













# Appendix B

1. The licensing authority must be notified of all events 60 days before the date of the event together with any proposed event management plan.
2. An event management plan to be agreed with the Safety Advisory Group (SAG) 30 days before any event or with Essex Police if the SAG decide that they do not need to be consulted.
3. An incident log shall be maintained and made immediately available to police or licensing authority staff upon reasonable request. The log must be completed as soon as is possible and shall 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
4. SIA licensed security staff shall be used in accordance with a site security plan which will form part of the event management plan and a record shall be maintained (on the premises) which is legible and details:
  - a) The day and date when door supervisors are deployed;
  - b) The name and SIA registration number of each door supervisor on duty at the premises; and
  - c) The duty start and end time for each door supervisor.

This record shall be retained for 31 days and be immediately provided to police or licensing authority staff upon reasonable request.

5. All security staff (and stewards) will wear high visibility clothing ensuring that they are readily identifiable.
6. There shall be a personal licence holder on duty on the premises at all times when alcohol is being sold or offered for sale.
7. The premises shall have in place and operate a zero tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances and advertise the same within the premises on posters and similar means. This policy may form part of the event management plan.

This policy shall specifically include but not be limited to:

- i. Searching practices upon entry;
- ii. Dealing with patrons suspected of using drugs on the premises;
- iii. Scrutiny of spaces including toilets or outside areas;
- iv. Clear expectations of staff roles (including the DPS, managers/supervisors and door supervisors);
- v. Staff training regarding identification of suspicious activity and what action to take;
- vi. The handling of items suspected to be illegal drugs or psychoactive substances
- vii. Steps taken to discourage and disrupt drug use on the premises
- viii. Steps to be taken to inform patrons of the premises drug policy/practices
- viiii. Patrol of perimeter (Haras) fencing to deter drug supply

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8. All persons entering or re-entering the premises will be searched by a SIA licensed door supervisor for drugs, alcohol and concealed weapons.  
Prominent signs (minimum size 200 x 150 mm) to this effect shall be displayed at all entrances.
9. In addition to water, other non-alcoholic beverages shall be available at all times whilst alcohol sale or supply takes place.
10. Customers will not be permitted to remove any alcoholic drinks purchased on the premises.
11. A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement **and** is either a:
  - Proof of age card bearing the PASS Hologram;
  - Photocard driving licence;
  - Passport; or
  - Ministry of Defence Identity Card.
12. The premises shall clearly display signs at the each point of sale and in areas where alcohol is displayed advising customers that a 'Challenge 25' policy is in force.  
  
At the point of sale, such signs shall be a minimum size of 200mm x 148mm.
13. All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to including under-age sales, how to recognise drunkenness and the duty not to serve drunk persons, following which they will be issued with and wear a wristband whilst on duty confirming their authority to sell alcohol.
14. Training records shall be maintained and kept for a minimum of 12 months and made available to police or licensing authority staff upon reasonable request.
15. A refusals record shall be maintained at the premises, which details all refusals to sell alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the sale. All entries must be made as soon as possible and in any event within 4 hours of the refusal and the record must be made immediately available to police or licensing authority staff upon reasonable request.



# Appendix C

Licensing Section

19<sup>th</sup> May 2021

Chelmsford City Council

Duke Street

Chelmsford

CM1 1JE

Dear Sirs

## **Premises Licence Application**

**Applicant: Steven Cochrane In The Park Concert Limited**

**Location: Admirals Park, Rainsford Road, Chelmsford**

I write in respect of the above application for a New Premises Licence and wish to make representations.

I live immediately adjacent to the Admirals Walk/Rainsford Road entrance to Admirals Park.

Whilst I have received a redacted copy of the application for the premises licence, the Licensing Officer was unable to supply a copy of the Event Management Plan because it contained personal data. Consequently, it was not possible so see and therefore comment on how the Applicant intends to promote the licensing objectives.

The application states the license which is being applied for is to run from Friday 25<sup>th</sup> June 2021 to Saturday 26<sup>th</sup> June 2021 with the sale of alcohol between the hours of 18:00 and 22:00 and 12:00 and 23:00 and the provision of music between 18:00 and 22:30 and 12:00 and 23:30 respectively.

Admirals Park is located in a residential area and my property in Admirals Walk is immediately adjacent to Admirals Park. It is a cul-de-sac. I have lived in the property for 11 years and my experience from the annual beer festival and other events which also take place in Admirals Park is that the type of event which the premises license application relates to is likely to result in anti-social behaviour and a public nuisance for residents in Admirals Walk. The road is used as a drop off/pick up point and taxi rank by those attending and leaving the venue and on a number of occasions members of the public leaving events have used the road as a public urinal. If the road were closed to non-residents and stewarding put in place on Admirals Walk for the duration of the event (as occurs during the annual firework display), this would alleviate this concern.

The application also states that it is intended for music/sound to be played until 23:30 on the Saturday. The park is in a residential area and amplified music/sound will cause a public nuisance to local residents, disturbing the peaceful enjoyment of our properties. Perhaps a suitable condition could be placed on the license if it is granted by the Council to limit the impact on residents, maybe to include limiting the time when music is provided to 22:30.

It would be more appropriate for this type of event to take place in Central Park rather than in a residential area where there is a high risk of public nuisance.

Yours faithfully