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LICENSING SUB-COMMITTEE STUBBERS ACTIVITY CENTRE (TENS) AGENDA

Members 3: Quorum 2

COUNCILLORS:

Peter Gardner (Chairman) Frederick Thompson Brian Eagling

> For information about the meeting please contact: Richard Cursons - 01708 432430 richard.cursons@havering.gov.uk

AGENDA ITEMS

1 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS

(if any) - receive

2 DISCLOSURE OF PECUNIARY INTERESTS

Members are invited to disclose any pecuniary interest in any of the items on the agenda at this point of the meeting.

Members may still disclose any pecuniary interest in an item at any time prior to the consideration of the matter.

3 CHAIRMAN'S ANNOUNCEMENT

The Chairman will announce details of the arrangements in case of fire or other events that might require the meeting room or building's evacuation.

4 **REPORT OF THE CLERK** (Pages 1 - 8)

5 **REPORT OF THE LICENSING OFFICER** (Pages 9 - 64)

Application for 4 Temporary Event Notices for Stubbers Activity Centre, Ockendon Road, Upminster. RM14 2TY

lan Buckmaster Committee Administration & Member Support Manager

Procedure for the Hearing: Licensing Act 2003

Report Author and contact details:

Andy Beesley – Principal Committee Officer 01708 432437 andrew.beesley@havering.gov.uk

PROCEDURE FOR THE HEARING: LICENSING ACT 2003 (TEMPORARY EVENT NOTICE)

This is a hearing to consider an application for a temporary events notice under section 100 of the Licensing Act 2003. The Licensing Act 2003 (Hearings) Regulations 2005 will govern the arrangements for the hearing of the application now under consideration.

Members are advised that, when considering an application, the following options are available to them by virtue of the Licensing Act 2003, Part 3, section 35, paragraphs 3 and 4:

"Where relevant representations are made, the authority must

hold a hearing to consider them, unless the authority, the applicant and (a) each person who has made such representations agree that a hearing is unnecessary, and

having regard to the representations, take such steps as it considers (b) necessary for the promotion of the licensing objectives.

The steps are:

- a) modify the conditions of the licence
- reject the whole or part of the application b)

and for this purpose, the conditions of the licence are modified if any of them is altered or omitted or any new condition is added."

The Sub-Committee will also wish to note that, if none of these steps is required, the application must be granted.

lavering LONDON BOBOUGH LICENSING

SUB-COMMITTEE

24 August 2012

Subject Heading:



Assuming that the Sub-Committee is satisfied that a hearing is required, then the following procedural steps are recommended. The Licensing Act 2003 (Hearings) Regulations 2005 will govern the arrangements for the hearing of the application now under consideration. This report accords with the requirements of that Act and the Regulations, and in particular Regulations 21-25 (procedure at the hearing).

1. Membership of the Sub-Committee:

- 1.1 The Sub-Committee comprises three members of the Licensing Committee, with a quorum of two members. **Unless there are objections, in the absence of three members, the hearing shall proceed with the quorum of two**.
- 1.2 A members of the Licensing Committee will be excluded from hearing an application where he or she:
 - 1.2.1 has considered an application in respect of the premises in the previous 12 months as a Member of the Regulatory Services Committee; or
 - 1.2.2 is a Ward Councillor for the Ward in which the premises, subject to the application, are located; or
 - 1.2.3 is a Ward Councillor for a Ward which is likely to be affected by the application or;
 - 1.2.4 has a personal interest in the application.

2. Roles of other participants:

- 2.1 The Legal Advisor is not a party to the hearing. The role of the Legal Advisor is to provide legal advice relating to the application and submissions.
- 2.2 The Clerk is not a party to the hearing. The role of the Clerk is to record the hearing and the decisions of the Sub-Committee, and ensure efficient administration

3. Representation validation meeting:

- 3.1 Prior to this hearing, the Sub-Committee Chairman will have met the Legal Advisor and/or Clerk to determine whether further clarification is required of any issues contained in the application or any representation.
- 3.2 During this preliminary meeting no decision will have been made or discussion held regarding the substantive merits of the application or representations.

4. Location and facilities:

- 4.1 All hearings will be heard at the Havering Town Hall unless otherwise directed.
- 4.2 Interpreters will be provided by the Council on request, provided notice is given at least five working days before the hearing.

5. Notification of attendance:

5.1 The Chairman will enquire of the parties who is in attendance and the parties will indicate their names (and, where relevant, whom they represent). A register will be circulated before the commencement of the hearing on which the applicant, his/her advisers and companions and all interested parties (and/or their representatives) will be asked to record their attendance.

6. Procedural matters:

- 6.1 Prior to the commencement of the hearing, the Chairman of the Sub-Committee will orally inform the parties whether their applications to have certain people attend the hearing (e.g. witnesses) have been granted or refused. Note this relates to people other than those attending on behalf of a party in the capacity as a representative of the party.
- 6.2 Prior to the commencement of the hearing the Chairman of the Sub-Committee will outline the procedure to be followed at the hearing. This will normally be as follows:

Introduction of the application:

The Licensing officer will outline:

- details of the application and relevant representations received from the parties;
- relevant legislation ;
- relevant Licensing Policy; and
- the time limit in which the Council must reach a determination.

Documentary evidence:

 Documentary or other information in support of applications, representations or notices should be provided to the Clerk of the Sub-Committee at least 7 clear working days before the hearing. If this information is produced at the hearing it will only be taken into account by the Sub-Committee if the Sub-Committee and all the parties consent to its submission. Permission to have this information included in the hearing should be requested at the beginning of the hearing before any oral submissions have been made. • Statements made by people in support of a party's representation who are not present at the hearing, must be signed by the maker, dated and witnessed by another person. The statement must also contain the witness's full name and occupation.

Representations:

- The chairman will invite each of the parties at the hearing or their representative sequentially to address the Sub-Committee and call any person/s to whom permission has been granted to appear. Each party will be allowed a maximum period of 10 minutes in which to address the Sub-Committee and call persons on his/her behalf.
- This 10 minute period is where each party has the opportunity to orally address the Sub-Committee and clarify any points in which the Sub-Committee has sought clarification prior to the hearing. This 10 minute period should be uninterrupted unless a member of the Sub-Committee or Legal Advisor considers that the speaker is making submissions that are irrelevant, frivolous or vexatious.
- Members of the Sub-Committee may ask questions of any party, at any time during the proceedings. Time taken in dealing with a Member's question will not be taken into account in determining the length of time available to the party in question to make their representation.

The sequence in which each of the parties will be invited to address the Sub-Committee will normally be in the order of:

- the Chief Officer of Police;
- the Fire Authority;
- the Health and Safety at Work Enforcing Authority;
- the Local Planning Authority;
- the Local environmental Health Authority;
- the Local Weights and Measures Authority;
- the Authority Responsible for the Protection of Children from Harm;
- a navigation or other authority responsible for waterways; and
- any other party that has submitted representations in respect of the application, certificate, notice or other matter appearing before the Sub-Committee;
- the party that has submitted the application, certificate, notice or other matter appearing before the Sub-Committee.

At the discretion of the Sub-Committee the above order may be varied.

Cross-Examination:

Where witnesses have been permitted by the Sub-Committee to speak at the hearing on behalf of a party, permission must be sought from the Sub-Committee before another party can ask the witness questions. This process of questioning is normally referred to as crossexamination. The Sub-Committee will allow cross-examination only where it is necessary to assist it in considering the representations or application.

Relevance:

Information submitted at the hearing must be relevant to the applications, representations, or notice and the promotion of the licensing objectives. The Chairman of the Sub-Committee is entitled to exclude any information it considers to be irrelevant whether presented in written or oral form. The licensing objectives are:

The prevention of crime and disorder;

Public safety;

The prevention of public nuisance; and

The protection of children from harm.

7. Failure of parties to attend the hearing:

7.1 If a party, who has not given prior notice of his/her intention not to attend the hearing, is absent from the hearing the Sub-Committee may either adjourn the hearing or hold the hearing in the party's absence. Where the hearing is held in the absence of a party, the Sub-Committee will still consider the application, representation or notice submitted by that party.

8. Adjournments and extension of time:

- 8.1 The Sub-Committee may adjourn a hearing to a specified date or extend a notice period except where it must make a determination within certain time limits in the following specific applications:
 - Applications for conversion of existing licences where the Sub-Committee must make a determination within 2 months of the application first being received. In default of a decision being made the application will be treated as being granted;
 - Applications for variation of existing licences where the Sub-Committee must make a determination within 2 months of the application first being received. In default of a decision being made the application will be treated as being rejected;
 - Applications for conversion of existing club certificates where the Sub-Committee must make a determination within 2 months of the

application being first received. In default of a decision being made the application will be treated as being granted;

- Applications for variation of existing club certificates where the Sub-Committee must make a determination within 2 months of the application being first received. In default of a decision being made the application will be treated as being rejected;
- Applications made by holders of justices' licences for personal licences must be determined within 3 months of the application first being received. In default of a decision not being made within this period the application will be treated as being granted;
- Review of premises licences following closure orders where the Sub-committee must make a determination within 28 days of receiving notice of the closure order.

9. Sub-Committee's determination of the hearing:

- 9.1 At the conclusion of the hearing the Sub-Committee will deliberate in private accompanied by the Clerk and the Legal Advisor who will be available to assist the Sub-Committee with any legal problems but will not participate in any decision making of the Sub-Committee.
- 9.2 The Sub-Committee will normally make its determination and announce its decision at the end of the hearing.
- 9.3 Where all parties have notified the Sub-Committee that a hearing is not required the Sub-Committee must make its determination within 10 working days of being given notice that the hearing is not required.

10. Power to exclude people from hearing:

- 10.1 The public are entitled to attend the hearing as spectators. However, the Sub-Committee may exclude any person from the hearing including any person assisting or representing a party where:
 - it considers that the public interest would be best served by excluding the public or the individual person from the hearing; or
 - that person is behaving in a disruptive manner. This may include a
 party who is seeking to be heard at the hearing. In the case where a
 party is to be excluded, the party may submit to the Sub-Committee
 in writing any information which they would have been entitled to
 give orally had they not been required to leave the hearing.

11. Recording of proceedings:

11.1 A written record of the hearing will be produced and kept for 6 years from the date of the determination of the hearing.

12. Power to vary procedure:

12.1 The Sub-committee may depart from following any of the procedures set out in this document if it considers the departure to be necessary in order to consider an application, notice or representation.

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REPORT



LICENSING SUB-COMMITTEE

24 August 2012

Subject Heading:

Report Author and contact details:

Temporary Event Notice Application Four (4) Applications. Stubbers Activity Centre, Ockendon Road, Upminster, RM14 2TY Paul Campbell – Licensing Officer 01708 432777 <u>licensing@havering.gov.uk</u>

This application for four Temporary Event Notices made by Mr Steven Henderson (submitted by agent Anthony O'Connell) under section 100 of the Licensing Act 2003. The application was received by Havering's Licensing Authority on 14th August 2012.

Geographical description of the area and description of the building

The four Temporary Event Notices (TENs) are for Friday 31st August 2012 to Sunday 2nd September 2012 to cover the varying areas and hours between 10.00 and 01.00 Two apply for the Sale by Retail of Alcohol, all four apply for the Provision of Regulated Entertainment and the Provision of Late Night Refreshment each for a maximum of 499 people. Each TEN applies for different area of the Stubbers Activity Centre.

Stubbers is situated on the South Side of Ockendon Road Upminster. The centre of the Stubbers site is approximately 241 metres south of the Ockendon Road, 339 metres east of Stubbers Lane, 533 metres west of Pea Lane and 629 metres north of Dennis Lane. The nearest residential property in Sunnings Lane is 811 metres away in a direct line. Upminster Underground Station is just over 2 miles away by road.

A map of the area is attached to assist the sub-committee.

Public transport to this area is very limited and stops in the evening.

I followed the procedure relating to TENs entered it onto our data base and returned a signed copy to the applicant/agent acknowledging the TEN.

PC Dave Fern the Havering Police Licensing Officer and Marc Gasson the Environmental Health Noise Specialist made a representation against the Temporary Event Notice on Monday 15th August 2012.

Under the Licensing Act 2003 the police and environmental health have three working days to lodge an objection to a TEN on the grounds relating to one or more of the four licensing objectives (The Prevention of Crime and Disorder, Public Safety, the Prevention of Public Nuisance and the Protection of Children from Harm).

Under the regulations relating to a TEN the applicant is allowed to specify the area they wish the TEN to apply. In this case the applicant supplied maps of the area with the four separate areas marked.

A TEN allows the sale of alcohol, regulated entertainment and late night refreshment (hot food and drink 23.00hrs to 05.00hrs) for a limited period to take place without there being a licence but limits the number of people present to 499 (including staff).

Details of the application

A copy of the application is attached.

Licensing Sub-Committee

<u>Appendix 1</u> - Copy of the Application

STUBBERS

31/8/12-2/9/12

11964

Temporary Event Notice

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

You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal details of premises user (Please read note 1)					
1. Your name					
Title	Mr Mrs Miss Ms Other (please state)				
Surname	Henderson				
Forenames	Steven				
2. Previous names	(Please enter details of any p	revious name	s or maiden nan	nes, if	applicable.
	a separate sheet if necessary				
Title	Mr Mrs Miss M	s Other (p	lease state)		
Surname					
Forenames					
3. Your date of bir	th	Day: 08	Month: 0)9	Year: 1967
4. Your place of bi	rth	Romford			
5. National Insurar	nce Number	NP 40 5	5 40 B		
	dress (We will use this addre	ss to correspo	nd with you unl	ess yo	ou complete the
separate correspon	dence box below)				
195A Brentwood F Herongate	Road				<u>a</u> 1
Therongate					
Post town: Brentwo	Post town: Brentwood Post code: CM13 3PH				
7. Other contact de	tails				
Telephone number					
Daytime 079 2006 8000					
Evening (optional)					
Mobile (optional) 079 2006 8000					
Fax number (option	nal)		()		
E-Mail Address					
(if available)					

8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)

Anthony O'Connell A&R Consultants 193 Mungo Park Road

÷.

Post town: Rainham		Post code: RM13 7PT	
9. Alternative contact details (i	f applicable)		
Telephone numbers:			
Daytime	079 4710 8234		
Evening (optional)			
Mobile (optional)	078 4355 5827	,	
Fax number (optional)			
E-Mail Address	anthony.oconn	ell@arlicensingconsultants.co.uk	
(if available)			

2. The premises

Please give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references) (Please read note 2)

Stubbers Activity Centre Ockenden Road Upminster Essex RM14 2TY

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.

Premises licence number

Club premises certificate number

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)

Area of open field immediately north of Coys Lake shown on plan as event field, incorporating 'Stage 1' and three service areas, will be marked on the plan as 'A'

Please describe the nature of the premises below. (Please read note 4)

The premises is primarily an activity centre that provides outdoor activities for the community.

Please describe the nature of the event below. (Please read note 5)

It is intended by the organisers to have a music festival at this location consisting of various stage areas with live music being played by local bands over a weekend. This event shall be family orientated. The event will be called the 'Uproar Music Festival' and has been run successfully in

other boroughs for a period approximately 11 years.

а 8

3. The licensable activities		
Please state the licensable activities that you intend t "X" next to the licensable activities you intend to can		lease mark an
The sale by retail of alcohol		\boxtimes
The supply of alcohol by or on behalf of a club to, or of the club	r to the order of, a member	
The provision of regulated entertainment		\square
The provision of late night refreshment		
Are you giving a late temporary event notice? (Pleas	e read note 7)	
Please state the dates on which you intend to intend to licensable activities. (Please read note 8)	to use these premises for	
31 st August 2012, 1 st September 2012 and 2 nd Septem	nber 2012	
Please state the times during the event period that yo (please give times in 24 hour clock). (Please read not		ble activities
1. 16:00 hrs until 00:00 hrs		
2. 10:00 hrs until 00:00 hrs		
3. 10:00 hrs until 23:00 hrs		
Please state the maximum number of people at any or allow to be present at the premises during the times or licensable activities, including any staff, organisers or note 10)	when you intend to carry on	499
If the licensable activities will include the supply of alcohol, please state whether the supplies will be	On the premises only	
for consumption on or off the premises, or both (please mark an "X" next to the appropriate box).	Off the premises only	
(Please read note 11) Both		

4. Personal licence holders (Please read note 12)	
Do you currently hold a valid personal licence?	Yes No
(Please mark an "X" in the box that applies to you)	
If "Yes" please provide the details of your personal licence below.	
Issuing licensing authority	

Licence number	
Date of issue	
Date of expiry	
Any further relevant details	

5. Previous temporary event notices you have given (Please read note 13)		
Have you previously given a temporary event notice in respect of any premises	Yes	No
for events falling in the same calendar year as the event for which you are now		\boxtimes
giving this temporary event notice?		
(Please mark an "X" in the box that applies to you)	i	
If answering yes, please state the number of temporary event notices you have		
given for events in that same calendar year		
Have you already given a temporary event notice for the same premises in	Yes	No
which the event period:		
a) ends 24 hours or less before; or		
b) begins 24 hours or less after		
the event period proposed in this notice?		
(Please mark an "X" in the box that applies to you)		

6. Associates and business colleagues (Please read note 14)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? (Please mark an "X" in the box that applies to you)	Yes	No X
If answering yes, please state the total number of temporary event notices your associate(s) have given for events in the same calendar year	Yes	No 🖾
 Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice? (Please mark an "X" in the box that applies to you) 	Yes	No
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? (Please mark an "X" in the box that applies to you)	Yes	No X
If answering yes, please state the total number of temporary event notices your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:a) ends 24 hours or less before; orb) begins 24 hours or less afterthe event period proposed in this notice?(Please mark an "X" in the box that applies to you)	Yes	No

I shall (Please mark the appropriate boxes with an "X")	
Send at least two copies of this notice to the licensing authority for the area in which the premises are situated	
Send a copy of this notice to the chief officer of police for the area in which the premises are situated	
Send a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	
If the premises are situated in one or more licensing authority areas, send at least one copy of this notice to each additional licensing authority	
If the premises are situated in one or more police areas, send a copy of this notice to each additional chief officer of police	
If the premises are situated in one or more local authority areas, send a copy of this notice to each additional local authority exercising environmental health functions	
Make or enclose payment of the fee for the application	
Sign the declaration in Section 9 below	

8. Condition (Please read note 16) It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

9.	Declarations	(Please read note 17)	
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The information contained in this form is correct to the best of my knowledge and belief.

I understand that it is an offence:

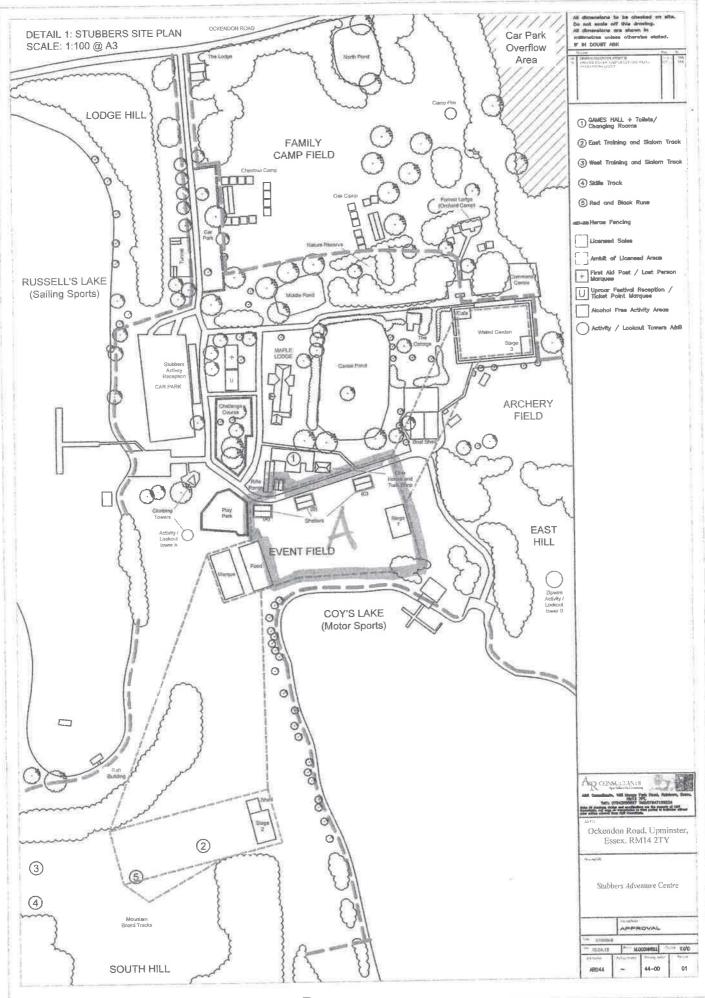
(i) to knowingly or recklessly make a false statement in connection with this temporary event
notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the
standard scale; and
(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is

(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding $\pounds 20,000$, or to imprisonment for a term not exceeding six months, or to both.

Signature	letty
Date	62.08.2012
Name of Person signing	Mr Anthony O'Connell (A&R Consultants)

For completion by the licensing authority

10. Acknowled	gement (Please read note 18)
I acknowledge r	eceipt of this temporary event notice.
Signature	P. Cheer
	On behalf of the licensing authority
Date	14 8/12
Name of Officer signing	PALL CAMPBEL



Page 18

STUBBERS 'B'

31/8/12 2/9/12

Temporary Event Notice

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

You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal de	tails of pren	nises user (Please	read note 1)	-1 ²¹ 11/	
1. Your name					
Title	Mr🛛 Mı	rs 🗌 Miss 🗌 M	s 🗌 Other (ple	ase state)	
Surname	Henderson	n			
Forenames	Steven				
2. Previous names				or maiden nar	nes, if applicable.
Please continue on			frances a second a second seco		
Title	Mr_ Mr	rs 🗌 Miss 🗌 M	s Other (ple	ase state)	
Surname					
Forenames					
3. Your date of birt	h		Day08	09	1967
4. Your place of bin	rth		Romford		
5. National Insuran			NP405540		
6. Your current add	lress (We w	ill use this addre	ss to correspond	d with you unl	ess you complete the
separate correspond	ience box b	elow)			
Herongate					
Post town Brentwoo	od		CM13 3PH		
7. Other contact det	ails				
Telephone numbers					
Daytime		07920068000			
Evening (optional)					
Mobile (optional)					
Fax number (option	al)				
E-Mail Address					
(if available)					
8. Alternative addre	ss for corres	spondence (If yo	u complete the	details below,	we will use this
address to correspon	ia with you)			·····
Anthony O'Connell					
A&R Consultants					
(Sole Trader)					
193 Mungo Park Ro	ad				
Rainham					

Post town Rainham		Post code RM13 7PT
9. Alternative contact details (if	applicable)	
Telephone numbers:		
Daytime	07947 108234	
Evening (optional)		
Mobile (optional)	07843 555827	
Fax number (optional)		
E-Mail Address	licace2004@y	ahoo.co.uk
(if available)		
2. The premises	Constant (Sec. 5-	and the second
Please give the address of the pr	remises where y description (in	ou intend to carry on the licensable activities or if cluding the Ordnance Survey references)
Stubbers Activity Centre Ockenden Road Upminster RM14 2TY		
part of the premises)? If so, plea		icate have effect in relation to the premises (or any ence or certificate number below.
Premises licence number		
Club premises certificate numbe	r	
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)		
Area of open field immediately e Stage 2 and shed, also area of hi and below.	east of Coy's La ill in front of sta	ake shown on plan as area marked B incorporating age and both areas marked in red dotted line above
Please describe the nature of the	premises below	v. (Please read note 4)
The premise is primarily an Activ	vity Centre that	provides outdoor activities for the community.
Please describe the nature of the	event below. (F	lease read note 5)

It is intended by the organisers to a have a music festival at this location consisting of various stage areas, with live music being played by local bands over a weekend. This event shall be family orientated. The event will be called the Uproar Music Festival and has been run successfully in other Borough's for a period of approximately 11 years.

3. The licensable activities		
Please state the licensable activities that you intend "X" next to the licensable activities you intend to c		lease mark an
The sale by retail of alcohol		
The supply of alcohol by or on behalf of a club to, o of the club	or to the order of, a member	
The provision of regulated entertainment		
The provision of late night refreshment		
Are you giving a late temporary event notice? (Plea	se read note 7)	
Please state the dates on which you intend to intend licensable activities. (Please read note 8)	to use these premises for	
 31st August 2012 1st September 2012 2nd September 2012 Please state the times during the event period that ye (please give times in 24 hour clock). (Please read not clock) 	ou propose to carry on licensation of the second	ble activities
1. 16.00 hrs until 01:00 2. 10:00 hrs until 01:00 3. 10:00 hrs until 23:00		
Please state the maximum number of people at any of allow to be present at the premises during the times licensable activities, including any staff, organisers of note 10)	when you intend to carry on	499
If the licensable activities will include the supply of alcohol, please state whether the supplies will be	On the premises only	\boxtimes
for consumption on or off the premises, or both (please mark an "X" next to the appropriate box).	Off the premises only	
(Please read note 11)	Both	

4. Personal licence holders (Please read note 12)	INSTANT OF PORT	5,807
Do you currently hold a valid personal licence? (Please mark an "X" in the box that applies to you)	Yes	No
If "Yes" please provide the details of your personal licence below.		

Issuing licensing authority	
Licence number	
Date of issue	
Date of expiry	
Any further relevant details	

5. Previous temporary event notices you have given (Please read note 13)	1200 m	1000
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice? (Please mark an "X" in the box that applies to you)	Yes	No
If answering yes, please state the number of temporary event notices you have given for events in that same calendar year	1	
 Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice? (Please mark an "X" in the box that applies to you) 	Yes	

6. Associates and business colleagues (Please read note 14)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? (Please mark an "X" in the box that applies to you)	Yes	No X
If answering yes, please state the total number of temporary event notices your associate(s) have given for events in the same calendar year	Yes	No
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice? (Please mark an "X" in the box that applies to you)	Yes	
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar ycar as the event for which you are now giving a temporary event notice? (Please mark an "X" in the box that applies to you)	Yes	No X
If answering yes, please state the total number of temporary event notices your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice? (Please mark an "X" in the box that applies to you)	Yes	No X

7. Checklist (Please read note 15)	
I shall (Please mark the appropriate boxes with an "X")	
Send at least two copies of this notice to the licensing authority for the area in which	\boxtimes
the premises are situated	NA
Send a copy of this notice to the chief officer of police for the area in which the premises are situated	
Send a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	
If the premises are situated in one or more licensing authority areas, send at least one copy of this notice to each additional licensing authority	
If the premises are situated in one or more police areas, send a copy of this notice to each additional chief officer of police	
If the premises are situated in one or more local authority areas, send a copy of this notice to each additional local authority exercising environmental health functions	
Make or enclose payment of the fee for the application	
Sign the declaration in Section 9 below	

8. Condition (Please read note 16) It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 17)

The information contained in this form is correct to the best of my knowledge and belief.

I understand that it is an offence:

(i) to knowingly or recklessly make a false statement in connection with this temporary event
notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the
standard scale; and

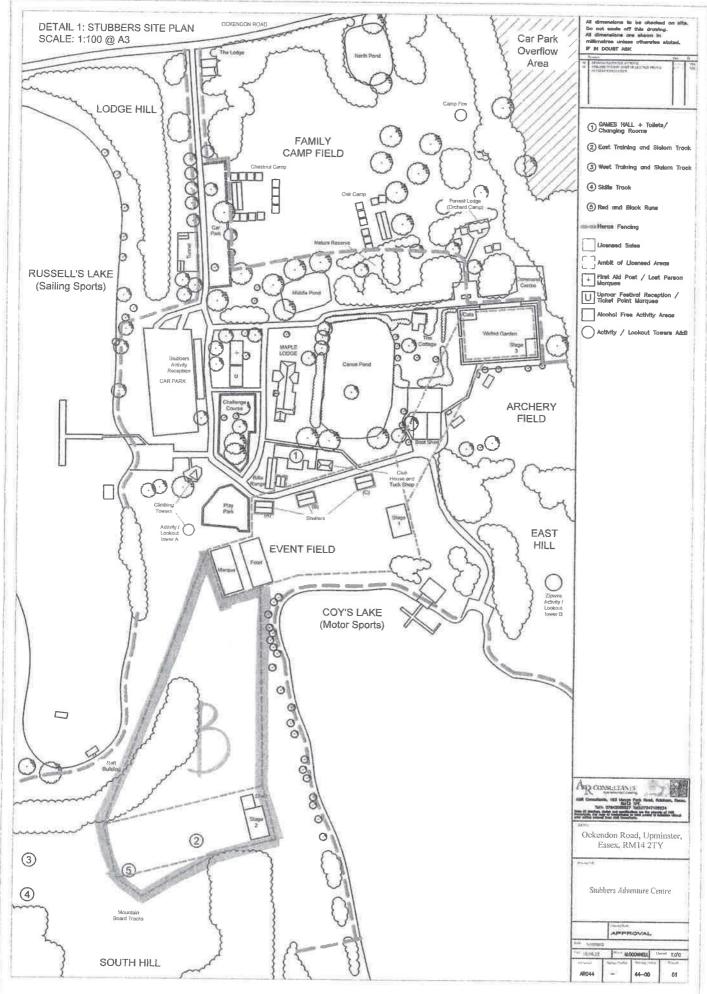
(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both.

Signature	Gite	
Date	02.08.262.	

Name of	Anthony O'Connell
Person signing	A&R Consultants
	(Sole Tradr)
	193 Mungo Park Road
	Rainham
	Essex
	RM13 7PT
	e-mail: licace2004@yahoo.co.uk
	Mob: 07947 108 234

For completion by the licensing authority

10. Acknowled	gement (Please read note 18)
I acknowledge r	eccipt of this temporary event notice.
Signature	P. Cheer
	On behalf of the licensing authority
Date	14/8/12
Name of Officer signing	PALL CAMPBELI



Page 25

STUBBERD'C'

31 1/2-2/9/16

11966

Temporary Event Notice

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

You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal	details of prer	nises user (Please	e read note 1)			
1. Your name						
Title	Mr Mrs Miss Ms Other (please state)					
Surname	Henderso	Henderson				
Forenames	Steven					
2. Previous name	es (Please ente	er details of any p	previous names	or maiden nar	nes, if applicable.	
Please continue o						
Title		rs 🗌 Miss 🗌 M	s Other (ple	ase state)		
Surname						
Forenames						
3. Your date of b			Day08	09	1967	
4. Your place of			Romford			
5. National Insura			NP405540	В		
6. Your current a	ddress (We w	ill use this addre	ss to correspond	l with you unl	ess you complete the	
separate correspo	ndence box b	elow)				
Post town Brentw	vood		CM13 3PH			
7. Other contact d	etails					
Telephone numbe						
Daytime		07920068000				
Evening (optional)					
Mobile (optional)						
Fax number (optic	onal)					
E-Mail Address						
(if available)						
8. Alternative add	ress for corres	spondence (If you	1 complete the	details below,	we will use this	
address to correspond	ond with you					
Anthony O'Conne	:11					
A&R Consultants						
Sole Trader)						
93 Mungo Park R	load					
Rainham						

Post town Rainham	10-11-21-27	Post code RM13 7PT
9. Alternative contact detail	s (if applical	ble)
Telephone numbers:		
Daytime	07947	108234
Evening (optional)		
Mobile (optional)	07843 :	555827
Fax number (optional)		
E-Mail Address (if available)	licace2	2004@yahoo.co.uk
2. The premises Please give the address of t it has no address give a deta (Please read note 2)	he premises ailed descrip	where you intend to carry on the licensable activities or if otion (including the Ordnance Survey references)
Ockenden Road Upminster RM14 2TY Does a premises licence or part of the premises)? If so	club premise	es certificate have effect in relation to the premises (or any er the licence or certificate number below.
Premises licence number		
Club premises certificate nu	mber	
		mises at this address or intend to restrict the area to which otion and details below. (Please read note 3)
		th of Archery Field, north of Coy's Lake shown on plan as d passage pat boat shed marked in red dotted line.
This area is intended to be a provided for family groups		but live music will be played and catering facilities will be area'.
Please describe the nature o	f the premise	es below. (Please read note 4)
The premise is primarily an	Activity Cer	entre that provides outdoor activities for the community.
Please describe the nature o	f the event b	pelow. (Please read note 5)
It is intended by the organis	ers to a have	e a music festival at this location consisting of various

stage areas, with live music being played by local bands over a weekend. This event shall be family orientated. The event will be called the Uproar Music Festival and has been run successfully in other Borough's for a period of approximately 11 years.

3. The licensable activities	S. S. Star			
Please state the licensable activities that you intend t "X" next to the licensable activities you intend to ca	to carry on at the premises (p rry on). (Please read note 6)	lease mark an		
The sale by retail of alcohol				
The supply of alcohol by or on behalf of a club to, o of the club	r to the order of, a member			
The provision of regulated entertainment				
The provision of late night refreshment				
Are you giving a late temporary event notice? (Pleas	se read note 7)			
Please state the dates on which you intend to intend licensable activities. (Please read note 8) 1. 31 st August 2012	to use these premises for			
 1st September 2012 2nd September 2012 Please state the times during the event period that you (please give times in 24 hour clock). (Please read not september 2012) 		ble activities		
 16.00 hrs until 23:00 10:00 hrs until 23:00 10:00 hrs until 23:00 				
Please state the maximum number of people at any of allow to be present at the premises during the times icensable activities, including any staff, organisers of note 10)	when you intend to carry on	499		
f the licensable activities will include the supply of alcohol, please state whether the supplies will be	On the premises only			
For consumption on or off the premises, or both please mark an "X" next to the appropriate box).				
Please read note 11)	Both			

4. Personal licence holders (Please read note 12)		- the
Do you currently hold a valid personal licence? (Please mark an "X" in the box that applies to you)	Yes M	No X
If "Yes" please provide the details of your personal licen	ce below.	
Issuing licensing authority		

Licence number	
Date of issue	
Date of expiry	
Any further relevant details	

5. Previous temporary event notices you have given (Please read note 13)	1.12.4.2	16.38
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice? (Please mark an "X" in the box that applies to you)	Yes	No
If answering yes, please state the number of temporary event notices you have given for events in that same calendar year	2	
 Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice? (Please mark an "X" in the box that applies to you) 	Yes	

6. Associates and business colleagues (Please read note 14)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? (Please mark an "X" in the box that applies to you)	Yes	No 🖾
If answering yes, please state the total number of temporary event notices your associate(s) have given for events in the same calendar year	Yes	No
 Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice? (Please mark an "X" in the box that applies to you) 	Yes	No X
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? (Please mark an "X" in the box that applies to you)	Yes	No X
If answering yes, please state the total number of temporary event notices your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice? (Please mark an "X" in the box that applies to you)	Yes	No X

I shall (Please mark the appropriate boxes with an "X")	157
Send at least two copies of this notice to the licensing authority for the area in which the premises are situated	
Send a copy of this notice to the chief officer of police for the area in which the premises are situated	
Send a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	
If the premises are situated in one or more licensing authority areas, send at least one copy of this notice to each additional licensing authority	
If the premises are situated in one or more police areas, send a copy of this notice to each additional chief officer of police	
If the premises are situated in one or more local authority areas, send a copy of this notice to each additional local authority exercising environmental health functions	
Make or enclose payment of the fee for the application	
Sign the declaration in Section 9 below	

8. Condition (Please read note 16) It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 17)

The information contained in this form is correct to the best of my knowledge and belief.

I understand that it is an offence:

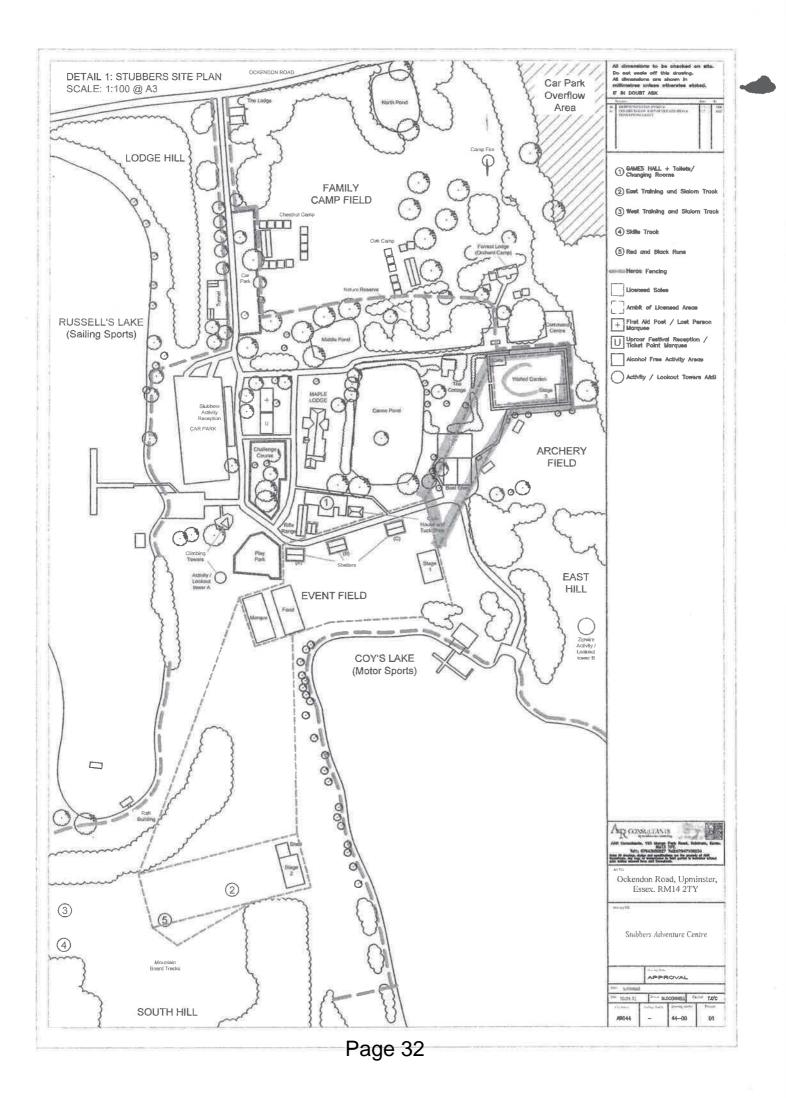
(i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and

(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both.

Signature	lord
Date	02.08.202.
Name of	Anthony O'Connell
Person signing	A&R Consultants
	(Sole Tradr)
	193 Mungo Park Road
	Rainham
	Essex
	RM13 7PT
	e-mail: <u>licace2004@yahoo.co.uk</u>
	Mob: 07947 108 234

For completion by the licensing authority

10. Acknowled	gement (Please read note 18)
I acknowledge r	eccipt of this temporary event notice.
Signature	On behalf of the licensing authority
Date	14 8/12
Name of Officer signing	PALER CAMPBEL



STLOBBERD DI

31/3/12-2/9/12

11967

Temporary Event Notice

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

You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal de	tails of prem	ises user (Please	read note 1)		Sec. 19.	
1. Your name						
Title	Mr Mrs Miss Ms Other (please state)					
Surname	Henderson					
Forenames	Steven					
2. Previous names	(Please ente	details of any p	revious nam	es or n	naiden name	s, if applicable.
Please continue on				10000	atota)	
Title		s Miss Ms		please	state)	
Surname						
Forenames						
3. Your date of bir	th		Day08		09	1967
4. Your place of bi	rth		Romfor			
5. National Insurar	ice Number		NP4055			
			ss to corresp	ond wi	th you unles	ss you complete the
separate correspon	dence box be	elow)				
195a Brentwood R Herongate	oad					
Post town Brentwo	od		CM13 3PH	I		
7. Other contact de	tails					
Telephone number	s					
Daytime 07920068000						
Evening (optional)	Evening (optional)					
Mobile (optional)						
Fax number (option	nal)					
E-Mail Address						
(if available)						
8. Alternative address for correspondence (If you complete the details below, we will use this						
address to correspo	nd with you)		_		
Anthony O'Connel	1					
A&R Consultants						
(Sole Trader)						
193 Mungo Park R	oad					
Rainham						

Post town Rainham			Post code RM13 7PT	
9. Alternative contact detail	s (if applicable	e)		
Telephone numbers:	07947 108234			
Daytime	01541.10			
Evening (optional)				
Mobile (optional)	07843 55	07843 555827		
Fax number (optional)				
E-Mail Address	licace200	licace2004@yahoo.co.uk		
(if available)				
0.000	ter verster te			
2. The premises	a promisos M	hore	you intend to carry on the licensable activities or if	
Please give the address of u	iled description	nere j	cluding the Ordnance Survey references)	
(Please read note 2)	incu uesemptiv	л (ш	orading ine oradine energy sector ,	
(Trease Teau Hote 2)				
Stubbers Activity Centre				
Ockenden Road				
Upminster				
RM14 2TY				
Dura a memiana liannan ar	hab acomicae	oortit	ficate have effect in relation to the premises (or any	
part of the premises)? If so	, please enter f	the lic	cence or certificate number below.	
Premises licence number				
Club premises certificate number				
If you intend to use only part	t of the premi	ises a	t this address or intend to restrict the area to which	
			d details below. (Please read note 3)	
Area of margues and food to	ent in main ev	ent fi	ield in the north west corner of Coy's Lake shown	
on plan as area marked D in				
on plan as area marked D m	corporating o	uigo -	f hi die marquee -	
This area is intended to prov	vide a disco fo	or pati	rons and bands players, which will finish at 01:00	
hrs after all other areas have closed down for live music.				
Please describe the nature of the premises below. (Please read note 4)				
The premise is primarily an Activity Centre that provides outdoor activities for the community.				
The premise is primarily an	Then the Cont		a provides butator activities for the community.	
Please describe the nature of the event below. (Please read note 5)				
It is intended by the organis	ers to a have s	פווחק ו	ic festival at this location consisting of various	
It is intended by the organisers to a have a music festival at this location consisting of various				

1

stage areas, with live music being played by local bands over a weekend. This event shall be family orientated. The event will be called the Uproar Music Festival and has been run successfully in other Borough's for a period of approximately 11 years.

3. The licensable activities		
Please state the licensable activities that you intend t "X" next to the licensable activities you intend to can	o carry on at the premises (p rry on). (Please read note 6)	lease mark an
The sale by retail of alcohol		
The supply of alcohol by or on behalf of a club to, or of the club	r to the order of, a member	
The provision of regulated entertainment		
The provision of late night refreshment		
Are you giving a late temporary event notice? (Pleas	e read note 7)	
Please state the dates on which you intend to intend licensable activities. (Please read note 8)	to use these premises for	
 31st August 2012 1st September 2012 2nd September 2012 		
Please state the times during the event period that yo (please give times in 24 hour clock). (Please read no	u propose to carry on licensa te 9)	ble activities
 16.00 hrs until 01:00 10:00 hrs until 01:00 10:00 hrs until 00:00 		
Please state the maximum number of people at any of allow to be present at the premises during the times licensable activities, including any staff, organisers of note 10)	when you intend to carry on	499
If the licensable activities will include the supply of alcohol, please state whether the supplies will be		
for consumption on or off the premises, or both (please mark an "X" next to the appropriate box).		
(Please read note 11)		

4. Personal licence holders (Please read note 12)	
Do you currently hold a valid personal licence? (Please mark an "X" in the box that applies to you)	Yes No
If "Yes" please provide the details of your personal licence	below.
Issuing licensing authority	

I shall (Please mark the appropriate boxes with an "X")	1 grandy
Send at least two copies of this notice to the licensing authority for the area in which the premises are situated	
Send a copy of this notice to the chief officer of police for the area in which the premises are situated	
Send a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	
If the premises are situated in one or more licensing authority areas, send at least one copy of this notice to each additional licensing authority	
If the premises are situated in one or more police areas, send a copy of this notice to each additional chief officer of police	
If the premises are situated in one or more local authority areas, send a copy of this notice to each additional local authority exercising environmental health functions	
Make or enclose payment of the fee for the application	
Sign the declaration in Section 9 below	

8. Condition (Please read note 16) It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 17)

The information contained in this form is correct to the best of my knowledge and belief.

I understand that it is an offence:

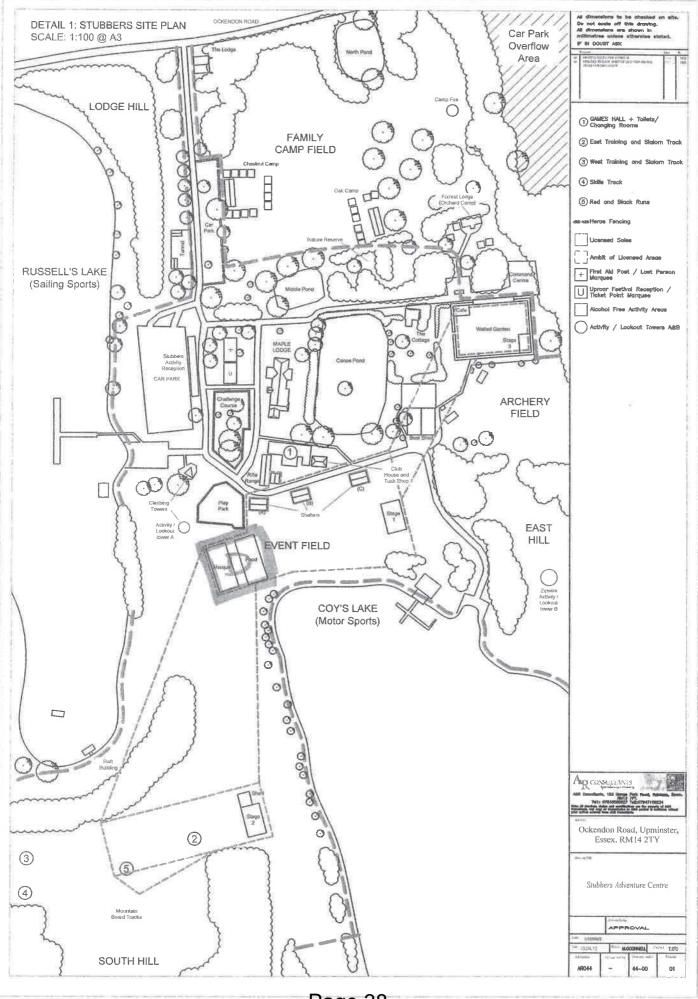
(i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and

(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding $\pounds 20,000$, or to imprisonment for a term not exceeding six months, or to both.

Signature	lat
Date	02.08.2012
Name of	Anthony O'Connell
Person signing	A&R Consultants
	(Sole Tradr)
	193 Mungo Park Road
	Rainham
	Essex
	RM13 7PT
	e-mail: licace2004@yahoo.co.uk
	Mob: 07947 108 234

For completion by the licensing authority

10. Acknowledg	ement (Please read note 18)
I acknowledge n	eccipt of this temporary event notice.
Signature	On behalf of the licensing authority
Date	14/8/12
Name of Officer signing	PAUL CAMPBELL



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Working together for a safer London

Form 696

PROMOTION / EVENT ASSESSMENT

THIS FORM MUST BE COMPLETED BY THE LICENSEE IN CONSULTATION WITH THE PROMOTER

Completing this document will enable police to give you appropriate support and advice to ensure a safe event. Full, honest disclosure forms part of the risk assessment and will not in itself jeopardise the event. Full cooperation is regarded as demonstrating positive and effective venue management.

PLEASE COMPLETE ALL SECTIONS.

Name of Premises: Stubbers Acti	ivity Centre				
Maximum Capacity of Premises: un	limited				
Full Address: Ockenden Road, Upm	ninster, Essex RM14 2TY				
Telephone Number: 01708 224753 Email Address: info@stubbers.co.uk					
Designated Premises Supervisor:					
Contact Telephone Numbers Landline: 01708 224753 Mobile:					

	PROMOTER'S	DETAILS			
Promoter's Full Name (include any other names used)	Steven Henderson				
Date of Birth (dd.mm.yyyy)	08.09.1967				
Address	195a Brentwood Road, Herongate, Brentwood, Essex CM13 3PH				
Contact Telephone Numbers	Landline: Mobile: 07920068000				
Email Address					

	PROMOTION / I	EVEN	TDETAILS		
Promotion / Event Name	Uproar Music Festiva	al			
Event Date (dd.mm.yyyy)	31.08.2012				
Music style to be played / performed (e.g. Bashment, R'n'B, Garage)	Live bands mixed mi	usic, r	ock, pop, grunge, etc		
Start Time (HH:mm)	16:00	Finis	shing Time (HH:mm)	01:00	
Expected numbers attending event?	499				
Is the event? (Check relevant box)	Private Public Will tickets be sold on the door? Yes No				
Who is the target audience? (Include here if Birthday Party)	Local communities w event.	ithin 2	25 mile radius, family orient	ated fun	day and musical

Please list below ALL ARTISTES, THE ACTS / SOUND SYSTEMS / OTHER PROMOTERS performing. Please include details of all the promoters, DJs and Artistes for the event above. (If in exceptional circumstances you need to complete a hard copy, please continue on a separate sheet if necessary.)

Real Name	Role and other name used (i.e. stage name)	Date of Birth (dd.mm.yyyy)	Contact Telephone Numbers	Address
			1	
			· · · · · · · · · · · · · · · · · · ·	
				3
		l		

To add a row click here

Continue on a separate sheet if the "add a row" doesn't work for you.

	SECURITY FOR THE EVENT				
Please provide the name of the securit	y company to be used:				
Contact Name of Security Company to	be used: Saracens Security Limited				
Registration No.:	Email:				
Contact Name of Security Company: Je	ohn Fawcett				
Contact Nos. of Security Company	Landline:	Mobile:			
Please note that all door supervisors us any door supervisors used are unregist	SECURITY DETAIL AND DEPLOYMEN sed at this event MUST be registered with tered both that person and the employer r	the Security Industry Authority (SIA). If			
Number of door supervisors	Male: 17	Female: 3			
Number of door supervisors Male: 17 Female: 3 Please outline how you propose to deploy your security staff and what equipment will be available to facilitate searching on entry: Date - 31 st August - 2 nd September 2012 On site duty security manager John Fawcett S.I.A. Licence number 0130 0149 1670 6449 The Security contingency is a minimum three female operatives and seventeen male security operatives, all fully licensed and registered with the S.I.A. Security personnel will begin each shift by checking in with the security manager and signing on. The security personnel will then be paired up, issued one communication radio between them and be assigned with their call sign name which ranges from Sierra 1 -10, continued on separate sheet. Total Security Staff 20 Performer / Artiste Security (Show company name & contact numbers)					

Do you have other knowledge of the acts or crowds attending that would need special considerations to be made to limit crime and disorder (e.g. problems at previous venues, the make up of the patrons, whether they are local or are expected to travel from long distances to the event, etc.)?

Yes 📋 🛛 No 🖾

If 'Yes', please give details of such matters below.

When complete please e-mail this whole document at	least	14	days	in ac	ivance to:

your Borough Licensing Unit

and to:

Clubs Focus Desk Clubs and Vice Unit 020 7321 8203 <u>ClubsFocusDesk-CO14@met.police.uk</u>

> Page 3 of 4 Page 41



Working together for a safer London

Form 696A

AFTER PROMOTION / EVENT DEBRIEF

Name of Premises:

Date of Event:

Please complete this page if you have any information concerning the event that will enable police to give you appropriate support and advice to ensure safer future events. Full, honest disclosure is essential.

Name and contact number of person completing this form:

Name:

Contact Telephone Numbers:

When complete please e-mail to:

your Borough Licensing Unit

and to:

Clubs Focus Desk Clubs and Vice Unit 020 7321 8203 ClubsFocusDesk-CO14@met.police.uk

Retention period: 6 years MP 1043/08



Working together for a safer London

Form 696

PROMOTION / EVENT ASSESSMENT

THIS FORM MUST BE COMPLETED BY THE LICENSEE IN CONSULTATION WITH THE PROMOTER

Completing this document will enable police to give you appropriate support and advice to ensure a safe event. Full, honest disclosure forms part of the risk assessment and will not in itself jeopardise the event. Full cooperation is regarded as demonstrating positive and effective venue management.

PLEASE COMPLETE ALL SECTIONS.

Name of Premises: Stubbers Activit	ty Centre					
Maximum Capacity of Premises: unlim	iited					
Full Address: Ockenden Road, Upmin	ster, Essex RM14 2TY					
Telephone Number: 01708 224753 Email Address: info@stubbers.co.uk						
Designated Premises Supervisor:						
Contact Telephone Numbers Landline: 01708 224753 Mobile:						

	PROMOTER'S I	DETAILS		
Promoter's Full Name (include any other names used)	Steven Henderson			
Date of Birth (dd.mm.yyyy)	08.09.1967			
Address	195a Brentwood Road, Herongate, Brentwood, Essex CM13 3PH			
Contact Telephone Numbers	Landline:	Mobile: 07920068000		
Email Address				

	PROMOTION /	EVEN	T DETAILS			
Promotion / Event Name	Uproar Music Festival					
Event Date (dd.mm.yyyy)	01.09.2012	01.09.2012				
Music style to be played / performed (e.g. Bashment, R'n'B, Garage)	Live bands mixed music, rock, pop, grunge, etc					
Start Time (HH:mm)	10:00 Finishing Time (HH:mm) 01:00					
Expected numbers attending event?	499					
Is the event? (Check relevant box)	Private Public Will tickets be sold on the door? Yes N		Yes 🛛 No 🗌			
Who is the target audience? (Include here if Birthday Party)	Local communities v event.	vithin 2	25 mile radius, family orier	ntated fun	day and musical	

Please list below ALL ARTISTES, THE ACTS / SOUND SYSTEMS / OTHER PROMOTERS performing. Please include details of all the promoters, DJs and Artistes for the event above. (If in exceptional circumstances you need to complete a hard copy, please continue on a separate sheet if necessary.)

Real Name	Role and other name used (i.e. stage name)	Date of Birth (dd.mm.yyyy)	Contact Telephone Numbers	Address
ж. Э				

To add a row click here

Continue on a separate sheet if the "add a row" doesn't work for you,

Page 2 of 4 Page 44

SECURITY FOR THE EVENT				
Please provide the name of the securit	ty company to be used:			
Contact Name of Security Company to	be used: Saracens Security Limited			
Registration No.:	Email:			
Contact Name of Security Company: J	ohn Fawcett			
Contact Nos. of Security Company	Landline:	Mobile:		
SECURITY DETAIL AND DEPLOYMENT Please note that all door supervisors used at this event MUST be registered with the Security Industry Authority (SIA). If any door supervisors used are unregistered both that person and the employer may be prosecuted and fined.				
Number of door supervisors	Male: 17	Female: 3		
Please outline how you propose to deploy your security staff and what equipment will be available to facilitate searching on entry: Date - 31 st August - 2 nd September 2012 On site duty security manager John Fawcett S.I.A. Licence number 0130 0149 1670 6449 The Security contingency is a minimum three female operatives and seventeen male security operatives, all fully licensed and registered with the S.I.A. Security personnel will begin each shift by checking in with the security manager and signing on. The security personnel will then be paired up, issued one communication radio between them and be assigned with their call sign name which ranges from Sierra 1 -10. continued on separate sheet. Total Security Staff 20				
Performer / Artiste Security (Show company name & contact numbers)				

Do you have other knowledge of the acts or crowds attending that would need special considerations to be made to limit crime and disorder (e.g. problems at previous venues, the make up of the patrons, whether they are local or are expected to travel from long distances to the event, etc.)?

Yes 🗌 No 🖂

If 'Yes', please give details of such matters below.

When complete please e-mail this whole document at least 14 days in advance to:

your Borough Licensing Unit

and to:

Clubs Focus Desk Clubs and Vice Unit 020 7321 8203 <u>ClubsFocusDesk-CO14@met.police.uk</u>

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Working together for a safer London

Form 696A

AFTER PROMOTION / EVENT DEBRIEF

Name of Premises:

Date of Event:

Please complete this page if you have any information concerning the event that will enable police to give you appropriate support and advice to ensure safer future events. Full, honest disclosure is essential.

Name and contact number of person completing this form:

Name:

Contact Telephone Numbers:

When complete please e-mail to:

your Borough Licensing Unit

and to:

Clubs Focus Desk Clubs and Vice Unit 020 7321 8203 ClubsFocusDesk-CO14@met.police.uk

Retention period: 6 years MP 1043/08

> Page 4 of 4 Page 46



Working together for a safer London

Form 696

PROMOTION / EVENT ASSESSMENT

THIS FORM MUST BE COMPLETED BY THE LICENSEE IN CONSULTATION WITH THE PROMOTER

Completing this document will enable police to give you appropriate support and advice to ensure a safe event. Full, honest disclosure forms part of the risk assessment and will not in itself jeopardise the event. Full cooperation is regarded as demonstrating positive and effective venue management.

PLEASE COMPLETE ALL SECTIONS.

Name of Premises: Stubbers Activity Centre					
Maximum Capacity of Premises: unl	Maximum Capacity of Premises: unlimited				
Full Address: Ockenden Road, Upminster, Essex RM14 2TY					
Telephone Number: 01708 224753 Email Address: info@stubbers.co.uk					
Designated Premises Supervisor:					
Contact Telephone Numbers	Landline: 01708 224753		Mobile:		

	PROMOTER'S	DETAILS		
Promoter's Full Name (include any other names used)	Steven Henderson			
Date of Birth (dd.mm.yyyy)	08.09.1967			
Address	195a Brentwood Road, Herongate, Brentwood, Essex CM13 3PH			
Contact Telephone Numbers	Landline:	Mobile: 07920068000		
Email Address				

	PROMOTION / E	EVEN	T DETAILS		
Promotion / Event Name	Uproar Music Festiva	ıl			
Event Date (dd.mm.yyyy)	02.09.2012				
Music style to be played / performed (e.g. Bashment, R'n'B, Garage)	Live bands mixed music, rock, pop, grunge, etc				
Start Time (HH:mm)	10:00 Finishing Time (HH:mm) 00:00				
Expected numbers attending event?	499				
Is the event? (Check relevant box)	Private Public Will tickets be sold on the door? Yes No.		Yes 🛛 No 🗍		
Who is the target audience? (Include here if Birthday Party)	Local communities w event.	ithin 2	5 mile radius, family orien	itated fun	day and musical

Please list below ALL ARTISTES, THE ACTS / SOUND SYSTEMS / OTHER PROMOTERS performing. Please include details of all the promoters, DJs and Artistes for the event above. (If in exceptional circumstances you need to complete a hard copy, please continue on a separate sheet if necessary.)

Real Name	Role and other name used (i.e. stage name)	Date of Birth (dd.mm.yyyy)	Contact Telephone Numbers	Address

To add a row click here

Continue on a separate sheet if the "add a row" doesn't work for you.

SECURITY FOR THE EVENT				
Please provide the name of the security company to be used:				
Contact Name of Security Company to	be used: Saracens S	ecurity Limited		
Registration No.:		Email:		
Contact Name of Security Company: J	ohn Fawcett			
Contact Nos. of Security Company	Landline:		Mobile:	
SECURITY DETAIL AND DEPLOYMENT Please note that all door supervisors used at this event MUST be registered with the Security Industry Authority (SIA). If any door supervisors used are unregistered both that person and the employer may be prosecuted and fined.				
Number of door supervisors	Male: 17		Female: 3	
Please outline how you propose to deploy your security staff and what equipment will be available to facilitate searching on entry: Date - 31 st August - 2 nd September 2012 On site duty security manager John Fawcett S.I.A. Licence number 0130 0149 1670 6449 The Security contingency is a minimum three female operatives and seventeen male security operatives, all fully licensed and registered with the S.I.A. Security personnel will begin each shift by checking in with the security manager and signing on. The security personnel will then be paired up, issued one communication radio between them and be assigned with their call sign name which ranges from Sierra 1 -10. continued on separate sheet. Total Security Staff 20				
Performer / Artiste Security (Show company name & contact numbers)				

Do you have other knowledge of the acts or crowds attending that would need special considerations to be made to limit crime and disorder (e.g. problems at previous venues, the make up of the patrons, whether they are local or are expected to travel from long distances to the event, etc.)?

Yes 🗌 No 🖂

If 'Yes', please give details of such matters below.

When complete ple	ease e-mail this	whole document al	: least 1	1 <u>4 c</u>	lays	in a	advance	to:

your Borough Licensing Unit

and to:

Clubs Focus Desk Clubs and Vice Unit 020 7321 8203 <u>ClubsFocusDesk-CO14@met.police.uk</u>

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Working together for a safer London

Form 696A

AFTER PROMOTION / EVENT DEBRIEF

Name of Premises:

Date of Event:

Please complete this page if you have any information concerning the event that will enable police to give you appropriate support and advice to ensure safer future events. Full, honest disclosure is essential.

Name and contact number of person completing this form:

Name:

Contact Telephone Numbers:

When complete please e-mail to:

your Borough Licensing Unit

and to:

Clubs Focus Desk Clubs and Vice Unit 020 7321 8203 <u>ClubsFocusDesk-CO14@met.police.uk</u>

Retention period: 6 years MP 1043/08

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Licensing Sub-Committee

<u>Appendix 2</u> - Map of local area

Commercial

Retirement

barimen



soll's Lake	13 12 I I I I	Portional and a second se
Stubbers		Map Reference: TQ5784NW
The National I	Scale @ A4 1:2500 Date: 16/08/2012	Scale 0 25 50 75 100 125 m
LONDON BOROUGH LONDON BOROUGH LONDON BOROUGH LONDON BOROUGH	ring © Crown copyright and 100024327 Page 53	database rights 2012 Ordnance Survey

Licensing Sub-Committee

<u>Appendix 3</u> - Representations from the Responsible Authorities



Working together for a safer London

Licensing Authority London borough of Havering Mercury House, Mercury Gardens Romford RM1 3SL

CC - Mr Anthony O'Connell

PC 118 KD David Fern Romford Police Station 19 Main Road Romford, Essex RM1 3BJ

Telephone: 01708 432781 Email: Davidanthony.fern@met.police.uk Date: 15th August 2012

Police wish to make representation against the Four (4) Temporary event notices submitted for Stubbers Activity centre, Ockendon Road, RM14.

People feel that granting of such an event would not promote any of the licensing objectives, Prevention of crime and disorder, Public nuisance, Protection of children from harm, along with public safety.

The application is vague and does not fully state how the venue will be used and what control measures will be used to restrict the capacity limits.

The use of four temporary event notices technically creates four restricted zones. There are no measures in place to control the crowd numbers, or any suggestion of a fenced parameter edge around such zones. The applicant states 20 SIA staff will be employed in a separate document given to the police, each person will work in pairs with one radio, creating ten mobile units. This number I would suggest with a capacity of just under 2000 people attending licensable activities is unacceptable. This document also states that the maximum capacity is unlimited. I would like to know what numbers are expected on each day. A copy of form 696 is attached.

There is no mention if people will be subject to search on entry, or if they will be allowed to bring in alcohol, such music events often attract drugs and drug dealing.

I have checked the website for this event and it mentions 4 stages 100 bands over 3 days, it states that camping will be available. Tickets can be purchased on the day. A copy of the website's information is attached. There is no mention of what type of bands will perform in the application; police hold a data base on known bands and groups which are of concern to the police mainly due to the cliental they attract and violence which proceeds. I am unable to access this information and the applicant as failed to provide this on the risk assessment form. This information needs to be sent to the police at least 14 days in advance of holding an event.

Camping - How many people will be camping on the site? How will this be controlled?

Tickets available on the day, this causes some concern because it's almost impossible to adjust staff ratio's to demand of sales on the day. This raises my concerns of public safety at such an event. If the event is fully sold out and more people arrive the problems arise with traffic flows and disgruntled guests, which often create disorder and crime.

How many staff will be employed on the site and within the restricted zones?

The sale of alcohol no DPS is stated and I would like to know with such large crowds why there are only two bars? It is know that cramped environments and even queues cause patrons to act in an aggressive manner. The responsible sale of alcohol in these zones until midnight and one am, raise further concerns under the licensing objectives prevention of crime and disorder along with public nuisance. What training have the bar staff received, will there be a challenge policy in place? Who will take responsibility for the sale of alcohol? What signage will be displayed?

I would expect to see no glass at such events, all items decanted into plastic drinking vessels. I would also request that no cans are sold or used at the venue these often create a sharp pointed weapons. How will the venue enforce such conditions within the restricted zones? Will vehicles and campers be searched?

There are also ponds within the controlled music festival, again another concern for public safety and protecting children from harm. What measures are in place to eliminate risk?

Transport to and from the event and public parking without prior planning is real concern to the police. Often at such events people leave their vehicles in the streets around the area; which restricts access to emergency services, fire trucks and or ambulances need the appropriate room. There is no direct railway link to the event. I would like to know what is in place to deal with such matters and how this will be enforced.

Protecting children from harm, are there any age restrictions at this event? Does this include those who are camping? What bands are playing are they suitable for younger guests? Even those attending with their parents are a concern due to the exposure to this environment. Alcohol, drugs and a late night licensed premises are not places for children and, with such a large capacity I would suggest consulting with Haverings Children's services on acceptable polices.

This list of concerns and questions is by far exhausted, but I hope provides you with some concerns the police have about holding such an event on a temporary event notice.

I am also aware that several meetings have taken place with the SAG, safety advisory group regarding licensing of such an event. The last meeting was held on 6th June 2012 and a copy of the notes is attached.

Police could not support such an application; it does not support any of the licensing objectives and is clearly a risk to public safety.

If I can be of any further assistance in this matter please do not hesitate to contact me in the licensing office.

Yours sincerely

PC David Fern Metropolitan police - Havering Licensing officer



Havering Operations and Impact Group incorporating Augmented Safety Advisory Group

09:30am, Wednesday 6 June 2012, First Floor Meeting Room, Romford Library

Minutes

Attending

	Events & Campaigns Officer, London Borough of Havering (LBH) Policy & Projects Officer, LBH Licensing Manager, LBH Trading Standards, LBH Olympic Torch Lead, LBH Parking Supervisor, LBH Schemes Co-ordinator, LBH Emergency Planning & Continuity Manager, LBH
Muick Burrell	London Fire Brigade
Keith Turner Paul Donavan	Ops, Havering Met Police BTP
Alan Ford	London Buses, Transport for London
Anne Motley Nicky McLean	Emergency Planning, NELFT NHS, NELC

Update on Parallel events

Mike Thomas updated the group on Parallel Events in Havering.

The Romford Campsite 2012 run by the Camping and Caravanning Club on Westlands Playing Field has been cancelled. Across London bookings for campsites has been lower than expected and Havering Council has decided to cancel the campsite to avoid potentially large financial deficit. Discussion are still taking place with the Camping and Caravanning Club, so this information should not be shared beyond those in the ASAG.

The event has been removed from the LECC.

MT stated that Havering Council will be looking to have a 'Tier 2' Paralympic Torch event at the Havering Show on either 26 or 27 August. These events are very low profile and it is expected that the flame/Torch would be brought on stage at the event for a sort photo shoot. This event is not expected to have any impact on number or the management of the Havering Show.

Guy Selfe (GS) gave an update on the Torch Relay and a potential event running alongside it in Rainham. He informed the group that there is still some uncertainty about the new road and junction on Viking Way being completed before the Torch Relay date of 22 July. Discussions are currently taking place at Havering Council about the potential of releasing additional functions to the scheme to ensure that it is usable on 22 July, if not completed. Without Viking Way, it is estimate the crowd capacity in Rainham Village will be around 1,500-2,000. With the use of Viking Way, this capacity will be increased to between 6,000-7,000 people.

To add to the issues around Viking Way and the crowd capacity in Rainham, one of Havering's Rainham Councillors, Jeffery Tucker, is looking to run some sort of event or activities in Rainham to encourage large numbers to watch the Torch Relay. The latest figure that he has been mentioned is 20,000 people. It is unclear if he is just trying to encourage people to come out to see the relay, looking to run a street party or if he is looking to run an event in Rainham Recreation Ground. Cllr Tucker has been invited to a special SAG meeting on Tuesday 19 June at 10am in Central Library to discuss his plans.

GS stated that he and Alan Clark would be attending a briefing session on 13 June at City Hall. This is to looking at the lessons learnt so far from the Torch Relay. The main information coming though so far is around the lack of stewards along the route. Alan Clark said that there is also a debrief email that has come out based around the first week. Alan expects there will be a debrief email circulated for each week of the Torch Relay.

Keith Turner stated that CO11 are looking to provide additional Policing for the Torch Relay to be in locations considered pinch points and sponsor areas. It is expected this additional Policing will be made up of 1, 3 & 21.

GS said that it is expected that the Council will be made aware of any celebrity or high profile Torch Bearers two weeks before the Torch is due in the Borough. GS will be setting up two final Torch meetings to discuss the final preparations and details. GS will circulate the details of this meeting shortly.

Uproar Music Festival, Stubbers Activity Centre, 31 Aug – 2 Sept Anthony O'Connell (AOC) from A&R Consultants and Steve Henderson (SH) from Uproar attending the ASAG to discuss an event, Uproar, they are planning to hold at Stubbers Activity Centre.

SH who is running the event with AOC has 11 years experience in helping to run the Stanford Music Festival and he has also been involved in the Brentwood Festival.

AOC to the group that the event would be a mix of four music stages and the Stubbers facilities will also be available for people to use. Entry to the event will be ticketed and there will be a charge to enter the event. The event is aimed at families and camping will be available.

There will be different types of tickets available and attendees will be given different coloured wristbands depending on the activities they can/ have paid to take part in. Ticket types will include day tickets, weekend tickets and camping tickets. As alcohol sales are proposed, the wristbands will also be used as part of the process to identify those legally aloud to purchase alcohol.

The site map included in the email with these minutes shows where the stages will be. Stage 1 (in the Event Field) will have live music till 11pm and there would be an alcohol bars in the three marked shelters.

Stage 2 will have live music till 9pm and this is marked on the site map by South Hill. There will also be alcohol by this stage.

Stage 3 is in the walled garden will be alcohol free and will be more relaxed music. Page 59

suggested that the security staff should familiarise themselves with the site before the event, especially given the size of the site. The security provider should also be able to recommend how many security staff should be used on site.

AC stated that 24/7 staffing would be required, so consideration would need to be given in terms of shifts and staffing numbers. AC also stated that as well as the security plans, there would need to be a full Emergency Plan and event plan. It is suggested that the Health and Safety Executive's Event Safety Guide and Safety at Sports Ground guides are both used during the planning process.

AOC told the group that the numbers for the event would be set per day. Friday 31 August would have 500 people, Saturday would be 1,500 and Sunday 2,000.

Trudi Penman asked would the Premises Licence application be seasonal for this particular event. For example, the licence would state that the event AOC said yes it would and they planned to look at an initial 5 year Premises Licence.

Robin Ball (RB) asked if there would be any concessions at the event. AOC said they were exploring options for stalls, but did not know yet. RB said as the event is taking place at the beginning of the Paralympic Games; it would be useful to make sure any traders are aware of the LOCOG branding guidelines for the Games.

SH said that there would be searches at the entrance gate by the security staff and that there would be both male and female security staff working.

MT stated that the Premises Licence application would need to be submitted quite soon, given the amount of time before the event. MT said that if AOC wished, members of the group could have a look at the Premises Licence before it is submitted, to see if there is anything that needed adding or amending from the SAG's point of view.

AOC asked how much the application fee for the Premises Licence would be. TP said it would be dependent on the rateable value of the land. MT will provide AOC with the relevant Licensing Officers contact.

MT stated that it would be good to have a draft event manual a minimum of 6 weeks of the event date; although the earlier the better. This will allow time for the members of the group to make any comments and allow the organisers to make any changes, if necessary.

KT and other members of the SAG expressed an interest in a site visit with the event organisers. MT will provide the contact details to the organisers to arrange this.

Havering Happy Hounds Show, Central Park, 17 June

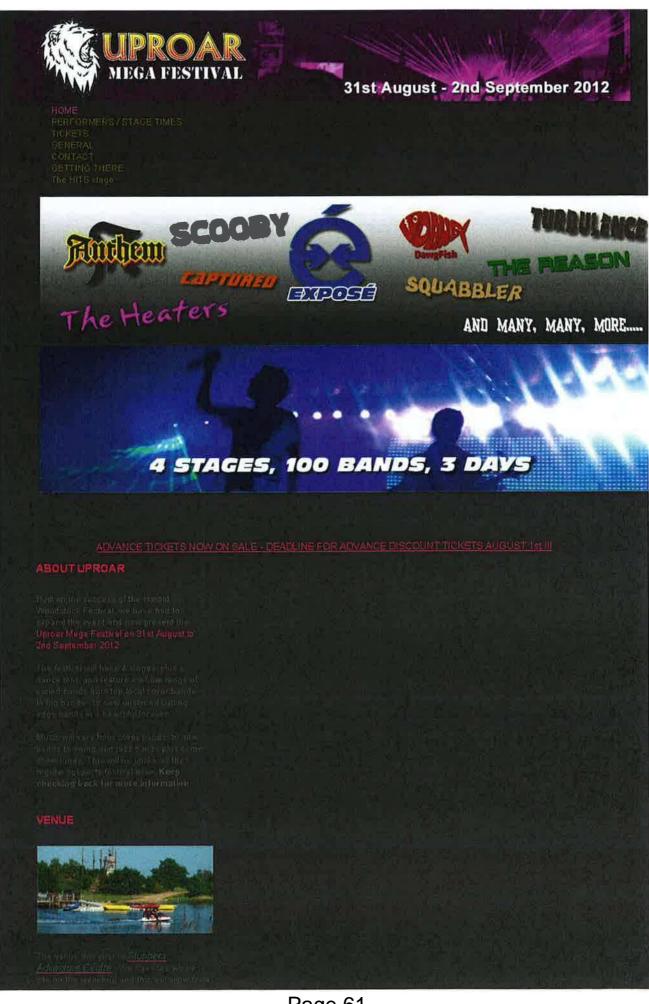
Trudi Penman (TP) gave a run through of the Happy Hounds Show event that is organised by Havering Council.

TP told the group that the event is being run to promote responsible dog ownership in the borough. This is the second year the event has been run and it was very successful last year.

The event will run from 12noon till 5pm in the main area of Central Park, with the field next to the Albermarle Youth Centre used as a car park. The car park will be fully marshalled.

The event will be overseen by Gemini, the Council's contracted dog warden, who have experience of running this type of event.

The event will have two area areas, one for the dog show judging to take place and the other for performances by a dog display team. There will also be caterers, trade stalls, free dog micro chipping and a bouncy castle. Page 60



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31st August - 2hd September 2012

GONTACT GONTACT GETTING THERE The HTTS stage

TICKET INFORMATION

TICKETS - ON SALE NOW 11

ADVAUCED TICKET PRICES AS FOLLOWS: FOAY TICKET £10 WEEKEND PASS £20 WEEKEND + CAMPING £40 (per person)

Hids under 16 - FRET (when accompanied by an adult)

DRUMATEW CAMPING TICKETS LEFT II

GENERAL ADMISSION TICKETS AVAILABLE ON THE UNY AND WILL BE PRICED AT £15 FOR A DAY AND £30 FOR THE WEEKEND





memo

From: Marc Gasson-Noise Specialist

To: Paul Campbell-Licensing Specialist

Public Protection Mercury House, Mercury Gardens Romford RM1 3SL

 Please call:
 Marc Gasson

 Telephone:
 01708 432749

 Fax:
 01708 432554

 email:
 marc.gasson@havering.gov.uk

 Textphone
 9 :
 01708 433175

My Reference : MDG/011964 Your Reference :

Date: 15 August 2012

Licensing Act 2003-Apllication for a Temporary Event Notices 31st August 2012 to 2nd September 2012 for Areas A, B, C and D (as detailed on plans provided by applicant)

Stubbers Adventure Centre, Ockendon Road, Upminster, Essex.

I refer to the four separate Temporary Event Notices (T.E.Ns) and would advise that for the following reasons I object to any of the applications being granted:-

- The applicant has failed to provide any scheme for noise attenuation measures to mitigate the likely noise disturbance to be be caused to nearby residents such as those in Ockendon Road and Sunnings Lane from what is a large scale open air music event. This despite the advice given to the applicant at the Safety Advisory Group on the 6th June 2012 to provide a draft event manual at least six weeks before the date of the event which would have allowed the relevant officers sufficient time to highlight any concerns and for these to be addressed in conjunction with the applicant.
- 2. Not withstanding the above, the applicant has also failed to enter into prior consultation with officers before the application for the T.E.Ns was submitted, with a view to addressing noise issues/concerns from having a large open air concert going on to such unsociable hours on three consecutive days.
- 3. By submitting the application for the T.E.Ns so close to the date of the event, it has left insufficient time for any noise issues/concerns to be addressed effectively by officers working in conjunction with the applicant and his representatives.

I trust this clarifies my position

MDGas

Marc Gasson Noise Specialist This page is intentionally left blank