day, New Year's Eve, New Year's Day and bank holiday weekends.

**Section 18 of 21**

**LICENSING OBJECTIVES**

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

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

*Continued from previous page...*

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

The promotion of the 4 licensing objectives shall be central to all planning and delivery of events at Little LDN. For each event taking place under this licence, a venue and event specific Event Safety Management Plan (ESMP), alongside other specific management plans, will be formulated by Little LDN's in-house production teams and approved contractors, who shall remain consistent throughout the season, so as to be familiar with the venue and operations.

Staff briefing, training, careful planning and constant review & update of these plans and policies will be implemented by management, who will strive for the highest levels of safety and minimise as far as reasonably practicable public nuisance and crime/disorder, through continuous dialog and relations with stakeholders, responsible authorities and local residents and businesses.

All venue proposed venue policies, method statements and operating schedules/procedures have been detailed in the venue's pro-forma Event Management Plan, which has been submitted to the police licensing officer for Tower Hamlets, Mark Perry. This document will form the backbone of operations to promote the licensing objectives at Little LDN, and will be kept updated in accordance with new regulations and regular communication with stakeholders and local responsible authorities.

#### b) The prevention of crime and disorder

The prevention of crime and disorder will be tackled by the following measurements:

- Standard venue policies season-wide detailed in each ESMP on:
  - o Search and seizure
  - o Ejection
  - o Drugs (under advice from the Metropolitan Police)
  - o Responsible Service of Alcohol
- Event and site-specific Security Management Plans from an SIA-accredited security contractor (likely Trojan security), including:
  - o Proposed minimum ratios (informed by industry standards as detailed in the Purple Guide, as well as audience/artist demographic).
  - o Stewarding deployment plan:
    - Locations
    - Roles
- Event-specific risk assessment into audience, artists, genre, location etc to determine any specific risks pertaining to the attraction of crime to the event.

#### c) Public safety

- Venue-wide H&S policy for all staff and contractors to be briefed on and follow.
- Event-specific risk assessment for all onsite features (inc. fire).
- Review of all relevant insurance and safety documentation (eg RAMS, electrical/fire compliance) of any suppliers or contractors before they are permitted onsite.
- Adequate consumer lighting in all areas onsite
- Consideration in ESMP for:
  - o Adverse weather
  - o Major incidents & evacuation
  - o Maximum capacity calculations (based on both plan area and evacuation)
  - o Accessibility
  - o Fire safety (including location and type of all FFE and signage)
  - o Site egress and dispersal
- Separate management plans (produced by relevant approved contractors) for:
  - o Security
  - o Crowd
  - o Medical
  - o Traffic & transport

*Continued from previous page...*

d) The prevention of public nuisance

- Noise management plan (produced by a suitably qualified Noise Control Consultant)
- Waste management plan
- Crowd Dispersal management plan (post-event)

e) The protection of children from harm

All music events shall be over 18. A venue policy with robust age-verification measures prior to entry to each event will be detailed in the ESMP.

Where children are permitted onsite, (e.g. family days), an addition will be made to that ESMP detailing procedure for:

- Lost children
- Safeguarding
- Details of any restricted/regulated content expected at the event (likely not present).

Where children are permitted onsite, they must be accompanied by a responsible parent or legal guardian.

## **Section 19 of 21**

### **NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**



*Continued from previous page...*

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

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

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

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

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

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

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

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

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

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

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

*Continued from previous page...*

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

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

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

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

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

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

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

## **Section 20 of 21**

### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

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

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

*Continued from previous page...*

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

**Section 21 of 21**

**PAYMENT DETAILS**

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

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

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

Band A - No RV to £4,300 = £100.00

Band B - £4,301 to £33,000 = £190.00

Band C - £33,001 to £8700 = 315.00

Band D - £87001 to £12500 = £450.00\*

Band E - £125001 and over = 635.00\*

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

Band D - £7001 to £12500 = £900.00

Band E - £125001 and over £1,905.00

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

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

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

Capacity 5000-9999 = £1,000.00

Capacity 10000 -14999 = £2,000.00

Capacity 15000-19999 = £4,000.00

Capacity 20000-29999 = £8,000.00

Capacity 30000-39000 = £16,000.00

Capacity 40000-49999 = £24,000.00

Capacity 50000-59999 = £32,000.00

Capacity 60000-69999 = £40,000.00

Capacity 70000-79999 = £48,000.00

Capacity 80000-89999 = £56,000.00

Capacity 90000 and over = £64,000.00

NOTE: From 1st January 2018 Licences if you are granted a Licence to permit the sale/supply of alcohol between midnight and 6am (00:00 and 06:00 hours) on any day you will be liable to pay the Late Night Levy charge. The charge must be paid 14 days after the grant of your Licence, unless you fall within one of the exemption categories. Non-payment of the levy can result in suspension of your licence, as per sections 55A and 92A of the Licensing Act 2003, as amended and section 229(6) of the Police and Social Responsibility Act 2011. For more information below visit <https://www.towerhamlets.gov.uk/latenightlevy>

Continued from previous page...

\* Fee amount (£)

190.00

## DECLARATION

\* I/we understand it is an offence, liable on conviction to a fine up to 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.

[APPLICABLE TO INDIVIDUAL APPLICANTS ONLY, INCLUDING THOSE IN A PARTNERSHIP WHICH IS NOT A LIMITED LIABILITY PARTNERSHIP] I UNDERSTAND I AM NOT ENTITLED TO BE ISSUED WITH A LICENCE IF I DO NOT HAVE THE ENTITLEMENT TO LIVE AND WORK IN THE UK (OR IF I AM SUBJECT TO A CONDITION PREVENTING ME FROM DOING WORK RELATING TO THE CARRYING ON OF A LICENSABLE ACTIVITY) AND THAT MY LICENCE WILL BECOME INVALID IF I CEASE TO BE ENTITLED TO LIVE AND WORK IN THE UK (PLEASE READ GUIDANCE NOTE 15). THE DPS NAMED IN THIS APPLICATION FORM IS ENTITLED TO WORK IN THE UK (AND IS NOT SUBJECT TO CONDITIONS PREVENTING HIM OR HER FROM DOING WORK RELATING TO A LICENSABLE ACTIVITY) AND I HAVE SEEN A COPY OF HIS OR HER PROOF OF ENTITLEMENT TO WORK, IF APPROPRIATE (PLEASE SEE NOTE 15).

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

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

\* Full name

Aengus Drennan

\* Capacity

Event Operations Consultant

\* Date

10 / 01 / 2023  
dd mm yyyy

Add another signatory

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

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

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

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

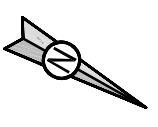
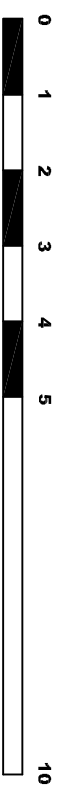
**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT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

**OFFICE USE ONLY**

Applicant reference number	<input type="text" value="LittleLDNv1"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

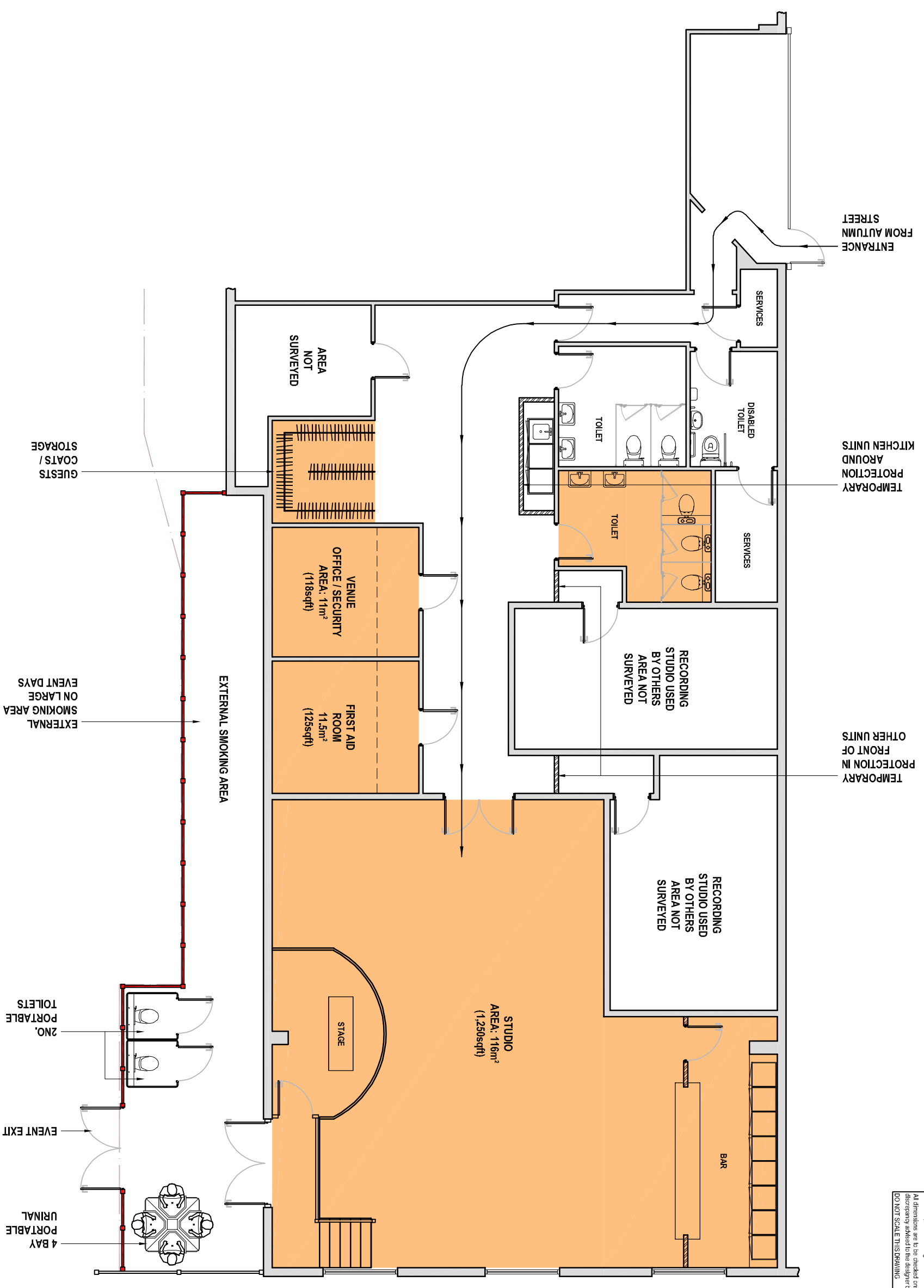
# Appendix 2





**KEY**

- EXISTING WALL
- PROPOSED INTERNAL STUDY WALL
- BOUNDARY LINE
- TEMPORARY HERAS FENCINGS



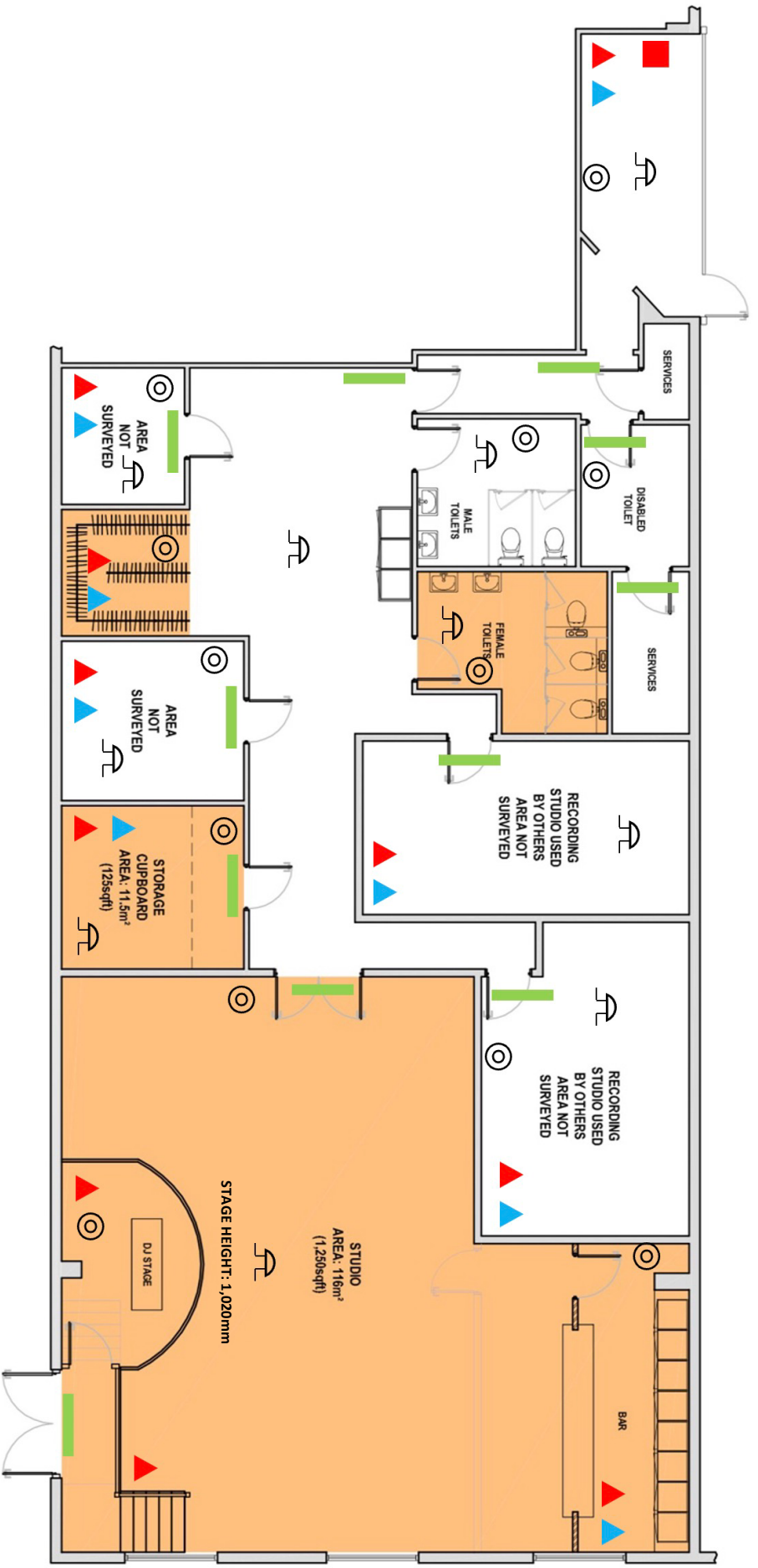
# LARGE EVENT DAY ANNOTATION


## PROPOSED GROUND FLOOR PLAN

DWG NO: LS-6196\_06 - SCALE: 1/100 @A3 - DATE: OCT 2023

UNIT 3, 39 AUTUMN STREET, HACKNEY WICK, LONDON, E3 2TT

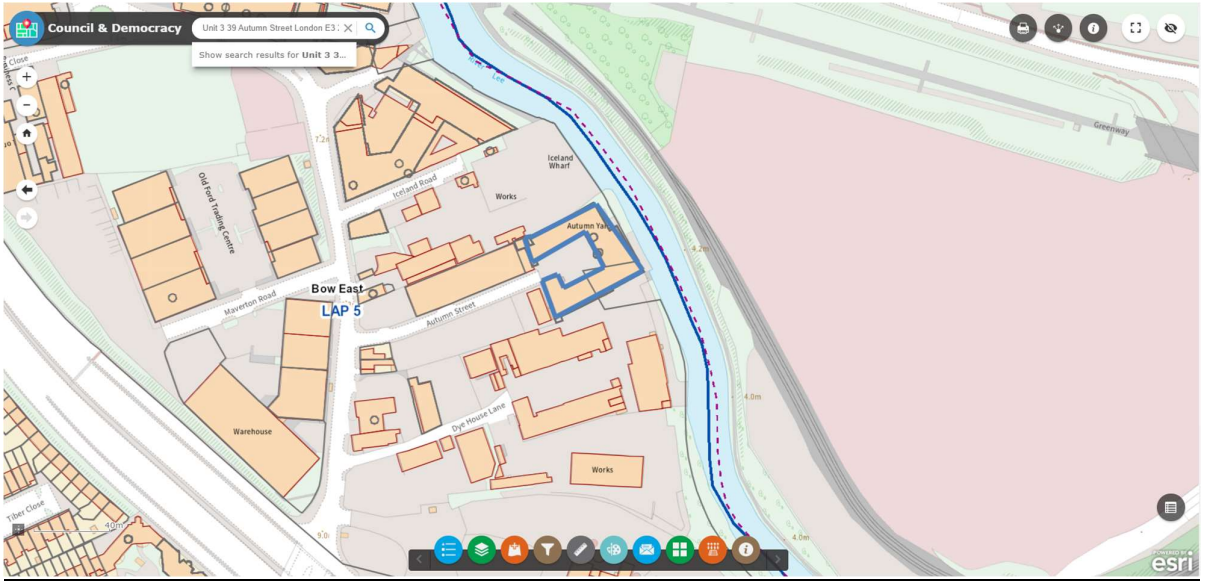
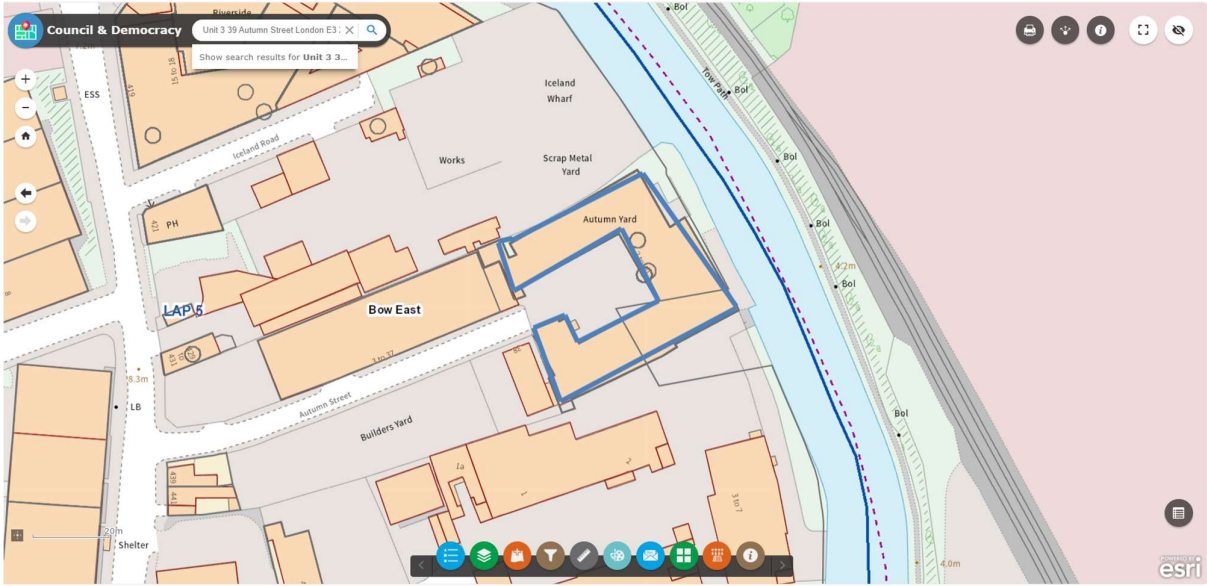
This drawing is copyright 2023 © and must not be reproduced in whole or part without obtaining written authority from OWNER. This drawing is to be read in conjunction with all other relevant Architectural, Structural Engineer or third party drawings. All dimensions are to be checked on site against site conditions and any discrepancies advised to the designer before any works commence. DO NOT SCALE THIS DRAWING.



KEY:	
	Fire Exit Sign
	Dry Powder Extinguisher 1kg
	Audible Alarm
	Alarm Activation Point
	Foam Extinguisher (9L)
	Fire Alarm Control Point

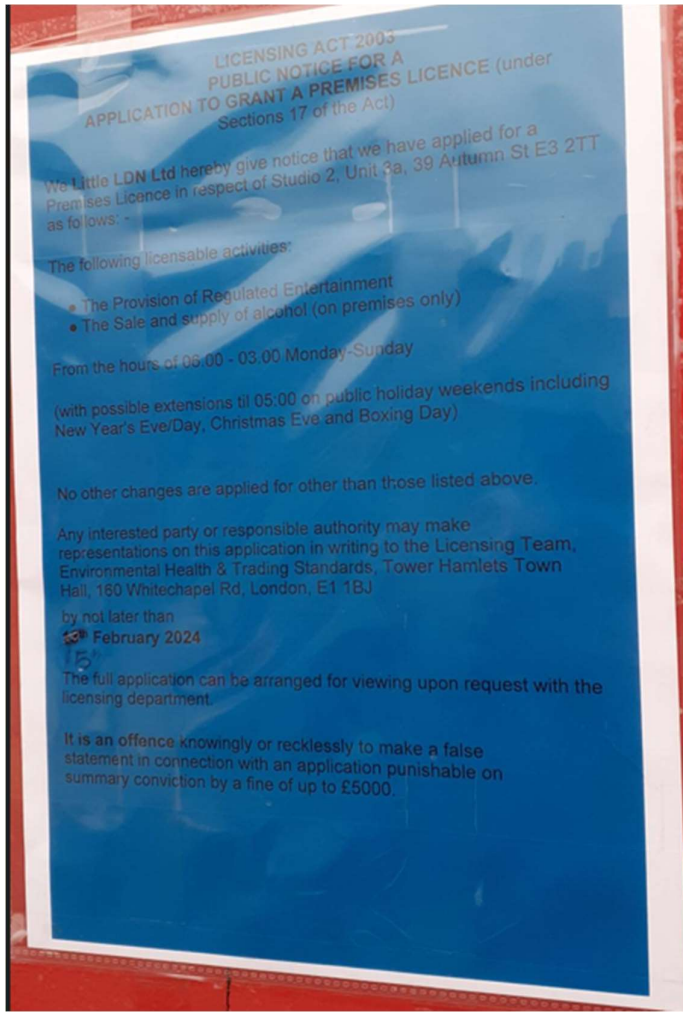
# Appendix 3

**Maps – Unit 3, 39 Autumn Street**



# Appendix 4

**Photos – Unit 3, 39 Autumn Street**











# Appendix 5

Name & Address	Licensable Activities/ Timings	Opening Hours
<p><b>(Casa Moro)</b>  <b>Unit 2a</b>  <b>39 Autumn Street</b></p>	<p><b>Sale of Alcohol (on &amp; off sales)</b>  Monday – Saturday 08:00 hours – 23:00 hours  Sunday 08:00 hours – 22:00 hours</p> <p><b>Provision of Late Night Refreshments</b>  Monday – Saturday 23:00 hours – 23:30 hours</p> <p><b>Non- Standard Hours (alcohol and LNR)</b>  Christmas Eve 08:00 hours – 00:00 hours (midnight)  New Year’s Eve – from terminal hours on NYE to 02:00 hours on New Year’s Day</p>	<p>Monday – Saturday 08:00 hours – 23:30 hours  Sunday 08:00 hours – 22:30 hours</p>
<p><b>(Shell Old Ford Shop)</b>  <b>445 Wick Lane</b></p>	<p><b>The sale by retail of alcohol (off sales)</b>  Monday to Thursday, from 06:00 hours to 23:30 hours  Friday and Saturday, from 06:00 hours to 00:00 hours (midnight)  Sunday, from 06:00 hours to 22:30 hours</p> <p><b>The provision of late night refreshment</b>  Monday to Sunday from 23:00 hours to 05:00 hours</p>	<p>Monday to Sunday 24 hours a day</p>
<p><b>(The Breakhouse Café)</b>  Unit 17, Bloc Riverbank  455 Wick Lane</p>	<p><b>The sale by retail of alcohol (On sales)</b>  Monday to Sunday from 09:00 hours to 23:00 hours</p> <p><b>The sale by retail of alcohol (Off sales)</b></p>	<p>Monday to Sunday from 08:00 hours to 23:30 hours</p>

	<p>Monday to Sunday from 12:00 hours to 23:00 hours</p> <p><b>The provision of films</b> Monday to Sunday 12:00 to 23:00 hours</p>	
<p><b>(The Lighthouse)</b> 421 Wick Lane</p>	<p><b><u>Sale by retail of alcohol (on sales only)</u></b></p> <ul style="list-style-type: none"> <li>• Monday to Thursday, from 10:00 hours to 23:00 hours</li> <li>• Friday and Saturday, from 10:00 hours to 00:00 hours (midnight)</li> <li>• Sunday, from 10:00 hours to 22:30 hours</li> </ul> <p><b>The Provision of Regulated Entertainment - Indoors</b> <b><u>(Films, Indoor Sporting Events and Recorded Music)</u></b></p> <ul style="list-style-type: none"> <li>• Monday to Thursday from 10:00 hours to 23:00 hours</li> <li>• Friday &amp; Saturday from 10:00 hours to 00:00 hours (midnight)</li> <li>• Sunday from 10:00 hours to 22:30 hours</li> </ul> <p><b><u>(Live Music)</u></b></p> <ul style="list-style-type: none"> <li>• Friday &amp; Saturday from 18:00 hours to 00:00 hours (midnight)</li> <li>• Sunday from 11:00 hours to 22:30 hours</li> </ul>	<p><b>The opening hours of the premises</b></p> <ul style="list-style-type: none"> <li>• Monday to Thursday from 10:00 hours to 23:30 hours</li> <li>• Friday &amp; Saturday from 10:00 hours to 00:30 hours (midnight)</li> <li>• Sunday from 10:00 hours to 23:00 hours</li> </ul> <p><b><u>Non Standard Times</u></b></p> <ul style="list-style-type: none"> <li>• Christmas Eve, St Patrick's Day, St George's Day, St Andrew's Day, St David's Day, Diwali Day from 10:00 hours to 02:00 hours (the following day)</li> </ul> <p>New Year's Eve is subject to the Regulatory Reform (Special Occasions Licensing) Order 2002. Which means that while that order is in effect the premises may remain open for twelve hours between 11pm in New Year's Eve and 11am on New Year's Day</p>

	<p><b>The Provision for Late Night Refreshments</b></p> <ul style="list-style-type: none"><li>• Friday &amp; Saturday from 23:00 hours to 00:00 hours (midnight)</li></ul> <p><u>Non Standard Times</u></p> <ul style="list-style-type: none"><li>• Christmas Eve, St Patricks Day, St George's Day, St Andrew's Day, St David's Day, Diwali Day from 10:00 hours to 02:00 hours (the following day)</li></ul> <p>New Year's Eve is subject to the Regulatory Reform (Special Occasions Licensing) Order 2002. Which means that while that order is in effect the premises may remain open for twelve hours between 11pm in New Year's Eve and 11am on New Year's Day</p>	
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# Appendix 6



Communities Directorate  
Public Realm  
**Environmental Health & Trading Standards**

Head Of Service David Tolley

Town Hall  
160 Whitechapel Road  
London  
E1 1BJ

Tel [REDACTED]  
Enquiries to Kathy Driver  
Email [REDACTED]

[www.towerhamlets.gov.uk](http://www.towerhamlets.gov.uk)

London Borough Tower Hamlets  
Licensing Authority  
Town Hall  
160 Whitechapel Road  
London  
E1 1BJ

13<sup>th</sup> February 2024

My reference: P/PR/EHTS/LIC/166168

Dear Sir/Madam,

**Licensing Act 2003**  
**Re: Unit 3a Autumn Street, London E3**

I am writing in my capacity as Licensing Authority in relation to the premises licence application for the above address and wish to make representation on the grounds of prevention of public nuisance and crime and disorder.

The application seeks to have sale of alcohol from 9am to 3am Monday to Sunday with recorded music; performance of dance and provision of films from 6am to 3am and Live music from 12pm to 3am with the addition of non standard timing until 5am on Christmas Eve, New Years Eve and Bank Holiday weekends.

The Licensing Authority would like clarity on the non standard timings as it is unclear what days they would wish to operate on Bank Holiday weekends.

The Licensing Authority framework hours are:  
Monday to Thursday, from 06:00 hrs to 23:30 hrs  
Friday and Saturday, from 06:00 hrs to 00:00 hrs (midnight)  
Sunday, from 06:00 hrs to 22:30 hrs

The applications states the premises will operate primarily for music events with private hire available.

This Licensing Authority wishes to object to this application as we feel the premises is likely to cause anti social behaviour and crime and disorder for a premises operating as a club until 3am in the morning in an area which has residential

properties nearby and is likely to cause disturbance to those living in the vicinity of the premises.

The premises once was used as a nightclub between the periods of 2013 -2019 with the premises closing in December 2019. During this time complaints from residents were received, despite a good management company in place. The natural impact to the residents were customers leaving, shouting, wandering onto the streets in the early hours and urinating in surroundings streets, noise from taxis and people getting into them. With a lack of any transport links, taxis are inevitable and were congregating along Wick Lane.

There were some unlicensed events which took place within the venue after the licence was surrendered and these events prompted complaints from residents with the disturbance it caused.

As the area has become more residential over the last years there is a greater risk of impact on those residents which is likely to cause complaints of noise, urination and general anti social behaviour, especially with the hours operating Monday to Sunday 6am to 3am and occasionally until 5am.

The operating schedule does not show how the applicants will manage the premises and its impact and have had no sight of any polices or management plans to address the concerns. They have stated that the venue maybe hired out there is greater risk of promoters operating bringing large numbers into the area and the potential for disorder.

It does not address any management of ingress and egress from the site, the external areas and its use and has not proposed any conditions to alleviate the impact on the area including any noise escape.

I also note the hours applied in this application are in excess of the planning permission for this site as noted from the London Legacy Development Corporation. (9am to 11:30 pm)

In conclusion this Licensing Authority does not support this application for the activities and hours proposed and therefore at this time seeks refusal.

Yours sincerely,



Kathy Driver  
Principal Licensing Officer

# Appendix 7



## Corinne Holland

---

**From:** Nicola Cadzow  
**Sent:** 12 February 2024 16:42  
**To:** Licensing; Corinne Holland; Mohshin Ali  
**Cc:** 'MARK.J.Perry [REDACTED]'; matthewblewitt [REDACTED]  
**Subject:** 166168 New premises license application for Little LDN Studio 2 Unit 3a, 39 Autumn Street, London E3 2TT  
**Attachments:** Autumn Street - Traffic & Pedestrian Management Plan.pdf; 166168 - images Autumn Street.pdf; Autumn Street Images - google map views.docx

Dear Licensing,

I have considered the premises license application for Little LDN Studio 2 Unit 3a, 39 Autumn Street, London and have also met with the applicant on site. However, I have to consider the impact of the licensing objectives, particularly for Environmental Protection the prevention of public nuisance and the prevention of noise generated from within the premises or outside to be causing disturbance to people in the vicinity and the fact that the applicant has applied for hours above and beyond the councils framework hours

It must be noted that the Council's framework hours (i.e. when premises are open) are:

- **Monday to Thursday 0600 hours to 2330 hours; and**
- **Friday & Saturday 0600 hours to midnight**
- **Sunday 0600 hours to 2230 hours.**

The applicant is proposing licensable activity:

**Regulated Entertainment: Films, live music, recorded music, dance & Supply of alcohol as follows:**

- **Monday to Thursday until 03:00 hours (extension of three & a half hours on framework hours)**
- **Friday & Saturday until 03:00 hours (extension of three hours on framework hours)**
- **Sunday until 03:00 hours (extension of four and a half hours on framework hours) .**

**The applicant has also applied for non-stand timings for Bank Holidays, Christmas Eve, Boxing Day, New Years Eve, New Years Day and Bank Holiday weekends until 05:00 hours.**

In the operation schedule the applicant for the prevention of public nuisance has added to comply with a noise management plan but I have not seen a copy attached to this application.

Whilst the music/events within the venue may be controlled, there a potential of increase in public nuisance to residents from patrons in high spirits leaving the venue, walking along Autumn Street and onto Wick Lane and getting into their vehicles, Ubers etc. (*see images 1-3 of Autumn Street*).

Whilst the applicant has provided a Traffic and Management Plan (see attached) transport links from buses & the DLR are not operating at 03:00 hours in the morning when the venue would close, so therefore is the likelihood of a significant number of Ubers, taxis etc on Autumn Street and Wick Lane.

**Noise Sensitive premises:** residential premises in close proximity to 39 Autumn Street (*see attached pdf of images of venue and residential in close proximity*).

In my view the application, as it stands fails, to comply with the objective of the Licensing Act 2003 relating to “public nuisance” for the following reasons:-

- Noise breakout from the venue affecting neighbouring residents,
- Access & egress to and from the venue, of patrons, especially due to patrons likely to be in high spirits
- Hours of operation

## **CONCLUSION**

Environmental Protection **does not** support the application for Little LDN Studio Unit 3a, 39 Autumn Street, London E3 2TT due the greater likelihood of public nuisance to residential premises at the noise sensitive hours sought.

Kind regards

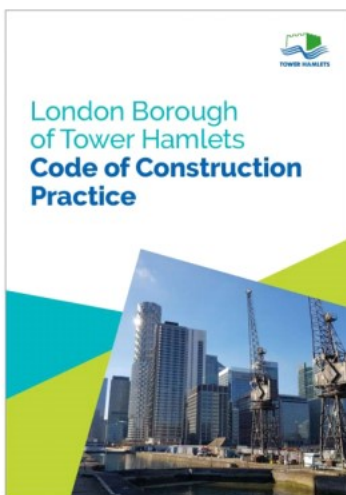
Nicola Cadzow  
Environmental Protection Officer  
Communities Directorate  
Environmental Health and Trading Standards  
4th Floor, Tower Hamlets Town Hall  
160 Whitechapel Road  
London, E1 1BJ



[www.towerhamlets.gov.uk](http://www.towerhamlets.gov.uk)

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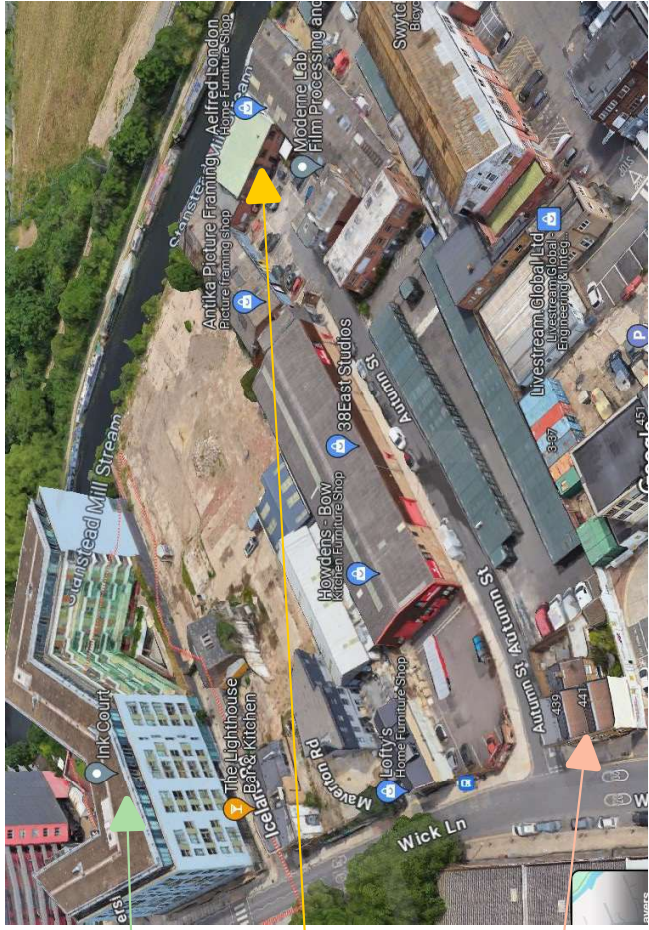
[Facebook](#) | [Twitter](#) | [Linkedin](#) | [Instagram](#)



### **Construction Code of Practice 2023**

- Development with Planning Permission granted and subject to Planning Conditions is adoption of the new Code will continue to operate under the conditions for working hours of **Construction Practice 2006**.  
Permitted to work Saturdays without s61 Agreement (8am to 1pm only)
- Development granted Planning Approval **after the 26<sup>th</sup> April 2023** and subject to Plan required to adhere to working hours as set out above and in the **Code of Construction Practice 2023**.  
s61 Agreement required for works on Saturdays, Sundays, Bank Holidays, or Public Holidays
- Developments seeking amendments to Planning Approvals issued prior to 26<sup>th</sup> April 2023 Working Hours imposed if relevant to the details being amended.
- For more information, please click on the cover page of the Code of Construction Practice 2023

Please note: all s61 consents, dispensations and variations must be submitted [online](#).



# TRAFFIC & PEDESTRIAN MANAGEMENT PLAN

Version 1

November 2023

# DOCUMENT INFORMATION

## VERSION CONTROL

VERSION	DATE	COMMISSIONED BY	CHECKED BY	DETAILS
1	03/11/2023	Matt Blewitt	Lottie Metrebian	Initial draft

## OBJECTIVE

This document provides details of the traffic and pedestrian management arrangements for the proposed venue at Unit 3, 39 Autumn Street. It is intended to be a working document that is continually updated as the operational plans for the venue are developed.

<b>OVERVIEW</b>	<b>3</b>
LOCATION	3
TRANSPORT LINKS	3
ACTIVITY	4
VEHICLE ACCESS	4
SECURITY	5
COMMUNITY IMPACT	5
<b>INGRESS</b>	<b>6</b>
VEHICLE & PEDESTRIAN ROUTES	6
<b>EGRESS</b>	<b>7</b>
VEHICLE & PEDESTRIAN ROUTES	7

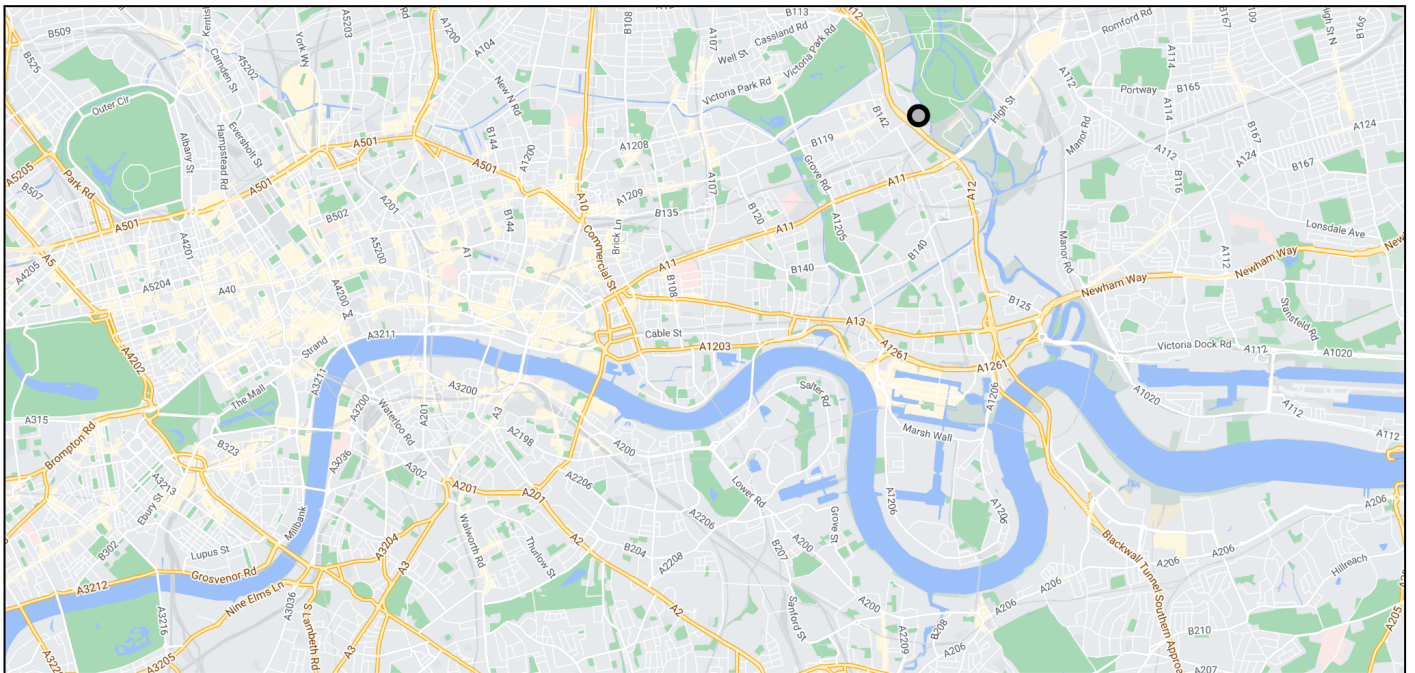


# OVERVIEW

## LOCATION

The venue is located at:

Unit 3  
39 Autumn Street  
Hackney Wick  
London  
E3 2TT



Autumn Street is in a predominantly industrial area, currently undergoing regeneration into a new residential hub for east London. The dead-end street hosts a number of commercial and industrial tenants, with two residential properties at the junction with Wick Lane.

## TRANSPORT LINKS

Local transport hubs (all approximately 0.8 miles away) include:

- Bow Road underground station
- Hackney Wick overground station
- Pudding Mill Lane DLR station

There are bus stops on both sides of the road immediately adjacent to the junction with Wick Lane, with [route 339](#) running from Wanstead (via Stratford) to Whitechapel from around 06:00 to 23:00.

The A12 (a three-lane dual carriageway) runs approximately 100m south of the venue.

## ACTIVITY

The venue will host music events and club nights with a capacity of 300, running until 03:00 on selected Fridays, Saturdays & Sundays throughout the year.

## VEHICLE ACCESS

Outside of event hours, vehicles for loading and unloading equipment will be able to access Autumn Street from Wick Lane, using the tennant car park at the end of the street which provides direct access to the main entrance of Unit 3.

During event hours traffic will be controlled from the entrance to Autumn Street, only allowing access to other tenants when safe to do so.



## SECURITY

A competent security contractor with extensive experience at venues of a similar nature will be engaged to provide an effective and robust event security and crowd management solution. Their role in enabling the safe movement of pedestrians and vehicles will be especially important during the ingress and egress phases.

The core responsibilities of the appointed security contractor are as follows:

- Maintain a safe and secure environment for all event staff, performers and attendees.
- Secure the venue perimeter to prevent unauthorised access.
- Implement access control systems at the entrance to the venue, and at the vehicle checkpoint at the junction between Autumn Street and Wick Lane.
- Undertake searching at the point of entry in order to uphold the conditions of entry; screening for prohibited items.
- Refuse entry to anyone who is in breach of the conditions of entry, or shows signs of threatening behaviour.
- Monitor crowd behaviour and advise Venue Management of any cause for concern.
- Respond to incidents reported via Venue Management.
- Eject (in compliance with event ejection policies) or warn attendees who breach venue rules.
- Implement contingency and emergency plans, when required.

## COMMUNITY IMPACT

It is recognised that the ingress and egress of attendees to and from the venue is likely to have an impact on local residents and neighbouring businesses. The following plan has been developed to minimise this impact, whilst maintaining attendee and public safety.

In addition to the infrastructure and personnel set out in the following plans, dedicated signage will be deployed both inside and outside the venue to encourage attendees to be mindful of the neighbours, and keep noise levels to a minimum when leaving the premises.

They will also be advised to make use of the bins provided by the venue to dispose of any litter before leaving the premises. A final sweep and litter pick of the egress route will be undertaken by venue personnel as the barrier is collected from Autumn Street and Wick Lane.

A community group will be established to keep other tenants of Autumn Street informed of the scheduled events and their operating hours, which will be programmed to minimise impact on their business activities.



# INGRESS

## VEHICLE & PEDESTRIAN ROUTES

The below plan shows the Taxi route and Pudo location in BLUE, the anticipated pedestrian access routes in GREEN, the location of the two nearby bus stops in RED, and the proposed security deployment for ingress in BLACK.

Pedestrian barrier will be deployed to control attendees onto the footway, and route them to Autumn Street via the pedestrian crossing on Wick Lane. These barrier lines will be supported by SIA security and directional signage, also reminding attendees to be mindful of local residents and neighbouring businesses when walking to and from the venue.



# EGRESS

## VEHICLE & PEDESTRIAN ROUTES

The below plan shows the Taxi route and Pudo location in BLUE, the pedestrian egress routes in GREEN, a contingency egress route in RED, and the proposed security deployment for egress in BLACK.

Pedestrian barrier will be used to channel attendees onto the northern footway when egressing down Autumn Street. This infrastructure will start half way down Autumn Street such that compliance can be enforced before pedestrians approach the junction with Wick Lane, and will continue up until the pedestrian crossing on Wick Lane, to ensure attendees cross the live highway in a controlled location. These barrier lines will be supported by SIA security and directional signage, also reminding attendees to be mindful of local residents and neighbouring businesses when walking to and from the venue.

Further pedestrian barrier will be used on the western footway of Wick Lane, just south of the junction with Autumn Street, preventing attendees from routing towards the A12 on egress, and directing them to the taxi Pudo, or north towards Hackney Wick for an overground train or a night bus.

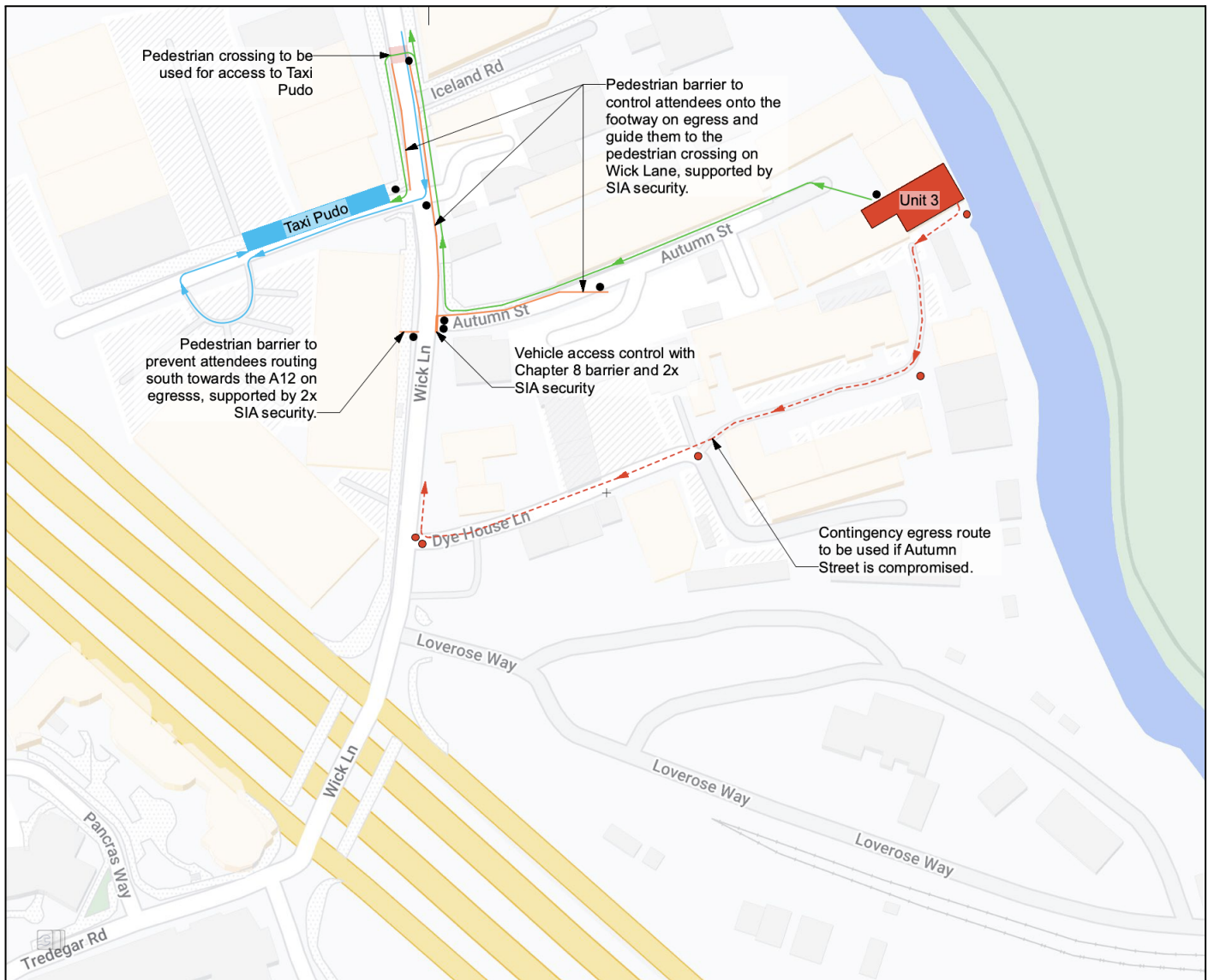




Image 1 - Corner of Wick Lane and Autumn Street close to residents



Image 2 - View of Autumn Street from the top of the road





Image 3 – View to the bottom of Autumn Street

# Appendix 8

## Corinne Holland

---

**From:** Sabrina Mohammed <[REDACTED]>  
**Sent:** 29 January 2024 12:02  
**To:** Corinne Holland  
**Subject:** RE: Premise Licence application - Studio 2 Unit 3a, 39 Autumn Street - M/166168

Hi Corrine,

Thanks for your email.

I can confirm my concern is raised for the prevention of public nuisance arising from potential noise levels at late hours.

The permitted operating hours as per the condition 3 attached to application 14/00123/COU are between the hours of 09:00 and 23:30.

Thanks,

**Sabrina Mohammed**  
**Planning Development Manager**  
**Planning Policy and Decisions Team**

**London Legacy Development Corporation**  
**Queen Elizabeth Olympic Park: a dynamic new metropolitan centre for London**

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---

**From:** Corinne Holland <[REDACTED]>  
**Sent:** Tuesday, January 23, 2024 2:49 PM  
**To:** Sabrina Mohammed <[REDACTED]>  
**Subject:** Premise Licence application - Studio 2 Unit 3a, 39 Autumn Street - M/166168  
**Importance:** High

Dear Sabrina

Regarding your representation for the premise licence at the above address (email below)

Regarding your last sentence, as below, could you expand on it as to how the application will undermine at least one of the Licensing objectives.

- *the prevention of crime and disorder*
- *the prevention of public nuisance*
- *public safety*
- *the protection of children from harm*

***“We therefore object to the proposed license application to protect the nearby residential amenity”.***

Could you also inform me what are their permitted hours?

Kind regards

**Corinne Holland**

Licensing Officer

Environmental Health and Trading Standards

Licensing & Safety Team

4<sup>th</sup> Floor Tower Hamlets Town Hall

160 Whitechapel Road

London

E1 1BJ



[www.towerhamlets.gov.uk](http://www.towerhamlets.gov.uk)

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**From:** Sabrina Mohammed <[REDACTED]>  
**Sent:** Tuesday, January 23, 2024 12:03 PM  
**To:** Sonia Joseph <[REDACTED]>  
**Subject:** FW: Online New Premises 166168. 24/00007/LIC  
**Importance:** High

Hi Sonia,

Thank you for consulting us on the above license application.

The site relates to application ref 14/00123/COU which has a condition on the operating hours. The proposed event day hours would fall outside the hours permitted hours under condition 3 (Event day operating hours) of the associated planning permission 14/00123/COU. We therefore object to the proposed license application to protect the nearby residential amenity.

Kind regards,

**Sabrina Mohammed**

**Planning Development Manager**

**Planning Policy and Decisions Team**

**London Legacy Development Corporation**

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# Appendix 9



**Corinne Holland**

---

**From:** Gabi Erma <[REDACTED]>  
**Sent:** 13 February 2024 14:17  
**To:** Licensing  
**Subject:** Studio 2 autum street

*Gabi Crewe* 13th February 2024

Application made by Little Ldn Limited for a late night premises licence at **Studio 2 Unit 3a 39 Autumn Street E3 2TT**

To Whom It May Concern:

I am a tenant in [REDACTED] Autumn Yard E3 2TT. There are 14 creative studios in our building.

I would like to **strongly object** to this licence application for a late-night licence (6am-3am Monday-Sunday & a capacity of 300 people).

I am extremely concerned that this late licence will not be managed properly and will bring disruption to my business, not only from noise pollution (unit 3 is not sound proofed properly), but also public nuisance, as littering, security, drugs, late night taxis etc are genuine concerns for us and our neighbours, many of whom are residents at the top of Autumn Street and the adjacent streets.

The courtyard of Autumn Yard (managed by Unit 3) already has problems with parking, security, drugs, overflowing rubbish, drains and vermin and this is *without* a premises with a late licence.

Nor will shortening the hours or days on the licence will make any difference.

Yours sincerely

# Appendix 10

## Corinne Holland

---

**From:** Jack Bielby [REDACTED] >  
**Sent:** 11 February 2024 12:22  
**To:** Licensin  
**Cc:** olapade [REDACTED] Sam Hills  
**Subject:** Objection to Unit 3 Autumn Yard

Hi,

We are reaching out in objection to the premises license application for Unit 3 Autumn Yard. We live at [REDACTED] which is on the corner of Autumn Street and very close to the proposed licensed venue.

We've been notified by previous residents highlighting cases of noise and disturbances in the area whilst this establishment has been in operation. This included loitering, desecration of the area and excessive noise late into the night. We also feel if this licensing is approved our safety will be in question. We've heard of previous fights occurring outside our residence as well as unfortunate cases of car accidents after club events have finished at the venue.

Since moving in, we've had a bicycle stolen from our yard which backs onto Autumn Street. The wall is around 4 metres high. Prior to this, we would never have considered that our safety nor security of our property would be in question.

The application being approved will negatively affect our living circumstances and the local community due to issues of safety, excessive noise, loitering and vandalism.

Kind regards,

Jack Bielby, Gbolahan Olapade, Sam Hills

[REDACTED]

[REDACTED]

# Appendix 11

I am contacting you with regard to an application for a premises licence for **Unit 3a 39 Autumn Street London E3 2TT**

I am the manager at Howdens which is located at number [REDACTED] [REDACTED] on the left hand side of Autumn Street.

I wish to register a strong objection to a licence being granted for the applicants premises because I believe that the likely effect would be that the grant of a licence would mean that it would fall foul of the licensing objectives for several different reasons.

My objection is related to what became an ongoing problem every time a late night event or an overnight event took place at "Bloc" which was the licensed event space which was previously based within the same unit,

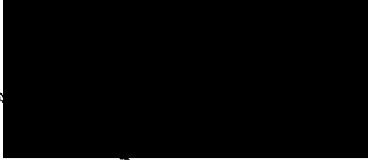
Whenever we arrived at work in the morning following one of those events taking place we would always find numerous cans and bottles and sometimes nitrous oxide cannisters either in our car parking area or on the footpath outside our premises, very often bottles would be smashed and this meant we would have to clear up broken glass to ensure that the car park area was safe for both our customers as well as our workforce to use, Bottles were also very often left balancing on our metal railings which would also need to be removed for health and safety reasons,

On the balance of probability I have no doubt whatsoever that were a licence to be granted and the music events were to resume taking place at this location then we would face the same repeated problems all over again,

During the years since "Bloc" event space closed we have

experienced none of the above mentioned anti social behaviour and public safety issues that we previously had to deal with and Autumn Street has definatly become to feel a much cleaner and less threatening area to work in,

I therefore urge you to refuse this licence application on the grounds that it fails with regard to the licencing objectives,



7/2/2024

Louise Cole.

# Appendix 12

**Dear Sir / Madam**

**8th February 2024**

we are contacting you with regard to an application that has been made for a premises licence at **Unit 3a 39 Autumn Street E3 2TT**

We wish to register a **strong objection** to a licence being granted for the applicant's premises because we believe that **on balance the most likely effect** of granting a licence would mean that it would fall foul of three out of the four licensing objectives.

Our property is located at number [REDACTED] and we have been living in this same house for more than 24 years, Autumn Street is a short fairly narrow cul de sac which is located about four metres away from the front of our house where our front bedroom and lounge windows are located.

Our objection is related in the main to exactly what previously took place and became an ongoing problem every time a late night event or an overnight event took place at "Bloc" which was the licensed event space which was previously based within the same unit at Autumn Yard E3 2TT.

**We believe very strongly that if this application is granted we would on the balance of probability most likely once again suffer a repeat of the same problems we previously suffered and that a great deal of public nuisance would be caused to both ourselves and our next door neighbours whose property is located right on the corner of Autumn Street.**

The **sole access to Autumn Yard** and the applicant's premises is **via Autumn Street** which means that **everybody** for whatever reason who visits the location **will be passing within a few**



metres from both ours and our neighbours bedroom windows.

When the (now surrendered) original licence for the event space called "Bloc" was granted it had numerous conditions in place in order to supposedly ensure that minimal nuisance was caused to local residents and businesses.

**One of the conditions** was that a system would be in place to allow cabs arriving with club patrons to drop people off within the confines of Autumn yard itself.

**This system never worked** and the majority of patrons either arrived by foot or alighted from their cabs in Wick Lane just outside our two residential properties, this would be followed by either two or three of the cab doors being slammed shut behind them, which when your speaking of probably in excess of 100 or so cabs arriving over the course of several hours it was a huge amount of noise disturbance for both ourselves and our neighbours to have to suffer.

Further **ongoing problems arose** due to the fact that "Bloc" did not allow patrons (quite rightly) to bring their own drink into the venue, This meant that a significant number of people arrived in Wick Lane at the junction with Autumn Street carrying alcohol in small plastic bags, this resulted in groups of people standing directly outside our front windows on Wick Lane gulping down cans of beer and also full bottles of wine before they made their way down Autumn Street to the event at Unit 3a.

Empty cans and bottles were then either just discarded onto the footway or sometimes just placed on the top of our ground floor window box display, (as can be seen on page 4 of my photo evidence) I would often find a half empty bottle of wine had been stuffed down behind our window box with I imagine the intention to collect it again when they were on their way home but this would never happen as the majority of people leaving the venue were too drunk to remember to retrieve it.

The arrival times of people would often be spread over the space of a couple of hours and then we would possibly have a short quiet period (which never lasted long enough).

The real noisy time would be from about an hour or more before the event finished and would last anything up until an hour or more after the event had finished.

**A further condition** on the licence granted to "Bloc" was that a taxi company would be employed to whisk patrons away from the venue when the event had finished or at any other time they required one with a controller based within the yard area.

**This practice was completely surplus to requirements once the Uber system of private hire was in full swing and people began to order an Uber cab on their own phones.**

The problem was that everybody leaving the event would just wander down Autumn Street to the junction with Wick Lane and order their Uber cab to pick them up from directly outside of our property or our neighbours property (this situation is highlighted in the **Police report** that I mention in the next paragraph).

**A report that was compiled by the Police service in February 2016 with regards to Unit 3 Autumn Yard.**

**Restricted report dated 20th February 2016 with regard to Autumn Street Studios Unit 3 Autumn yard E3 2TT.**

Audit (EVA) prepared by PC Karl Turton for Inspector Matthews with regard to Anti Social Behaviour and Noise MPS Crime Prevention & TP Capability Environmental Visual Outbreak.

**It was noted that** (and I quote)

**"The main issues are Mini Cabs dropping off and picking up passengers at the junction with Wick Lane causing disturbance to Local Residents" and additionally "Uber drivers refusing to follow instructions from Stewards employed at the Venue".**

**A recommendation made by the Police within the same report** was to put in place a barrier system that stretched from Autumn

Yard along the whole length of Autumn Street and finishing on the North east footway in Wick Lane near to Bus Stop OV to keep crowds away from Local Residential properties.

**This recommendation was actually put in place** (as can be seen in the photo on page 4 of my photo evidence) but sadly proved completely ineffective as patrons leaving the event would just unlink the plastic barriers and walk on the other side of them.

Needless to say the majority of people waiting for Uber cabs whilst hanging around at the junction of Autumn Street and Wick lane would be **talking very loudly and shouting at each other as though they were still within a venue with loud music blaring out**, once their Uber cab arrived this would **again** be followed by either **two or three of the cab doors being slammed shut behind them** and when you again multiply this noise nuisance by **anything up to 100 plus cabs** over a period of a couple of hours **it becomes an immense noise disturbance problem for residents.**

The **noise nuisance** caused by people gathering directly outside our properties was so bad that a security man and a Quiet Marshall employed by "Bloc" would be deployed on Wick lane at the junction with Autumn Street in order to **try to deter people from gathering** in that area and to ask them to move away, often the request was met with the response "This is public footpath and you cant tell me to move" and others would just ignore any request to move and just remain there talking very loudly until their Uber cab arrived to take them home.

In addition, prior to an event taking place "No Parking" traffic cones would be placed along the stretch of roadway directly outside our two residential houses at [REDACTED] Wick Lane in order to try to deter Uber cabs from dropping off or picking up passengers in that area, sadly **this was also a waste of time as they were just ignored completely by everyone.**

A further measure that was taken up following my repeated

complaints to "Bloc" management was that two interlocking bright orange plastic fencing panels would be placed across the area in front of our window box whenever an event was taking place in order to prevent damage to our plants and to deter people leaving litter on top of or within the plants, **although this helped slightly to deter some people others would simply just dump their bottles and cans there anyway.**

Our neighbours who had no window box would very often have people who were waiting for an Uber cab just **sitting on their front ground floor window ledge** without any consideration for the residents living there, this obviously caused real problems for people trying to sleep in the ground floor bedroom, (this practice can be seen on page one of my photo evidence).

Also during the summer months when we needed to open the windows for ventilation it became an impossible thing for us to do as we would just be woken up over and over again by the shouting of the patrons leaving the "Bloc" premises who were congregating just below our bedroom windows or alternatively by numerous vehicle doors being slammed shut.

Every time there was an event taking place It was a nightmare for us and we soon realised that sleeping in the front bedroom of our house was not an option if we wanted to get some actual sleep.

It was really quite upsetting being forced to move from our main bedroom at the front of our house and into a bedroom to the rear of our property just to get an uninterrupted nights sleep.

Sadly this arrangement was only possible when we did not have any guests and visitors staying with us.

Following several verbal confrontations with noisy people standing directly below our bedroom windows I began to feel vulnerable when an event was taking place so often we would just go away for the weekend because to stay at home was just unbearable and we would not be able to get a good nights sleep.

That option is no longer viable because as a pensioner on a limited income I am no longer in a financial situation which would enable us to do that and **why should we have to ?**

Often during the summer months groups of people who had left the event at Autumn Yard would just hang around on Wick Lane directly opposite our houses drinking and inhaling nitrous oxide gas from balloons whilst smoking weed, (as can be seen in the photo on page 7 of my photo evidence) these groups sometimes hung around for a couple of hours and a guy would often arrive on a moped and be selling small silver Nitrous oxide cannisters and balloons to them from his backpack.

Without exception, every morning following an event it would be the same situation with litter and discarded cans and bottles all down the whole length of Autumn Street, often there was evidence of people having urinated up against our garage door and the side walls of our neighbours house, sometimes areas of vomit, it was nasty and quite upsetting to see how some people had no respect for the area or the people who were living here.

I would send numerous emails to the guys running the "Bloc" who were **always very keen that they would sort out the problems and to give them the opportunity to rectify things** before reporting it to the local Council. In retrospect I wish that I had complained directly to LBTH about the problems we were facing instead of just reporting it to "Bloc" management.

During the time since "Bloc" event space closed Autumn Street has become to feel a much cleaner and less threatening area for people to work in and to live near to, this has been helped a lot by the fact that as a member of the "Keep Britian Tidy" group I personally spend 30 or 40 minutes every few days carrying out regular litter picking on the complete length of Autumn Street and about 50 yards in each direction along Wick lane.

And finally on a recent visit to have a closer look at Autumn

Yard I have real concerns that in its current condition its actually unsafe for the people who currently work there let alone the possibility of an influx of people unfamiliar with the area, there are numerous quite large pot holes and trip hazards all across the yard and severe ponding already occurs due to several of the drains being blocked and it also appears to be very dimly lit in the hours of darkness so the potential risk of someone injuring themself by tripping or falling is in my opinion really quite high.

**We truly believe that if this application is granted we would on the balance of probability most likely once again suffer a repeat of the same problems we previously suffered and a great deal of public nuisance and noise disturbance would be caused to both ourselves our neighbours and the businesses located near to Unit 3a 39 Autumn Street E3 2TT.**

It is unacceptable that we face being subjected once again to all the noise and disturbance that we were forced to endure in the past plus the huge amount of litter that was left behind.

**We therefore urge you to refuse this licence application on the grounds that it fails with regard to three of the licencing objectives.**

kind regards

Michael Dover  
Stephen Brown



8th February 2024

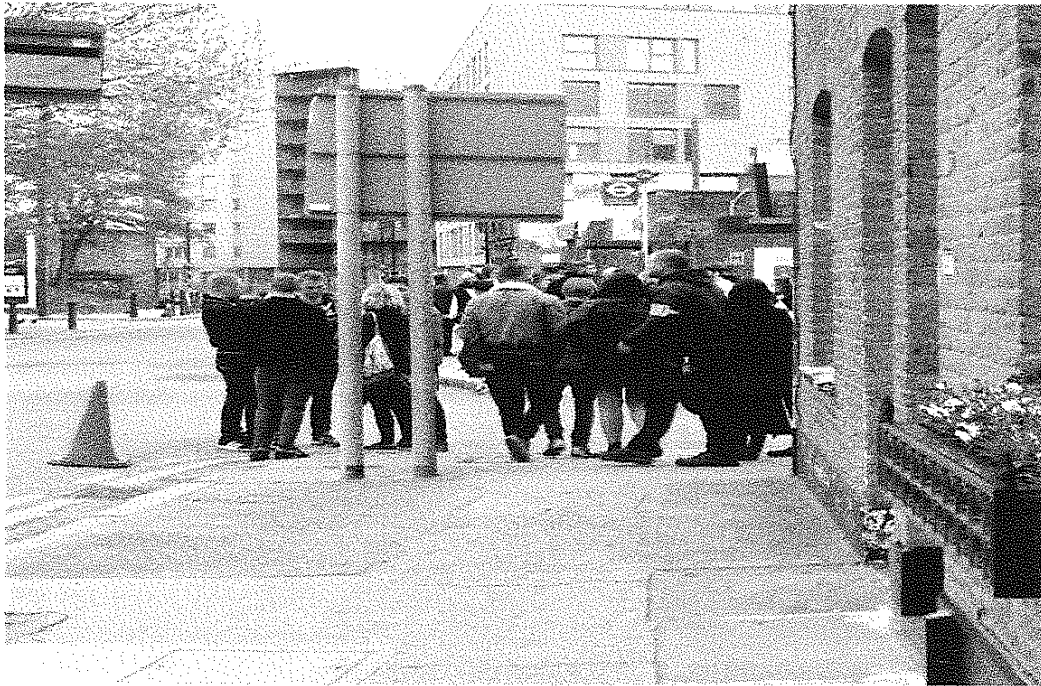
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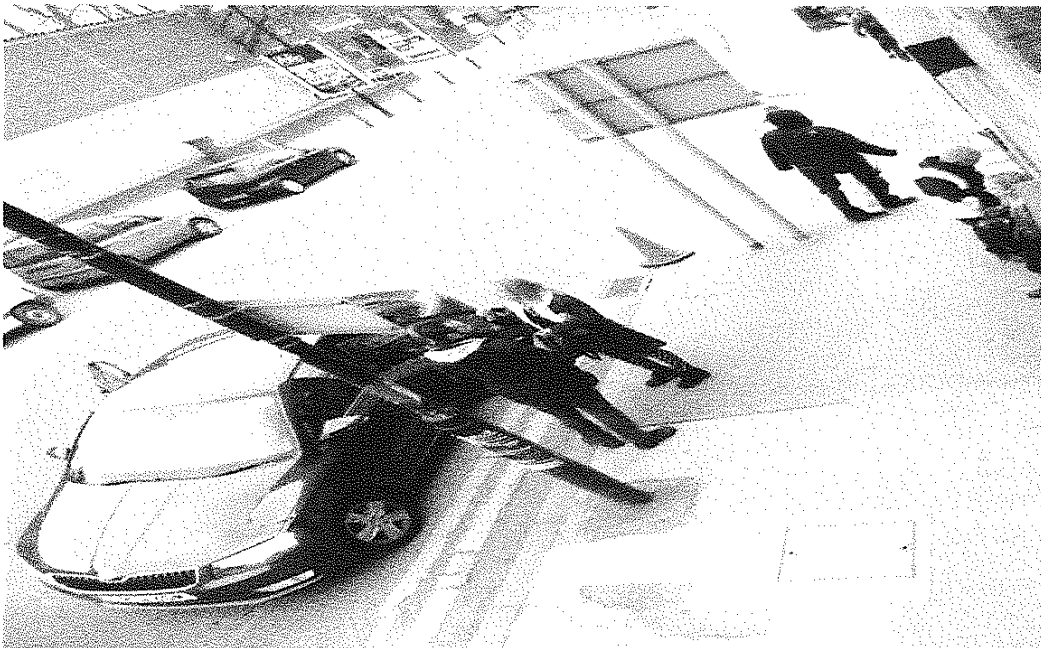
**"Bloc" Post Event crowd waiting in Wick Lane for cabs**



**Sitting on window ledge at 439 Wick lane waiting for cabs**

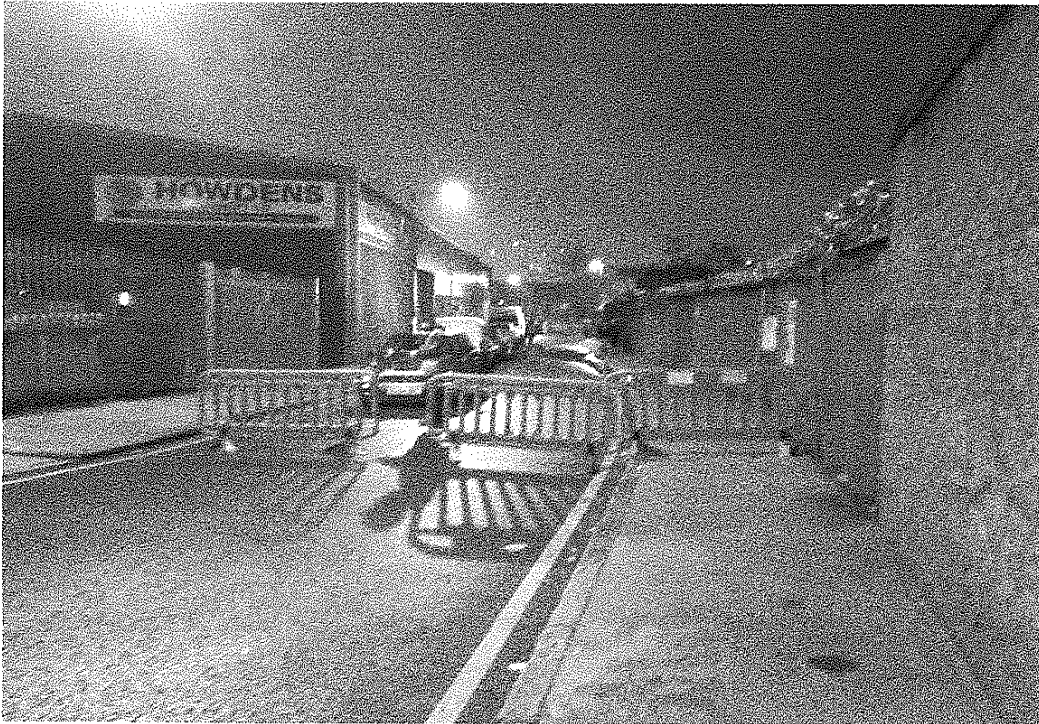


**Empty can in window box and waiting for Uber cabs**



**Last of the clubbers boarding an Uber and a Bloc security man using neighbours window ledge as a shelf**





**Unauthorised road closure in Autumn Street for an unlicensed event at Unit 3 Autumn Yard premises**



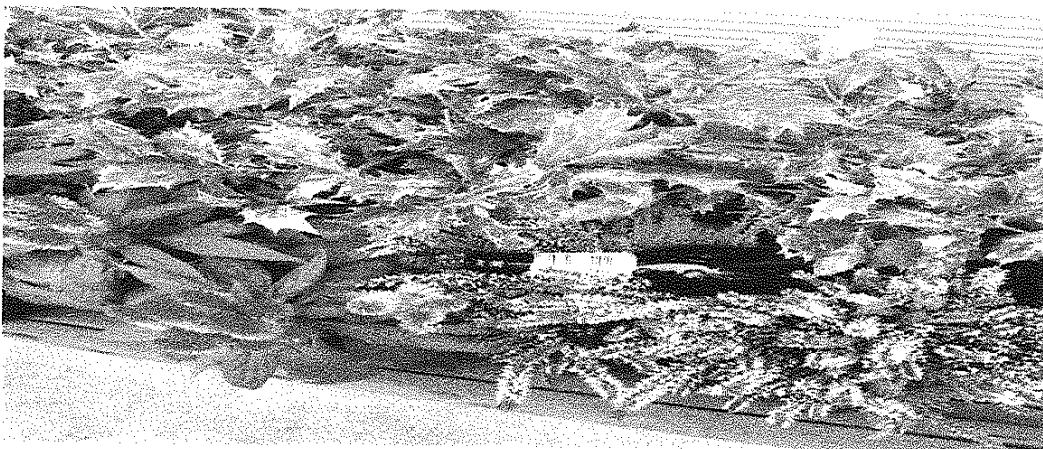
**Unlicensed event at Unit 3a the former "Bloc" premises**



**Fencing in Autumn Street erected after noise complaints**



**Empty beer can dumped in our window box**



**Empty wine bottle dumped within our flower display**



**Uber car picking up in the middle of Wick lane**



**Three Uber cabs picking up people at the same time outside our houses despite two huge signs requesting them not to**





**Large crowd waiting for Uber cabs in Wick lane**



**Noise disturbance on Wick Lane after an event at "Bloc"**



People from an event at "Bloc" opposite our houses with loud music blaring from a car with its doors wide open



Following a "Bloc" event we see people laying around on the roadway in Wick lane inhaling Nitrous Oxide

# Appendix 13

## Corinne Holland

---

**From:** Matt Stafford [REDACTED] >  
**Sent:** 13 February 2024 12:15  
**To:** Licensing  
**Subject:** Representation and Objection to Licence Application for Little LDN, Studio 2, Unit 3a, 39 Autumn Street, London E3 2TT

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good morning,

I write in relation to the application for a premises license at **Little LDN, Studio 2, Unit 3a, 39 Autumn Street, London E3 2TT. REF: CLC/EHTS/LIC/166168**

I am a local resident and I object to the granting of the license for the following reasons:

- The premises is in close proximity to a number of residential properties - in fact a large residential development is being constructed on the adjoining site. The provision of amplified recorded music in the form of a 'DJ Act' from 06:00 – 03:00 (and to 05:00 at Christmas and bank holidays) from Sun – Mon is excessive and likely to cause disturbance and nuisance to local residents.
- The provision for sales of alcohol from 09:00 – 03:00 will likely contribute to public nuisance. Other local establishments have had late licenses withdrawn as a result of public disturbance and nuisance. It is likely that this application will have the same (if not greater) impacts.
- The provision for sales of alcohol from 09:00 – 03:00 is excessive and not in keeping with other establishments in the local area.
- The extension of licensing hours during the Christmas period and bank holiday weekends (until 5am) is excessive and not in-keeping with a residential area. The proposed licensed hours would potentially permit 320 people (incl. staff) to attend a DJ event from 06:00 – 05:00 on these days. This would leave just a single hour where amplified pre-recorded music would not be playing.

The application fails to comply with the objectives of the Licensing Act 2003 relating to public nuisance for the following reasons:

1. Noise breakout from the venue affecting neighbouring residents;
2. Access and egress to and from the venue of patrons, especially due to patrons likely to be in high spirits;
3. The proposed hours of operation.

There is a high likelihood of disturbance to residential premises at the noise sensitive hours sought.

**I strongly object to this application and hope that Tower Hamlets licensing department refuse the application.**

Yours sincerely,

**Matt Stafford**  
[REDACTED]

# Appendix 14



## Corinne Holland

---

**From:** Perry Miller <[REDACTED]>  
**Sent:** 26 January 2024 15:21  
**To:** Licensing  
**Subject:** Application for a premises licence: Little LDN - CLC/EHTS/LIC/166168

Hi,

I would like to object to the above application for a premises licence at Studio 2, Unit 3a, 39 Autumn Street, London E3 2TT.

I am concerned in respect of public nuisance, specifically noise. Until 2020, the nightclub Bloc operated out of Autumn Street and the noise from its operations was audible in my bedroom late at night. A number of my neighbours and I had discussions with Bloc in order to mitigate this nuisance and efforts were made to reduce the impact, although it was not successful. I am concerned that we run the risk of loss of enjoyment of our properties once again.

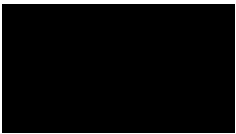
I would like to know more about the proposed noise management plan and what the owners intend to do, should they receive complaints from neighbouring residents. A process should be established and made known to local residents - we would need on the night contact details. Additionally, how does LB Tower Hamlets propose to monitor and control the noise, in the event that a premises licence is granted?

The building I live in is located less than 100 metres from the proposed venue and contains 100 homes. That is a lot of people potentially exposed to the noise nuisance.

Finally, please can a location plan be provided as it is not clear which of the many buildings in Autumn Street is the subject of this application.

Kind regards,

Perry Miller



# Appendix 15

Nina Tolstru & Samantha Clark

12<sup>th</sup> February 2024

RE: Application made by Little Ldn Limited for a late-night premises licence at **Studio 2 Unit 3a 39 Autumn Street E3 2TT**

To Whom It May Concern:

For almost 10 years we have been the freehold owners of 2 warehouses (██████████) in Autumn Yard. There are 4 warehouses in total, so we own more of the property in the yard than others. Unit █████ is rented out to 14 creative studios, unit █████ is a small studio for private hire and unit █████ a vintage furniture warehouse open to the public.

We are very concerned about and strongly object to this application for a late-night premises licence 6am-3am Monday-Sunday.

Our tenants need access 24/7 to their spaces as they work all hours, often with sound sensitive work and like us are extremely concerned that a late licence will only bring a huge amount of disruption to their businesses, not only with noise pollution with inadequate sound proofing, but also public nuisance as littering, security, drugs are all genuine worries for us and our neighbours, many of whom are residents at the top of Autumn Street and the adjacent streets and further away as sound travels.

The courtyard of Autumn Yard is owned and managed by Unit 3 and there are always ongoing issues with parking, security, drugs, rubbish, vermin and drains. Communication is poor and we rarely get replies to our emails. The courtyard itself is not maintained with deep potholes that turn into large puddles when it rains and large areas where the tarmac has crumbled away causing uneven surfaces and tripping hazards which is not safe for people with disabilities. The configuration of the parking in the yard is such that it would be

difficult for emergency services to enter the yard, let alone turn. Autumn Yard is a cul-de-sac and Autumn Street is narrow, so accessibility is poor anyway. And these are all current issues *without* a premises with a late licence.

When [REDACTED] ran BLOC nightclub in Unit 3 (they closed in 2019), they strictly followed the licence protocol (see attached management plan). Even with highly experienced & professional nightclub owners, we were aware of the disruption that large groups of people arriving and leaving in the early hours of the morning bring (noise, taxis, rubbish, drugs etc) and therefore are nervous this disruption will return. We are concerned the tenant does not have enough professional experience to run an all-night venue and that conditions imposed on the licence and licensing objectives may not be followed properly. Little London Limited was only incorporated on 08/01/2024 on Companies House.

The immediate surrounding area has also changed hugely since BLOC nightclub closed in 2019 as it has increasingly become more residential (Iceland Wharf in the parallel road to Autumn St is soon to be developed into 120 flats bringing huge amounts of residents to the area <https://www.sanctuary-homes.co.uk/iceland-wharf-hackney-wick-london>



The smaller red brick warehouse building on the left is **Unit 1 Autumn Yard**. Therefore, there are genuine concerns here of the proximity of a large late night venue (300 capacity??) next to 120 flats housing young families++.

Little Ldn Ltd have not been in contact with us or other freehold owners or tenants in Autumn Yard about this application nor how they intend to manage it? Is there a detailed management plan in place similar to the one attached?

To reiterate, we strongly object to this application as we do not have confidence the venue will be run properly causing massive disruption to working professionals and residents alike. Nor will shortening the hours or days on the licence will make any difference.

Yours sincerely  
Nina Tolstrup & Samantha Clark



- September 2015

# Autumn Yard

## Management plan



# Management plan contents

1. Type of Use

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Appendix 1: Noise Management on Autumn St


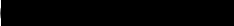
Appendix 2: Quiet Marshal Job Description

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This management plan governs the operation of the main studio at Autumn Street Studios and covers the period from 01 October 2015 to 30 September 2017.

For any queries, please contact :   
or 

# 1. Type of use

Events in the main studio typically occur between 19:00 and 23:00 except for extended event days when events are operated between the hours of 23:00 and 06:00.

These events will be held a maximum of twice per week, and only on a Friday or Saturday night.

The programme for this multi functional events space is music based, combined with art and film, DJs and live bands.

The main studio is licensed for attendance of up to 580 patrons.

# 2. Event Management and Crowd Control

██████████ Ltd has been contracted to deliver Operations Management for any given event at the venue; providing the Designated Premises Supervisor (DPS) and Venue Management team including nominated Personal License Holders (PLH)

██████████ have designed and implemented tailored operating procedures that have enabled the professional and safe operation of the venue.

The Venue Management team work directly with the appointed Security contractor to follow the operational policies and procedures of the venue established by the DPS.

## Management structure

<b>OPERATIONS DIRECTOR / DPS</b>	
<b>EVENT OPERATIONS MANAGER</b>	<b>SECURITY CONTRACTOR</b>
<b>BAR MANAGER / PLH</b>	<b>SECURITY MANAGER / SIA</b>
<b>VENUE STAFF</b>	<b>SECURITY STAFF / SIA</b>



## Methodology

All events at the venue follow the same methodology to ensure operational continuity and due diligence is followed throughout the process - highlighting any operational or safety risks and enabling the team to run an informed, safe and experienced operation.

## Pre event

- Promoter requests event at Venue and conducts site visit with Booking team
- Venue Booking team assess Event and Promoter in keeping with the booking policy
- Promoter contracts event with Venue
- Event is risk assessed with LBTH Licensing through Form 696
- Event is promoted through internal and external channels within venue guidelines
- Event is advanced in detail from Venue Booking to Venue Management and Production
- Venue Management and Production assess event from operational perspective
- Venue Management book Security and Venue staff relative to internal assessment
- Venue Management brief Event Promoter on venue operational policies pre event
- Venue Management brief Security Manager and Venue Staff pre event

## Event

- Ingress: Customers arrive at the event on foot, by vehicle and public transport
- Event: The event runs from its scheduled start to finish times to established operational procedures
- Egress: The crowd egresses from the venue and disperses on foot, by vehicle and public transport

## Post Event

- Reporting: Venue and Security Management file detailed nightly reports with DPS
- Debrief: Venue and Security Management debrief post event with DPS and Booking Team

## Operations

The venue's Operational Plan has been developed by [REDACTED] in-situ since launching in February 2013 and is constantly evolving with the venue to maintain and exceed operational expectations.

Director of [REDACTED] and DPS of the venue [REDACTED] has been operating venues for 15 years with an established professional reputation in the global entertainment and hospitality industry working with numerous high profile venues, events & restaurants.

The Venue and Security Managers hired and trained by [REDACTED] have detailed and rigorous opening, operating and closing procedures to ensure the venue is always performing at optimum efficiency, safety and security. **Copies of the current Venue Manager and Security Manager checklists are appended to this document.**

## Security

An external SIA registered security company, [REDACTED] is contracted to deliver crowd safety and security for any given event at the venue, and will lead the crowd management and security of the overall event from start to finish.

This involves liaising and co-operating with venue management, the local community, responsible authorities and the emergency services.

The contracted security company will take on all the security roles as required under the Private Security Industries Act 2001 (P.S.I.A 2001). All members of staff carrying out security duties will be trained to the relevant standards and be in possession of a valid SIA Door Supervisors License.

The Security Manager works directly with the Venue Management team to follow the operational policies and procedures of the venue established by the [REDACTED] and the DPS.

Security staff are handpicked and subject to a strict selection criteria to define and develop the right team. Intelligent, personable and professional staff are at the core of the venue's operation with constant internal review of performance and training.

To effectively maintain the licensing objectives including the preservation of public safety, prevention of public nuisance, prevention of crime and disorder and the protection of children from harm, the Security team operate under the following policies;

- Only SIA registered staff are employed to act as security at the venue. All security staff work with their badge displayed at all times and sign in/out with the Security Manager.
- Security are present in all areas of the venue during operating hours.
- The Security detail is made up of static and roaming positions to physically cover all areas inc Front Door, Smoking Area, M&F Toilets, Bar, Dancefloor and Fire Exits

- Static security positions are covered by CCTV are in view of at least one other Security guard patrolling at regular intervals
- A minimum of 6 SIA staff are required on duty to operate the venue to capacity. More or less may be required for specific events as specified by the DPS.
- A first aid qualified person with first aid kit will be on duty at all times during operation.
- At least one female security office will be on staff at all times.
- A Challenge 25 policy is operated on the entrance to the venue. All patrons are required to be aged 18 or over and must present valid ID as proof of age with no exceptions.
- A maximum of 580 persons inc staff will be admitted to the venue in accordance with the license. This is permanently monitored by static SIA staff using Clicker Counters.
- The agreed searching policy is a condition of entry for all persons entering the venue.
- The Security Manager will record all incidents and refusals at the venue and is responsible for the review, signing and filing of these reports with the Venue Manager at the end of every shift.
- The Security Manager is responsible for checking that the venue is fit to open prior to admitting the public. This includes, but is not limited to all fire exits and public areas.
- The Security Manager is the main POC for the Emergency Services during operation and has final call on Emergency Evacuation Procedures (EEP)

#### Entry / Rejection / Ejection policy

The venue operates a stringent entrance/rejection/ejection policy to further ensure the safety of the patrons and staff by exercising control over customers entrance to the venue and their behaviour once inside.

Security and Venue Management reserve the right to refuse admission to any customer if they are deemed unsuitable to attend the event. Customers may also be refused admission if they are in possession of restricted items or in breach of policy under the following guidelines:

- All customers must go through a 2 step security verification process consisting of an IDENTIFICATION (ID) check and SEARCH on entry.
- A Challenge 25 policy is operated on the entrance to the venue. All patron's are required to be aged 18 or over with no exceptions and must present valid ID as proof of age.
- No alcohol or other liquids will be permitted to be brought into the venue. Any alcohol or other liquids found on customers prior to entry will be disposed of or confiscated accordingly.
- Any person found in possession of a controlled substance or suspected controlled substance under the Misuse of Drugs Act will have items confiscated and may have admission refused.

- Any potential weapon will be confiscated on entry. The Security Manager will then decide what process is required to be carried out. This could be refused entry leading up to being detained until arrival of a police officer.
- Any person found to be overly intoxicated at point of entry or inside the venue will render themselves liable to refusal of service, rejection, ejection and subsequent exclusion from the premises.
- All cases of anti-social or unacceptable behaviour and non-compliance to requests from venue staff will lead to ejection, rejection and subsequent exclusion from the event.
- The Security and Venue Management reserve the right to refuse admission in all cases without reason and in cases of non-compliance of the Entry Policy.

#### Search policy

Searching on entry is carried out by SIA licensed Security staff that have been trained on site specifically in searching techniques for nightclub premises. A female officer is always present to carry out searches on female patrons for customer ease and safety. The searching officers operate under the following guidelines;

- 100% bag searching: Mandatory bag search for all patrons, performers and promoters.
- 100% person searching: Pat-down search for Weapons/Bottles & Prohibited substances
- 1 in 10 person secondary searching: Random selection is used to undertake more in depth Secondary Searches. Secondary Searches will also be undertaken on all persons who are identified as a potential risk by security or venue management.
- Refusal to be searched will result in refusal of admission in all cases.
- All illegal and prohibited items are recorded and deposited by the Security Manager in a lockable safe in the Management Office with keys held by the Security Manager and DPS. Restricted items found during a search may require Police assistance and will be handed over along with the offender to the attending officers.
- Security working in the search area are within CCTV coverage at all times and are in constant communication via Radio.

#### Drugs policy

The venue has a zero tolerance policy to drugs and is active in the prevention of drug use at the venue. We take every possible step to prevent drugs being brought into the venue, to minimise drug use at events held at the venue and safeguard customers that may be under the influence of drugs by carrying out the following procedures:

- Prevention: All patrons are processed through the search to prevent drugs entering the premises, and are subject to secondary searches inside the venue if displaying behaviour that could be related to the use of prohibited substances.

- Drug Dealing: Hi-visibility Security officers are stationed at fixed points across the venue with roaming patrols active at all times during the event. At risk individuals are prevented from entering the venue and are subject to secondary searches if identified inside. Anyone found to be dealing in drugs will be detained and handed over to the police.
- Drug use at the Event: It is agreed that constant enforcement of the venues policies will reduce the likelihood of drug use at the event.
- Safeguarding patrons who have taken drugs. The security company will have experienced first-aid and welfare trained staff deployed at all times during operation.
- Staff are kept up to date with developing trends and policies relating to the misuse of drugs by the Security Manager.

#### Alcohol policy

- Intoxicating alcohol will be for sale on the premises of this venue.
- An appointed Personal License Holder will be on site during operational hours.
- All bar staff will operate with written 'DPS Authorisation for the Sale of Alcohol' in place for each individual member of alcohol service staff.
- A Challenge 25 Policy will be enforced by security on entry to the venue.
- All Alcohol Sales Staff will be fully briefed on alcohol licensing laws and their rights for refusal of service to patrons who appear to be intoxicated.
- Bar staff are briefed on the course of action required if they exercise refusal of service. In these cases the following course of action will be implemented: Staff Member will alert Venue Manager or bar security. Security will be called to the location from the bar radio.
- Patrons refused service at the bar will be escorted off premise by security staff and the incident recorded by security staff in the nightly reports.
- Any person appearing intoxicated prior to entry will be refused admission to the event.
- All drinks served within the venue will be served in polycarbonate glassware and all glass bottles decanted into polycarbonate glassware at point of service.
- Free tap water is available at all times on the bar. Security have access to free bottled water if requested for any patron.
- Security enforce that no alcohol leaves the premises on exit

### Crowd management – Ingress, supervision, egress, dispersal.

The venues crowd management procedures have been carefully crafted and updated both from extensive industry experience and experience of the in-situ operation. All security staff are trained and supervised by the Security Manager in the safe management of crowds through the venue.

Quiet Marshalls are positioned at the juncture of Autumn Street and Wick Lane to ensure the organised, safe and quiet ingress, egress and dispersal of customers and venue traffic to minimise impact on the local area.

SIA registered Security officers are deployed in static locations across the venue with regular roaming patrols during all hours of operation.

In the event of emergency evacuation all venue staff are trained in the EEP, FEED and PEEP policies.

The Venue Management team hold St Johns Ambulance Fire Marshall certificates and form the FEED supervisory team.

### Ingress

Patrons of the venue arrive on foot, by vehicle or by Public Transport. The venue's Quiet Marshalls direct all arrivals safely to the venue from their position at the top of Autumn St.

The quiet Marshalls are in radio contact with the security team and maintain full visibility of Autumn Street at all times with the Security staff at the ID position.

Public ingress is via the main entrance on the north of the building as per Appendix Five.

A system of queuing lanes created using low crowd control barriers is installed to safely manage pedestrian ingress. Appropriate measures are taken to ensure that venue traffic and pedestrians do not come into conflict.

The public enter into the queuing lane and are processed through the ID and SEARCH points before being admitted to the venue via the Box Office.

Capacity is monitored at all times by a static security officer at the Front Door position using in/out clicker counters.

The Security Manager independently records the internal capacity every hour of operation. These reports are filed for historic reference with the Venue Manager.

## Supervision

Once patrons are inside the venue, the security team maintain a constant supervision of the event from static staffing positions and roaming patrols.

Designated external security staff move to locations inside the venue post ingress to monitor the crowd in the bar and dancefloor areas.

All staff are trained in effective radio communications. The Security Manager carries out regular welfare checks on all staff throughout the event.

## Egress

Normal egress from the site is via the main entrance. Once ingress is complete, the queuing lanes are stripped away in preparation for egress.

Prior to Event Close, the Security and Venue Manager assess the capacity and decide on the egress strategy regarding Event close and Staff positioning.

To close the event, the house lights are brought up and the music level is decreased. Security direct the crowd from the dance floor, via the cloakroom to the front door.

In the event of 200 or more patrons remaining inside the venue, the bars are closed, the audio volume is reduced and the lights are kept low to effect a 'soft close' - where patrons filter out of their own accord to minimize volume on egress.

## Dispersal

On exit patrons disperse on foot, by vehicle and by public transport. The venue hosts a PCO licensed Taxi Rank from the main yard that is managed and supervised by security staff for customers wishing to take a taxi. Patrons seeking to use Uber services are also managed by supervisors at the venue marshaling them to the designated Uber drop off and pick up point in appendix 5.

Crowds travelling on foot are directed up Autumn street and away from residential properties in a quiet and responsible fashion by the venues Security and Quiet Marshall's. Signage is also employed to ensure an effective dispersal at egress, as per appendix 4.

## Emergency evacuation

In the event of an emergency, it would become necessary to evacuate the venue as quickly and safely as possible.

Examples of a emergency incident include: fire, bomb threat, terror threat, widespread or severe public disorder, crushing/overcrowding.

All music and performance would be stopped immediately and the venue would be evacuated following the Emergency Evacuation Procedure (EEP):

### EEP (contd).

- The emergency services and responsible authorities would be informed
- The house lights would be switched on and available fire exits opened and manned by security staff in hi-visibility clothing.
- A message to evacuate the site will be repeatedly relayed by security and venue staff and on the venues Public Address System until 100% evacuation is complete.
- The management of any major incident will be handed over to the relevant emergency service on arrival.
- The target evacuation time for the venue at full capacity is 5 minutes as per the following emergency exit calculations.

### Evacuation flow rates

Based on a maximum capacity of 580 and medium to low risk factors the following applies:

Exit rate is 109 persons per metre of exit width per minute.

2 exits @ 2.5 metres = 272.5 persons per minute.

Assuming one exit is comprised - total evacuation time 2.12 minutes.

Target evacuation time no more than 5 minutes.

### Fire safety

Venue and Security Management conduct and record pre and post opening safety checks incorporating Fire Exits, Emergency Lighting, Fire Extinguishers, Hazard Identification and general venue Risk Assessments.

The venue has appointed fire safety consultants to carry out annual tests and maintenance as required of the Fire Alarm System, Emergency Lighting System, Fire Fighting Equipment, Fire Safety Risk Assessment and Fire Safety logs, manuals and training.

The Venue Management Team has a minimum of one St Johns Ambulance accredited Fire Marshall on premise during operation.

Members of the security team and venue staff are also trained in the use of Fire Fighting Equipment, Fire Safety and the venues Fire Emergency Evacuation Procedures.



## Fire risk assessment

### Hazard identification

Source of Ignition: The ignition sources are mainly those commensurate with nightclub premises being the Public Address electrical equipment such as monitors, amps and lights.

There are fridges and tills in the bar area and the staff room and offices contain a kettle and oil filled standalone radiators.

Smoking is not allowed in the building and purpose made cigarette bins are provided in the designated 'Smoking Area' outside. There are no other significant ignition sources within the workplace.

Source of Fuel: The sources of fuel are those commensurate with nightclub premises being types of paper e.g. flyers, dropped rubbish, items of clothing and any accelerants on the participants such as lighters or matches.

Source of Oxygen: There are no additional sources of oxygen other than normal air.

Work Processes: The work processes are commensurate with normal nightclub premises.

There are no processes that pose a significant fire hazard. A competent electrician maintains all the portable electrical equipment by PAT testing and the installed electrical systems are inspected periodically in accordance with Institute of Electrical Engineers (IEE) recommendations. The company policy is to close down all unnecessary electrical equipment during the day and in office areas not active during an event.

Structural features that could promote spread of fire: There are no means of isolating a fire in the main room.

### People at risk

Employees are distributed throughout the building. All staff are given an induction brief including all safety procedures on first being employed on the premises.

Cleaning staff who work after normal working hours may be isolated in the building. These persons are given a safety induction including all fire safety procedures on first being employed on the premises.

At the present time there are no employees with disabilities.

When the premise is open to the public, staff are trained to ensure that the evacuation of the public is part of their duties.

### Means of escape

#### Horiztonal evacuation

All employees are trained in what actions to take on hearing the alarm or discovering a fire. There are no employees with disabilities that would prejudice their evacuation from the premises. These will allow all persons in the premises to evacuate safely in the event of fire. Emergency exits open outwards in escape direction. There are no 'dead-end' conditions.

It is anticipated that a fire in the building would be a slow to medium growth fire involving paper, clothing and wood type materials. It is also anticipated that any fire would be noticed fairly soon after ignition by persons due to the working practices of the building. It is anticipated that all employees and persons resorting to the building would have evacuated the building in less than five minutes, before any escape route becomes untenable.

All door fastenings can be easily opened at all times without the use of any keys and all escape routes lead to a place of safety in the open air. All escape routes internal and external are covered by Emergency Lighting which operates automatically if the power to the lighting circuits fails.

#### Vertical evacuation

There are no vertical means of escape.

#### Fire safety signs and notices

There are adequate fire safety signs and notices in the premises. All emergency exit routes and doors are adequately signposted with green 'running-man'. Fire doors to cupboards/store display 'Fire Door – Keep Locked Shut' signs. Fire extinguisher positions are marked by appropriate signs showing the type. The venues fire routes are clearly marked on maps in prominent areas.

#### Fire warning system

A new fire detection and alarm system was installed on the 6th September 2013 by a NICEIC contracted installer and complies with BS 5839-1:2002 and Section 4 of BS 5839-4:2002. This system is checked annually by a Fire Safety Consultant and a certificate is produced for the fire safety file.

An alarm test will be carried out monthly and recorded in the Fire Log book.

#### Firefighting equipment

There are a sufficient number of fire extinguishers correctly mounted on wall brackets and located throughout the premises in accordance with the Guide. They are adequate for the risks within the premises and have been serviced within the last twelve months.

All comply with BS EN 3 1996.

An extinguisher schedule is kept with the fire logbook to assist in location and condition checks.

#### Method for calling the fire service

The DPS, PLH, Security Manager or Event Manager will call the fire service on 999.

### Pre-opening fire safety checks

- The following fire safety checks are included in the venues pre opening checks:
- All combustible material to be stored away and isolated from ignition sources
- Full check of all fire doors and exits - ensure they are clear, and in good working order.
- Check all fire extinguishers are in place and in date
- Check all emergency lights are powered
- All rubbish to be cleared from premises and suitably disposed of before the event
- No more than 580 members of public to be allowed access to the building
- All radios to be fully charged and in good working order.

### Risk assessment summary

The general overview of the risk assessment is that the likelihood of a risk occurring that could threaten the event is low. However, if the risk did occur the severity of that risk is high. This is due to the potential impact any risk could have on a gathering of people in a non-open area. The assessment has been carried out in accordance with The Health and Safety at Work Act 1974.

The Venue Management team are responsible for monitoring the effectiveness of the fire risk assessment process and its implementation. Fire Drills will be carried out every six-months. All fire training, routine checks and engineers tests of fire safety equipment are recorded in the Fire Log Book and kept in the Fire Safety File. Fire exit doors are all manually activated, Emergency lighting systems are connected to show power system and main system.

### General health and safety statement

██████████ Ltd is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. The Company fully accepts its responsibility for other persons who may be affected by its activities. The Company will take steps to ensure that its statutory duties are met at all times.

Each employee and sub-contracted employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities. It is the duty of the Company to ensure that all processes and systems for work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees, contractors and their representatives to raise issues of health and safety. Employees and Contractors must co-operate with the Company to enable all statutory duties are complied with. The successful implementation of this policy requires total commitment from employees and contractors at all levels of the organisation.

Each individual has a legal obligation to take reasonable care for his or her acts or omissions. Full details of the organisation and arrangements for health and safety will be set out in separate documents. The Company is committed to seeking ways in which standards of Health and Safety can be continually improved. This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

It is the policy of ██████████ LTD to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health, which might arise from work activities.

Ingress / egress procedure - including public transport summary for extended event day

Ingress Procedure

For staff facing document explaining to staff their detailed role in Ingress / Egress procedure please see Appendix Three. For signage guide please refer to Appendix Four. For site plan please refer to Appendix Five.

NB. SIA = SIA registered security guard

Staff positions

SIA-1: AUTUMN STREET	(static)	339/441 Wick Lane/Autumn Street
SIA-2: ID / HOST	(response)	at entrance to customer ingress route
SIA-3: SEARCH1 / BAR	(response)	Search area > Bar post ingress
SIA-4: SEARCH2 / ROAM 2	(response)	Search area > Roam post ingress
SIA-5: FRONT DOOR	(static)	Crowdflow; Search / Box Office / Smoking / Egress
SIA-6: FIRE EXIT	(static)	Back fire exit
SIA-7: SUPERVISOR/ROAM1	(first response)	
STEWARD	(static)	positioned in yard

Setup

Security staff on site minimum of 30 mins prior to doors.

Setup PED and HERAS fencing in yard to create customer INGRESS ROUTE.

Setup Autumn St with TRAFFIC CONES, TAXI TOUT sign & QUIET signs. SIA-1 in position 15 minutes before doors.

2300 : 0200 (approx) - Customers arriving and admitted to venue.

On foot: Directed by SIA-1 to venue, Received by SIA-2 and moved through SEARCH.

By Taxi, including Uber: Taxis are directed by SIA-1 down Autumn street to drop off. Venue address / postcode and designated Uber dropoff point is at bottom of Autumn St, in Autumn Yard. SIA are briefed to communicate this to all Uber and taxi drivers. SIA and stewards ensure designated Uber dropoff point is used by all Uber and taxi drivers and do not allow dropoff at the intersection of Wick Lane and Autumn St.

By Car: Any guests arriving by car (negligible) are directed to park in open spaces on Autumn st.

All guests are received by SIA2 and processed through search area SIA-3/4. SIA-5 records all guests in and out of venue on click counters.

0200 - 0330: All customers inside except minimal ad hoc late arrivals.

0200: SIA-3 transfers from SEARCH to BAR position.

0330: SIA-2 sets PED & HERAS fence to create TAXI RANK. SIA-2 transfers to junction of EGRESS ROUTE and TAXI RANK.

## Egress Procedure

For staff facing document explaining to staff their detailed role in Ingress / Egress procedure please see Appendix Three. For signage guide please refer to Appendix Four. For site plan please refer to Appendix Five.

Staff positions:

SIA-1: AUTUMN STREET	(static)	339/441 Wick Lane/Autumn Street
SIA-2: EGRESS/TAXI	(response)	at junction of EGRESS & TAXI RANK
SIA-3: BAR/CLOAKROOM EGRESS	(response)	Bar & Cloakroom crowdfow
SIA-4: ROAM2/AUTUMN STREET	(response)	Venue roam/Top of Autumn St
SIA-5: FRONT DOOR	(static)	Crowdfow; Venue Egress/Smoking Egress
SIA-6: FIRE EXIT	(static)	Back fire exit
SIA-7: SUPERVISOR/ROAM1	(1st response)	Venue egress FIRE EXIT>FRONT DOOR

0330 - 0600: Customers leaving venue

Guests exiting the venue before 6am are verbally directed by SIA-5 & SIA-2 through EGRESS on foot or TAXI RANK.

0430: SIA-3 sets up Cloakroom line, assesses egress numbers.

0530: SIA-4 transfers from ROAM2 to AUTUMN STREET dependent on necessity.

0600: VENUE CLOSE - ALL CUSTOMERS LEAVING VENUE

SIA-7: Verbally directs customers in DANCEFLOOR to exit the venue

SIA-3: Verbally directs customers in BAR/LOBBY to CLOAKROOM queue or to EXIT

SIA-5: Verbally directs customers to EGRESS & TAXI RANK AND UBER PICKUP POINT

SIA-2: Verbally directs customers to EGRESS or TAXI RANK AND UBER PICKUP POINT

SIA-4: Verbally applies quiet rules to customers up and down AUTUMN

Street: SIA-1: Quietly disperses customers exiting on foot along Wick Lane.

Taxi Rank and Uber Pickup point signs are clearly displayed at Cloakroom and Box Office. All guests egress past SIA-5 & SIA-2, who both verbally announce the Taxi Rank / Uber pickup point.

SIA-2 directs customers in need of a taxi into Taxi Rank / Uber pickup point.

## Public transport summary

### Ingress

There is a bus stop very close to the venue at the top of Autumn Street, where the 339 connects to Mile End, a major transport hub. From April 5th 2014, the 339 route is being significantly enhanced to operate a circular route through QE2 Park to Stratford.

The 339 is not a night bus, and does not operate a service between midnight and 6AM.

The closest train stations to the main studio are;

Hackney Wick: (Overground, 10 minutes walk away) opens at approximately 6AM on Saturday and 7AM on Sunday.

Bow Church (Underground and DLR, 15 minutes walk away) opens at approximately 6AM on Saturday and 7AM on Sunday.

The events at Autumn Street Studios will begin at approximately 2200, and it is anticipated that much of the audience will arrive between then and 2300.

At this time the public transport routes above can be considered viable routes to the venue.

As attendees arrive, they are advised by the SIA at the top of Autumn Street to walk down the street and enter the queuing system described in Appendix Five. The distance from the closest noise sensitive properties on Wick Lane suggests that this will not create a nuisance.

## Public transport summary

### Egress

The 339 does not run 24 hours, so cannot be considered a viable egress route during these hours. The closest train stations cannot be considered a viable egress route during these hours for the same reason.

In the absence of 24 hour public transport, the most effective way of getting everyone home from the venue safely without them causing a disturbance is to implement the detailed strategy laid out in “Egress Procedure” above, and utilize the Uber Pickup point and Taxi Rank system. The position of this area is laid out in Appendix Five.

Were the venue to open until later in the morning than 6AM, public transport would become a viable option for egress again.

The closest residential properties are on Wick Lane. They are 130m from the proposed Uber Pickup Point / Taxi Rank.

## Operations Manager's Opening Checklist

### Two hours pre-doors:

Open main yard gate with small silver padlock key (next to brass key on keyring) - Lock padlock to eyelet on gate-post - prop main gate open with breeze blocks.

On main door open external padlock small with brass padlock key (next to main gate key) - Lock padlock to eyelet on door

On main door open internal padlock under protective box with silver key (Sterling logo, next to brass key on keyring) - Lock padlock to eyelet on inside edge of door. Slide doors open to the left. (very heavy).

Switch on yard, box office and entrance lights (3 switches in box office)

Switch on lobby, liquor room and cloakroom lights (3 switches in liquor room)

Switch on upper hallway, green room and bathroom lights. (in obv places)

Go to office and collect clipboards with day sheet/mgmt open checklist, security open checklist and bar setup checklist/waste sheet.

Check day sheet for notes on event, settlement, floor/door setup, staff etc.

Deliver clipboards and relevant keys to head of security and bar supervisor (keys are located in bottom drawer of filing cabinet - Security on Jaegermeister Lanyard, Bar on black lanyard with white plastic key)

At this point head of security should begin open checklist and bar supervisor should start setting up the bar.

Walk through the whole venue from yard to fire exit, note in day sheet any issues, snags, thoughts etc. (lightbulbs out, clean green room, sort bins etc)

Check that there are 2 empty blue bins for the event and the dark blue bin for Unit 2 (Steve) is moved to the far side of the red van and out of use.

The remaining bins should be placed on the other side of the shipping container or on the opposite side of the yard outside shutters for Unit 1.

Liaise with promoter, (name on day sheet) introduce yourself as the venue manager and run through the following;

How many tickets have been presold? (note on day sheet)

How many names on the guestlist? (note on day sheet)

How many people are they expecting? (note on day sheet)



## Operations Manager's Opening Checklist

Explain that we have drink tokens for promoters & artist riders, @ £1.20 each exchangeable at the bar for a single mixed drink, beer, cider, wine or soft drink and are paid for at settlement. A case of beer can be provided for the green room or on stage for £25. Water is free.

How many drink tokens? (note on day sheet)

How much are tickets selling for on the door? (note on day sheet)

Do they need a door float? (note on day sheet)

Do they have their own hand stamp? - if not provide a house stamp.

Get an image of the stamp to show security.

Explain that we have a green room that is accessed by wristband only. It has a limit of 10 ppl. There is absolutely no smoking up there and security are zero tolerance on this matter.

Give promoter drink tickets, wristbands and hand stamp. Give door float at doors if required.

Brief head of security on event numbers etc and introduce to the promoter.

Assess with Head of Security/Promoter how many tickets are available to sell on the door. (Max sellable capacity is 550)

Head of security will explain door operation with promoter/box office staff.

### One hour pre-doors

Check on setup progress

Ask bar supervisor how many bags of ice on hand - Order if necessary

Check 2nd bartender has arrived and is working on setup.

Check Cloakroom staff are in and setting up cloakroom. (give them key)

Remind staff of how much time left to doors, check bar setup sheet and ensure work is on schedule to open at advertised time.

Check with Head of Security that all staff are on site, yard is set up and ready to open at advertised time.

Ask Head of Security what time the staff briefing is and arrange a time to meet (15 mins to doors)

Prepare tills



## Operations Manager's Opening Checklist

Prepare house guestlist

Check emails and texts for house guestlist additions from Tristan, Dash, Alex, George or Joe - add names to house list spreadsheet - alphabetise and print just before doors. Any names added after door, hand write on guestlist.

### 20 minutes pre-doors:

Distribute tills, lists etc to bar, cloakroom and box office;

BAR: 3 x tills, 3 x PDQ machines + spare rolls, 1 x blank comp sheet (on setup clipboard), 1 x radio.

CLOAKROOM: 1 x till, 1 x cloakroom key, 1 x radio.

BOX OFFICE: 1 x till, 1 x stamp and ink pad, 1 x house guestlist. (If not using scanners promoter may want a copy of the RA ticket list)

### Final checks

Collect bar setup sheet & check bar team are ready to open.

Check with FOH technician to see if they are ready to open.

Check notes on day sheet ensure everything is complete.

Check promoter is happy and ready to open on time.

The club must ALWAYS be ready before the promoter.

### 15 minutes pre-doors

Assist Security pre-service

Liaise with Head of Security for staff brief. Once finished, all staff on position. Complete venue walkthrough with head of security and call doors when ready. Go through and check off items below.

\*\* = Head of Security

### Pre-doors

Unlock ped barrier padlock - lock padlock to chain \*\*

Open front double doors - lock padlocks indoor\*\*

Turn on outside floodlights - switch in box office

## Operations Manager's Opening Checklist

Unlock ped barrier padlock - lock padlock to chain \*\*

Open front double doors - lock padlocks indoor\*\*

Turn on outside floodlights - switch in box office

Unlock Back Fire Exit Padlock, put shutter up, lock chain to bannister \*\* · Check Outside Fire Exit is clear, check security lights operational\*\*

Check furniture is in place in booths and lobby

Barlights and fridge lights on

Booth lights on

Lobby / stairwell lights on

Check toilets - paper,handwash, urinal blocks, disinfectant

Venue is clear of all production - (check with FOH)

Cloakroom PED barrier set\*\*

Heras Fence Out for smoking area \*\*

Ingress/Egress/Search area set out with PED\*\*

Full venue health and safety check (trip hazards etc, check SESRA)\*\*

Check all fire escapes are clear

Check emergency lighting power lights\*\*

Check fire extinguisher tags and positions\*\*

Check rubbish bins are bagged and in position

Check FOH, bar and cloakroom are ready to open

Lock cleaning cupboard and stockrooms

Check cloakroom is open, lit and ready

Turn off lobby security light-switch in cloakroom (right switch in bank of three)

Double check Autumn st position and stewards are ready and informed

## Operations Manager's Opening Checklist

Complete venue walk through with head of security

Call doors to head of security when ready to open.

### During event, float front to back

Monitor front door and cloakroom ingress, check in on door click every hour

Monitor booths & toilets for congestion, alert security for crowd control

Monitor bar operations - check change, wait time for drinks, general bar ops

Monitor main room - smoke level, temp level, security on point etc

If bottlenecking develops, radio security to area & apply crowd control.

Keep all areas clean & free from debris (bar staff/bussers/mgmt)

Check and empty internal rubbish bins when necessary

Check FOH for drinks/debris/customers - remove

Check toilets are clean & free from debris, female staff to check female toilets.

Check fire escapes are clean & free from debris

Ensure outside areas are kept clean & free of debris (bar/security)

Monitor main dancefloor regularly for drug use, over intoxication, customer interactions etc.

Check in with Fire Exit security for updates. Any situations notify Fire Exit security 1st, if escalated, call security over radio.

Monitor bar, toilets and booth seating area regularly for over intoxication, customer interactions etc. Check in with Bar security for updates. Any situations notify Bar security 1st, if escalated, call security over radio.

Check in with head of security regularly and update with any floor info.

Keep an eye on smoke levels in main room (not too much, not too little)

Keep back fire exit doors closed at all times (noise issues if open) and pay attention to the sound levels, lighting, atmosphere & aesthetics outside

Supervise quiet marshalling of customers at Autumn St and prevent congregation outside Wick Lane Houses

Check in with Head of Security re Autumn st position regularly

Operations Manager's Opening Checklist

Ensure no congregation outside Wick Lane Houses

Check in with Head of Security re Autumn st position regularly

Monitor security detail, guards on position, atmosphere, search times etc.

0330

Assess 'Money In vs Money Out' & determine if possible to cut staff. - Check with bartenders first, then cloakroom & cut @ 4am if effective. - If cutting cloakroom, move a bartender into cloakroom for close.

If cloakroom is full, keep staff & add bartender for egress @ 5.30am -

Complete Cashout sheet in google drive

Complete CC Report'

Do final close walkthrough with HOS

Do final check of yard. Ensure Unit 2 is free of any club debris.

If cleaners are not on site, padlock doors and exit yard.

### 3. Refuse disposal and cleansing arrangements

#### Waste Management Policy

Autumn Yard has a contract with [REDACTED] for 6 x 1100 litre capacity wheelie bins. These are comprised of 3 x Mixed Municipal bins and 3 x Mixed Recycling bins. The bins are for the use of Autumn Street Studios tenants as well as the main studio venue. This gives the entire development 6.6 m<sup>3</sup> of waste capacity. The bins are located on private land adjacent to the main studio.

[REDACTED] are contracted to collect this waste every Monday morning at 09:00.

London Borough of Tower Hamlets are the local authority and their guidelines (see Appendix 4) offers the following guidance for office uses:

2.6 cubic metres (m<sup>3</sup>) (1 m<sup>3</sup> = 1,000 litres) waste storage for every 1,000 m<sup>2</sup> gross floor space.

Note: one third of this capacity must be retained for the storage of separated waste for recycling. The Council expects every office in the borough to have a private refuse and recycling collection contract in place with a licensed waste collector who can provide a Waste Transfer Note for the material carried.

The private studios at Autumn Street which are in office use total approximately 650 square metres (m<sup>2</sup>) so according to this advice, the complex should have a total capacity of 1.69 m<sup>3</sup> comprised of 0.56 m<sup>3</sup> of recycling capacity.

As such, the waste removal provision for the studios represents an over provision, however this additional capacity is used by the operation of the main studio during photographic and film shoots as well as event days and extended event days.

LBTH do not offer guidance on capacity requirements for film and photographic studios or live music events and in any case the capacity requirement varies significantly according to numbers of photographic/film shoots and events during a week, the size and character of photographic/film shoots and attendance at events.

Therefore in order to ensure adequate waste capacity for events, during midweek preparation of the venue management assess bin capacity and order an extra collection for Friday if it is deemed necessary in order that a minimum of 1 x 1100 mixed recycling (1.1 m<sup>3</sup>) and 1 x 1100 (1.1 m<sup>3</sup>) mixed municipal is available for each event.

Event Waste is sorted into recycling and mixed municipal by Templeton's cleaning services. The wheelie bins are also pressure washed on a regular basis by staff.

On a week when the main studio space will be hosting a late night event, during midweek preparation of the venue, management assess bin capacity and order an extra collection for Friday if it is deemed necessary in order that a minimum of 1 x 1100 mixed recycling and 1 x 1100 mixed municipal is available for each event.

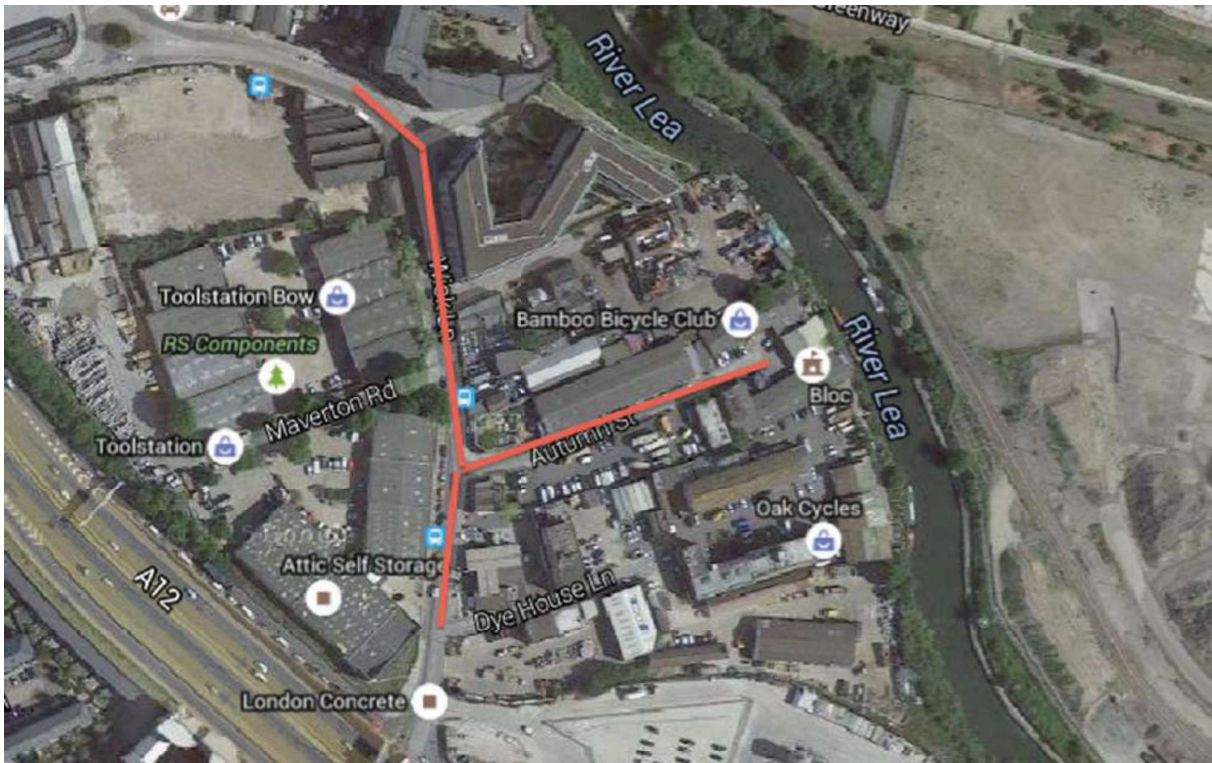
The bins are filled with waste from the events space by Templetons Cleaning Services [please see below] and Autumn Street Studios staff.

Cleansing Policy

The venue has a contact with Templetons Cleaning Services to clean the events space after a late night event. They are contracted to arrive at 07:00 following a 06:00 egress.

Templetons are tasked with street cleansing Autumn Yard, Autumn Street, the junction of Autumn Street and Wick Lane, and all the way along Wick Lane up to the apartment blocks at 419 Wick Lane, known as 'Wick Lane Wharf'. The image below details this remit.

Having completed the outdoor street cleansing, they clean the venue and fill the bins ready for the Monday collection.





## 4. Parking arrangements

As a part of the planning application, [REDACTED] were engaged to conduct a Transport assessment and produce a Travel Plan for the main studio, extracts of which are included in this summary of parking arrangements.

Unit 3 is accessed via the yard located at the end of Autumn Street. This courtyard offers approximately 20 parking spaces.

These off-street parking spaces are used by the Autumn Yard community for daytime activities and cleared in the evening to leave room for an organised taxi rank during event nights. A line of pedestrian barrier allows parking for up to 6 cars in addition to the taxi rank.

A site travel survey from an event night shows that car trips (drivers and passengers) account for 3.2% of journeys while the remaining trips are made by sustainable or shared modes. As such, parking is made available for 10 vehicles in the yard itself.

Furthermore, the survey indicated there is a vast amount of legal parking opportunities available outside regulated hours (Monday to Saturday, 8:30am to 5:30pm) which does not seem to be affected by evening events taking place in the main studio.

Even with large scale events, there is no evidence to suggest that the availability of local parking opportunities is, or would be, compromised.

## 5. Delivery and servicing arrangements

The main studio is serviced by [REDACTED]. The procedures for cleansing and waste removal are outlined in section 3.

During weeks prior to public events in the main studio, deliveries take place on Thursdays. Goods delivered are cleaning products from Nisbetts, beverages from Amathus and Hamptons of London.

Deliveries are met and signed in by the duty manager or their assistant.

Autumn Yard has been used for deliveries from Heavy Goods Vehicles for industrial goods and processes for many years prior to the development of the studio complex. Furthermore, the yard is situated on private land off the public highway.

As such, deliveries and servicing to the main studio venue are practical and convenient and do not impact on the amenity of local residents or access for local businesses.



## Appendix One: Noise Management on Autumn Street

The following plan has been implemented and is communicated to our staff to ensure the management of noise from patrons during egress does not impact on our neighbours.

Patrons who have been for an enjoyable evening out can be exuberant and their conversation is a possible trigger for noise nuisance.

To combat this, our staff are stationed along Autumn St delivering and reinforcing the message that we politely request they be considerate of our neighbours.

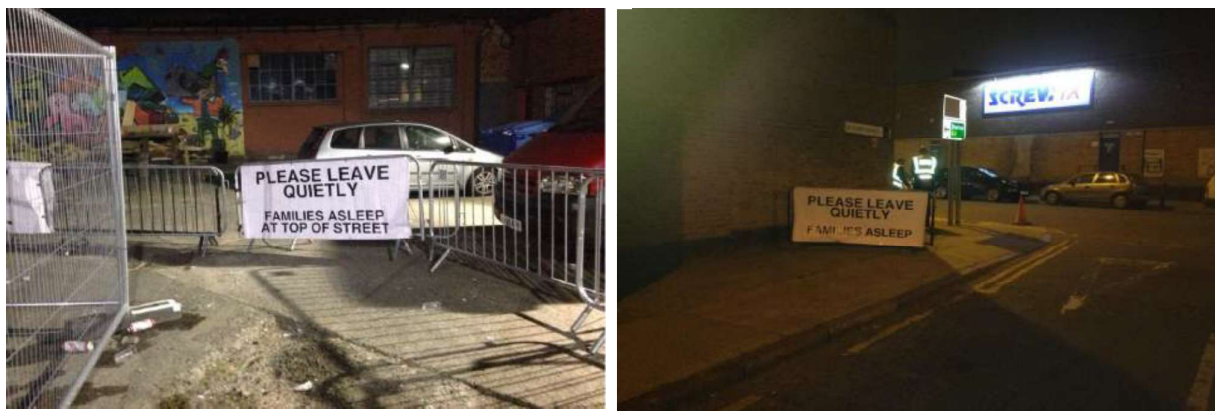
Our staff raise awareness of the sleeping residents at the top of street and our signage reinforces this message.

### Noise Management Plan Points of Action

Before the Venue is open appropriate signage relating to the neighbours houses and noise levels is to be in place to be seen during ingress as well as Egress.

Details of this signage;

1 x 'Please leave quietly' sign to remain within full view of patrons using the smoking the smoking area as well as coming to or leaving the Venue, as below [Fig.1];



1 x 'Please leave quietly' sign to be placed in direct view of patrons walking to the top of Autumn Street by the side of the residential properties, as above [Fig 2].

1 x 'No congregating here' sign to be placed on the raised platform outside screwfix.

## Autumn Yard - Management Plan

Any Patron leaving the Venue throughout the duration of an event is reminded that there are families asleep at the top of Autumn Street and asked to leave quietly without disturbing our neighbours.

Once egress has begun and a large volume of Patrons are preparing to leave the following procedure has been developed, tested and proven to be effective in managing noise levels:

SIA 1 to be posted (Static) by the cloakroom asking every patron to Please leave quietly and bear in mind there are Families asleep at the top of the road”.

SIA 2 to be posted at the Search position repeating this request. “Please leave quietly, there are families sleeping at the top of the road”. At this point patrons are sorted by the SIA into those leaving by foot and those who wish to use the taxi services. They all must walk past the sign in Fig. 1.

Taxi using patrons are then fed into the Uber Pickup Point and Taxi Rank – please see Appendix Five. This is marked clearly by signage. Please see signage plan, Appendix Four. Taxi Stewards remind patrons that all taxi loading – whether Uber or otherwise – takes place in Autumn Yard at the designated point. Taxi and Uber loading is not permitted elsewhere.

SIA 3 to be posted halfway up Autumn Street to catch remaining patrons and reinforce the “Please leave quietly” message. At this point the sign in Fig. 2 will be clearly visible.

Patrons will continue to egress out the top of Autumn Street where all remaining SIA and the appointed Quiet Marshals will be on point ready to guide them away from the residential premises and onward. They will be able to clearly view the ‘No congregating’ sign outside Wick Lane.

Remaining SIA make it policy to walk over and stand in the middle of any crowds that do appear. This non-confrontational measure makes it boring for patrons to congregate and we have observed that it is very effective in moving patrons on into the night.

As the venue empties any SIA that where in the club will join the Autumn Street and Wick Lane staff in ensuring a peaceful and controlled egress is completed, eliminating or keeping to an absolute minimum any impact the egress may have on our neighbours.

This noise sensitive egress plan has been refined over time and proven to be highly effective.

## Appendix Two: Quiet Marshal Job Description

The sole purpose of having QM's on point at the top of Autumn street is to protect the two residential properties from any form of disturbance throughout the entire duration of any club night held at Autumn St Studios. This includes the moment the first patrons turn up until the moment everyone attending the Venue has left, not only the venue itself and yard, but left the area completely. This means no groups or individuals lingering at the top of Autumn St or on Wick lane in front of, or adjacent to, the two houses.

It is important to note that our neighbours have been aware of patrons egressing our venue in the past.

The two QM's are employed as a license condition and to prevent impact from the venue disturbing our neighbours.

Setting the top of the road up involves taking the traffic cones up from the club as well as a Taxi touting sign and any additional signage, these will need to be taken down and back down to the club once the area is clear and 'everybody' has gone home.

During ingress and the majority of the evening two Quiet Marshals will be required at the top of Autumn St at the T junction with Wick lane.

1 x QM must be on point standing on the corner of the two roads nearest the houses at all times. Please see illustration. (Blue crosses).

The advantage of having a QM posted more or less permanently on the corner is that he/she can keep an eye on both Autumn St and Wick lane in front of the houses from one position.

Please note that one of the positions during egress (Green cross) is marked further down Autumn Street towards the club. This is so that he/she can keep an eye out for people or groups coming up the road who are making a lot of noise, to intercept them on Autumn street and notify/remind them that there are residents and to keep quiet. This means by the time they reach the front of the houses they are forewarned.

The traffic cones are to be placed in front of the two houses to deter Taxis from attempting to pick up clients there.

Patrons going to and coming from the Club are not allowed to sit on the houses or windowsills or congregate in front of the houses at any time, especially at 0600.

Communicating the need to move on and be quiet is essential, to approach a person or group and simply tell them to move/move-on is not appropriate.

This can lead to prolonged arguments or conversations in order to justify the reason.

Being able to communicate effectively and quickly is very important. For example you could say: (in a whispered tone) "Please be quite and move past the houses as there are children sleeping".

Whispering automatically makes the majority respond in the same manner, so you are setting the tone of any communication, and talking of sleeping children appeals to almost everyone to be quiet and move along. A lot of the time "Please be quiet and move past the houses, people are sleeping" will suffice.

A manner of assertiveness without being aggressive is essential.

If approaching a large group you can still whisper (though slightly louder) and get their attention by assertively saying;

“Guys guys guys.....” and then one of the above mentioned sentences.

On many occasions once you have asked people to move on they will answer with a question, side tracking you from your duties. It will more than often be asking for advice about transport or routes home, do not engage unless you move them round the corner to discuss offering them advice out of earshot of the houses. It's very easy to become embroiled in a conversation in front of the houses creating noise you are there to prevent.

Sometimes you will get a person or people replying, “This is a public street, you can't tell me what to do”

In almost every case people appreciate being respected and levelled with.

These suggestions are more of a guideline than a script, but friendly, simple, clear and polite sentences command respect any patron.

During egress it is best to move everyone on, even people on their own who aren't making a noise.

Another role of the QM is to ensure no cans or bottles are left on the windowsills or in front of the houses; the area looking like a festival site in the morning is equally distressing to the residents.

Any litter should be removed from the area especially Autumn Street, and at least once an hour throughout the evening a QM is required to patrol the entire length of Autumn street checking for litter and especially any glass bottles and placing them in a bin.

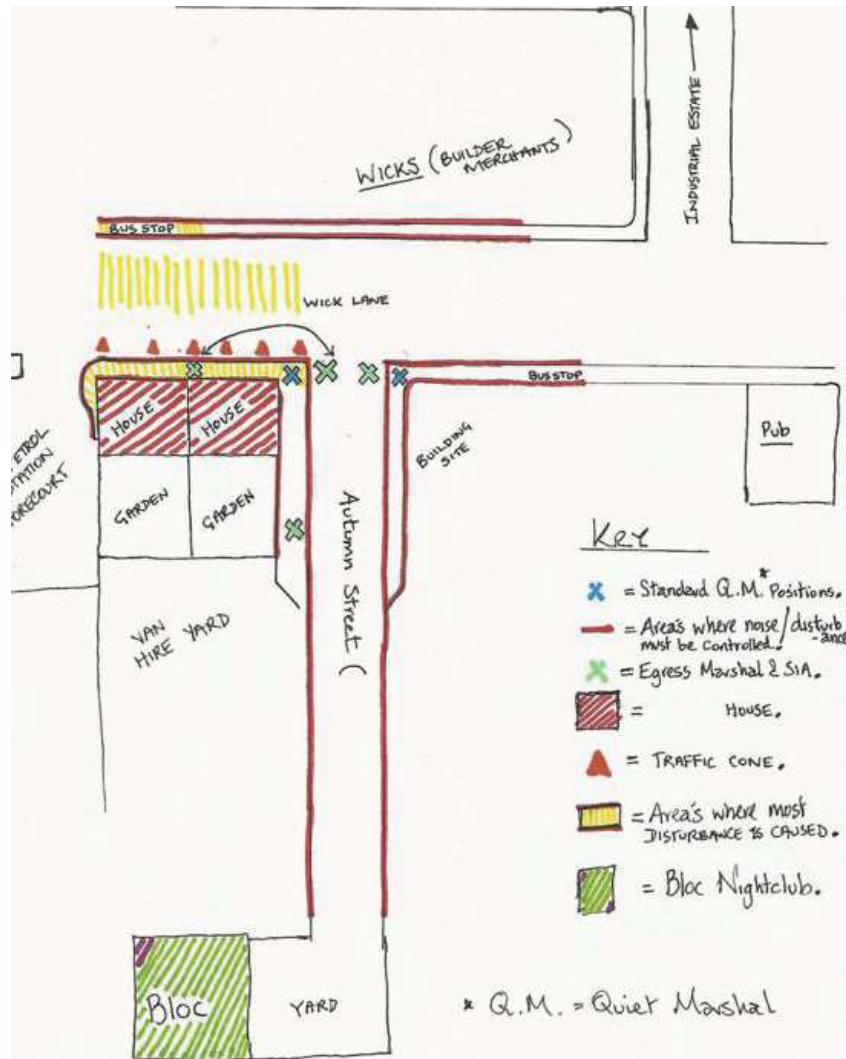
There are noise-monitoring duties to be carried out, in a noise log that will require taking noise monitor readings and logging them 3 times during each club night. Please see Bloc management about this. You will also be required to radio down to the club if you can hear the sound from the venue at the top of the road.

As a QM your job is finished once there are no patrons left in sight at the top of the road. Leaving whilst there are still people from the club around could mean they cause a disturbance once you have gone. Patrons gathered at one of the bus stops are not necessarily waiting for a bus.

Once everyone has left the area, call in to the head of security to check its ok to “break-down” and on confirmation of this take the signage and cones back down to the club and sign out.

# Appendix Two fig. 1: Quiet Marshal hand-drawn guide to the top of Autumn St

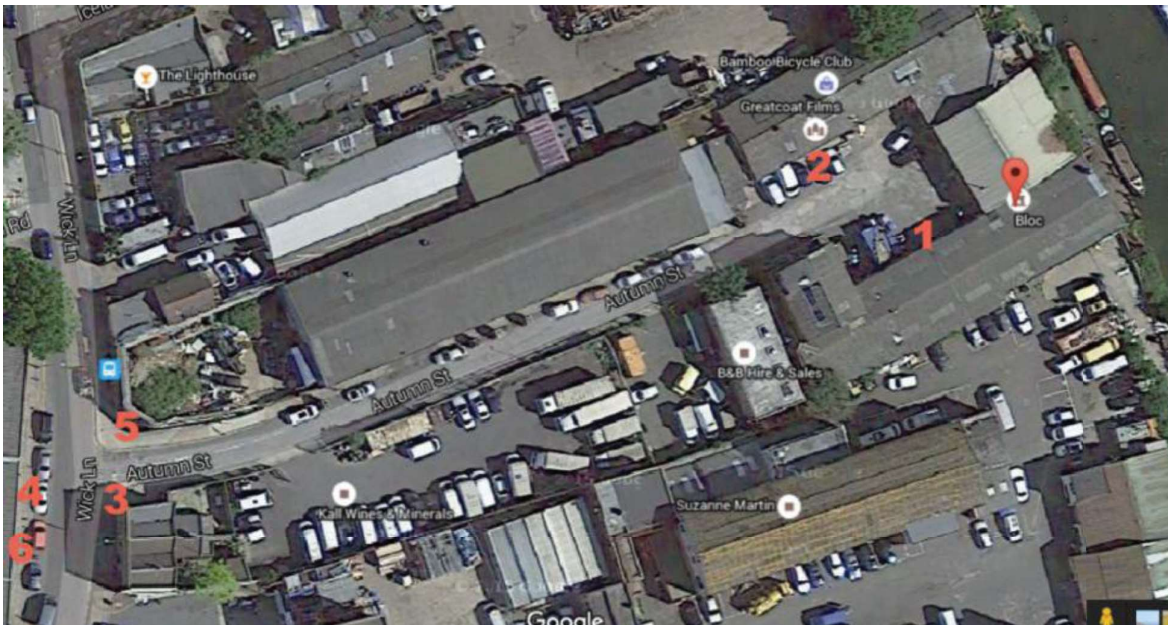
This document is circulated to all QM's.



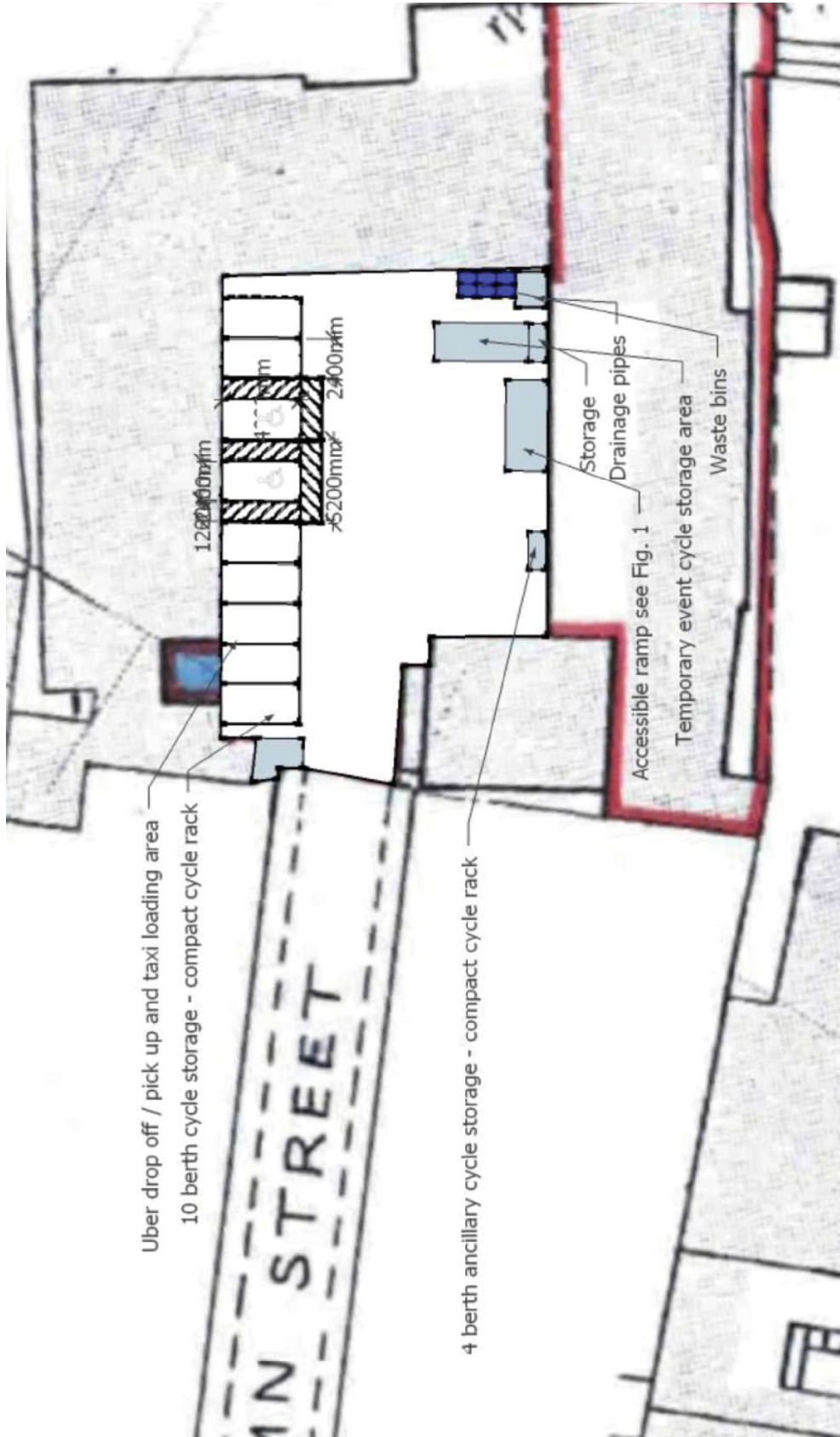


## Appendix Four: Event Signage

1. 'Please leave quietly / families asleep'
2. 'Uber Pickup/Drop-off Point'
3. 'Please leave quietly / families asleep'
4. 'Buses / Trains ----> Please Leave Quietly'
5. 'Taxi/uber dropoff & pickup this way only ----> / Taxi touts number plates will be reported / CCTV in operation'
6. 'No taxi/uber dropoff & pickup / No congregating / Families asleep here. Please leave quietly / families asleep'



# Appendix Five: Yard Diagram



# Appendix 16



## Corinne Holland

---

**From:** Wayne Lloyd <[REDACTED]>  
**Sent:** 29 January 2024 01:24  
**To:** Licensing  
**Subject:** CLC/EHTS/LIC/166168

To whom it may concern,

I am writing to make the strongest possible objection to the application for a license to operate 7 days a week until 3am.

The name/address of the premises is Little LDN, Studio 2, Unit 3a, 39 Autumn Street, London, E3 2TT. This is the venue of the old BLOC site, which you will remember has blighted this area for residents over several years.

The reason for my objection is because the venue is not suitable as a late night venue. It was never designed to be a nightclub / music venue and as such the noise from the site consistently escapes and causes much disturbance to local residents. In terms of the venue itself, there have been no material changes to the venue and as such, residents should not be put through the ordeal of that place opening up once again when the area is becoming increasingly residential. It is no longer a disused warehouse in an industrial area - the venue has negative effects on the area.

You might be aware, or if not you should be aware, that there are new residential buildings being put up next door to that site. They will, quite literally, be overlooking the venue. As a venue that emits noise nuisance to residents much further away than these new apartments being built, it is also going to be a nightmare for residents moving into those new properties and the council has a duty to make sure they protect residents. It is no longer an acceptable venue as a nightclub and for the applicants to think they can do this 7 nights a week until 3am is ludicrous and it is excessive.

I also want to remind you of the dangers this area poses to people. Despite much protestation from residents, Wick Lane is still a death trap, particularly for people leaving that venue whilst under the influence. You might recall we had to witness clubbers from that venue suffer life changing injuries due to a car crashing into their taxi at high speed and we have also had to witness revellers going to and from that venue urinating on the buildings in this area given they're under the influence. As this is now an increasingly residential area, we do not want this here any more. We're sick of it and we're fed up of these applications being made. No matter how much the applicants might suggest they'll do everything under the sun to control things - they won't. They can't.

Please decline this application and respect the residents in this area. They've suffered enough.

Kind regards,  
Wayne

# Appendix 17

## Corinne Holland

---

**From:** Lottie Metrebian <[REDACTED]>  
**Sent:** 12 March 2024 16:42  
**To:** [REDACTED]  
**Subject:** 39 Autumn street  
**Attachments:** Little Ldn with photo.pdf

Dear all,  
Please find attached below an outline of what we are wanting to create within our space at 39 Autumn street.  
Please email me with any questions or queries about our proposition for the space.  
Thank you for taking the time to read our proposal.

Kind regards,  
Lottie Metrebian

# Little LDN



## **Venue space announcement: hub for work, food and socialising.**

We are excited to announce the transformation of our venue space at 39 Autumn Street into a dynamic hub where people can work, enjoy delicious food, socialise, and participate in community events. This initiative aims to create a vibrant atmosphere that fosters productivity, connectivity, and community engagement.

Below is a representation of how we will utilise our space at Autumn Street.





### **\*\*Work Environment:\*\***

Our venue space will provide a conducive environment for individuals to work remotely, collaborate on projects, or conduct meetings. With ample seating, reliable Wi-Fi, and comfortable workstations, it will serve as an ideal workspace for freelancers, remote workers, entrepreneurs, and small teams.

### **\*\*Food Services:\*\***

To cater to the needs of our patrons, we will offer a variety of food options ranging from healthy snacks to hearty meals. Our menu will feature fresh, locally sourced ingredients and diverse culinary offerings to suit different preferences and dietary requirements.

### **\*\*Social Space:\*\***

In addition to being a place of work, our venue will also serve as a social hub where people can unwind, relax, and connect with others. Whether grabbing a coffee with a colleague, enjoying a meal with friends, or networking with like-minded individuals, our space will provide a welcoming atmosphere for socializing.

### **\*\*Alcohol Service:\*\***

For those who wish to indulge, we will offer a selection of alcoholic beverages, including beer, wine, and cocktails. Our licensed bar will complement the social experience, allowing guests to enjoy a drink responsibly while mingling and socializing.

### **\*\*Local Employment Opportunities:\*\***

To support the community, we will prioritize hiring local residents for various roles within the venue. By providing employment opportunities to individuals in the area, we aim to contribute to economic growth and job creation, thereby strengthening the local workforce.

### **\*\*Events and Activities:\*\***

To enrich the experience of our patrons, we will host a range of events and activities throughout the month. From live music performances and art exhibitions to workshops and networking events, there will always be something exciting happening at our venue.

### **\*\*Conclusion:\*\***

We are committed to creating a dynamic and inclusive space that serves as more than just a traditional venue. By combining elements of work, food, socializing, and community engagement, we aspire to foster a sense of belonging and connection among our patrons. We look forward to welcoming you to our venue and experiencing the vibrant atmosphere.

## **The man behind Little LDN**



Matthew Blewitt is a reputable venue owner known for his 3,000 capacity festival site in Chelmsford, which boasts a spotless record with no incidents and enjoys positive relations with local residents. In addition to his festival site, he oversees bars and restaurants across Essex, such as Linguine and the New Boar. Matthew successfully operates a club space in Canning Town, LDN East, with a 1,000 capacity under

**Newham Council. The venue has hosted events for the past two years with no reported issues or complaints. Matthew maintains a commendable standing with local authorities, including the police and council, and manages a team of over 40 staff members, priding himself on running a tight ship across all his ventures.**

**His commitment to managing his venues with precision and care has been recognised by the local council, as evidenced by the recent increase in festival capacity at Wheelers Farm. This approval from the council serves as a testament to Matthew's exemplary management practices and his ability to operate venues responsibly and efficiently. It underscores his reputation as a trusted and respected figure in the industry, further solidifying his standing within the community and among his peers.**

# Appendix 18



# Venue Event/Safety Management Plan

34 Autumn Street  
Hackney Wick  
Bow  
E3 2TT

Version 2.0

15/12/2023

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## Section 1

### 1.1 Venue Information

**Name:** The Venue

**Venue Type:** Nightclub (primarily)

**Location:** Unit 3; 34 Autumn St; Hackney Wick; London E3 2TT

### 1.2 Venue Overview

34 Autumn Street (Venue name TBC) is a proposed new music and entertainment venue situated in the Bow area of the London Borough of Tower Hamlets, intending to provide a cultural and entertainment hub for the area's young-professional demographic, complementing the exciting renovations and additions to the area in recent years.

Attendees can expect to enjoy a diverse range of music performances, and the space shall also function as a studio location between performance schedules, available for hire by photography/media productions, and corporate/individual clients for private events.

The venue shall be sister-venue to the widely successful leisure venue *LDN East*, situated in Canning Town, which, since opening its doors two years ago, has moved from strength to strength attracting crowds and promoters from London and the home-counties through its doors to experience immersive music events, interactive World Cup fan-zones, and the local businesses within, including record shops and local food outlets.

The proposed maximum capacity of the venue is 300 and there will be approximately 20 staff on site for peak attendance. Live attendee numbers will be monitored both electronically (through ticket scanning software) and physically, through use of a 'clicker' at the door.

A bar, serving a range of drinks, will be available on site, for the purposes of on-site consumption only (i.e. no drinks shall be permitted to be taken off-premises).

The proposed opening hours of the venue would be:

- Sunday to Thursday: 06:00 hours to 00:00 hours
- Friday & Saturday: 06:00 hours to 03:00 hours (the following day)

Access to the site will be predominantly by pedestrian access, attributed to the venue's strong transportation links to Overground, Underground, DLR, and bus routes. Attendee parking shall not be available at the venue.

The proposed licence would cover provision of:

- The sale or supply of alcohol (on sales exclusively)
- The provision of regulated entertainment (plays, films, live/recorded music, performance/facilitation of dance/music/entertainment, or activities of a similar description)
- The provision of late night refreshment

from 08:00 hours to 00:00 hours (Sunday to Thursday) and 08:00 hours to 03:00 hours (Friday & Saturday).

### 1.3 Contact Details

Herein, venue ownership and management shall be referred to as 'The Venue'.

Name	Role	Telephone	Email
Matthew Blewitt	Operations Director	[REDACTED]	[REDACTED]
Michala Drake	Designated Premises Supervisor (DPS)	[REDACTED]	[REDACTED]
TBC	Venue Manager		

## Section 2

### 2.0 Legislation

#### 2.1 H&S Method Statement

Adhering to its objectives, and in accordance with the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, The Venue will take all steps reasonably practicable to ensure the health and safety of its employees and sub-contractors.

The involvement and co-operation of all employees and sub-contractors both individually and collectively are vital to the achievement of these aims. In all its activities The Venue acknowledges its responsibilities for health and safety of those who are not its employees, and the environment it operates in.

This document is provided as a supplement to the requirements placed on individuals and organisations by current health and safety legislations and contractual agreements.

Compliance should not therefore be regarded as adhering to all relevant obligations pertaining to the particular individual or organisation: this remains their own responsibility.

The Health and Safety at Work Act 1974

“It shall be the duty of every employer to ensure, as far as is reasonably practicable the health, safety and welfare of all his employees”

“It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in his employment who may be affected thereby and are not exposed to risks to their health and safety”

The Management of Health and Safety at Work Regulations 1999

Regulation 3 “Every employer (and self-employed) shall make a suitable and sufficient assessment of:

- a) The risks to the health and safety of his employees to which they are exposed whilst they are at work, and
- b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct of him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions”

The Venue will seek to achieve its aims by:

- a. Identifying any risks associated with activities of the venue, with aim to eliminate or control them as far as reasonably practicable.
- b. Meeting all responsibilities to employees, other persons and the environment, whilst acknowledging that legal requirements are a minimum standard.
- c. Creating a positive health and safety culture by securing the commitment and participation of all employees and sub-contractors.
- d. Adopting a planned and systematic approach to the implementation of the Company's H&S policy, to ensure:
  - i. provision and maintenance of tools, plant and systems of work that are, as far as reasonably practicable, safe and in good working order.
  - ii. arrangements to ensure, as far as reasonably practicable, safety and the absence of risks to health pertaining to the use, handling, storage and transport of items.
  - iii. provision of all necessary training, information, and supervision to ensure, as far as reasonably practical, the health and safety at work of its employees.

- iv. provision and maintenance of a safe, healthy working environment for employees, as far as is reasonably practical.
- e. Allocating resources to meet all these requirements.

## **2.2 Health and Safety Goals**

The Venue will manage health and safety on site. They have set the following H&S goals:

- Any accidents or near misses shall be reported, logged through the venue's control office, and thoroughly investigated by the General Manager, with corrective actions taken as required. Where relevant, all work will stop until the investigation is complete and the remedial action is implemented to prevent further occurrence.
- For any accident involving fatalities or life threatening injuries, the local authorities will be informed of in order for appropriate investigation to occur.
- The project will aim for a zero-accident rate, and all contractors shall be encouraged to aim for this as well.
- This ESMP will be updated as necessary to account for the findings of any accident or near miss investigations.

## **2.3 Roles and Responsibilities**

### **2.3.1 Duties of The Venue Senior Management and Directors**

The Venue Senior Management and Directors are responsible, as far as reasonably practical, for ensuring the health, safety and welfare at work of all The Venue employees, by:

- Determining the organisation through which the policy will be implemented and delegating responsibility for implementation within the Company.
- Ensuring that adequate resources are made available to enable the Company policy to be implemented.
- Ensuring that health and safety considerations are an integral part of the overall management culture and developing a positive attitude to health and safety among employees by demonstrating their own commitment to achieving a high standard of health and safety performance.
- Ensuring the establishment and maintenance of effective health and safety management systems within departments.
- Ensuring the appointment of a competent person to assist the Company to apply the provisions of health and safety policy.

### **2.3.2 Duties of the General Manager**

The General Manager has the responsibility on-site for the implementation of the Company's Health and Safety policy day to day. All on-site staff are responsible for matters pertaining to health and safety within their areas of accountability. Responsibilities include:

- Ensuring H&S and venue rules and regulations are a major consideration for any persons onsite.
- Production and circulation of venue maps, safety documentation and plans.
- Co-ordinating and managing all The Venue contractors throughout preparation, live and de-rig of all events onsite.
- Liaison with, and supervision of, all staff during event times.
- Ensuring staff under their control, including freelance workers, artists and contractors, are competent and fully aware of any potential hazards.



- Making sure all sub-contractors have received all venue-specific information, regulations and rules.
- Ensuring all aspects of build are safely installed and are placed in accordance with pre-approved site plans.
- Daily briefings to heads of all departments onsite.
- Reporting and logging of any incidents/accidents onsite.
- Ensuring adequate medical provisions are in place and that all workers are aware of these provisions.
- Ensuring PPE required is suitable and worn by all employees / volunteers etc.; and by all persons deemed to be at risk, and that it is in good working order.
- Monitoring all plant and work equipment to ensure it is operated in a safe manner and any fitted safety devices are used in the correct way.

### **2.3.3 Duties of Contractors**

Contractors have the following responsibilities and duties:

All work activities must be undertaken as per the contractor's submitted & pre-approved risk assessment, and carried out as per method statements. Any work carried out that is deemed to be unsafe or unsatisfactory by the General Manager will be terminated immediately (see Management of Health and Safety at Work Regulations 1999, regulation 3).

- The provision of a safe working environment without risks to health and with adequate facilities and arrangements for welfare at work.
- The provision and maintenance of safe plant.
- The provision of safe work systems.
- The safe use, handling and storage of hazardous materials / equipment.
- The provision of information, instruction, training and supervision.
- The maintenance of the workplace in a safe condition and the provision of safe entrances and exits.
- The preparation of a written statement of policy on health and safety.
- The provision of information to any person supplied by or too contractors by an employment agency, before that person starts work, as to any occupational qualifications or skills that person must have in order to work safely.
- This information must also be given to any agency who must pass this information to its employees who will work for The Venue or employer.
- To ensure they make reference to and apply any relevant information given to them by the General Manager concerning any hazards associated with the work and premises.
- To ensure they comply with any instructions given by the General Manager on health and safety matters.

### **2.3.4 Duties of the Medical Manager – M&B Security Ltd**

- Responsible for planning the necessary medical provision for each event (to include staffing numbers and positioning, medical infrastructure/procedures, supplies and medical transportation where applicable).
- Consulting and advising The Venue on all matters of participant and attendee safety and liaising with the General Manager to ensure this is all in place.
- Liaising with the The Venue's Senior Management Team on all medical accidents and incidents, ensuring detailed logging.
- Pre-event briefings for all medical staff.
- Liaison with all relevant members of the The Venue Management Team.
- To make sure the onsite medical supplies are fully stocked and up to date throughout the venue's operation.
- Liaison with local hospitals and medical providers before any expected busy periods.

- Validation and sign-off of the medical access routes on course and the site emergency access routes.
- Managing the resources of local medical services (eg London Ambulance Service and nearby hospitals) to minimise, to the greatest extent practicable, any excess strain on this service.
- Attending scheduled safety and de-brief meetings.
- Assisting with incident investigations, reports as the medical subject matter expert onsite.
- Ensure that all patient contacts and hospital transports are tracked and logged.

### **2.3.5 Duties of the Security Manager – Centra Security**

- Ensuring the Security staff, Door Supervisors and Stewards operate in accordance with the venue-specific Security-Dot and Crowd Management Plans prepared by the Security contractor.
- Ensuring a comprehensive list of all security personnel onsite, including checks and records of relevant SIA accreditations.
- Assisting the The Venue’s Management Team to ensure that all licensable activities take place within the times and conditions stipulated in the premises licence.
- To promote public safety.
- To provide information to the general public where necessary.
- To act as a readily identifiable point of central/local contact for the attendees.
- To provide intelligence and feedback to the The Venue Management Team relating to activities on-site.
- To assist in carrying out agreed emergency procedures.
- To assist in the reporting of incidents and the taking of witness statements, securing of incident sites.
- To assist the Metropolitan Police or other statutory body in the carrying out of their duties.
- To control crowd management, as per the Crowd Management Plan (to follow in appendix at a later date, produced by Trojan Security).
- Assist with Traffic Management of vehicles within the site including Emergency Vehicles.

### **2.3.6 Duties of the Traffic Management Contractor**

Where dedicated traffic management is deemed necessary onsite, their roles and responsibilities shall include:

- Creation of an event-specific Traffic Management Plan (TMP) to include analysis of traffic ingress, segregation, zones, directions, flows, speed limits and egress during all live times.
- Responsible for planning and arranging any necessary road closures, traffic calming measures, roadside messaging, advanced warnings/notices or other such measures
- Planning and documenting any parking plans to include ingress routes, parking capacities, pedestrian flow & segregation from vehicles, internal flows, taxi Pick-up/drop-off (‘PUDO’) points, mobility impaired parking and staff parking.
- Identification of the emergency access route and communication of that to the General Manager.
- To liaise with the The Venue’s Management Team on all traffic related concerns and to liaise with local agencies to ensure TMP is achievable and effective
- Attending daily safety and de-brief meetings
- To liaise with the The Venue Event Management Team on all traffic and parking related accidents and incidents

### **2.3.7 Service & Cleaning Staff**

All staff members are trained to a high standard and have considerable experience as a result of working at event sites. A professional, yet courteous and efficient manner is required at all times and all staff members are expected to maintain a clean and fresh appearance whilst on duty and they will be supplied with either The Venue or the Companies own branded uniforms and suitable PPE.

In all, team members will be conversant with the required health, safety and environmental legislation, in addition to being made fully aware of the rules governing the sale and supply of alcohol within the confines of the event.

Venue service staff will act as a secondary pair of eyes to liaise with security and management on any potential issues before they arise, and will understand that maintaining a hygienic venue clear from excess debris and hazards is vital to upholding public safety.

Any housekeeping staff involved in cleaning the toilets shall be conversant and familiar with the signs of suspected drug use and dealing, and should report any such suspicion to the Security team immediately via radio link.

## **Section 3**

### **3.0 Live Event Arrangements**

#### **3.1 Fencing**

Where necessary, pedestrian flow and queuing systems shall be formed through use of pedestrian fencing (namely 'met' and 'ped' fencing).

#### **3.2 Venue Vehicle Access**

Owing to the limited space for vehicular operations onsite, as well as the venue's interests in promoting sustainable and environmentally-conscious events, attendees shall be encouraged to reach the venue via public transport and on-foot. It is anticipated that due to the venue's strong public transport links, this will be the most common method of reaching the venue.

For attendees choosing to leave the venue via taxi/private hire vehicles, a separate pick-up/drop-off point will be in operation on Maverton Road, to prevent congestion on Autumn Street, and ensure pedestrian/vehicle segregation. This satellite PUDO point also mitigates against any potential noise pollution and public nuisance that could take place at the residences of 441 Wick Lane. For further details on onsite traffic arrangements, see the appendicised Traffic Management Plan.

#### **3.3 Parking on site**

No customer parking will be available onsite, and this will be advertised to customers via social media and pre-event circulars. There will be a limited amount of parking for staff only.

#### **3.4 Bars & Responsible Service of Alcohol (RSA) Policy**

Bars shall be run in-house by the venue and bar management team, overseen by the bar manager.

The bar will provide and have available for inspection at all times:

- Manager's full name and contact details;
- Printed Copy of short-form licence, and long form licence available upon request;
- Posters in view of the public detailing a Challenge 25 policy and
- Specific Risk Assessment / Methods Statement for all activities;
- Copies of hygiene documentation where applicable;
- Posters for 'Ask Angela' to promote an open dialog of safety and wellbeing for all those at the venue;
- Copies of up-to-date, valid and relevant Public Liability Insurance documentation.

The venue will implement a RSA Policy to ensure that responsible consumption of alcohol is observed and encouraged, guided by the below criteria:

- Free potable water shall be available and provided on request to customers at all times where reasonably available
- Alcohol may only be supplied where there is a designated premises supervisor (DPS) holding a valid personal licence
- A Challenge 25 Policy will be implemented both upon venue entry and sale/supply of alcohol (and training given to all relevant staff), whereby any customer looking under the age of 25 will be asked to provide a means of age identification, and any customers unable to provide this to

the satisfaction of management will be refused service. Only the following forms of identification are acceptable:

- Passport
- Driving Licence (card with photo and hologram/UV marking)
- Identity card bearing the PASS holographic mark
- Where an individual appears to be under the influence of alcohol or other substances, service will be refused.
- Any refusals of service will be reported to the bar manager, logged and retained for a minimum period of 31 days.
- Where the below drinks are sold/supplied for consumption on premises (excluding drinks sold in pre-packaged, sealed containers), it shall be made available in the following measures, which shall be displayed on menus/price lists, and communicated to customers when a quantity of alcohol is not specified:
  - Cider or beer in half pints
  - Gin, rum, whisk(e)y or vodka in 25ml
  - Still wine in 125ml
- No alcohol shall be made available for retail purchase at less than the minimum permitted unit price
- Drinks shall be served in plastic/polycarbonate vessels only. Where pre-packages in cans, the can shall be opened prior to serving to prevent use as a missile.
- The venue and its staff will not operate any irresponsible promotions in association with the sale or supply of alcohol, including but not limited to:
  - games or other activities which require or encourage, or are designed to require or encourage, individuals to
    - drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - drink as much alcohol as possible (whether within a time limit or otherwise);
  - provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective
  - provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
  - selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
  - dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability)

### **3.5 Toilets**

Adequate numbers of toilets, shall be provided, in the form of both plumbed toilets and temporary ‘tardises’ and urinals. These facilities shall be maintained to ensure that they are kept in a hygienic condition throughout the event. Current legislation stipulates that minimum toilet provisions for licensed UK nightclubs are as follows:

<b>Appliance</b>	<b>Male</b>	<b>Female</b>
<b>WC cubicle</b>	2 for up to 150 males, plus 1 for each additional 200 males or part thereof	2 for up to 25 females, plus 1 per 25 or part thereof up to 200, plus 1 per 35 above this
<b>Urinal</b>	1 per 50 males up to 200, and 1 per 70 after this	N/A
<b>Washbasin</b>	1 per WC, plus 1 per 5 urinals or part thereof	1, plus 1 per 2 WCs or part thereof

A separate disabled loo will also be provided. The proposed locations of toilet facilities is detailed on the site layout plan attached in appendix.

### **3.6 Stages**

The venue shall have performance area, used primarily for DJ acts, located in the main area (as shown on the appendicised floorplan).

### **3.7 PA Systems and Site Lighting**

The event area shall have a suitable PA system utilised through the stages' PA speakers. These would be operated from the sound desks and shall be utilised to announce any important safety announcements and in any serious incident or evacuation circumstances. Any attendee-wide information broadcasts will also be replicated in communication through email, website and social media channels.

The venue management team acknowledges that the delivery of a safe events relies on the all areas being well-lit at all times, both for safety, efficient operation and security. The venue shall be lit throughout. Floodlights shall illuminate the outside areas of the venue.

### **Emergency Exit Lighting**

These will be mounted periodically throughout the venue to show directions to the nearest exits, and above all fire exits and key areas such as the medical room. They have a built in battery so if an emergency requires power to be shut off they will stay illuminated and help people find an appropriate emergency exit. They will illuminate green emergency exit signs and shall be positioned well above head height to ensure visibility throughout the venue.

### **3.8 Artists & Demographic**

The Venue shall carry out a risk assessment for all artists and promoters appearing at the Venue. This should include:

- Contacting recent Venue's hosting these artists/promoters
- Online/social media research

The Venue will then mitigate against these risks by implementing measures such as:

- Security deployment/quantity/gender adjustment
- Adjustments to Crowd management/resource plans or event timings

### **3.9 Welfare Policy**

The Venue recognises its duty to protect and safeguard all attendees and staff at its events. The following policy details the plans put in place and actions taken to ensure The Venue remains a safe space for all, and risk associated intoxication are minimised.

#### **Training**

As part of The Venue's ongoing commitment to the highest levels of welfare at the premises, regular staff training and updates will be carried out for all onsite staff, such as *Ask for Angela* and *Wellness and Vulnerability Engagement ('WAVE')*.

The Venue will also be in close and regular contact with responsible authorities and similar venues to pool information pertaining to nightlife welfare, such as recent incidents (spiking, assault etc), or trends in search seizures or harmful substances in recent circulation.

#### **Intoxication**

During events, there is a chance that attendees may become intoxicated by alcohol or other recreational drugs, which can result in poor judgment/communication and vulnerability.

All venue staff will be conversant in the tell-tale signs of intoxication, including slurred speech, atypical behaviour and impaired mobility. This includes bar service staff and cleaning staff (who should also be conversant with the tell-tale signs of drug use and dealing in toilet areas, e.g. the sharing of cubicles). Should such a patron be identified, this will be communicated to a member of venue management, who will make the decision as to the best course of action.

The Venue will also work closely with clubgoers to maintain an open dialogue, ensuring that they remain approachable and easily identifiable (from their uniform). There will, at all times, be members of the security/medical/management team monitoring all areas of the venue.

Remedial actions to those deemed vulnerable through intoxication shall include, but are not limited to:

- The provision of free drinking water
- The 'cutting off' of the individual from the service of alcohol.
- The recommendation of a respite period in the medical welfare room or outside space.
- Medical attention or referral if medical triage deems it necessary.
- Should it be necessary to eject an intoxicated person from the club, The Venue will ensure that the individual has a safe means of getting home. This can include:
  - Finding their friends and ensuring they leave as a group;
  - Contacting responsible contacts (e.g. from a phone's Medical ID) to arrange safe passage, or assess medical actions to be taken;
  - Calling a licensed taxi or arranging a designated driver.

#### **Spiking**

Reports of drink spiking in recent years has been on the increase, and all venue staff will be trained to report suspected spiking incidents or suspicious activity.

Signs will be in place venue-wide detailing the zero-tolerance policy towards spiking, and raise awareness of the issue, symptoms, and how to prevent it (e.g. never leaving drinks unattended or uncovered).

A high security presence, as well as comprehensive CCTV coverage shall be in place to discourage any such incidents. Part of The Venue's zero-tolerance approach towards spiking includes any perpetrators being blacklisted, detained and handed over to the Police.

### **Sexual Harassment**

The Venue will operate a Zero Tolerance commitment to any form of sexual harassment experienced by either staff or customers. This will be communicated to all attendees through signage at the venue and information on the Venue's/promoters' websites and social media channels.

It is essential that all staff remain approachable and accessible at all times throughout the venue to ensure that it is easy for attendees to report any incidents of unsolicited attention/approach.

A positive response can be characterised by:

- Believing the complainant
- Taking the incident seriously
- Remaining empathetic and reassuring to the victim
- Escalating the report to a manager/supervisor
- Acting quickly, discretely and professionally in any remedial action.

Remedial actions upon complaint may include:

- Discrete separation of the victim from the alleged while the situation is assessed. The welfare room or other back-of-house area is suggested.
- Perpetrators will then also be removed from the main space for discussion.
- The saving of any evidence including written logs/accounts and CCTV.
- The ejection or blacklisting of the perpetrator
- Disciplinary action taken should the perpetrator be a staff member
- Referral to the Metropolitan Police as necessary

### **Reporting and Logging**

All incidents involving intoxication, harassment, refusal, crime or ejection shall be logged, including:

- a time,
- date,
- description/details of those involved
- Summary of the incident,
- Actions taken by staff

A record of all log entries will be retained by venue management and made available upon request to responsible authorities. Frequent review of these logs will be made to assess whether any follow-up action, additional training, policy update or disciplinary measures should be taken.



## **Section 4**

### **4.0 Protection of Young Persons From Harm**

The Venue shall be an 18+ venue for all performance and nightlife entertainment events. This will be advertised publicly on the venue's website and social media channels, as well as on tickets and terms of entry.

The Challenge 25 age-verification process will be in operation upon entry and at the bar, and notification of this policy will be clearly signposted throughout the venue. Any customer looking under the age of 25 will be asked to provide a means of age identification of the following forms only:

- Passport
- Driving Licence
- Identity card bearing the PASS holographic mark

Any attendee failing to provide the above to the satisfaction of management will be refused entry and service.

## **Section 5**

### **5.0 Electrical Safety**

All electrical installations and equipment used will comply with the general requirements of the Electricity at Work Regulations 1989, i.e. installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers BS 7671 "Regulation for Electrical Installations" and other relevant guidance. Regard will be paid to BS 7909 "Code of practice for temporary electrical systems for entertainment and related purposes", and all relevant equipment will be fitted with appropriate RCD protection and earthed. The electrical install contractor (likely part of the AV contractor's team) will test and sign off all installations before they can be used. A full risk assessment and method statement completed by the electrical contractor will be held in the site office.

All work shall be carried out under the control of a competent electrician who shall remain on site whilst the attendees are present. This person shall provide electrical certificates in a form prescribed in the IEE Regulations before attendees are given access to any front of house areas.

Copies of these certificates shall be obtained by the The Venue's appointed Manager, and retained and made available to the local authority on request. The Manager will also ensure that relevant firefighting equipment can be accessed at all key points onsite, and that the firefighting equipment is suitable to expected types of fire.

Suspended lighting/sound/AV apparatus will be fitted with suitably rated safety chains by qualified riggers from the appointed contractor.

## Section 6

### 6.0 Crowd Management

The Event Safety Guide suggests a minimum security to attendee ratio of 1:175. Due to the nature of the event, layout of the venue, and its attendees, there will be a large security presence onsite, particularly at site ingress/egress points and search lanes, which will far exceed this minimum expectation.

Attendees shall gain entry to the The Venue event sites by showing their pre-allocated ticket upon arrival. If they do not possess a valid ticket or relevant accreditation (anticipated to take the form of wristbands), demonstrated to the security team in the pre-event briefing, then they shall not be able to gain entry to the event site. Documentation will be available throughout site to demonstrate to all relevant staff the appearance of any specialist accreditation, and detail the areas to which that accreditation grants the holder.

The appointed Security provider will develop and utilise a separate Crowd Management Plan (CMP, to follow) to develop control strategies to prevent the occurrence of critical crowd forces. Physical facilities and staffing will be adequate to accommodate expected attendee flow rates. This separate plan is likely to change from event to event depending on nature, season and demographic.

### 6.1 Venue Capacity

The maximum venue occupancy of each section is shown below.

Section	Area (sqm)	Max Loading Factor (sqm/person)	Max Occupancy
Hallways/corridors	45.6	0.5	164
Main Dance Area	92.3	0.5	185
Bar (queueing)	12.2	0.3	41
External Back Yard	44.2	0.5	88
Offices/staff rooms	23.4	1.0	23
<b>Total</b>			<b>501</b>

The Venue acknowledges that it would be impracticable to seek maximum occupancy as demonstrated in the above table (especially relying on full occupancy of corridors and hallways).

The proposed maximum attendee capacity of the Venue is therefore proposed to be **300 persons**, which is compliant with the evacuation calculations detailed later in this plan.

A further provision for up to **20 staff**, some of which will be positioned behind the bar, in offices/cloakrooms, and outside the front of the venue, is also proposed, bringing the venue's overall capacity to **320 persons**.

### 6.2 Entry Flow Policy

The Venue anticipates that queue capacities outside the venue shall be minimal due to the relatively small capacity of the venue, and the fact that attendees shall arrive at staggered times, as is standard in the nightclub industry.

This said, The Venue accepts that the safety and satisfaction of its patrons and local neighbours is paramount, and the below entry flow policy is designed to ensure the efficient and orderly entry of attendees into the premises while minimizing disruption to local residents and avoiding any public nuisance or obstruction to the public highway.

- Queue Management
  - A clearly marked and designated queuing area, utilising ‘ped’-style fencing will be established at the end of Autumn Street and outside the entrance. Given that Autumn Street is a cul-de-sac, and local businesses are not regularly in operation outside standard working hours, this is not expected to be obstructive to the public or highways.
  - Queues will be supervised by security staff to ensure queues are orderly, quickly processed and do not create disturbances.
  - Any patrons loitering and not entering the queue will be requested to vacate the area.
- Noise Abatement
  - In circumstances where there is no queue present, the front door to the venue will be closed to minimise noise pollution.
  - Attendees in the queue will be requested to keep noise to a minimum so as not to disturb local residents.
- Stakeholder Liaison
  - The Venue will establish and maintain open lines of communication with local authorities and community representatives to address concerns and feedback promptly.
  - Emergency access to the venue shall be down Autumn Street and to the front door. This street shall be kept clear of obstacles, and any fencing used for queueing should have the ability to break away rapidly in the event of emergency access or egress.

### **6.3 Stage Overcrowding**

In the event of over-crowding on stage, the Venue Manager or other appointed responsible person will make the following announcement through the PA system:

“We are experiencing crushing at the front of the stage and will not continue the performance until everyone has taken 2 steps back. Everyone take 2 steps back on the count of three.  
PAUSE  
One, Two, Three”

When safe, the show shall continue, with additional monitoring from safety stewards and security, until the risk is deemed negligible by the Event Manager.

## Section 7

### 7.0 Venue Egress & Dispersal Policy

This policy is designed to provide guidance for venue management & staff, and sets out the terms for the dispersal of customers from the premises to prevent unnecessary avoidable disturbance to residents, services and other businesses operating in the vicinity of the premises (e.g. anti-social behaviour and noise nuisance). The responsibility for continued implementation, adherence and staff-briefings of the policy resides with the DPS.

- Where applicable, the venue will work in co-operation with any other premises dispersal policies in the area, as well as with Responsible Authorities or partnership groups (e.g. Night Guardians, Police) to continually strive for best practice specific to the area.
  - The Venue will actively enrol in joint radio systems with such groups.
- A last entry policy will be in place at the Venue.
  - This is not a fixed time for each event, and entry is at the discretion of the Venue and security team.
- It will fall well before closing time (not anticipated to be after midnight for a 3am close).
  - After last entry, any infrastructure used for entry (e.g. queue fencing) shall be removed.
- Upon entry, attendees will be reminded that there is no re-entry to the Venue once they leave. Any patrons loitering outside after they leave or are ejected will be politely encouraged to return home.
- Exits and entrances will be kept clear and unobstructed at all times.
- Signage shall be displayed, and staff briefed, to inform attendees to leave the venue quietly and in an orderly fashion.
- External lighting is in operation down Autumn St and in the Venue's forecourt. The Venue acknowledges that this is vital to the safe and efficient egress and dispersal of attendees, so any faults will be repaired or reported to the relevant responsible Authority (ie. Highways).
- Lost property will be located in the cloakroom, which shall be on the Venue's radio system should any patrons realise they have lost something after leaving the Venue.
- 30 minutes before closing time ('soft closure'):
  - The back outside area will be closed (and cleared/litter-swept immediately)
  - Bar will be closed, with the exception of serving water.
  - Additional staff will be allocated to the clearing of glasses to minimise trip hazards and obstruction during egress.
  - Additional staff will be allocated to the cloakroom to expedite the anticipated queue.
- At closing time:
  - House lights will be turned on fully
  - Security will announce that the venue has closed, and to leave quietly and quickly.
  - Security shall sweep the venue and round up all remaining attendees for egress.
- Regular egress shall take place through the front of the Venue onto Autumn St.
  - Should for any reason this exit become unavailable, a secondary exit onto Dye House Lane can be used.
  - Under no circumstances will alcohol be permitted to be removed from the Venue.
- The majority of attendees are anticipated to leave the Venue via walking, night buses or taxi.

- All taxi pickup operations will be confined to the forecourt outside the venue at the end of Autumn Street, which is empty outside of working hours. This is to prevent unnecessary noise or nuisance to the local residents at 439-441 Wick Lane by limiting pedestrian flow past these noise-sensitive premises.
- A neighbouring taxi firm, Orange Cars, will be advised on closing times in advance of each event, and encouraged to send vehicles to drop home patrons.
  - Taxis will form a rank system to pick up attendees from the Venue's forecourt at the end of Autumn St.
  - The taxi company will be informed of the ranking system in advance of each event, and communicate this and the pick-up locations to their drivers prior to their arrival at The Venue.
  - Venue taxi rules:
    - 5mph speed limit on Autumn St and in the forecourt
    - No use of the horn between the hours of 23:30-07:00
    - No leaving vehicles to collect patrons
  - Any taxi firm found in breach of the above on more than one occasion shall no longer be used. In the case of breach by an app-based taxi (or ones not appointed by the premises, the DPS will report breaches to TfL, providing:
    - Licence plate
    - Taxi licence number (where available).
- Any attendees hailing taxis from app-based providers will be advised by Security staff to set the pick-up location to the Autumn St forecourt.
- The premises shall provide a free phone linked to a licensed taxi firm for use by customers at the premises. Should a vehicle not be immediately available.
- The premises shall use all reasonable endeavours to prevent the use of unlicensed taxis by patrons leaving the premises, including:
  - Staff briefings and look-out
  - Signage discouraging such behaviour
  - Reminders on social media and website
- Any attendees left loitering will do so when they are unable to make a decision or easily access information, which is often impaired when alcohol is consumed. By briefing staff and reminding them that being friendly and helpful will expedite the dispersal of customers, they can encourage these patrons to move on if they achieve one of the following outcomes:
  - How to get home?
  - Where they can go next?
  - Where they can get some food?
- Only once the Venue's immediate surroundings (Autumn Street and the intersection onto Wick Lane) are deemed clear by the Venue Manager shall Security Staff be stood down.
- A litter sweep of Autumn St and the Venue's forecourt will be performed after all attendees have dispersed.

## Section 8

### 8.0 Security Provision (Centra Security)

An approved security company, registered with the Security Industry Authority (SIA) with comprehensive night-life venue experience will be appointed to provide venue and event-specific crowd management and security dot plans, as well as to implement these plans onsite for all music/nightlife events.

They shall monitor capacity levels, through electronic ticket scanning means, and with a 'clicker', and express any concerns to the Venue Manager. They will be the eyes and ears on the ground and will help fulfil the licensing objectives. They will manage the flow of people into the site and assist the flow of people around the event, spaced around the event according to the dot plan to spot any anti-social behaviour, and manage venue access and accreditation checks for any restricted areas.

Security personnel will be trained in 'Ask Angela' along with actively looking out for any vulnerable and distressed persons within the site. They will be in two-way radio contact with each other (using earpieces to ensure discrete communication) and will keep a log of events throughout the event. The Security Manager will attend the ELT meetings.

It is proposed that licenced event area be supervised by registered security personnel, a minimum ratio of 1 security personnel to 175 attendees will be assumed, however this is anticipated to be far higher than the recommended minimums.

There will be a daily Record Register retained on the premises which will contain each officer's full name, SIA registration number and the date and time he / she commenced and ceased their duty.

All security staff will be familiar with the admission, exclusion and safeguarding of all staff / persons whilst on the event site.

An Event Stewarding Plan, detailed in the Crowd Management Plan, will identify the numbers and location of security/stewards. In order to carry out the stewarding effectively, a chain of command shall be established.

The security contractor's main responsibilities will be to assist crowd management, prevent overcrowding, reduce crushing problems, search attendees when deemed necessary, minimise injury, prevent unauthorised access, uphold licensing conditions/objectives, and provide assistance to the Police and other emergency services.

All persons will be allocated a pre-admitted ticket, through the registration or purchasing process, thus making identification of offenders easier.

An Incident Report Register will be maintained which will include the name and contact details of any security officer and / or member of staff involved in any incident.

The exact detail and extent of the incident including date, time, location etc. and details such as anti-social behaviour will be recorded. The name and number of the police officer in attendance (if required) and details of any witness shall also be recorded.

With regards to preventing illicit drugs and offensive weapons being brought onto the premises, a Search Policy will be implemented to minimise the likelihood of this occurring, in accordance with the Event Entry Policy below.

Searches will be carried out in accordance with this policy if a security staff member has reasonable cause to suspect illegal drugs or offensive weapons may be on or be being taken into the event site.

Notices to persons will be clearly displayed stating that incidents of crime and disorder will be reported to the police and that entry to the event arena will be refused to any person who appears to be drunk, acting in a threatening manner or is violent/abusive.

Entry to the event will be refused to any person who appears to be under the influence of alcohol or illegal substances, or whose intention may be deemed to use, supply or distribute illegal substances.

All security officers will be on a communication via two-way radios secure on a predetermined channel. A programme of re-charging batteries shall be implemented, and all officers will address each other by location and code signage to prevent alarm or confusion from persons overhearing instructions. Earpieces shall be utilised, and all communication shall be executed discreetly.

Alcoholic drinks will not be permitted to be brought into the event site, a list of items that are not permitted will be displayed as a condition of entry and feature within the site security plan. This information will be published prior to event days on the The Venue website. Alcoholic drinks shall not be permitted to be removed from the event site and notices informing persons of this shall be displayed prominently within the bars and exit routes, and enforced by the security team.

Security officers shall ask all persons who they believe to be under influence of excess alcohol to refrain from additional alcohol intake and then inform the Event Security Manager who will determine the course of action to be taken, including ejection, medical referral or monitoring.

### **8.1 Event Entry Policy/Terms & Conditions**

A copy of the Event Entry Policy will be available on the events website, and at all exits/entrances for staff to refer to. It will read as follows:

The promoter reserves the right to refuse admission to the holder if in the reasonable opinion of the promoter admission of the holder to the venue might be a risk to the safety of the audience and/or the holder and/or affect the enjoyment of the audience and/or the running of the event, for example, if the holder appears to be under the influence of drink and/or drugs and/or is acting aggressively.

We operate a last entry policy of xx:xx, however we use this as a flexible time: security supervisors and managers will use their discretion to allow late arrivals in or to advise them attendee entrance has ceased.

1. Strictly no illegal substances or legal highs will be permitted into the venue. Persons entering the venue will be searched.
2. You are NOT permitted to take alcohol into the venue.
3. The only containers permitted in the venue shall carry water in sealed plastic containers of no more than 500ml. Glass will not be allowed inside.
4. No private sound systems will be permitted.
5. No animals will be admitted to the venue, except for those providing assistance to patrons with accessibility issues.
6. The event is strictly over 18.
7. If you look under 25 please do not be offended if we ask you for proof of age upon entry or when you buy alcohol. Please bring proof of ID to show you are over 18. The only forms of ID that will be accepted are passports, driving licences or proof of age cards bearing the 'PASS' logo.
8. No video recorders, professional photographic equipment, selfie sticks or laser pens will be permitted in the venue. Any other implements with the potential to be used as an offensive weapon shall be confiscated by security at their sole discretion.

9. Whilst every effort is made to ensure the full, advertised bill performs this ticket is for an event and not a specific artist/band. The event promoter reserves the right to change the bill or artist running times without prior notice.
10. In the event of cancellation of the event by the organisers, their responsibility for refund is limited to the face value of the ticket only, less any booking fees.
11. Under no circumstances will duplicate tickets be issued for lost or damaged tickets. Keep your ticket safe.
12. Ticket holders consent to the photography, filming/sound recording of the event as members of the audience, which may be used for promotional purposes.
13. It is against the law to smoke in enclosed spaces. Please observe the signage around the venue.
14. The promoters reserve the right to implement any restrictions/conditions deemed necessary before and during the event to ensure the safe management of the venue.
15. The promoters reserve the right to amend the terms and conditions of this ticket in accordance with any new laws, legislation or internal company policies.

## **8.2 Event Drug Policy**

The Venue's drug policy will be guided and updated by the Central East Police Licensing Drugs Policy.

For the purposes of this policy, 'drugs' will include any substance included in the Psychoactive Substances Act 2016, or Misuse of Drugs Act 1971. The prime message to all concerned is that the venue operates a 'zero tolerance' drugs policy.

The venue has a five point drug policy which is:

1. Prior to the event as much information as possible will be given out to agencies and media, including in-house, to ensure that the public attending the event will be aware of the 'zero tolerance' drugs policy.
2. All intelligence available will be used to assist in the planning of this 'zero tolerance' policy. Police will be consulted to try to obtain any local knowledge of people that may try to attend the event to sell or use illegal substances. The organisers will ensure that the police are advised of any intelligence which they may not already be aware of.
3. All customers will be subject to a full search prior to entry to the event. Due to the zero tolerance policy, advice will be sought from the police as to the action required in the event of finding drugs. This is proposed to include confiscation, logging and handing over to Police of any contraband, and ejection from premises of any personnel involved in such acts. All security staff at the venue will be instructed to be on the constant look-out for any persons using or supplying drugs. All staff involved with the specific search and seizure procedures for drugs will be SIA fully trained and licensed.
4. The venue will have a welfare area that will allow any persons that are under the influence of drugs to rest in a safe environment until they have recovered.
5. Post event, all staff will be on the look-out for attendees who may be under the influence of drugs or alcohol and signs will warn people of the risks involved with driving while under the influence.

The practical implementation of the Policy will be subject to detailed liaison with the Police to ensure that their requirements are met, but will include:

1. Search and Seizure procedures



2. Retention/disposal of unlawful substances and/or weapons

### 8.3 Search And Seizure Procedures

The security provider, contracted by the venue, will be responsible for the searching of persons attending the event, including their personal property. This may also include artists and employees/contractors.

The SIA staff to be deployed in this respect will be fully trained in (amongst other things):

- The appropriate offences under the Misuse of Drugs Act 1971;
- The necessary aspects of drug and alcohol detection and of the signs to be aware of in those who may have taken drugs or intoxicants. They will be reminded of the need to be particularly vigilant concerning these issues throughout the event;
- The potential for drug pushers to try to gain admission to the venue, and the paraphernalia to be on the look-out for;
- The need to be particularly careful to prevent entry, but the continued necessity to be vigilant throughout the event to detect any attempt at drug pushing, and following the prevention and agreed Police notification procedures.

Searches will be for any unlawful substances (including alcohol which is not allowed to be brought into, or taken out of, this venue), glass, unlawful articles or items which may be capable of being used as a weapon.

Prospective entrants should have their attention drawn to the provision of Amnesty bins for unlawful substances, and should be given the opportunity, prior to submission to search, to volunteer to use those bins.

All people on site will be subject to the search procedure. This will cover all staff and contractors including artists and their guests.

Search Procedure Protocols:

- All attendees will be subject to a “search”. In each case normal search procedures should be applied, i.e.: ask permission to search; if permission is given – carry out an appropriate search; if permission is refused – refuse entry;
- The search shall be conducted by an appropriately SIA-licensed member of the security team.
- Signs shall be displayed to inform all attendees that the premises operate a zero tolerance drugs policy;
- The search shall include a metal-detecting wand followed by a physical bag search, as well as a full search of any personal possessions, including coats and bags.
- If any prohibited items are found during the search of an individual, the seizure procedures will be followed;
- Full body searches should take place with another person present in a designated or pre-determined search area. One or more of the persons searching should be the same gender as the individual being searched. Those identifying as non-binary will be given the choice as to which gender should conduct the search.
- Personnel will be instructed to remain polite, positive and professional at all times.

The venue will place at least one Amnesty bin at the entrance. The bins will be sealed, with a single opening which is small enough to prevent retrieval of the goods within, but large enough to accept narcotics and weapons.

Each bin will be fixed to a static structure to prevent unauthorised moving. Signage prior to searching and amnesty bins will direct individuals toward the bins. The amnesty bins will be constructed as to render any drugs drops into the bin as unconsumable (e.g. containing bleach in the bottom of the bin).

The bins will be monitored security personnel, and any contents handed over to the Police, guided by the below retention and disposal/collection procedures. If there are any large drops or large weapons dropped, the person will be followed and questioned. This questioning may be led by the Police.

### **Seizure**

Unlawful or unauthorised substances or articles will be seized from the individual, following a risk assessment by the security personnel (or his or her line manager in an appropriate case) that it will not be likely to lead to disorder or otherwise create an adverse control situation to do so.

Details of the offender as agreed with the Police will be obtained if possible & practicable, and retained in a format suitable to them for submission. The appropriate entry will be made in the Drug Seizure log, including a description of the person seized from, the time and date, and any actions taken.

Retention and disposal/collection procedures.

The Security personnel will be guided by the Police in respect of quantities of drugs etc that should be confiscated and dealt with by way of use of drug bags, seizures safe or similar for collection, and those quantities in respect of which the Police should be immediately notified. Such notification will be effected through ELT and the drug seizure concerned handed over to the attending Officer who will sign the Drug Seizure log.

Seized items, and items from the amnesty bins, will be submitted to Police by the Head of Security post-event, and details of the submission number and officer submitted to will be recorded.

In the event that it is necessary for the Police to investigate a criminal offence at the time, the Operations Manager, Security Manager and relevant security personnel will co-operate with the Police where practicably possible.

## **8.4 Ejection Policy**

### **Grounds for Ejection**

Ticket holders may be ejected from the Event without refund and reported to the Police if in the venue's reasonable opinion, the Ticket holder is a risk to the safety of any patron and/or may affect the enjoyment of other patrons and/or the running of the Event or may cause damage, nuisance or injury. Examples include (non-exhaustive):

- being (or appearing to be) intoxicated or under the influence of drugs;
- possession of illegal substances, weapons or any other items prohibited under the venue's entry policy;
- underage (where relevant);
- abusive/threatening behaviour;
- unwanted harassment;
- behaving anti-socially;

- declining to be searched;
- violation of any venue rules;
- Unauthorised access (or attempts thereof) to restricted areas of the venue (e.g. offices, stage or back of house);
- failure to comply with the reasonable instructions of event staff.
- 

### **Ejection Process**

1. Initial Warning
  - a. In cases of minor infractions (in the opinion of the Venue/Security staff), a verbal warning will be issued by venue staff or security personnel.
2. Escalation
  - a. If disruptive behaviour persists or escalates, the individual will be issued a further formal warning and may be asked to leave the immediate area.
  - b. At this point, the head of security shall be notified and remedial actions will be determined and taken if necessary.
3. Ejection
  - a. If the situation remains unresolved, the individual will be escorted off the premises by security or club staff. Law enforcement may be involved if necessary
4. Welfare
  - a. Venue/security staff will ensure that any patron ejected from the premises has a safe means of getting home.
  - b. Welfare checks may be performed where applicable by medical, venue or security staff to ensure the ejectee is fit to get home by their own means. If not, alternative means of return will be sought (e.g. calling them a taxi or contacting an emergency contact).
  - c. If necessary, friends or those in the same party as the ejectee may be sought from inside the Venue, so that they can safely leave as a group.
5. Record Keeping
  - a. Details of the incident will be documented, including:
    - i. Date
    - ii. Time
    - iii. Description & details of the individual (if willingly provided)
    - iv. Nature & location of the behaviour
    - v. Any further action taken.
  - b. This information will be retained for a minimum period of 31 days, and may be shared with law enforcement if required.

Dependent on the nature and severity of the incident, the Venue staff and security may choose to begin proceedings at steps 1, 2 or 3.

### **8.5 CCTV**

A CCTV system shall be implemented throughout the venue, and will incorporate a recording facility. Any recordings shall be retained and stored in a suitable and secure manner for a minimum of 31 days. A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system will comply with other essential legislation, and all signs as required will be clearly displayed.

The system will be maintained and fully operational throughout the hours that the premises are open for any licensable activity. It shall be monitored by a member of the security team with the appropriate SIA CCTV licence. There must also be someone on the premises who can download the images and present them immediately on request by a police officer or other responsible authority.

## Section 9

### 9.0 Medical Provision (M&B Security Ltd)

In the event of any injuries being sustained within the event confines, an appointed medical facility supplied by the medical provider shall be present during attendee's occupation of the venue. A full medical management plan will be produced in tandem with this event plan by the medical contractor, highlighting a resource profile, key issues and procedure. The medical team will be on site before the event begins and will not leave site until the event site is clear and the public are safely egressed.

One qualified person from the medical provider will be nominated to take overall control and co-ordination of medical provision: the 'Medical Manager' (who shall form part of the ELT). All members of the medical team shall be contactable via radio communications at all times during the event, on a pre-determined channel. A programme of re-charging batteries shall be implemented, and codewords shall be utilised to prevent overhearing and alarm from attendees. Earpieces shall be utilised, and all communication shall be executed discreetly.

Venue management accepts that the local ambulance provider and hospitals shall not be relied upon to execute a safe event, and will do everything reasonably practicable to prevent undue engagement of these services. However, in the event of an incident where additional medical provision is required, the Ambulance Service will be called via the ELT (Emergency Liaison Team) using the 999 call. This must be directed through the Event Control room to prevent multiple calls and an overwhelming of local resources.

A portion of security staff, management and bar staff should also be trained in First Aid and all certificates shall be made available for inspection if required by an authorised officer of the Licensing Authority.

A written procedure for dealing with persons who are unwell or who are taken ill shall be implemented by the medical provider including those persons who appear to be affected by either alcohol or drugs and all designated staff shall be trained in this procedure.

The nearest accident and emergency hospital is Homerton University Hospital, which is approximately 2 miles from the venue: a 9 minute drive. The blue route to access the site for emergency vehicles will be directly down Autumn Street to the front door. This will be managed by the traffic management and security teams. The hospital will be given prior notification of the event.

The address of the hospital is:

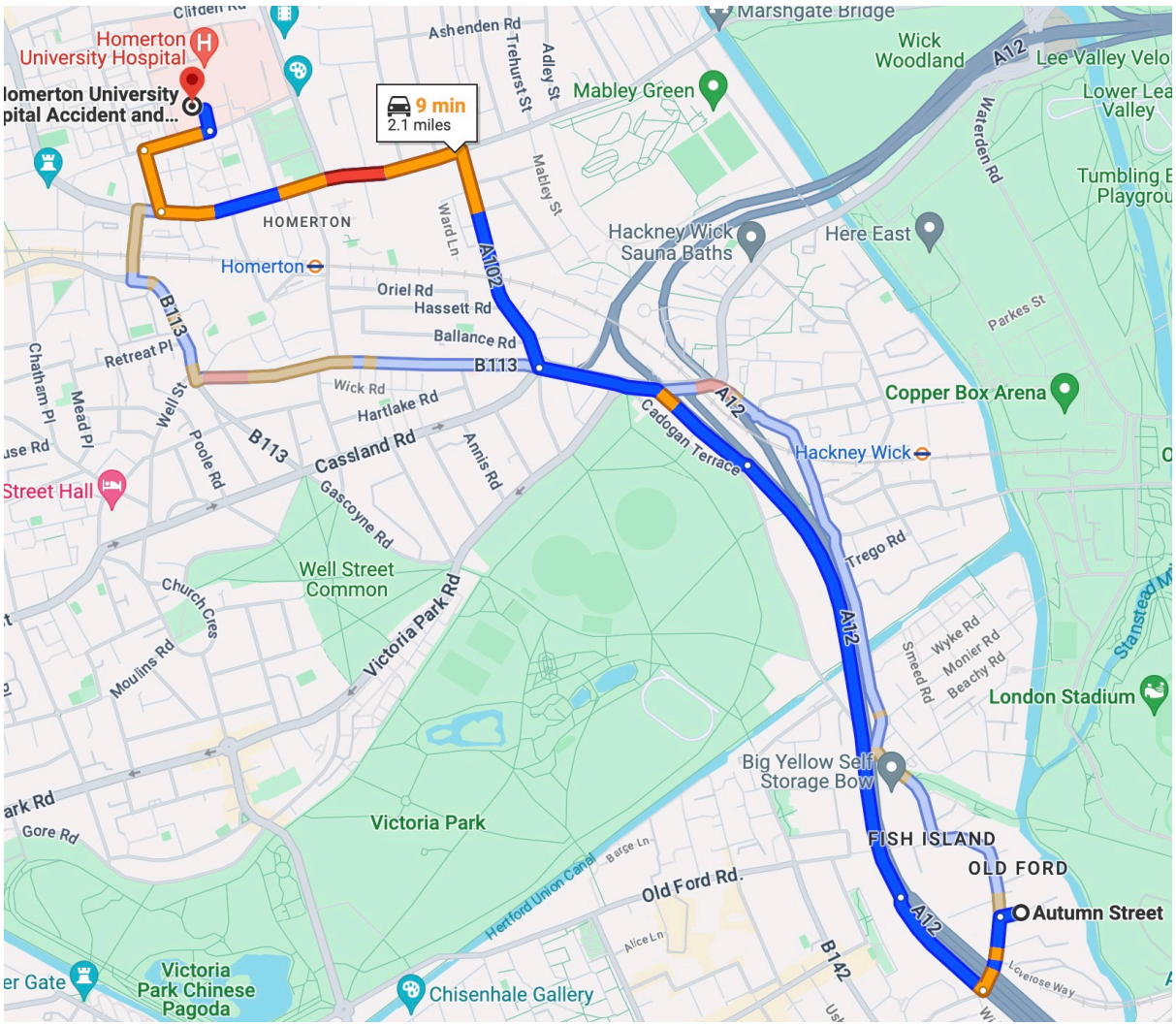
Homerton University Hospital

Homerton Row

London

E9 6SR

Tel: 020 8510 5555



## Section 10

### 10.0 Fire Safety

#### 10.1 Fire Fighting Equipment (FFE)

The type and location of FFE will be communicated to the Fire Authority. Location positions will be shown on the site plan.

FFE, fire doors and detection/alarm equipment will be routinely checked by a competent and designated member of venue management, and a log book kept to record tests and maintenance.

Suggested FFE quantities is as follows:

Location	Foam (9L)	Dry Powder
Main Entrance	1	1
Stage (BOH)	0	1
Stage (FOH)	0	1
Bar	1	1
Production Office/Event Control	2	2
Cloakroom	1	1
Per auxiliary room (x5)	1	1
Spare	4	4
Total	14	16

#### 10.2 Flammable Material

All branding, drapes, curtains, and scrim cloths etc. for the various stage, decor and FOH areas shall be certificated to the relevant fire resisting/retardant standard. Samples of cloth shall be available for testing upon request.

No hazardous or flammable chemicals (including pyrotechnic effects etc) are to be used at the venue.

#### 10.3 Staff Training

Security personnel or venue staff who may be called upon to use fire-fighting equipment shall be trained to a suitable standard.

The use of fire-fighting equipment by security personnel or others employed on the site shall be considered to be an emergency first measure only and the Fire Brigade should always be called via 999 for every actual or suspected fire, even if it is considered to have been extinguished.

The Fire Brigade should be called via Event Control. This prevents multiple calls to the emergency services.

#### 10.4 No Smoking Policy

In keeping with current legislation smoking shall not be permitted in any inside area or enclosed structure in accordance with legislation. No Smoking signs shall be erected as appropriate and suitable sand buckets or stable ashtrays set up. This will be enforced by the security team. In the designated smoking area at the back of the Venue, ashtrays will be set up, and any bins regularly emptied.

## **10.5 Means of Escape for Disabled People**

A reasonable number of competent staff members who will provide specific assistance to disabled people during any evacuation or emergency procedure (should there be any disabled persons identified prior to the event).

Disabled people should in the first instance be moved to a position of comparative safety within a safe refuge (e.g. protected location for external areas) and thereafter moved to final assembly points.

## **10.6 Fire Service Access**

There is external road access along Autumn street, which will allow fire crews and vehicles to access the venue. The width of this path is greater than 4 metres, allowing fire engine access.

The senior security / traffic management / chief fire marshal shall ensure staff keep the route un-blocked and un-obstructed at all times during the events, and in the event of fire engine access being required, shall shut off the street from pedestrians to ensure pedestrian/vehicle segregation.

## **10.7 Escape Routes and Final Exits (Structures)**

### **10.7.1 Travel distance**

The designated exits have been sited so that the maximum travel distance from any point in the venue to the nearest exit is no more than 25 metres, and from all points there are alternative exits in more than one direction.

### **10.7.2 Escape routes and final exits**

In addition to the main entrance, there is an additional fire exit at the opposing end of the venue. This means that there are two opposing routes of escape from any point within the venue. Each door is a fire-rated door which opens outward.

## **10.8 Fire/Security Officers**

Main exit doors/fire points will be staffed at all times by security trained Fire/Security Officers and stewards. Sufficient relief Fire/Security Officers shall be provided to allow uninterrupted cover during breaks. All Fire/Security Officers and stewards will be familiar in the evacuation procedure, use of fire extinguishers, and the procedure for raising the alarm in event of fire or other emergency. Fire/Security personnel shall be made particularly aware of identified hazards. Fire/Security Officers shall be equipped with radios on a dedicated channel.

## **10.9 Stage Safety / Capacity**

The stages will be provided with suitable and sufficient means of access and egress, which shall be shown on their individual site plans. Handrails, barriers and demarcation lines should be provided where appropriate to the stages. Where relevant, the staging shall be earthed.

Capacity levels and weight loadings for the staging shall not be exceeded. Stewards will monitor this capacity. This shall be determined from the calculation set by a structural engineer / competent person. No unauthorised persons shall access the stage until the competition certificate has been received by the onsite Venue Manager.

## **10.10 Fire Alarm**

In order to raise the alarm, any staff member or attendee can use an alarm activation point. In addition, a voice over of the PA system shall be utilised and messages broadcast via projection screens if present.



### 10.11 Muster Point

The site muster point shall be located at the front yard of the venue, on Autumn Street. Should this become unavailable for any reason, a secondary muster point will be at the intersection of Autumn Street with Wick Road.

Ticketed attendees will be dispersed and not permitted back onto the event site until approval is granted from the senior attending fire officer.



## Section 11

### 11.1 Emergency Procedure

The Emergency evacuation plan, including all exits, escape routes, rendezvous points and use & location of FFE shall be communicated to all staff and contractors at a Site Safety briefing that will take place prior to all staff members and contractors working at the venue. Specific briefing shall be given to security, volunteers and medical provider by The Venue Manager or the Event Manager prior to any contractor's access each day.

In the event of an incident which threatens public safety or operations, a dedicated Emergency Liaison Team (ELT) shall be set up, led by the Venue Manager, and consisting of all heads of department (security, AV, medical etc). The ELT will meet in the Event Control Room. Individuals within this team will have other roles and duties throughout the event however once assembled in the event of an emergency, the ELT will be their primary role. All members of the ELT will be available via relay and all radio communication will be controlled from a multi-agency response.

All Stewarding will be mobile and in radio contact with the ELT to monitor and manage the crowd in the event arena.

The multi-agency control centre will have copies of the site plans indicating all services and relevant telephone numbers.

The event will operate under the guidance of the Emergency Liaison Team (ELT) and staff shall be positioned in identifiable locations, as determined by a deployment dot plan, specific for each event's requirements.

The Emergency Liaison Team will be in communication with:

- Security Manager – in person.
- Medical Manager – in person.
- The Venue Event Manager – in person
- Local Authority (by phone) – if required.
- Emergency Services (by phone) – if required.

The ELT will be responsible for dealing with most emergencies that could occur within the immediate vicinity of the event area and for taking appropriate decisions.

### 11.2 Emergency Plan

This section outlines how the event will be managed by the Event Organisers and Responder Agencies. It has been written considering precedent and previous experience of events of this size and demographic.

- A **Minor Incident** can be described as “day to day” non-life-threatening situation where the event representatives may need to intervene to resolve.
- An Emergency may be life threatening and will need the attention of the police, fire and/or NHS medical services working within their normal sphere of operations.
- A **Major Incident** is defined as “any emergency that requires the implementation of special arrangements by one or more of the emergency services”.

The emergency services attending an incident will make the assessment about whether to declare a major incident. Declaration of a major incident will result in several processes and plans being invoked including those of the emergency services and the Local Authority.

The Venue will recognise, however, that a range of activities or events could precipitate a Major Incident within the event site and will take responsibility for ensuring safe procedures in dealing with such.

### 11.2.2 Command and Control

Overall strategic Command of the Event is undertaken by the Venue Manager. They are supported by operational leads for each function. The following structures are established and operational on event live days.

#### Event Control Room location and operational hours

The Event Control Room will be fully live from 1 hour prior to 1 hour post each event, with all positions filled and radio channels monitored. A fall-back location for Event Control Room can be formed operate using mobile equipment (radios, log, laptops etc.) from a secondary location, deemed by the ELT as safe and effective, as agreed with all stakeholders, dependent on a situation where access to and safety at Event Control were to be compromised by an incident. Access is controlled and accreditation is required for the Event Control area.

#### Briefings

Daily briefings will be held each morning of the site build. Key briefings include:

- The Venue Manager and Heads of Dept. to review day’s activities and learnings from previous day
- The Venue Management to review forecasted weather, traffic or other social/environmental events which may pertain to the running of the event, and discuss any operational adjustments that may warrant a decision.

Key issues and actions will be captured by the Venue Manager and circulated to an agreed distribution on email via the log system to ensure key information is available at all times of the event day.

### 11.2.3 Radio Communications list

Channel	Department
1	Management
2	Cloakroom/Door Team
3	Medical Team
4	AV/Stage Production
5	Bars/Housekeeping
6	Security 1
7	Security 2
8-16	Emergency/Chat/Spare

### 11.2.4 Incident Reporting

The Venue will deal with day-to-day minor incidents, with support from partner agencies during normal operations. Venue Management will escalate any requests for additional support.

In the event of an emergency requiring urgent assistance from Emergency Services the following action will be taken:

- Stewards or Event Personnel immediately inform Event Control of the emergency, via Head of Security.
- Event Control will notify the Event Gold Commander (The Venue Manager). Event Gold Commander will then instruct Event Control to inform all relevant agencies via Radio.
- Event Gold Commander (or an alternative nominated officer) will move to the Rendezvous Point to meet arriving emergency services and brief them on the emergency.
- Event Control will inform all personnel on radio to be prepared as directed by the Event Gold Commander.
- Security Control will advise all Stewards, Security, Fire Marshals and/or Medical Personnel and will be directed to the incident as required.
- In the first instance, as agreed within the Silver Cell (Crowd Management Team and Venue Manager), the attendees will be cleared from the affected area and immediate action taken to safeguard life and property (if this does not put personnel at risk).
- Depending on the nature of the incident and under advice from the Responding Agencies services, a phased handover of control of the incident area to the arriving Police may take place. Depending on the nature of the incident this may be a proportion or the entire site. Handover shall consist of a signed document stating date, time and who handed over control from the Event Organisers and who assumed control from Police.
- Should Event Control be affected by the incident and thus may be unavailable, Emergency Control will be established by the Police at a suitable point nearby, this is likely to be a Mobile Incident Room.
- All Event Personnel will be placed under the control of the Police Operational Commander, if necessary.

During the planning stage for the event, regular liaison meetings will take place with key members of The Venue Management, Local Authority licensing, health & safety unit, highlighting, and where necessary, amending the objectives of the Event Safety Management Plan.

#### **11.2.5 Logging**

The event will operate under a system of written logging of Major Incidents, Minor Incidents and Near Misses. Staff, crew, and volunteers will be instructed that all accidents, potentially serious near-miss incidents and Major Incidents must be reported to The Venue Manager, who will take the details for an incident report that is then logged into the Incident Log.

The Venue Event Control will be logging all key radio messages. Any relating to an incident or near miss will be recorded on their control logging system.

#### **11.2.6 Evacuation Arrangements**

The Venue shall ensure no exit point shall be less than 1.05 meters in width. Clear egress from these points shall be maintained at all times. Should the entirety of the site need to be evacuated, The Venue's staff, security and stewards will follow the directions of the emergency services. All staff will co-operate in moving people safely and calmly through the nearest exit point and gathering away from arriving emergency services.

### **11.2.7 Evacuation Procedures**

On receiving the radio communication of an incident and given instruction to begin evacuation, following a temporary or permanent show stop, all staff, volunteers, security and stewards will do the following:

- An announcement shall be made (and if necessary repeated) over the site-wide public address system by contacting the lead sound engineer, stopping the performance, escorting all performers offstage, and testing the sound system:  
“This is an important message for all attendees. For safety reasons we require you to leave the venue. Please follow instructions from the event staff. This is for your safety.”
- The Lead lighting engineer and site manager will be instructed to activate and fully illuminate all FOH floodlights and performance/projections lighting for maximum visibility.
- Security staff will ensure signposted Emergency Exit Gates are open and clear, guarding the exit to ensure flow in the egress direction only.
- Security shall isolate the incident area. They and event personnel will begin directing the attendees off site via the emergency exits where they will be directed to the Emergency Assembly Point, away from the emergency service vehicle.
- Persons with mobility issues arising from age or disability shall be identified by crowd management assisted by staff.
- Attendees will be asked to stay in the Evacuation Assembly Area until it is announced that it is safe for them to return to the event site or, if the event is cancelled, to egress and return home.
- If there is an evacuation onsite, a medical coordinator will arrange a temporary minor injuries unit (MIU) to be arranged at a place of safety which will be manned by a medical team whilst mobile teams are sent out to gather information and/or casualties.

### **11.2.8 Roles and Responsibilities**

The following organisations will assist The Venue in assessing emergency arrangements, risk assessments and fire safety matters, providing advice and guidance where appropriate to ensure the Event Safety Plan follows good practice.

Detailed below are the roles and responsibilities of the Medical emergency responders, before and during a major incident on site.

#### **11.2.8.1 London Ambulance Service**

The Ambulance service acts as the “Gateway” to the wider NHS and works with their health partners (Local and Regional Hospitals and NHS England Area teams) to Triage, Treat and co-ordinate the Transport to onward care for any unforeseen incident.

In the event of a significant incident, or if a Major Incident is declared, The London Ambulance Service ambulance may attend to work alongside the other Emergency Services and external multi-agency partners. Ambulance Commanders will attend to act as a co-ordination point for all medical assets available.

It is normal practice for the onsite medical provision to come under the Control of the Ambulance Commander, but direct command will remain with the contracted organisation’s management.

These contingency arrangements will not be routinely relied upon and they do not take the place of sufficient medical planning and resourcing to manage both foreseen and reasonably foreseeable incidents occurring during the event.

#### **11.2.8.2 Metropolitan Police**

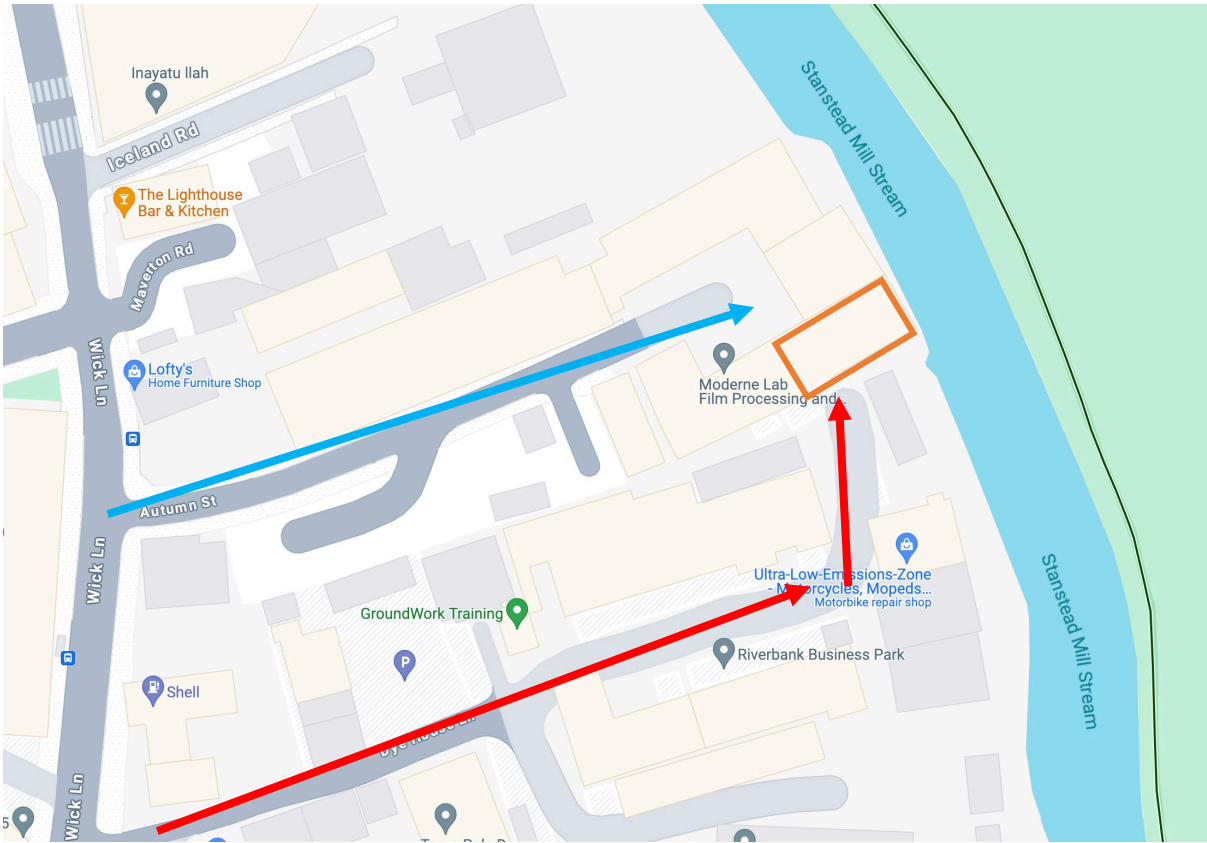
The Police shall work alongside Venue Management and the security team to assist in crowd flow and protecting public safety. It is common for gold command to pass to the leading officer in this operation. Any transfers of command will be logged with time and personal details, including name, badge number and any other relevant details.

Again, these contingency arrangements will not be routinely relied upon and they do not take the place of sufficient crowd, safety and security planning and resourcing to manage both foreseen and reasonably foreseeable incidents occurring during the event.

#### **11.2.9 Emergency Vehicle Access**

The venue shall be accessed in an emergency from the front entrance, down Autumn Street. As a result, this ‘Blue Route’ should be kept clear of any obstacles by Security/Venue Staff, and any fencing used for queueing should be able to be broken away rapidly.

Should for any reason the Primary access route down Autumn Street (shown below in blue) become unusable, a secondary access route shall be used, down Dry House Lane (shown in red), accessing the back door of the venue (whose perimeter is demarcated in orange).



## **12.0 Further Venue-Specific Considerations**

### **12.1 Adverse Weather Plans**

If the Met Office issues an AMBER or RED weather alert for the area at the time of the event, The Venue Management Team are to contact the Local Authority to discuss the potential impact and relevant contingency planning.

### **12.2 Cold Conditions**

During extended periods of cold weather leading up to an event, ground conditions are a primary concern particularly as pedestrians will be constantly using Autumn Street and the front yard to access the venue. To that end the The Venue's Event Management Team shall put the following in place:

- Ensuring that any particularly hazardous areas are cordoned off from pedestrians;
- Salt-gritting outside areas where appropriate;
- Prohibiting vehicle movement to the venue whilst the event is live (including staff/production vehicles).

Both staff/crew and attendees will have received information reminding them that weather conditions could be wet and muddy and that they need to wear appropriate clothing and footwear and take precautions when moving on site.

The Venue Management Team will keep a close watch of weather forecast websites during the period leading up to the event and all throughout the event from site build until takedown. This will be regularly monitored by Event Management and Staff.

If the weather drops to extreme lows (defined as under 8 degrees Centigrade), staff will receive a briefing to remind customers to:

- Don extra clothing;
- Refrain from consuming large amounts of alcohol;
- Seek Medical and/or Welfare assistance if required.

### **12.3 Heavy Prolonged Rain**

Though this may deter some people, most attendees come prepared for wet weather. Venue Management shall consider that floors may well be wet inside, and preventing slip hazards will be a priority for the housekeeping team, through use of regular venue patrols and cleaning.

The Venue should also anticipate more attendees will be inside at any given time, and prepare for a more crowded venue than usual.

### **12.4 Heat and Dry**

There is a possibility that weather could reach a high temperature and remain very dry throughout. Free potable water will be available at all times from the bar and stage-front, and extra stock will be ordered in for hot periods.

In periods of extreme heat, Venue staff will be aware that there is a likelihood that more attendees may be in the external areas than usual. Security staff deployment should be fluid and adjust accordingly.

If heat exceeds 27 degrees centigrade staff will receive verbal briefings to remind attendees of the following:

- To keep hydrated with one of the free water points on site
- To wear sunscreen



- To remain lightly clothed and covered
- To seek shade during the hottest points of the day
- To ask for Medical and/or Welfare assistance if they feel unwell

## Section 13

### 13.0 Evacuation Calculations

The following evacuation calculations have been put together with guidance from *HM Government's Fire Safety Risk Assessment Manual for Small and Medium Places of Assembly 2006*.

The emergency plan is required to be continually reviewed to ensure that it is suitably integrated and communicated to all event staff, contractors and agencies.

#### 13.1 Venue Summary

A venue such as this can be categorised as 'normal' risk, as there are minimal obstructions or temporary structures contained within, minimal flammable materials (eg. wood, textiles, volatile liquids/gases), and multiple exit routes for any given point in the building, however there is a potential for an above average attendee density inside.

The minimum width of an exit within a premises is classed to be 750mm.

#### 13.2 External escape route capacities

The capacity of an escape route is determined by the rate at which people pass along the route during each minute of the defined escape time.

The government guideline states that for up to 60 persons 1 fire exit is needed, for up to 600 persons 2 fire exits are needed.

A width of at least 1,050mm can accommodate up to:

- 160 people per minute in higher risk premises;
- 200 people per minute in normal risk premises; or
- 240 people per minute in lower risk premises.
- An additional 75mm should be allowed for each additional 15 persons (or part thereof) per minute.

The Venue Exit widths are as follows:

Exit	Width	Evacuation Capacity (per minute)
Front	1,070	200
Rear	2,000	390

- Front Exit: 1,070mm
- Back Exit: 2,000mm

The acceptable evacuation time in a normal risk premises is 2.5 minutes, meaning that, even with the widest exit-way blocked, **the venue can safely evacuate 500 persons** within 2 minutes, which exceeds the maximum proposed venue capacity of 300.

The suggested maximum travel distance to an exit in areas that do not contain rowed seating is as below:

Escape route	Suggested travel distance
--------------	---------------------------

Where more than one escape route is provided	45m
Where only a single escape route is provided	18m

The maximum escape route travel distance has been determined to be **23m** at the venue, and at any given point in the premises, there are multiple exit routes available.

Emergency exits will have suitable signage (all illuminated, and battery powered for redundancy) and will be kept clear at all times. The signage will be visible from both inside the building and within the premises.

In addition, all outdoor areas will be lit through temporary lighting throughout all event operations, as detailed previously.

### **13.3 Capacity**

The event space will be provided with adequate facilities to monitor and control the number of people present at all times. Due to the nature of the event, it is anticipated that up to 300 persons (including all onsite staff) may be present at events.

### **13.4 Accessibility**

Suitable provisions have been made to enable disabled people to use all event space facilities including the provision of adequate access, egress and means of escape through step-free access and portable ramps.

## **Section 14**

### **14.0 Traffic & Transportation Management**

Owing to the venue's strong links to public transportation (underground, overground, DLR, National Rail and buses) it is anticipated that the majority of attendees shall use public transport to access the venue.

No parking will be available for attendees onsite, and this will be advertised prior to each event. Any attendees leaving via private hire/taxi vehicles will be directed to the PUDO point shows on the TMP attached by security/stewarding staff.

All taxi operations will be monitored by the security teams, or a traffic marshal where necessary, in accordance with the Venue's egress policy (see Section 7)

## **Section 15**

### **15.0 Noise Management**

The Venue's noise management plan (to follow) will be formulated to adhere to any site-specific conditions relating to music noise levels specified in the premises licence.

This shall include a technical-layout venue map, detailing the location, wattage and orientation of all speakers, noise generating plant and equipment being used, along with the proposed monitoring points (including nearest noise sensitive premises). The location of such premises is to be agreed upon with an appointed delegate from the local authority, however is likely to be the residential properties at 439-441 Wick Lane, which lie >100m west of the venue.

The location of the venue on an industrial estate makes it a good candidate for effective noise management, segregated from noise-sensitive residential properties by a canal on its east side, and workspace buildings on its other 3 sides, which are routinely unoccupied past 6pm.

During build and de-rig time periods there will be a degree of noise emitting from delivery vehicles, generators and workman tools however is anticipated that The Venue and its ancillaries will keep noise levels within ambient noise levels. All such sound emitting devices will be confined to the inside of the venue.

The live timings of each event held at the venue will be publicly available on the venue's website and social media channels.

A dedicated community hotline, the telephone number of which will be published publicly on the venue's website, will be available for residents at all times during the sound checks and events. All complaints will be logged and those relating to noise will immediately be relayed to the Lead Consultant with details, where provided, of the complainant's name, address and postcode, telephone number and a description of the disturbance.

### **15.1 Noise Monitoring**

To ensure the proposed music noise level is controlled in accordance with the premises licence, all steps of the sound control procedure outlines below will be adopted for this venue.

Sound levels may be monitored throughout the event from a designated sound desk using appropriate calibrated equipment. During the sound checks, care will be taken to ensure that there is no significant deviation in sound levels across the event space areas to ensure the reading taken at front of house is indicative of the level throughout the audience.

The technical production lead for each event (from Cosmic Electronics) shall act as the noise control consultant for the event. The consultant will be contactable at any time during the licenced period on the venue radio communications and/or by mobile phone. This consultant will liaise with the team of audio engineers, who will work under the instruction of the consultant and put in to place any required alterations to the sound systems overall or frequency-based output to achieve compliance with the premises licence conditions and agreed music noise level limits. The venue's management will be kept updated with regard to the off- site noise levels throughout the event.

Noise from the operation of sound systems for regulated entertainment will not take place outside of the times specified in the premises licence. However, sound checks and propagation tests using low levels of white/pink noise, clicks/tones, music similar to that programmed for the event, and microphone checks for sound system set-up, line checking and time alignment may take place. These sound checks will be kept to a minimum length of time.

The Venue should inform all relevant parties that Cosmic Electronics are undertaking the sound control role as part of the license requirement and that this role has been appointed and approved by The Venue. Cosmic will have ultimate operational control over all the sound levels throughout the event. Therefore, all other parties, including artists, stage managers, sound engineers and event managers will be instructed not to increase any sound levels unless specifically agreed by the Lead Consultant responsible for sound control.

Off-site noise levels will be measured using calibrated sound level meters. Measurements will be regularly taken at proposed monitoring points. The monitoring positions identified with the highest music noise levels will be monitored more frequently than those with a lower music noise level. Additional monitoring positions may be added during the event.

If the broadband music noise level is measured to be above the limit set in the Premises Licence Condition, the sound engineer will be instructed to reduce the music noise level, until a measurement showing compliance with the proposed music noise level limits. In addition to the control of the overall sound level, frequency adjustments can also be made to reduce the sound at certain low frequencies.

Should any complaints of noise be received at any time during the event or sound propagation tests, a Consultant from the sound control team will visit the complainants address and take a measurement. If music noise levels are measured to be above the MNL limit immediate action will be taken on-site to reduce the level from the event. This will be achieved by two-way radio or mobile phone communication with all persons involved with the sound control procedures, thus a quick response to the problem can be actioned. However, from experience, it has been found that this pro-active sound control procedure will prevent the limits from being exceeded in the first place. Results of complaint investigation monitoring and any related actions will be collated and kept available by Cosmic Electronics for inspection by the Local Authority at any time during the event.

A noise log, including a summary of off-site noise levels measured throughout each event, actions taken and complaints received will be kept for all events.

## **15.2 Noise Protection**

Levels of noise within each area can be established prior to the event going live and preventative exposure times can be initiated to all staff and contractors. The duties placed on each member of staff / contractor will ensure two-way dialogue is to be always maintained, thus ensuring that if exposure to

noise levels becomes uncomfortable, staff members will be removed from the area of exposure without prejudice.

The venue will have available on request hearing protection that falls in line with legislation. It is accepted that as there is amplified music and noise on site that stakeholders may feel the levels are too high and need protection. This PPE will be available freely to all those onsite at the bar.

Since the introduction of the Control of Noise at Work Regulations 2005, employers have a responsibility to provide suitable hearing protection if staff are working in noisy environments.

At this venue, noise may occur above approved levels in these regulations. This may come in many forms, amplified music or construction noise during build and break periods. These levels may be experienced by workers, suppliers, performers, contractors and attendees. It is important to note that these regulations do not cover the members of the public that have chosen from their own free will to be in a noisy environment.

Suitable hearing protection will be provided and worn where construction noise levels may exceed 85dB, when the show noise may exceed 85dB or where peak noise levels may raise above 100dB during parts of the show.

The following measures are to be taken:

- Areas likely to cross the limits will have noise protection signage in place as far as reasonably practicable
- Staff will be briefed to bring up to standard PPE with them
- Employers will be required to have hearing protection readily available for staff
- Staff in high noise level areas will be put on a work rotation to reduce exposure time
- The venue office will try, where reasonably practicable, to stock hearing protection for anyone working onsite.

## Section 16

### 16.0 Waste Management Plan

Waste bins shall be positioned around the venue in suitable locations to prevent the build up of waste.

These will be regularly emptied and collected in accordance with the Venue's trade waste agreement (which should be produced upon request).

Waste will be left in sealed, closed dumpsters/wheelie bins to avoid foul odours or the attraction of vermin.

A team of venue cleaners and litter pickers will be appointed, who shall continuously patrol the event area removing waste whilst the events are in operation. This will include:

- Autumn Street up to Wick Lane intersection post-egress
- Front forecourt
- Back outdoor area onto Dye House Lane.

Venue Management will ensure that the surrounding area is left completely clear of all litter after each event, including all egress routes left polluted by litter post-event. Waste will be collected by an approved contractor who will ensure that it is responsibly disposed of. The contractor is also responsible for ensuring that controlled waste is collected and disposed in accordance with the Environmental Protection Act 1990.

All medical waste will be dealt with by the medical providers.

As much as possible, waste will be segregated to ensure maximum recycling.

The Venue shall discourage any attempt by organisers, artist or users of the premises to advertise by fly posting or mounting illegal placards.

# NOISE MANAGEMENT PLAN

22.02.2024

**LDN SCENE**





# INTRODUCTION

In response to growing concerns regarding noise disturbances and potential risks to staff hearing health, the management and owners from Little LDN who are now operating LDN Scene have embarked on a comprehensive initiative to develop and implement a robust noise management plan. With a commitment to fostering a safe, enjoyable, and harmonious environment for staff, patrons, and neighboring communities, this plan outlines proactive measures aimed at mitigating noise nuisances and safeguarding the well-being of all stakeholders.

Cosmic Electronics has been asked to carry out the sound installation and to instigate this plan to prevent previous grievances associated with the previous business at this premises.

Our 50 years of experience along with the new highly motivated owners will ensure this new cultural art space will bring prosperity and culture to this area with no further impact to the long standing residents.



# COMMITMENT

This report serves as a guiding framework for addressing noise concerns within the venue, LDN Scene, and outlines a series of strategies and interventions designed to minimise noise disturbances, comply with regulatory requirements, and promote responsible noise management practices. The management and owners are keenly aware of the importance of proactive measures in addressing noise issues and are committed to ensuring that this new plan is carried out effectively to prevent any nuisances and protect the interests of all parties involved.

The management and owners recognise the importance of proactive and transparent communication in addressing noise concerns and fostering positive relationships with neighboring communities. As such, they are dedicated to implementing the recommendations outlined in this report and working collaboratively with staff, patrons, performers, and local authorities to create a safer, more enjoyable, and sustainable entertainment environment for all.

This document shall serve as a guidance of suggested principles and methodology, with the intention of creation of a full, quantifiable noise management plan (including exact levels, aims and measurables), once construction work/soundproofing is completed, and any licence conditions are finalised. Noise monitoring and further noise management protocol will be put into place by HA-Acoustics, the venue's approved Acoustics Consultant.

## KEY OBJECTIVES

- Minimise noise disturbance external to the venue caused by entertainment taking place inside the venue.
- Minimise noise disturbance taking place outside the venue from attendees or vehicles during venue ingress/egress.
- Minimise noise disturbances within the venue to enhance the overall experience for patrons and staff.
- Protect staff hearing health by implementing measures to reduce exposure to high noise levels.
- Ensure compliance with regulatory requirements, including the Noise at Work Regulations, to avoid potential legal and financial liabilities.
- Foster positive relationships with neighboring communities through proactive communication and responsible noise management practices

## **A P P R O A C H**

The development of this noise management plan involved a comprehensive assessment of existing noise levels, identification of areas of concern, and collaboration with industry experts to implement effective solutions. By combining engineering controls, administrative measures, and staff training initiatives, LDN Scene/ aims to create a balanced approach to noise management that prioritizes the well-being of all stakeholders while maintaining the vibrancy and energy of its entertainment offerings.

## **C O N C L U S I O N**

With a commitment to proactive measures and responsible stewardship, Little LDN is poised to establish itself as a responsible operator. By implementing the recommendations outlined in this report and fostering a culture of safety, awareness, and collaboration, LDN Scene seeks to create an environment where everyone can enjoy the excitement of live entertainment without unnecessary disruptions or risks to health or nuisances to residents.



# METHOD

## 1.0 RISK ASSESSMENT

- Conduct a thorough risk assessment to identify areas within the venue where staff or attendees may be exposed to high noise levels from the sound system.
- Utilize noise monitoring equipment to measure noise levels in different areas of the venue during peak times and events with amplified music.
- Consider factors such as the duration of exposure, the intensity of noise, and the proximity of staff to sound sources when assessing risk.
- Collaborate with health and safety professionals to ensure that the risk assessment is comprehensive and accurately identifies areas of concern.

## 1.1 NOISE EXPOSURE MONITORING

- Implement a regular schedule for noise exposure monitoring using sound level meters placed strategically throughout the venue and at key external positions whilst setting levels.
- Record and analyze noise level data to identify trends, hotspots, and areas of potential risk for staff exposure.
- Use the data collected to assess compliance with regulatory noise limits and internal noise management policies.
- Provide training to staff responsible for noise monitoring to ensure accurate and consistent data collection.

## 1.2 ENGINEERING CONTROLS

- Explore engineering solutions to reduce noise at the source, such as positioning of speakers or installing sound barriers around speakers.
- Consider the use of directional speakers and acoustical treatments to direct sound towards desired areas and away from weak points (e.g. doors) to minimise sound leakage.
- Install a non-accessible limiter and compressor within the sound system to enforce predetermined maximum noise levels, preventing excessive noise exposure for staff and patrons.
- Work with the Venue's approved acoustic consultants to optimize the layout and design of the sound system for maximum effectiveness in controlling noise levels.

## 1.3 ADMINISTRATIVE CONTROLS

- Implement controls to limit staff exposure to high noise levels, such as job rotation, scheduling breaks in quieter areas.
- Develop clear policies and procedures for staff to follow in managing noise levels, including guidelines for adjusting audio equipment.

- Utilisation of a telephone line which will remain manned at all times throughout every event, providing a consistent contact point for local residents and stakeholders to triage complaints through.
- Provide training to staff on the risks of noise exposure and the importance of adhering to noise management protocols, emphasizing their role in protecting their own hearing health.

## **1.4 HEARING PROTECTION**

- Provide earplugs free of charge to all staff and attendees upon request (e.g. from bars), and highlight the availability of this through signage and pre-event information.
- Ensure that hearing protection devices are properly fitted and comfortable for persons to wear for extended periods.
- Educate staff on the correct use of hearing protection, including how to properly insert, remove, and care for earplugs.
- Encourage staff to use hearing protection consistently and provide reminders about the importance of protecting their hearing health.

## **1.5 HEALTH OBSERVATION**

- Implement a health observation program to monitor the hearing health of staff exposed to high noise levels.
- Offer regular hearing tests to detect early signs of hearing loss and provide support and guidance to affected staff.
- Maintain records of staff hearing test results and use this data to track changes in hearing health over time.
- Provide resources and support to staff with hearing loss, including access to hearing aids or assistive listening devices as needed.

## **1.6 TRAINING AND AWARENESS**

- Provide comprehensive training to staff on the risks of noise exposure and the importance of adhering to noise management protocols.
- Include information on the symptoms of noise-induced hearing loss and strategies for preventing hearing damage in staff training programs.
- Foster a culture of safety and awareness among staff, encouraging them to actively participate in noise management efforts and report any concerns or issues promptly.
- Train staff on the importance of smoothly managing the music reduction process and closing procedures.
- Designate specific roles to ensure a coordinated effort among staff members during this period, including monitoring audio levels, communicating with patrons, and facilitating a safe exit.
- Utilize visual cues, such as lighting changes, to complement the auditory signals and facilitate a gradual winding down of the event.
- Provide clear and consistent communication to staff, patrons, and performers regarding the schedule for reducing audio levels and the expected timeline for closing the venue.

## **1.7 COLLABORATION WITH SECURITY PERSONNEL**

- Collaborate closely with security personnel (in tandem with the Venue’s EMP and SMP) to ensure a coordinated approach to noise management and crowd control during events.
- Understand the importance of effective and cohesive crowd, traffic and people management in mitigating against noise pollution caused during ingress/egress operations from patrons or vehicles.
- Communicate the schedule for reducing audio levels before closing time to security staff, enabling them to anticipate potential crowd reactions and respond accordingly.
- Train security personnel on the importance of maintaining a calm and orderly environment during the gradual reduction of audio levels, minimizing the risk of disturbances or conflicts.

## **1.8 AUDIO REDUCTION AND CLOSING PROTOCOL**

- Implement a standard operating procedure for reducing music levels in all areas of the venue 30 minutes before closing time.
- Combine the fading of music with the raising of house lights gradually to encourage a staggered egress of any remaining attendees at closing time.
- Gradually decrease the volume over a reasonable time frame to signal the impending end of the event, providing patrons with ample time to prepare for departure.
- Coordinate with security personnel to ensure a smooth transition during the gradual music reduction phase, minimising disruptions and maintaining a safe and controlled environment.

## **1.9 SERVICING**

- Conduct regular audits and compliance checks to verify that the limiter and speakers are functioning correctly and that noise levels remain within acceptable limits.
- Document the results of audits and any corrective actions taken to address deviations from agreed-upon audio levels, ensuring transparency and accountability in noise management efforts.
- Any noise arising from event build/de-rig and construction will take place within licensed hours, and levels will be kept within acceptable limits.

## **2.0 COMMUNICATION**

- Communicate the presence and purpose of the limiter to relevant stakeholders, including performers, event organizers, and staff, to ensure their understanding and cooperation.
- Emphasise the importance of adhering to agreed-upon audio levels and the role of the limiter in supporting noise management efforts, fostering a collaborative approach to maintaining a safe and enjoyable environment for all.

## **2.1 SOUNDPROOFING AND INSULATION**

- Conduct a comprehensive assessment of the venue to identify areas where soundproofing and insulation improvements are needed, such as walls, ceilings, floors, and doors.
- Prioritise areas with the highest levels of sound leakage or where noise complaints have been received from neighboring properties.
- Work with qualified contractors or acoustic engineers to design and implement targeted soundproofing solutions tailored to the specific needs of each area.

## **2.2 ACOUSTIC TREATMENT**

- Investigate the sound-proofing options available to the Venue, and implement as necessary to keep noise pollution to within acceptable limits at all noise sensitive premises pre-determined with the local authorities.
- Select appropriate acoustic materials and treatments based on factors such as noise frequency, absorption coefficients, and aesthetic considerations.
- Install sound-absorbing materials, such as acoustic panels, baffles, drapes, and carpets, to reduce reverberation and minimise sound transmission between spaces.
- Consider the use of resilient sound isolation techniques, such as floating floors, decoupled walls, and acoustic seals, to prevent structure-borne noise transfer.
- Ensure that soundproofing and insulation materials meet relevant industry standards and regulations for fire safety, durability, and acoustic performance.
- Work closely with contractors to ensure proper installation of soundproofing treatments, paying attention to details such as sealing gaps, caulking joints, and minimising flanking paths for sound transmission.

## **2.3 CONTINUOUS MONITORING AND EVALUATION**

- Consistent and frequent noise monitoring and logging to be performed by the Venue's acoustic consultants at all noise sensitive premises pre-determined with the local authorities. This will be made available to Local Authorities upon request.
- Regular monitoring of noise levels in treated areas to assess the effectiveness of soundproofing and insulation measures.
- Logs will be kept of all event timings, including the commencement, ceasing and fading down of music levels. It will be ensured that these are at a minimum in line with the timings stipulated on the licence.
- Particular attention shall be paid to low frequency music noise control, to prevent the propagation of low-frequency vibration which may cause nuisance, especially onsetting at levels above 70-80dB (unweighted). Any measurements at noise sensitive locations will take into account the low frequency component of the noise.
- Use objective measurements, such as sound level meter readings and acoustic modeling software, to quantify improvements in noise reduction and identify any areas that may require further attention.

## **2.4 FEEDBACK AND ADAPTATION**

- Solicit feedback from staff, performers, stakeholders, local residents and patrons regarding the impact of soundproofing and insulation measures on their experience within the venue.
- Use feedback to make adjustments and refinements to soundproofing treatments, ensuring that they align with the needs and preferences of stakeholders while maintaining compliance with noise regulations.

## **2.5 COMMUNITY ENGAGEMENT AND TRANSPARENCY**

- Communicate with neighboring properties and local residents to inform them of soundproofing and insulation efforts being undertaken by the venue.
- Provide transparency regarding the timeline, scope, and expected outcomes of soundproofing projects, addressing any concerns or inquiries raised by the community.

## 2.6 INVESTMENT IN LONG TERM SOLUTIONS

- Allocate resources for ongoing maintenance and upkeep of soundproofing and insulation treatments to ensure their continued effectiveness over time.
- Consider investing in long-term solutions, such as permanent structural upgrades or building renovations, to address persistent noise issues and enhance the overall acoustic performance of the venue.





# KEY INFORMATION

**Venue Name:**

LDN Scene

**Address:**

Unit 3 Autumn Street, London. E3 2TT

**Management Company:**

Little LDN Ltd

**Contact:**

Mr Mathew Blewitt



**Acoustic Consultant:**

HA-Acoustics

**Contact:**

Stuart Nixon



**Sound Installation Company:**

Cosmic Electronics Ltd

**Address:**



**Contact:**

Mr Mark Damon B.Eng



# Traffic and Transport Management Plan

Little LDN

Document Reference: LITLDNLM24

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## DOCUMENT INFORMATION

### Document Details

Document Reference	Author	Email
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1.3	25/03/2024	DRAFT	Holly Hoban	Issued

### Document Scope

This document provides details of the traffic and transport management arrangements to be implemented for a series of events planned to be held at Little LDN venue in the London Borough of Tower Hamlets. This document focuses on the following areas:

- The highway network surrounding the event site
- The temporary traffic management arrangements to be implemented in order to reduce the impact of the event on the local area, and facilitate the safe access and egress of persons to and from the event site
- The transport network surrounding the event site
- The expected transport use forecast for the events

The overriding objective of this document is:

- To ensure the safe access of persons to and from the venue
- To ensure the safe management of pedestrians on the primary ingress and egress routes
- To ensure there is minimal impact to the local area including no noise nuisance or obstruction to the highway

All provisions on privately owned land will only be implemented with approval from the relevant authority or land owner. This document should be read in conjunction with:

- The Event Safety Management Plan
- The Crowd Management Plan
- Egress Management Plan

### Disclaimer

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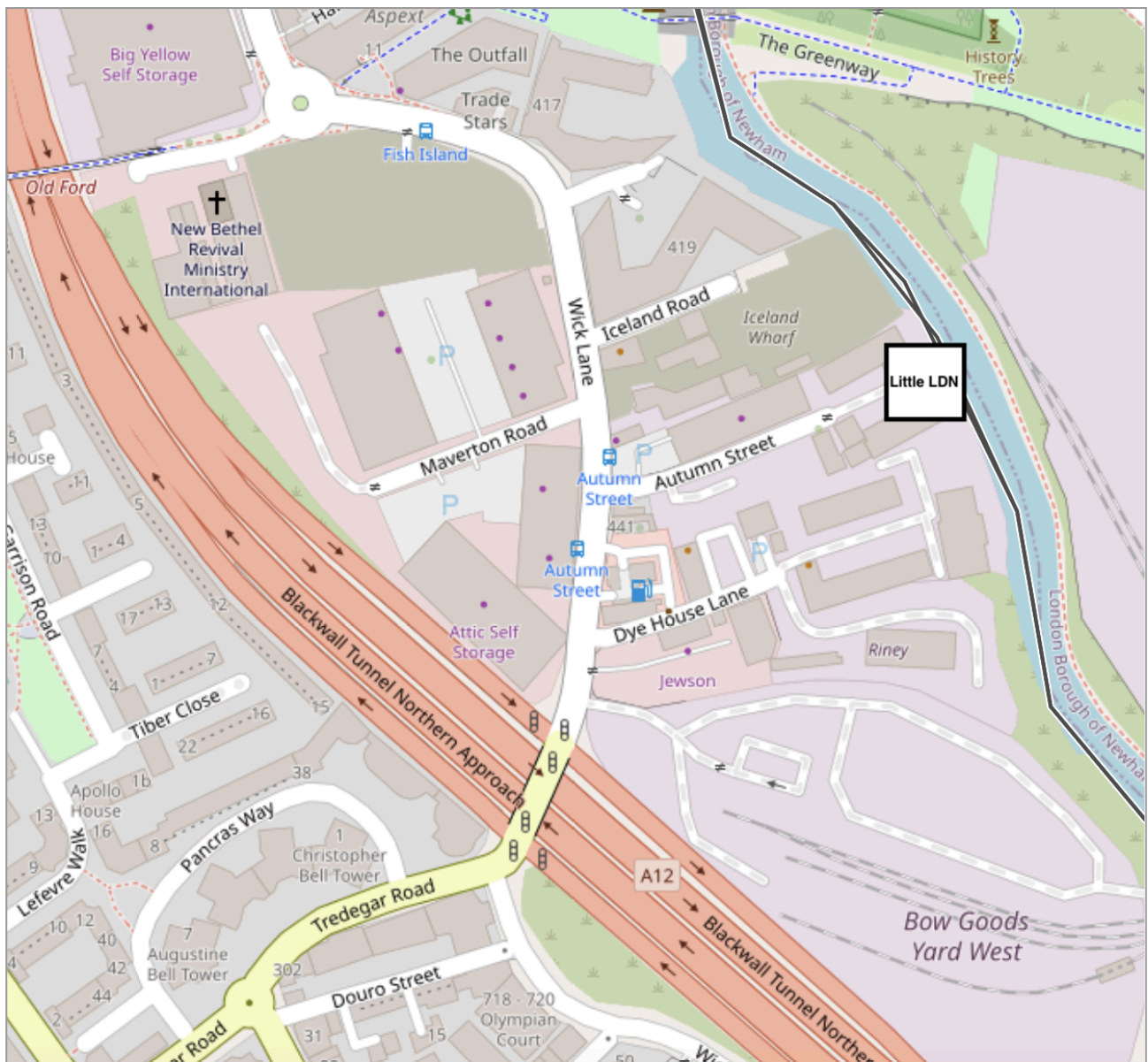
## STAKEHOLDERS

TABLE 1 : STAKEHOLDERS		
Agency	Role	Representative
The Last Mile	Traffic and Transport Management Consultant	Owen Blackwood
Little LDN	Venue	Matthew Blewitt
London Borough of Tower Hamlets	Highways	Tricia Bruni Souheb Khan
Metropolitan Police Service	Central East Licensing Unit	Mark Perry
Transport for London	London Underground TfL Buses TfL Surface Events	Various
Transport for London (TfL)	Taxis and Private Hire	Nicole Harris
Sentra Security	Crowd Management/Security	Steven Penn

## OVERVIEW

TABLE 2 : VENUE AND EVENT OVERVIEW	
Item	Information
Venue Details	Little LDN Studio 2, Unit 3 Autumn St E3 2TT
Venue Capacity	Up to 300 persons per event
Operational Hours	19:00 - 03:00 Last Entry: 23:00

## VENUE LOCATION



### Highway Network

Key routes surrounding the venue include:

TABLE 3 : HIGHWAY NETWORK	
Road Name	Road Status
Wick Lane	Maintained by the London Borough of Tower Hamlets
Autumn Street	Maintained by the London Borough of Tower Hamlets
A12	National Highways

**Transport Network - Rail**

<b>TABLE 4 : TRANSPORT HUBS - RAIL</b>	
<b>Station</b>	<b>Service Details</b>
Stratford	London Underground - Jubilee Line London Underground - Central Line Elizabeth Line London Overground
Hackney Wick	London Overground

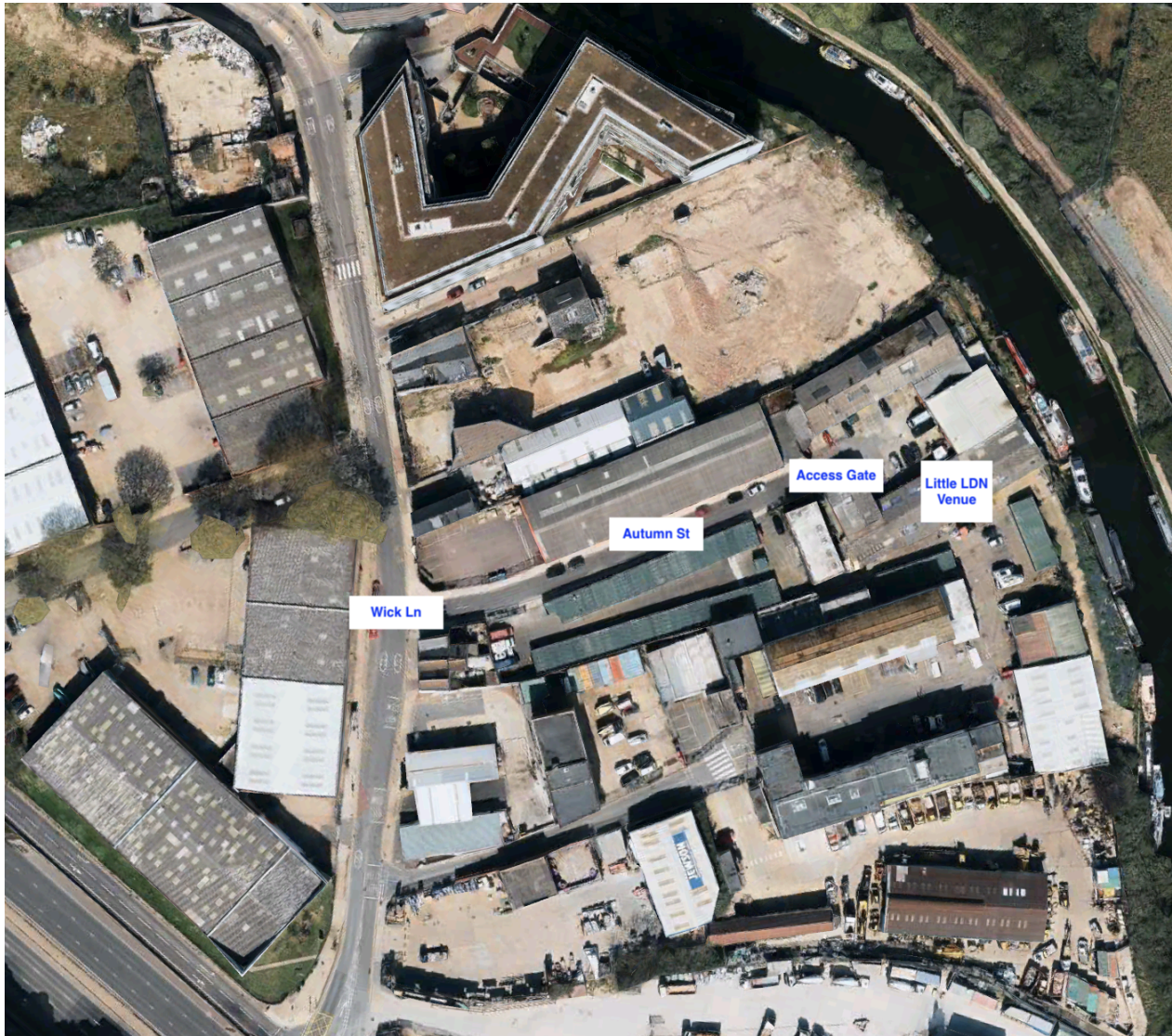
**Transport Network - Buses**


<b>TABLE 5 : TFL BUSES</b>	
<b>Route Number</b>	<b>Route</b>
339	Leytonstone - Shadwell
276	Newham General - Stoke Newington
488	Bromley-by-Bow - Dalston



# SITE ACCESS

TABLE 6 : ACCESS GATES



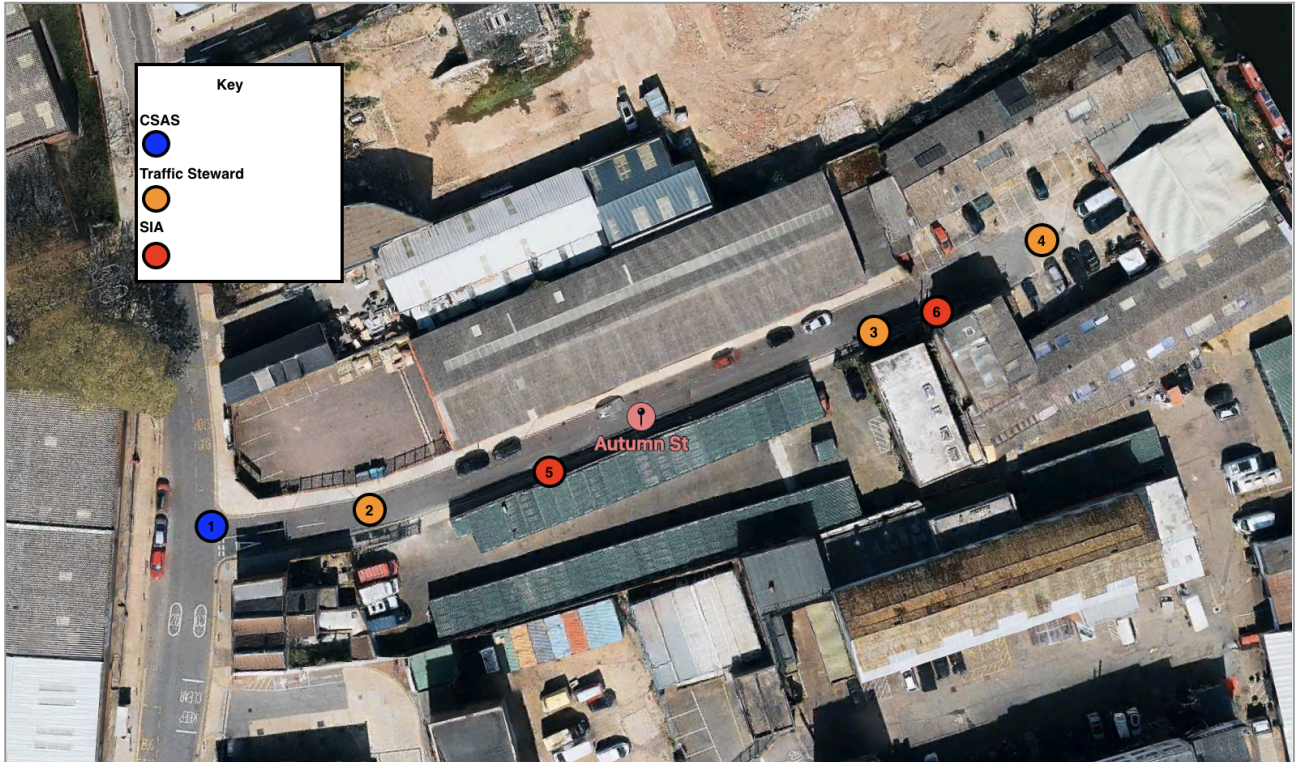
Gate Reference	Image	Road Access	Usage During Events
Main Access Gate		Road Access: Autumn St	Live event phase: Pedestrian access and exit Vehicle access and exit



## TRAFFIC AND CROWD MANAGEMENT STAFFING

A team of crowd management personnel and traffic management staff will be deployed outside the venue to promote safe and effective ingress and egress, whilst causing minimal disruption to the highway and local residents.

Police-accredited traffic staff (CSAS), with powers to stop and direct traffic, will be deployed at the junction of Wick Lane and Autumn St, in order to control traffic ingress and egress to the on site pick-up and drop-off provision.



\*\*Staffing provisions above are suggested for the initial opening period of the venue and will be continually reviewed to ensure the deployment is conducive to supporting the traffic management measures

TABLE 7 : DEPLOYMENTS			
Number	Role	Ingress	Egress
1	CSAS	<ul style="list-style-type: none"> <li>Use police powers to stop and direct traffic on Wick Lane junction with Autumn Street</li> <li>Promote positive traffic flow on Wick Lane</li> <li>Ensure vehicles are not stopping on Wick Lane and push venue related traffic to Autumn Street</li> <li>Keep of log of VRN for vehicles contravening proposed TM measures</li> </ul>	<ul style="list-style-type: none"> <li>Use police powers to stop and direct traffic on Wick Lane at the junction with Autumn Street</li> <li>Promote positive traffic flow on Wick Lane</li> <li>Ensure vehicles are not stopping on Wick Lane and push venue related traffic to Autumn Street</li> <li>Keep of log of VRN for vehicles contravening proposed TM measures and venue rules</li> </ul>
2	Traffic Steward	<ul style="list-style-type: none"> <li>Assist CSAS operative with managing traffic flow at the top of Autumn Street</li> <li>Ensure vehicles are not stopping on Autumn St</li> </ul>	<ul style="list-style-type: none"> <li>Assist CSAS operative with managing traffic flow at the top of Autumn Street</li> <li>Ensure vehicles are not stopping on Autumn St</li> </ul>
3	Traffic Steward	<ul style="list-style-type: none"> <li>Manage flow in and out of gate into yard</li> <li>Ensure vehicles are not stopping on Autumn Street</li> </ul>	<ul style="list-style-type: none"> <li>Manage flow in and out of gate into yard</li> <li>Ensure any customers leaving on foot use the designated walkway</li> <li>Reinforce venue rules as customers are leaving</li> </ul>
4	Traffic Steward	<ul style="list-style-type: none"> <li>Direct vehicles into drop-off area</li> <li>Ensure vehicles leave the yard immediately once they have dropped off</li> </ul>	<ul style="list-style-type: none"> <li>Direct vehicles into holding bays</li> <li>Retrieve booking details from driver and match with customer</li> <li>Remind drivers and customers of venue rules</li> </ul>
5/6	SIA	<ul style="list-style-type: none"> <li>Support traffic stewards as an external presence on Autumn Street</li> <li>Intervene with any anti-social behaviour or noise disturbance</li> </ul>	<ul style="list-style-type: none"> <li>Support traffic stewards as an external presence on Autumn Street</li> <li>Intervene with any anti-social behaviour or noise disturbance</li> <li>Move on any customers at the top of Wick Lane</li> </ul>

## LIVE EVENT PHASE - TRANSPORT USE FORECAST

TABLE 8 : TRANSPORT USE FORECAST		
Transport Type	Mode Share Forecast	Number of Persons
Taxi or private drop-off/pick-up	80%	180
Local Bus	10%	60
Other (Walk, Drive, Cycle, Local Rail Hubs)	10%	60
<b>Totals</b>	<b>100%</b>	<b>300</b>

Attendees are anticipated to arrive and depart via the following modes of transport:

Taxi or private drop-off - 80% of the audience are expected to route to and from the venue by taxi or private hire vehicle. A dedicated pick-up and drop-off area will be made available within the venue footprint to accommodate arrivals and departures by taxi or privately arranged drop-off.

Local Bus - 10% of the audience are expected to use bus services available from Wick Lane.

Other (walk, bus, drive, Cycle, local rail hubs) - 10% of the audience are expected to route to and from the venue via other modes of transport, including walking, cycling, driving, local bus services and the nearest rail hubs.

### Attendee Departure Forecast

TABLE 9 : ATTENDEE DEPARTURE FORECAST BY TRANSPORT TYPE		Taxi or private drop-off/pick-up	Local Bus	Other (Walk, Drive, Cycle, Stratford Station, Hackney Wick Station)
		80%	10%	10%
Time	%	Number of Persons		
Pre 22:00	5%	9	3	3
22:00 - 23:00	3%	5	2	2
23:00 - 00:00	6%	12	4	4
00:00 - 01:00	10%	18	6	6
01:00 - 02:00	20%	36	12	12
02:00 - 03:00	38%	68	22	22
03:00 - 03:30	18%	32	11	11

**Vehicle Departure Forecast**

<b>TABLE 10 : ATTENDEE DEPARTURE FORECAST BY TRANSPORT TYPE</b>		Taxi or private drop-off/pick-up	Local Bus	Other (Walk, Drive, Cycle, Stratford Station, Hackney Wick Station)
		<b>80%</b>	<b>10%</b>	<b>10%</b>
<b>Time</b>	<b>%</b>	<b>Number of Vehicles</b>		
Pre 22:00	<b>5%</b>	2	N/A	N/A
22:00 - 23:00	<b>3%</b>	2	N/A	N/A
23:00 - 00:00	<b>6%</b>	5	N/A	N/A
00:00 - 01:00	<b>10%</b>	8	N/A	N/A
01:00 - 02:00	<b>20%</b>	15	N/A	N/A
02:00 - 03:00	<b>38%</b>	29	N/A	N/A
03:00 - 03:30	<b>18%</b>	13	N/A	N/A

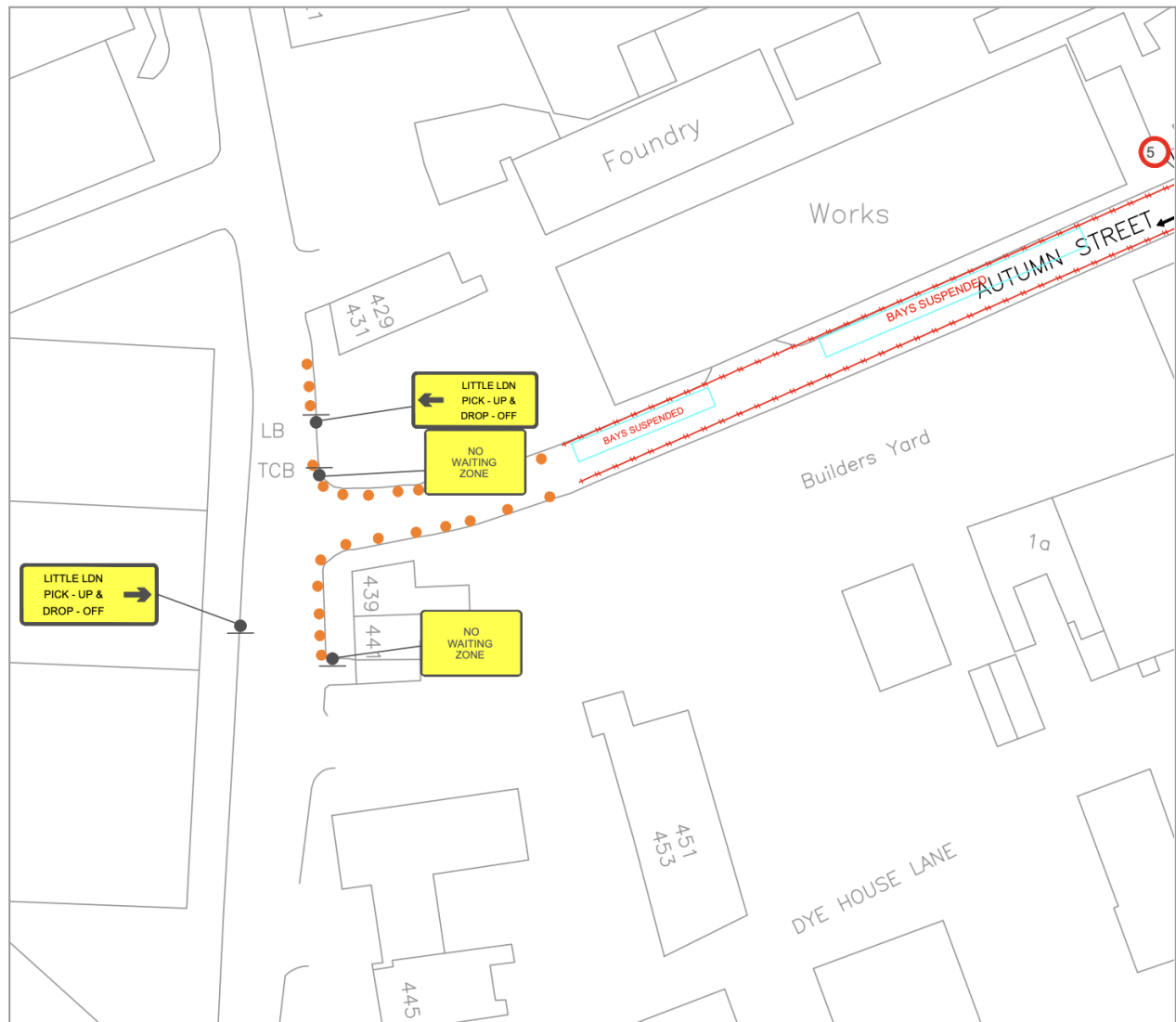
\*\* The vehicle forecasts above have been prepared using an average car occupancy of 2.4 persons per vehicle.

\*\* The arrival and departure profiles used here are indicative for planning purposes only and are subject to change. The data is based on egress data collected from events with a similar profile at LDN East, a venue operated by the same licensee.

## TRAFFIC AND PEDESTRIAN MANAGEMENT

**TABLE 11 : TRAFFIC MANAGEMENT MEASURES - LIVE EVENT PHASE**

Insert 1

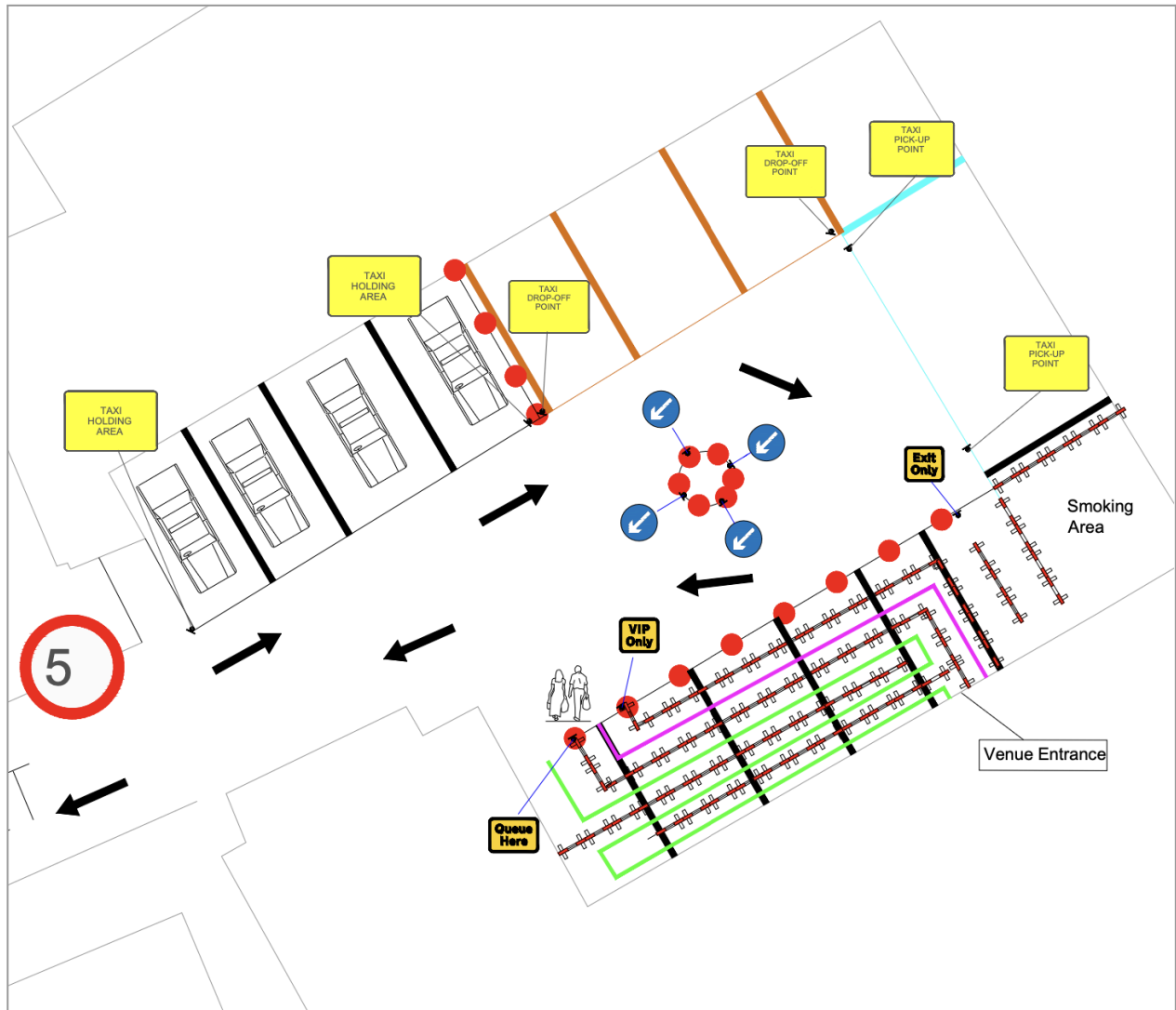


**Details**

- Chapter 8 compliant directional road signage will be installed in order to route vehicles associated with the venue to the designated on-site drop-off point
- Chapter 8 compliant road signage will be used to deter parking and waiting on Wick Lane for any venue related traffic
- Crowd Control Barriers will be placed on the footway of Autumn Street in order to create a physical segregation between the footway and the highway
- No waiting cones will be installed on Wick Lane and Autumn Street in order to deter venue related vehicles from using any location other than the on-site area to drop-off or pick-up, minimising obstruction to the highway
- Subject to agreement from the local highways authority, parking bays on Autumn Street will be suspended outside operational hours to promote a two-way traffic flow at all times

TABLE 12 : TRAFFIC MANAGEMENT MEASURES - ON SITE SET UP

Insert 1



## Details

- Chapter 8 compliant directional road signage will be installed in order to route vehicles to the pick-up point, drop-off point and vehicle holding area
- A one-way system in place for all vehicles
- 5 mph on-site vehicle speed limit



## BARRIER MAP

### Autumn St



The external barrier placement on Autumn Street will be used to create a segregation between the footway and highway to eliminate obstruction to the highway for vehicular access as well as for pedestrian safety.

Based on the flow rates as recommended in the The Purple Guide, the pavement spaces on both sides of Autumn Street offer 1 metre of width. Using the flow rate of 66 people per minute and looking at a 15 minute dispersal window at the peak egress time block, the flow rate can be calculated as follows:

$$1 \times 66 \times 15 = 990 \text{ persons in 15 minutes}$$

This calculation shows that there is sufficient space on the pavement for crowd dispersal. As well as enough density to use the walkway as a queuing system or hold point should the need arise from a crowd management perspective.

## TAXI DROP-OFFS AND PICK-UPS

### App-Based Taxi Companies

Consultation will take place with taxi companies, including Uber and Bolt, in order to set a designated and geofenced pick-up point within 39 Autumn St, as per the above plans. This will create the pick-up location as the yard space outside the venue forcing all vehicles to drop off and collect from here. This will show as the meet point for all customers booking from the venue and all drivers will be advised by traffic management and crowd management staff that they must only collect from the designated area. A blackout zone will be implemented to ensure that vehicles booked directly outside of the venue and also the area surrounding the venue are only able to pick up from the yard at 39 Autumn Street, capturing any attempts to book vehicles from anywhere other than the yard area and forcing all vehicles and customers to the designated on-site space.

### Local Taxis

Local taxi companies will be informed of venue operational hours and pick-up and drop-off location, in the event that they wish to send drivers to aid with venue dispersal. Telephone numbers of these firms will be made available to customers upon exiting.

### Stewarding and Marshalling

A professional taxi marshalling company will be appointed in order to manage the designated location for collections.

### Noise Management

In order to mitigate noise disturbance from the venue by those wishing to leave, customers will be advised to book their private hire vehicles at the exit point of the venue, all customers will be asked to wait in the designated area for their vehicle, where they will be held by crowd management staff. Traffic Management staff will direct vehicles in and check booking details before matching up with customers. Repeat signage will be used on the exit route, at each point of the egress, to remind customers to keep noise to a minimum, this will be reinforced by all staffing deployments.

### TFL licensing

TFL licensing will be made aware of the on-site provision for and should they wish may conduct a licensing visit at any time to ensure driver compliance.

### Venue Rules

In order to mitigate potential disruption from the venue, the following rules will be displayed and implemented by the venue:

- Speed limit of 5 MPH
- No use of horns after 23:00 hours
- Drivers must stay with vehicles at all times and should not attempt to collect patrons

Crowd Management and Traffic Management staff will work together to remind and reinforce these rules. Those found to be in breach will be reported via the relevant channels.

## OTHER EVENTS AND WORKS

Where possible, collaboration will take place to ensure appropriate mitigation measures are in place to accommodate pedestrians associated with events at the venue.

## PARKING

There will be no parking available on site. This will be communicated by the venue to all customers and staff.

## MONITORING AND REVIEW

When required, coordination meetings will be held with The London Boroughs of Tower Hamlets highways department. Other stakeholders, including the Police licensing, may be invited to attend these meetings. In the event that there are planned or emergency works taking place that may impact upon the provisions detailed within this document, a meeting will take place in order to establish collaborative arrangements, where possible.



## EMERGENCY ACCESS

Emergency access to the venue is via the main access gate on Autumn St. In the event that the main entrance is compromised, a contingency route is available via the back entrance of the venue at Dye House Lane.

## CONTINGENCY PLANNING

At the time of writing, consultation is taking place with LBTH Highways to discuss the feasibility of a 24-hour parking suspension for the bays on Autumn Street. This would allow for the bays to be non-operational during venue operating hours allowing for highways to remove any vehicle contravening this restriction ensuring that access to 39 Autumn is uncompromised venue traffic. Any contravening vehicles would be reported immediately.

In the unlikely event that a vehicle causes disruption to the access route during egress, CSAS personnel would be redeployed to manage traffic down the street on a give and take basis.

## SUMMARY

This document details the provisions proposed to be implemented to facilitate the safe ingress and egress of visitors to events taking place at Little LDN. The provisions contained within this document will be kept under review.

## APPENDICES

TABLE 13 : APPENDICES	
Number	Description
1	External TM Overview
2	On Site Set-Up



Unit 3, 39 Autumn Street E3 2TT

# SECURITY MANAGEMENT PLAN

Little LDN



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## Introduction

### Contractor

Security operations, including staffing, preparations and management will be undertaken by *Full Force Security* on behalf of Little LDN Ltd, an SIA-accredited security firm with extensive London nightlife experience.

### Objectives

The plan has been created with health and safety and the 4 main licensing objectives in mind:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children (and the vulnerable) from harm

The implementations draw upon the contractor and promoter's prior experience operating a wide variety of nightlife and entertainment venues safely, effectively, and with minimal public nuisance, as well as:

- Little LDN's Event Management Plan
- HSE advice to Crowds in Public Venues
- HSE guidance to safe crowd management
- British Standards in Door Supervision and Event Stewarding.

This plan provides a generic overview and supplies information for multiple events. Each event will merit its own Assignment Instructions, Risk Assessments and Standard Operating Procedures.

## Strategic Objectives

The Venue and its appointed contractor seek to supply SIA qualified security fit for purpose with the relevant experience, knowledge and training for the type of events that will ensure the safety of the public and maintain the integrity of all security related matters.

There will be security deployed as per the below venue plan, which has been developed after an assessment based on site visits, knowledge of similar events and industry experience. Security officers will be on site, briefed and ready in position, before the doors open.

SIA Licensed Security staff will carry out any security function that is identified as a 'Licensable Activity' under the Private Security Industry Act 2001, in and around the site to ensure the protection and security of people, assets and property. They are entitled to make the decisions on the suitability of persons to enter or remain in licensed areas. This may include Body & Bag Searching, Refusal of entry or Ejections.

Radios shall be used to maintain communications and all operators shall be competent in radio procedure. Communications will be managed discretely through use of earpieces.

Any serious disturbance or any other emergency at the event area, which cannot be dealt with by the Stewards, shall be reported at once to the Police via the Head of Security (HoS), so as to avoid multiple calls.

The event organisers have engaged with Full Force Security to deliver the following strategic safety and security objectives:

- Minimise the risk of any person on premises before, during or after the event becoming a victim of violent crime.
- Minimise the risk of any person on site before, during or after the event coming to serious harm through using the use of alcohol, illegal drugs or legal highs.
- Minimise the risk of persons on site before, during or after the event becoming victims of sexual violence.
- Minimise the risk of persons attending or working the event becoming victims of acquisitive crime.
- Continuously seek to identify and reduce any risks to vulnerable people, or groups attending the event whether that vulnerability be due to age, disability, intoxication, or any other cause.
- Minimise the risk of significant disorder or anti-social behaviour. This will be through targeted intelligence, patrol and response to potential hotspots and any identified groups or individuals posing a threat of such disorder.
- Facilitate the safe ingress and egress to site of all persons always attending this event whilst seeking to minimise the disruption to and impact upon the local community. Where community impact from the event does occur - responding swiftly and professionally to resolve issues quickly and satisfactorily.
- Facilitate the safe movement of customers around the site including diverting customers from structures if they are closed or at capacity.
- Ensure that the licensing objectives and conditions are being met by all bars and food traders.

## Management Team and Structure

The venue's Event Manager and contractor's appointed onsite Head of Security shall jointly make all decisions on all crowd management and safety decisions.

The groups under management of the HoS shall comprise of:

- Search/Entry Team
  - Tasked with queue management, search of persons/belongings, and ensuring patrons queueing up do so safely, efficiently, and quietly.
  - All those conducting searches must have a valid SIA Door Supervisor Licence.
- Event Stewards/Crowd Marshals
  - Tasked with monitoring crowds to spot ASB, prevent overcrowding, and report to management.

- Response Team
  - Mobile units who shall respond to any incidents immediately to de-escalate or take further action

### Staff Briefing

On arrival at the venue, the HoS will perform a staff briefing and walkaround for all security personnel, including but not limited to:

- Positions and responsibilities of each staff member
- Distribution of equipment, accreditation and identifiable uniforms
- Event timings
- Expected event demographic and capacity
- Any relevant intelligence pertaining to security gathered from other similar events
- Evacuation plans
- Accreditation levels (inc. any wristbands/passes)
- Any Counter-terrorism intelligence and procedures (e.g. the HOT principle, or Run, Hide, Tell)
- Any specifics related to the venue's welfare policy (e.g. Ask for Angela procedure)

### Contractor Requirements

There is currently no plans on employing sub-contractors for security services. Any need for sub-contraction (e.g. supply chain/staffing issues) must be run by venue management before confirmed.

All contractors or freelancers will be required to hold full Public Liability Insurance with a minimum of £5m excess.

All security staff shall be subjected to the following checks from the contractor to commence work at the venue:

- 5-year work history
- Criminal history check
- Credit check
- Commence work on a casual basis.
- Global watchlists check
- Addition of social media checks as a recommended best practice
- Right to Work checks corresponding to DBS identity requirements (previously 'SIA identity requirements')
- Retention of each candidate's screening file – during the whole employment period, for those unsuccessful applicants, for 12 months and after the end of employment, specified records may be held for an additional seven years.

The below are further advisable trainings that may be required by all or some security staff members:

- Front of Stage Pit Barrier (Level 2)
- Emergency First Aid
- Customer Care
- Communication (Radio etiquette, voice procedures and control of airwaves)
- Ingress, Circulation and Egress with basic crowd management
- Physical Intervention
- Search Procedures
- Spectator Safety

## Security Schedule

Prior to each event, a security schedule shall be drawn up for that specific event. This will be based on the individual event’s risk assessment, which will determine potential risk based upon:

- Projected attendance capacity
- Attendee demographic
- Event timings
- Event type

The schedule will then show, determined by perceived risk level:

- Number of staff supplied for each position.
- Type of staff (i.e. SIA accreditation) supplied for each position.
- Deployment location, cross-referenced with the Dot Plan, and Radio Call Signs
- Start and finish time for each position.
- Transition of Pre-Event, During Event & Post Event deployments
- Briefing packs for each event and for each deployment

## Event Timings

Each event will have varying timings, dependent on the operating schedule, performances, and any licence conditions (e.g. last entry). The schedule for a typical event is shown below:

Time	Activity
5 days pre-live	Risk assessment formulated and confirmed by Venue manager and sent to HoS for staff procurement and planning of security schedule
2 days pre-live	Security Schedule sent to Venue Manager for confirmation
Live day 18:00	Security arrive onsite for briefing and walkaround. Equipment distributed.
19:00	Doors open. Ingress and search operation commences.
23:00	Last entry. Forecourt turned around into egress layout.
02:30	Bars close, music gradually fades, and house lights gradually turned up
03:00	Event finishes, music off. All staff on venue sweep and egress stewarding

03:30	Once venue and forecourt are completely clear of attendees, security can be stood down.
-------	---

### Security Deployment Phases

The following phases will determine security personnel deployment and resourcing. The below are subject to change based on the specific operations and timings of the event.

Phase	Actions/Notes
Ingress	<ul style="list-style-type: none"> <li>• Prior to this phase, all onsite staff will have undergone a briefing from HoS.</li> <li>• From venue opening time until the majority of guests (80%) have entered</li> <li>• The first hour of venue opening is anticipated to be the quietest. The majority of staff breaks will be given during this time.</li> <li>• Peak queueing times are anticipated to be between 21:00 and 22:00.</li> <li>• During peak queueing, additional door supervisors may be deployed on search positions to expedite venue entry and prevent noise from the queue to local residents.</li> <li>• There will always be at least one security steward monitoring the queue to prevent ASB.</li> </ul>
Live	<ul style="list-style-type: none"> <li>• After the majority (80%) of guests have entered, or at last entry, whichever is sooner</li> <li>• All search personnel will be re-deployed into response/crowd supervision roles, or remain at the entrance to remind those leaving to do so quickly and quietly.</li> <li>• The majority of incidents/calls are expected to occur in this time, especially later on into the event.</li> </ul>
Egress	<ul style="list-style-type: none"> <li>• This phase will begin in tandem with the venue's "wind-down" procedure, involving the fading down of music and up of house lights.</li> <li>• Subsequent to this phase, a Event Liaison Team (ELT) meeting will take place between HoS, traffic management and venue management on strategy to egress the venue efficiently, quietly and safely. Factors such as staff deployment, number of attendees remaining, and any relevant incidents will be discussed to finalise a best practice.</li> <li>• This is the busiest point in the event for the security team.</li> <li>• No staff breaks shall occur during this time.</li> <li>• All staff shall be deployed on clearing the venue or outside the venue politely reminding attendees of the options to get home.</li> <li>• All security staff will be conversant in the venue's egress and dispersal policies, as well as any noise sensitive locations (e.g. 439-441 Wick Lane), and any previous complaints from locals to be mindful of mitigating against.</li> </ul>



	<ul style="list-style-type: none"> <li>• Utmost priority will be made to ensure that all patrons waiting for taxis do so inside the forecourt, and don't exit onto Wick Lane, so as to prevent unnecessary foot-traffic onto the busy road, and contain the noise of car doors and voices.</li> <li>• Only once the site and surroundings are clear of attendees will the security team be stood down.</li> <li>• The security team may be required to help the housekeeping team in their litter-sweeping duties in the forecourt and down Autumn Street, to ensure the area is clear from litter for the next morning.</li> </ul>
--	---

## Egress and Dispersal Policy

The Venue's egress and dispersal policy can be found in Section 7 of the Venue's Event Management Plan.

Particular care must be paid to the prevention of public nuisance noise pollution of attendees upon egress. Security should additionally bear the following mitigation procedures and information in mind:

- High security presence in forecourt to encourage all attendees to order and get into taxis quickly and quietly.
- Customer service and de-escalation training shall be mandatory for all staff to prevent shouting and arguments outside the venue, and encourage the expediting of crowd dispersal.
- Staff shall all be briefed on previous intelligence and complaints from local residents to prevent future occurrence, eg:
  - Car doors slamming too loudly
  - Litter in window boxes
- Clear signage and ped fencing will be in place throughout the egress phase of the event, including:
  - taxi and pedestrian directional signage
  - Signs reminding patrons that local residents are sleeping and to please be mindful.
- Any private-hire drivers using their horn after 23:00 will be politely asked to refrain from doing so. Repeated offence will result in reporting to TfL.
- Security may be called upon to help perform a litter sweep of the surrounding areas after attendees have left.
- Only when all surrounding areas are clear of both attendees and litter shall the security team be stood down.

## Search Policy

The Venue's search policy can be found in Section 8.3 of the Venue's Event Management Plan.

Based on a projected maximum hourly flow rate of 120 persons, 2 search operatives (of both male and female) is deemed to be sufficient.

## Ejection Policy

The Venue's ejection policy can be found in Section 8.4 of the Venue's Event Management Plan.

## Anti-Theft Policy

As part of the commitment to the licensing objective of prevention of crime and disorder, the following steps have been put into place to ensure that theft is discouraged and dealt with correctly and in line with the Venue's zero-tolerance approach.

The following prevention measures will be implemented:

- Visible security at all points throughout the location to deter theft and monitor attendee behaviour
- CCTV cameras will be installed and monitored to survey activity and identify any suspicious behaviour in all key locations including:
  - Bars
  - Entrances/exits
  - Outside gathering areas
  - Cloakroom
  - Dancefloors
- All staff members will be trained to recognize signs of potential theft, such as:
  - Loitering
  - unauthorized access to restricted areas
  - attempts to conceal items.
- Attendee education (e.g. advice from staff members and signage around the venue) will be used to remind patrons to be vigilant and keep their belongings safe at the Venue.
- A lost and found service will be available and clearly demarcated in the cloakroom area to encourage patrons to return lost goods.

Should a theft be reported, the following procedures will be followed:

- A witness report will be gathered from the victim. They will be advised to call 101.
- The alleged perpetrator will be detained where possible and interrogated in a facility away from the victim.
- The Police will be contacted.
- The reports, including descriptions of all involved will be logged
- Any CCTV evidence shall be saved on an external drive
- Patrons found to be thieves will be blacklisted from the Venue.

Should a trend be seen to be occurring at the venue, prevention responses may include:

- Deployment of further uniformed or non-uniformed personnel to the area
- Searching of the public on egress to the event
- Undertaking joint patrols with Police
- Liaising with venue management to deploy further resources (e.g. fencing/lighting/CCTV to the problem area).

## Crime Scene and Incident Management Procedures

### Responsibilities of the First Member of Staff on Scene

- Find the location of the incident
- Conduct a DYNAMIC RISK ASSESSMENT considering their safety and the safety of others
- The first responder will need to take charge of the scene following an incident, controlling access to the scene, until relieved by the police, security or other management staff.
- Prohibit interference with the crime scene (Unless necessary to save life or treat a casualty. In this case make sure to inform the police that this has happened).
- The aim of this action is to:
  - **Prevent evidence from contamination** i.e., adding footprints to a scene, or leaving any other items at the scene which were not there at the time the incident took place.
  - **Prevent evidence from being destroyed** i.e., smudging fingerprints, or walking on footprints in blood.
  - **Prevent evidence from being removed** i.e., glasses or weapons being moved, or furniture being rearranged.
  - **Prevent evidence from being moved** i.e., unnecessary tidying up when the items may be of importance.

Should there be persons hurt, the immediate priority should be preservation of life, and any security staff may be called upon to administer first aid until the dedicated venue medical team arrive. If so, they should follow the below steps:

- Ask for their name. This might be useful later on.
- Wear protective gloves.
- Update the Control Room/HoS as to their exact location.
- Ask the Control Room to call for an ambulance and the police, if they are required.
  - Staff should not call emergency services themselves, and advise attendees the same so as to avoid multiple calls for the same incident, which can put unnecessary strain on emergency services.
- Assess whether there is a need for any further support at the scene. (People, first aid kit, bleed kit, defibrillator, cordon tape).
  - Are there sufficient people at the scene to secure all sides of the crime scene and control members of the public away from the scene/out of the immediate area?

- Find any witnesses and take their details (should they decide to leave before the police have arrived).
- Protect vital evidence, especially if this evidence is endangered by the weather or may be removed by someone else prior to the arrival of the police.
- Divert pedestrians and traffic away from the scene if necessary, either to preserve evidence or prevent injury
- Mark the boundary of the crime scene and try to prevent anyone including colleagues from walking through it. Use cordon tape if available.
- On the arrival of police, be ready for them to ask for an assessment of what has happened, who was involved, the seriousness of any injuries (if the casualty has already left the scene), and the details of any witnesses.
- Police will generally assume responsibility for the scene, **but it will be the Security Team's duty to continue to support them with the** ongoing management of the scene, cordons, directing members of the public, etc.
- Record and log your any actions taken ad report to HoS post-incident for a de-brief
- Check the area for anything that may have been missed.
- Request the Control Room to contact housekeeping to arrange for the area to be cleaned as best as is possible, only after Police/HoS has deemed the crime scene fully investigated.

### Responsibilities of the HoS and Venue Management

On information that there is an incident or crime scene, the Venue Manager or Head of Security should take the following action:

- Start a log entry, detailing:
  - Incident description
  - Date
  - Time
  - Exact location
  - Descriptions and details of any attendees/staff involved
  - Remedial actions taken
  - Any calls to emergency services
  - Any preventative actions taken post-incident to mitigate against future incidents.
- Decide whether there is a need to notify the police or ambulance service. Consider their 'route' best way of approaching the crime scene without contaminating the scene. This may involve liaison with traffic or venue management to ensure unimpeded access to the entrance.
- Confirm if there are any injured parties. Is there a need at the scene for a first aid kit, bleed kit or defibrillator? Liaise with the onsite medical staff.
- Check any CCTV footage of the area for any further intelligence pertaining to the event, including those cameras that might show potential witnesses, victims and suspects leaving the area.
- Consider whether there are sufficient resources (e.g. staff, cordon tape) at the scene to deal with the incident.

- Once the scene has been handed back from the police, check whether it needs cleaning before it is reopened to the public. This should include the removal of first aid debris and the removal of any cordon tape used.

## Counter Terrorism (CT) Posture

The current threat level for international terrorism in the UK is **Substantial**, meaning there is a strong possibility of an attack.

The Venue takes a view that any CT measures should be commensurate to the threat levels prevailing within the UK and be scalable to known risks within the entertainment sector. All measures should be balanced to offer attendees reassurance that their safety is the event's priority, whilst not losing sight of the operating and customer service needs of the event. The security contractor shall periodically train its front-line team in courses such as ACT.

The methods to monitor/ deter/ interrupt and report suspicious behaviour are summarised as follows:

- Searches of all persons entering the site, including staff and artists, in accordance with the search policy detailed in the Venue's EMP.
- All events shall be ticketed, and advance purchase required to gain access.
- All staff briefings to include relevant CT intelligence and policies.
- Regular patrols of the perimeter of the site during all phases of the event.
- Ensuring that all entrances and exits are manned
- Accreditation of all onsite staff and artists.
- HoS and Venue manager in frequent open-communication with the local Police department to receive current updates, advice and intelligence.
- Should the Threat Level change, the response and methodology of the Venue's CT policy may be updated proportionally, and made available upon request to all Responsible Authorities and stakeholders.

## Unattended item procedure

All venue staff shall be conversant in the HOTS and 4 C's principles detailed below if an unattended item is found. Upon finding such an item, ask if the item is:

- **Hidden?**
- **Obviously suspicious?**
- **Typical for the environment? If not, escalate by requesting...**
- **Security action**

Security will act based on the following if the item is deemed suspicious using:

- **Confirm** situation to HoS
- **Clear** the area of non-essential staff
- **Communicate** the situation to Venue/Security management

- **Control** the area and cordon if required (100m radius advised for items up to briefcase size, else 200m).

# Security Deployment Plan (Ingress/Live)

The below shows a typical event security deployment plan. The specific quantity, role and deployment locations of staffing resources is subject to change depending on the event-specific risk assessment, however a minimum security ratio of 1:75 shall always be adhered to, which falls above industry standard practice and minimums guidance.

Key:

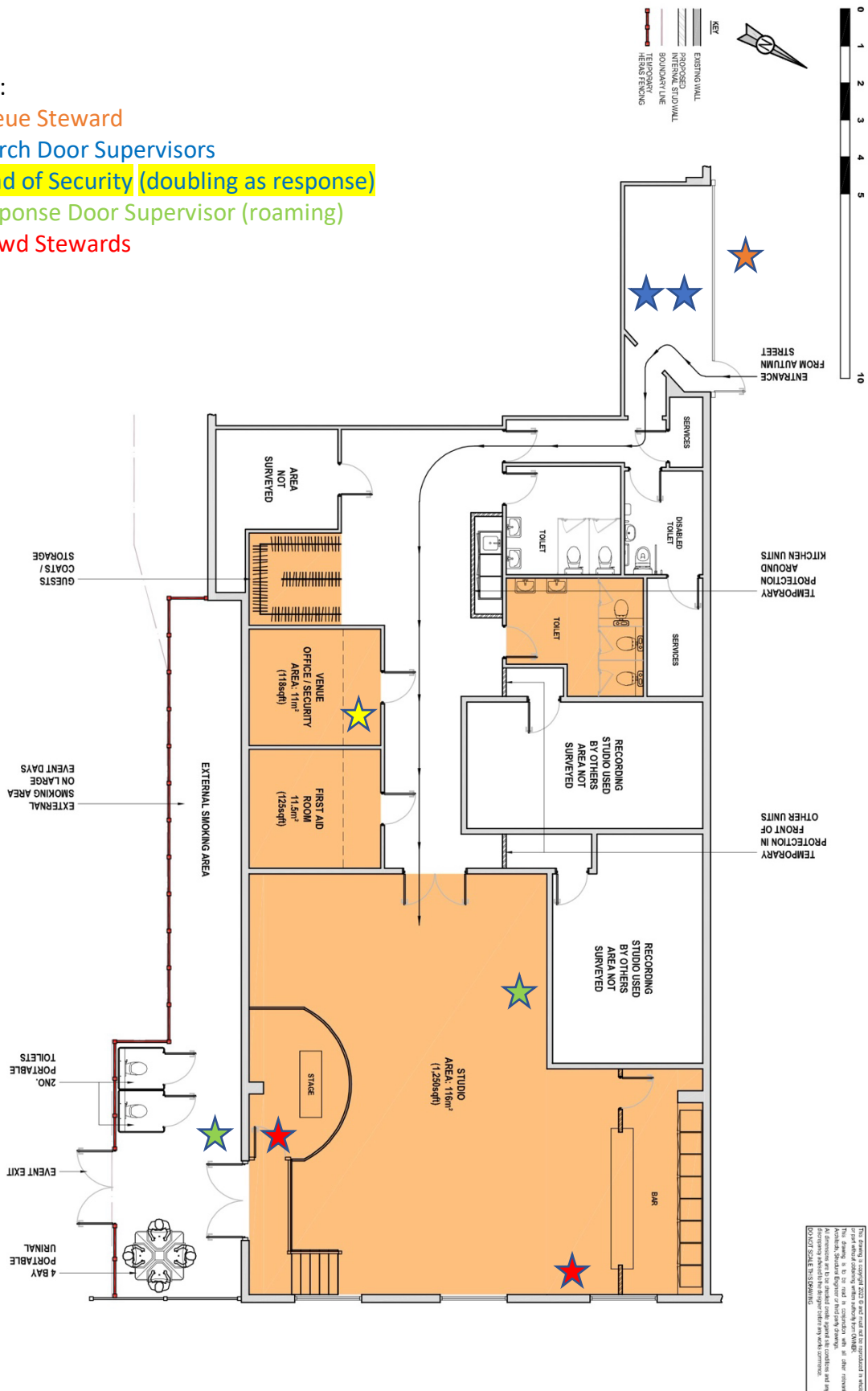
Queue Steward

Search Door Supervisors

Head of Security (doubling as response)

Response Door Supervisor (roaming)

Crowd Stewards





## Security Deployment Plan (Egress)

The below image demonstrates the deployment of SIA staff (as well as traffic operatives) on Autumn Street during the egress phase of event operation. Their primary objective will be to ensure that all patrons waiting for taxis do so inside the courtyard, and any walking/bussing home are dispersed and do not loiter around the noise sensitive premises at 439-441 Wick Lane.

In addition, the SIA operatives from the search team will be redeployed to control crowd flow and noise levels in the forecourt directly outside the venue, and encourage patrons directly into their respective taxis efficiently and quietly. Once the inside of the venue is swept, all additional security staff will be deployed to the forecourt to perform the same role.





# Appendix 19

## Corinne Holland

---

**From:** Licensing  
**Sent:** 03 April 2024 13:07  
**To:** Corinne Holland  
**Subject:** FW: Little LDN | Conditions  
**Attachments:** Little LDN - Traffic and Transport Management Plan (V1.3) (002).pdf

---

**From:** MARK.J.Perry@ [REDACTED]  
**Sent:** Wednesday, April 3, 2024 12:30 PM  
**To:** james [REDACTED]; Licensing [REDACTED]  
**Cc:** Nicola Cadzow < [REDACTED] >  
**Subject:** RE: Little LDN | Conditions

Hi James,

Thanks for agreeing conditions in my objection and supplying the transport management plan attached, with below condition wording.

Tower Hamlets Council following the above I now withdraw my objection.

Kind Regards

Mark



PC Mark Perry  
Central East Licensing Unit  
Metropolitan Police Service (MPS)



A: Licensing Office, 1<sup>st</sup> Floor Stoke Newington Police Station



**From:** James Hoeffelner < [REDACTED] >  
**Sent:** 03 April 2024 12:09  
**To:** Perry Mark J - CE-CU < [REDACTED] >

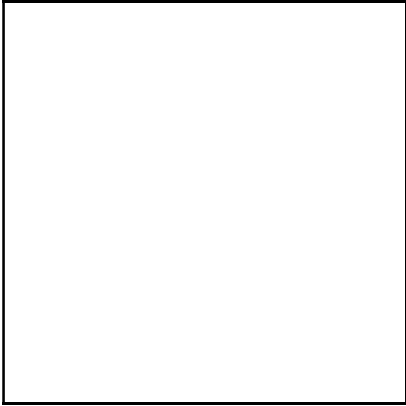
Cc: [REDACTED]

Subject: RE: Little LDN | Conditions

Hi Mark,

This is agreed.

Thank you.



**James Hoffelner**

[REDACTED]

+44 (0) 7778 221 100

[REDACTED] | [completelicensing.uk](https://www.completelicensing.uk)



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On Wednesday, 3 April 2024 at 13:08, [REDACTED] wrote:

Hi James,

The submitted Traffic Management Plan shall be strictly followed, and subject to annual review, or in the event of a significant incident.

Any modifications to the plan must be approved by the Metropolitan Police Service prior to implementation.

Kind Regards

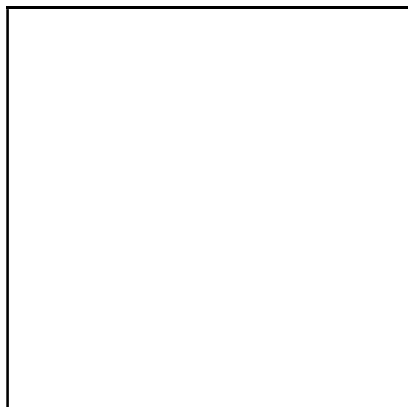
Mark

**From:** James Hoffelner <[REDACTED]>  
**Sent:** 03 April 2024 12:06  
**To:** Perry Mark J - CE-CU <[REDACTED]>  
**Subject:** Little LDN | Conditions

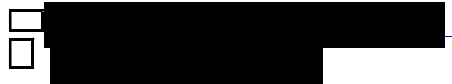
Dear Mark,

As discussed we agreed to your conditions as well as the below condition.

The submitted Traffic Management Plan shall be strictly followed, subject to annual review. In the event of a significant incident, any modifications to the plan must be approved by the Metropolitan Police Service prior to implementation.



**James Hoffelner**



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Tom Lewis  
Head of Licensing  
Tower Hamlets Council

**HT - Tower Hamlets Borough**

Licensing Office  
Shoreditch Police Station

Email: [REDACTED]  
[www.met.police.uk](http://www.met.police.uk)

5<sup>th</sup> February 2024

Dear Sir,

Central East Police Licensing formally object to the application for a premises License for Little LDN, Studio 2, Unit 3a, 39 Autumn Street, London E3 2TT. This objection is on the grounds of preventing Crime and Disorder and Public Nuisance.

This is an application is for a multi-use venue that will operate as a night club on Friday and Saturday nights. The venue is located in an area with limited public transport accessibility especially in the early hours of the morning. There are residential premises in close proximity, and a new development of 120 Flats in the, Iceland Road, which is a short distance away.

The premises has previously operated as a nightclub, before the license was surrendered several years ago. The area has changed substantially since then with large scale residential developments being completed in Hackney Wick and more, such as Ice Land Road set for construction.

With any venue having regulated entertainment and the sale of alcohol there is the very real risk of alcohol related crime and disorder. The longer a venue opens the more alcohol customers can drink and the more their decision making process becomes impaired. We also know that some customers pre load with alcohol before coming to venues, and at regulated music events some people do use illegal recreational drugs that can have a serious impact on not only the persons decision making ability, but also their medical and mental health.

All of this impacts the duty of care a venue has to its customers, staff and local residents, and responsibilities under the licensing act. We as responsible authorities have to make sure that venues have the policies, procedures and staff in place and working to ensure that risks are mitigated and the licensing objectives upheld.

While we believe that a late night licensed premises can operate here despite the changes to the area with more residential premises being built. However we believe that the applicant has failed to provide the policies, procedures and conditions that would allow such a venue to operate and maintain the licensing objectives.

We have been in dialogue with the applicant prior to the application being submitted, and believe that an agreement can be reached, however work still needs to be done and to grant a license until this is done would present an unacceptable level of risk.

We believe that the below conditions are needed to be added to the license, and that the applicant needs to produce transport, security, and welfare policies that are satisfactory. So far they have not. Without such policies and procedures the risk of crime and disorder and injury are simply too high.

#### Conditions

1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Tower Hamlets Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.
2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
3. There shall be a personal licence holder on duty on the premises from 19:00 on a Friday and Saturday night, and when there is a promoted music event, and when called for by the risk assessment.
4. An incident log shall be kept at the premises, and be available on request to the Police or an authorised officer. It must be completed within 24 hours of any incident and will record the following:
  - a) all crimes reported to the venue;

- b) all ejections of patrons;
  - c) any complaints received concerning crime and disorder
  - d) any incidents of disorder;
  - e) all seizures of drugs or offensive weapons;
  - f) any faults in the CCTV system, searching equipment or scanning equipment;
  - g) any refusal of the sale of alcohol;
  - h) any visit by a relevant authority or emergency service.
5. In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:
- a) the police (and, where appropriate, the London Ambulance Service) are called without delay;
  - b) all measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
  - c) the crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
  - d) such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.
6. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
7. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record must show the outcome of the person who was intoxicated i.e. if left with friends, taxi called etc. The record shall be available for inspection at the premises by the police or an authorised officer at all times whilst the premises is open.
8. The premises must have a detailed documented security plan, that must include, but not limited to, an ejections policy, search policy, anti-theft policy, and SIA numbers. The security plan will be made available to police upon request.

9. The premises shall have a written welfare policy (reviewable annually) that will show how venue staff will manage customers who become vulnerable through intoxication or drugs. Dedicated, trained and clearly identifiable welfare officers will be on duty when promoted music events are taking place at the venue, or called for by the risk assessment. The policy will be made available to Police upon request.
10. Drinking water, will be made freely available at the venue.
11. All front of house staff shall complete welfare and vulnerability awareness training, such as “WAVE” as part of their induction process to work at the premises. This training shall be documented and repeated/refreshed at yearly intervals.
12. All external smoking areas will be segregated from other areas of the venue and will be managed by members of staff.
13. The premises shall use an ID scanner that uses photographic identification documents such as ID cards, passports etc, all customers entering the premises where regulated entertainment is provided, and or after 8pm shall have their ID scanned by this device. Weddings, film productions, photo shoots, product launches and corporate events shall be excluded from the requirements of this condition provided that the venue has a list of those attending the premises for such events.
14. When promoted regulated entertainment is taking place past 11pm, searching including bag searches and wandings all customers and artists take place.
15. The premises shall risk assess all events taking place at the venue. The purpose of this is to identify risks associated with the event and the measures that can be put in place to mitigate against them. Risks could include but not limited to intoxicated customers, violence, drug use, and underage customers. Mitigating measures will include but is not limited to SIA numbers, male and female SIA ratio, SIA placement, searching, ID checks and Welfare Officers. Such risk assessments will be signed off by the premises management and by the security company. The risk assessments will be the subject of an independent audit carried out at least once every six months. The risk assessment is to be recorded and made available to Police or relevant authority upon request.



16. A written entry policy shall be in place and implemented at the premises to move customers into the premises in such a way as to cause minimum disturbance or nuisance to neighbours. The policy shall include details on queue management to ensure any queue to enter the premises is managed effectively and supervised by door staff to ensure that there is no public nuisance or obstruction to the public highway.
  
17. When hosting events past midnight the venue shall have a “Wind Down Procedure”. The procedure will include music levels being brought down to background levels 30 minutes before the venue closes. Light levels being brought up to normal levels 30 minutes before the venue closes. As well as any other procedures venue management deem necessary.
  
18. A written egress policy shall be in place and implemented at the premises to move customers away from the premises in such a way as to cause minimum disturbance or nuisance to neighbours. The policy shall include details on queue management to ensure any queue to enter the premises is managed effectively and supervised by door staff to ensure that there is no public nuisance or obstruction to the public highway.

The Egress Policy shall include:

- Details as to how customer / staff egress at the premises shall be managed to minimise causing nuisance.
  - Details of the management of any ‘winding down’ period at the premises.
  - Details of the use of security and stewarding in respect of managing customer dispersal from the premises.
  - Details of any cloakroom facility at the premises and how it is managed.
  - Detail of road safety in respect of customers leaving the premises.
  - Details of the management of ejections from the premises.
  - Details of how refuse / waste in the local vicinity arising through the operation of the premises will be cleared up.
  - Traffic management plan to show how vehicles picking up customers will be managed to ensure traffic leading up to the venue does not block the road or cause noise nuisance, or impede dispersal.
- 
19. Should Tower Hamlets Council and Central East Police deem that the transport plan is not working, then the concerns / failures will be presented to the venue in written form, and the venue given one month to rectify them. Should the failures / concerns not be addressed to the satisfaction of the Local Authority and Police then the license will be restricted to framework hours and a review of the premises license submitted by those authorities within 1 month of the venue being restricted to framework hours.

20. There shall be no entry to new customers after 1am.

We therefore object to this application as requested and ask that the above conditions are added to any license as well as the applicant demonstrating that sufficient policies in the areas set out above are in place.

Kind Regards

Mark

PC Mark Perry

Central East Licensing Unit

Metropolitan Police Service (MPS)

[REDACTED]

[REDACTED]

# Appendix 20

## **Section 182 Advice by the Home Office Updated on August 2023**

### Relevant, vexatious and frivolous representations

- 9.4 A representation is “relevant” if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives. For example, a representation from a local businessperson about the commercial damage caused by competition from new licensed premises would not be relevant. On the other hand, a representation by a businessperson that nuisance caused by new premises would deter customers from entering the local area, and the steps proposed by the applicant to prevent that nuisance were inadequate, would be relevant. In other words, representations should relate to the impact of licensable activities carried on from premises on the objectives. For representations in relation to variations to be relevant, they should be confined to the subject matter of the variation. There is no requirement for a responsible authority or other person to produce a recorded history of problems at premises to support their representations, and in fact this would not be possible for new premises.
- 9.5 It is for the licensing authority to determine whether a representation (other than a representation from responsible authority) is frivolous or vexatious on the basis of what might ordinarily be considered to be vexatious or frivolous. A representation may be considered to be vexatious if it appears to be intended to cause aggravation or annoyance, whether to a competitor or other person, without reasonable cause or justification. Vexatious circumstances may arise because of disputes between rival businesses and local knowledge will therefore be invaluable in considering such matters. Licensing authorities can consider the main effect of the representation, and whether any inconvenience or expense caused by it could reasonably be considered to be proportionate.
- 9.6 Frivolous representations would be essentially categorised by a lack of seriousness. Frivolous representations would concern issues which, at most, are minor and in relation to which no remedial steps would be warranted or proportionate.
- 9.7 Any person who is aggrieved by a rejection of their representations on either of these grounds may lodge a complaint through the local authority’s corporate complaints procedure. A person may also challenge the authority’s decision by way of judicial review.
- 9.8 Licensing authorities should not take decisions about whether representations are frivolous, vexatious or relevant to the licensing objectives on the basis of any political judgement. This may be difficult for councillors who receive complaints from residents within their own wards.

If consideration is not to be delegated, contrary to the recommendation in this Guidance, an assessment should be prepared by officials for consideration by the sub-committee before any decision is taken that necessitates a hearing. Any councillor who considers that their own interests are such that they are unable to consider the matter independently should disqualify themselves.

- 9.9 It is recommended that, in borderline cases, the benefit of the doubt about any aspect of a representation should be given to the person making that representation. The subsequent hearing would then provide an opportunity for the person or body making the representation to amplify and clarify it.
- 9.10 Licensing authorities should consider providing advice on their websites about how any person can make representations to them.

# Appendix 21

## Licensing Policy Section 11

### Prevention of Public Nuisance

- 11.1 Licensed premises, especially those operating late at night and in the early hours of the morning, can cause a range of nuisances impacting on people living, working or sleeping in the vicinity of the premises.
- 11.2 Like many London boroughs, Tower Hamlets has many areas of the borough where businesses and residents are “cheek by jowl” with each other. Thus, the correct balance needs to be adopted ensuring residents are not unduly disturbed by licensed premises, whilst ensuring this does not stifle growth in the licence trade.
- 11.3 Though all licensed premises must promote the licensing objectives, and thus actively try to prevent public nuisance being caused by their licensable activities, there are some factors that this Licensing Authority would expect to applicants to consider and where appropriate address in their operating schedule. These are:
- a) Music/performances  
Measures to reduce impact of noise on residents
  - b) Queue management  
Measure to prevent obstruct access to properties, pavements. Measure to reduce the impact of people noise on residents
  - c) Ingress and Egress  
Measure to prevent people noise during ingress and egress
  - d) Use of outside areas (see 11.7 below)
  - e) Deliveries, particularly pick-ups by vehicles  
Measures to prevent noise/fumes from engines, drivers (including smoking),
  - f) Bottle disposal  
Done at reasonable time to prevent impact on residents e.g. between 8am and 8pm
  - g) Litter  
Measures to prevent littering around the venue from patrons
- 11.4 The Licensing Authority appreciates that it would not be necessary or appropriate for all applications to have measures to prevent the above issues. Nevertheless, we will take a strong view on applications for licences that are in close proximity to residential premises, and whose intended use has a higher likelihood of causing public nuisance. This also includes those applications in areas covered by a Cumulative Impact Assessment (CIA). Especially where the applications falls outside the scope of any exceptions to such CIAs.
- 11.5 The Licensing Authority, where its discretion is engaged, will consider, where appropriate, attaching conditions to licences and permissions to prevent the

problems identified listed above, or any other conditions it considered appropriate and proportionate to promote the licensing condition of prevention of public nuisance.

- 11.6 **Street Furniture** – placing of street furniture, which includes advertising boards, on the highway can cause a public nuisance by way of obstruction or encourage consumption of alcohol on an unlicensed area. The Licensing Authority expects applicants to have ensured that they fully comply with the Councils rules relating to authorisation of obstructions on the highway, and that the required authorisations are obtained prior to submitting a licence application. Where proportionate and appropriate, and its discretion is engaged, the Licensing Authority will impose conditions in relation to street furniture, including on private land.
- 11.7 **Fly Posting** – The Council has experienced problems with "fly posting" in relation to venues that offer entertainment. Fly posting is the unauthorised posting of posters / advertisements etc. Where it considers it proportionate and appropriate, and its discretion is engaged, the Licensing Authority will attach conditions relating to the control of fly posting to ensure that venues clearly prohibit all fly posting in their contract terms with others and they effectively enforce this control.
- 11.8 **Beer Gardens and outside areas** – since the ending of the restrictions imposed during the Coronavirus pandemic, we have seen an increase the use of outside areas. This has also been encouraged by Government under the Business and Planning Act 2020. We want to strike the right balance between allowing businesses to thrive whilst still protecting residents of the borough being unduly disturbed by the night time economy. Hence, we would encourage applicants address this concern in their operating schedule by detailing what mitigating measures they intend adopt to reduce any disturbance the use of the outside area is likely to have on neighbouring residents. Such measures could include:
- limiting the amount of patrons permitted in the outside area, and/or,
  - restricting the use of areas after a certain time,
  - ceasing its use after a certain time.

Where disturbance of residents from outside areas is likely, and where its discretion is engaged, this Licensing Authority may add conditions limiting the numbers of person permitted to use any outside areas, and/or seek to cease the use of any outside areas after 21:00 hours.

- 11.9 **Party Boats** – An increasing number of complaints have been received in London Boroughs that boarder the River Thames in relation to "Party Boats", which use the River. In respect of this we would encourage applicants for Party Boats to consider adopting the "Boat" conditions, listed in our Model Conditions in Appendix 3, where appropriate to promote the Licensing Objective of Prevention of Public Nuisance. Furthermore, where disturbance of residence from these party boats is likely, and where its discretion is engaged, this Licensing Authority may add one or more of the boat conditions from our Model Conditions.



# Appendix 22

# Guidance Issued by the Home Office under Section 182 of the Licensing Act 2003

Updated December 2022

## Public nuisance

- 2.15 The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.
- 2.16 Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It may include in appropriate circumstances the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises. Public nuisance may also arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.
- 2.17 Conditions relating to noise nuisance will usually concern steps appropriate to control the levels of noise emanating from premises. This might be achieved by a simple measure such as ensuring that doors and windows are kept closed after a particular time, or persons are not permitted in garden areas of the premises after a certain time. More sophisticated measures like the installation of acoustic curtains or rubber speaker mounts to mitigate sound escape from the premises may be appropriate. However, conditions in relation to live or recorded music may not be enforceable in circumstances where the entertainment activity itself is not licensable (see chapter 16). Any conditions appropriate to promote the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises and its licensable activities. Licensing authorities should avoid inappropriate or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are expensive to purchase and install and are likely to be a considerable burden for smaller venues.
- 2.18 As with all conditions, those relating to noise nuisance may not be appropriate in certain circumstances where provisions in other legislation adequately protect those living in the area of the premises. But as stated earlier in this Guidance, the approach of licensing authorities and responsible authorities should be one of prevention and when their powers are engaged, licensing authorities should be aware of the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be appropriate.

- 2.19 Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive period for people being disturbed by unreasonably loud music is at night and into the early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. This is why there is still a need for a licence for performances of live music between 11 pm and 8 am. In certain circumstances, conditions relating to noise emanating from the premises may also be appropriate to address any disturbance anticipated as customers enter and leave.
- 2.20 Measures to control light pollution will also require careful thought. Bright lighting outside premises which is considered appropriate to prevent crime and disorder may itself give rise to light pollution for some neighbours. Applicants, licensing authorities and responsible authorities will need to balance these issues.
- 2.21 Beyond the immediate area surrounding the premises, these are matters for the personal responsibility of individuals under the law. An individual who engages in anti-social behaviour is accountable in their own right. However, it would be perfectly reasonable for a licensing authority to impose a condition, following relevant representations, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area, or that, if they wish to smoke, to do so at designated places on the premises instead of outside, and to respect the rights of people living nearby to a peaceful night.

# Appendix 23

## Noise while the premise is in use

### General Advice

If they conclude this is a problem Members should consider whether it is possible to carry out suitable and proportionate noise control measures so that noise leakage is prevented. In addition Members may consider that only certain activities are suitable.

The hours of operation also need to be considered (see below).  
If Members believe that there is a substantial problem of noise while the premises are in use and it cannot be proportionately address by licensing conditions they should refuse the application.

### Licensing Policy

The policy recognises that noise nuisance can be an issue, especially if a premises is open late at night. **(See Sections 11.1 of the Licensing Policy)**. While all applications will be considered on their merits, consideration will be given to imposing stricter conditions in respect of noise control where premises are situated close to local residents. **(See Section 11.4)**.

The Licensing Authority expects the applicant to have addressed all nuisance issues relating to the premises in their operating schedule and to have sought appropriate advice from the Council's Environmental Health Officers. **(See Section 11.2 of the Licensing Policy)**.

The Licensing Authority will consider attaching conditions to prevent nuisance. In particular Members may wish to consider (this list is not exhaustive):

- hours of opening (this needs to be balanced against potential disorder caused by artificially early closing times)
- Whether certain parts should close earlier than the rest (for example a "beer garden", or restricted in their use to 9pm or limiting numbers)
- Whether or not certain activities should have to close at an early hour, for example live music
- Conditions controlling noise or vibration (for example, noise limiters, keeping doors and windows closed).
- Prominent clear and legible notices at all exits requesting the public to respect the needs of local residents and leave the premises and area quietly
- Conditions controlling the use of explosives, pyrotechnics and fireworks
- Conditions controlling the placing of refuse
- Conditions controlling noxious smells
- Conditions controlling lighting (this needs to be balanced against potential crime prevention benefits)
- Measures to prevent noise/fumes from engines, drivers (including smoking),
- Measures to prevent obstruct access to properties, pavements.  
Measure to reduce the impact of people noise on residents

## Police Powers

Part 8 of the Licensing Act 2003 enables a senior police officer to close down a premises for up to 24 hrs where public nuisance is being caused by noise coming from the premises and the closure of the premises is necessary to prevent that nuisance.

## Guidance Issued under Section 182 of the Licensing Act 2003

The prevention of public nuisance could include low-level nuisance, perhaps affecting a few people living locally as well as major disturbance affecting the whole community (2.15).

Licence conditions should not duplicate other legislation (1.16).

Necessary and appropriate conditions should normally focus on the most sensitive periods (2.19) and may address disturbance as customers enter or leave the premises but it is essential that conditions are focused on measures within the direct control of the licence holder.

## Other Legislation

The Environmental Protection Act 1990, Part 111 gives Environmental Health Officers the power to deal with statutory nuisances.

The Anti-social Behaviour Act 2003, Sections 40 and 41 give Environmental Health Officers the power of closure up to 24 hours in certain circumstances.

# Appendix 24

## Anti-Social Behaviour from Patrons Leaving the Premises

### General Advice

Members need to bear in mind that once patrons have left a premises they are no longer under direct control. Members will need to be satisfied that there is a link between the way the premises is operating and the behaviour that is complained of. An example of this would be that irresponsible drinking is being encouraged. Before deciding that any particular licensing conditions are proportionate, Members will also need to be satisfied that other legislation is not a more effective route. For example, if the problem is drinking in the street it may be that the Council should designate the area as a place where alcohol cannot be consumed in public.

Members may also wish to consider whether the hours of opening relate to any problems of anti-social behaviour.

If Members believe that there is a substantial problem of anti-social behaviour and it cannot be proportionately addressed by licensing conditions they should refuse the application.

### Licensing Policy

The policy recognises that other legislation or measures may be more appropriate but also states that licensing laws are “a key aspect of such control and will always be part of an overall approach to the management of the evening and night time economy” (**see Section 5.14 and 5.15 of the Licensing Policy**).

The Licensing Authority expects the applicant to have addressed all crime and disorder issues relating to the premises in their operating schedule and to have sought appropriate advice. (**See Sections 9.2 of the Licensing Policy**)

The Licensing Authority will consider attaching conditions to deter crime and disorder and may be draw from the Model Conditions in **Appendix 3 of the Licensing Policy**. In particular Members may wish to consider (this list is not exhaustive):

- Bottle Bans
- Plastic containers
- CCTV (outside the premises)
- Restrictions on open containers for “off sales”
- Proof of Age scheme
- Crime prevention notices
- Drinks promotions-aimed at stopping irresponsible promotions
- Signage



## Cumulative Impact

There is a process by which the Licensing Authority can determine that an area is saturated following representations. However, the process for this involves wide consultation and cannot come from representations about a particular application. **(See Section 20 of the Licensing Policy).**

## Police Powers

The Licensing Act 2003, Part 8 gives a senior police officer the power to close a premises for up to 24 hours where the officer believes there is, or is likely to be disorder on or in the vicinity and closure is necessary in the interests of public.

## Guidance Issued under Section 182 of the Licensing Act 2003

The key role of the Police is acknowledged (2.1).

Conditions attached to licences cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder, but can relate to the immediate vicinity of the premises as they seek entry or leave (1.16).

Conditions are best targeted on deterrence and preventing crime and disorder (2.3) CCTV inside & out, communication, police liaison, no glasses are all relevant

There is also guidance issued around public nuisance (2.15 – 2.21).

Licence conditions should not duplicate other legislation (1.16).

Necessary and appropriate conditions should normally focus on the most sensitive periods and may address disturbance as customers enter or leave the premises but it is essential that conditions are focused on measures within the direct control of the licence holder (2.18/2.21).

Licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from the licensed premises and, therefore, beyond the direct control of the individual, club or business holding the licence, certificate or authorisation concerned (14.13).

## Other Legislation

### Crime and Disorder Act 1998

The Council has a duty under Section 17 of the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder.

The Act also introduced a wide range of measures designed to address anti-social behaviour committed by adults and young people. These include:

- Anti-Social Behaviour Orders

- Child Curfew Schemes
- Truancy
- Parenting Orders
- Reparation Orders
- Tackling Racism

# Appendix 25

## Access and Egress Problems

Such as:

Disturbance from patrons arriving/leaving the premises on foot

Disturbance from patrons arriving/leaving the premises by car

Lack of adequate car parking facilities

Close proximity to residential properties

### Comment

The above have been grouped together as egress problems. Of course the particular facts will be different for each alleged problem.

Egress only is referred to-if necessary access can be added or substituted in.

### General Advice

In considering concerns relating to disturbance from egress, Members need to be satisfied that the premises under consideration has been identified as the source of the actual or potential disturbance. If they are satisfied that this is a problem, then proportionate conditions should be considered.

The hours of operation also need to be considered.

If Members believe that there is a substantial problem concerning egress and it cannot be proportionately addressed by licensing conditions, they should refuse the application.

### Licensing Policy

The policy recognises that noise nuisance can be an issue, especially if a premises is open late at night. (**See Section 11 of the Licensing Policy**).

The Licensing Authority expects the applicant to have addressed all nuisance issues relating to the premises in their operating schedule and to have sought appropriate advice from the Council's Environmental Health Officers. (**See Section 11.2 of the Licensing Policy**).

The policy also recognises that staggered closing can help prevent problems at closure time (**See Section 16.1**).

However, while all applications will be considered on their merits, consideration will be given to imposing stricter conditions in respect of noise control where premises are situated close to local residents. (**See Section 16.6**)

The Council has adopted a set of framework hours (**See 16.8 of the licensing policy**). This relates to potential disturbance caused by late night trading.

The Licensing Authority will consider attaching conditions to prevent nuisance and these may include Conditions drawn from the Model Pool of Conditions (**See Appendix 3 of the Licensing Policy**). In particular Members may wish to consider (this list is not exhaustive):

- hours of opening (this needs to be balanced against potential disorder caused by artificially early closing times)
- Whether certain parts should close earlier than the rest (for example a “beer garden”, or restricted in their use)
- Whether or not certain activities should have to close at an early hour, for example live music
- Conditions controlling noise or vibration (for example, noise limiters, keeping doors and windows closed).
- Prominent clear and legible notices at all exits requesting the public to respect the needs of local residents and leave the premises and area quietly

#### Guidance Issued under Section 182 of the Licensing Act 2003

The prevention of public nuisance could include low-level nuisance, perhaps affecting a few people living locally as well as major disturbance affecting the whole community. (2.15).

Licence conditions should not duplicate other legislation (1.16).

Any conditions should be tailored to the type, nature and characteristics of the specific premises. Licensing authorities should be aware of the need to avoid inappropriate or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are very expensive to purchase and install and are likely to be a considerable burden for smaller venues. (2.19)

Measures can include ensuring the safe departure of customers, these can include:

- Providing information on the premises of local taxi companies who can provide safe transportation home; and
- Ensuring adequate lighting outside the premises, particularly on paths leading to and from the premises and in car parks

Necessary and appropriate conditions should normally focus on the most sensitive periods (2.19) and may address disturbance as customers enter or leave the premises but it is essential that conditions are focused on measures within the direct control of the licence holder.

# Appendix 26

## **Licensing Policy Relating to Hours of Trading**

All applications have to be considered on their own merits.

The Council has however adopted a set of framework hours as follows:

- Monday to Thursday, from 06:00 hrs to 23:30 hrs
- Friday and Saturday, from 06:00 hrs to 00:00 hrs (midnight)
- Sunday, from 06:00 hrs to 22:30 hrs

### **(see 16.8 of the Licensing Policy)**

In considering the applicability of framework hours to any particular application regard should be had to the following

- Location
- Proposed hours of regulated activities, and the proposed hours the premises are open to the public
- The adequacy of the applicant's proposals to deal with issues of crime and disorder and public nuisance
- Previous history
- Access to public transport
- Proximity to other licensed premises, and their hours

### **(See 16.9 of the Licensing Policy)**

Subject to any representations to the contrary in individual cases the following premises are not generally considered to contribute to late night anti-social behaviour and will therefore generally have greater freedom

- Theatres
- Cinemas
- Premises with club premises certificates

# Appendix 27



## **Planning**

An application for a Premises Licence can be made in respect of a premises even where the premises does not have relevant Planning Permission. That application has to be considered and Members can only refuse the application where the application itself does not promote one of more of the Licensing Objectives. Members cannot refuse just because there is no planning permission. Where a Premises Licence is granted and which exceeds what is allowed by the Planning Permission and that Premises then operates in breach of planning then the operator would be liable to enforcement by Planning.