

Licensing Sub-Committee Report

Subject of hearing: **Temporary Event Notifications, Event Site 5, Wimbledon Park, Home Park Road, SW19 7HX**

Date: **24 May 2021**

Time: **10:30**

Venue: **Virtual Meeting via Zoom/Youtube**

1. Special Policy Area (premises licences and club certificates)

1.1 The premises are not in a special policy area.

2. Type of hearing and powers of the sub-committee

2.1 The sub-committee is required to determine the Temporary Event Notices by taking such of the steps set out below as it considers necessary for the promotion of the licensing objectives.

2.2 In making their determination the sub-committee must have regard to the Licensing Act 2003, the licensing objectives, guidance issued by the Secretary of State and Merton's Licensing Policy.

2.3 Police objection to temporary event notices: s105

(i) To issue or refuse to issue a counter-notice(s).

3. Hearing papers

3.1 The notifications and objection notice for determination by the sub-committee are contained in the hearing bundles. This includes any documents which must be sent to any of the parties to the hearing under Regulation 7(2) and Schedule 3 of The Licensing Act 2003 (Hearings) Regulations 2005. This bundle has been issued to all parties to the hearing.

4. Legal advice to the sub-committee

4.1 A legal officer appointed by the Assistant Director of Corporate Governance and Head of Legal Services will attend the hearing to advise the sub-committee on statutory provision and legal matters.

5. Licensing Officer Comments

5.1 The Licensing Authority received five temporary event notifications for the above named premises. One late notification and four standard notifications For the following dates:

TEN 1: 20/05/2021 - 23/05/2021

TEN 2: 27/05/2021 - 31/05/2021

TEN 3: 03/06/2021 - 06/06/2021

TEN 4: 10/06/2021 - 13/06/2021

TEN 5: 17/06/2021 - 20/06/2021

5.2 On the 11 May 2021, these notifications were sent to the Metropolitan Police and Environmental Health Section (Noise and Nuisance Team) as Responsible Authorities under the Licensing Act 2003.

- 5.3 On Friday 14 May, the Licensing Authority received an objection notice to all five events from the Metropolitan Police.
- 5.4 As one of the notifications was a late submission, for an event dated 20 May to 23 May 2021, a counter notice has been issued for this notification and it will therefore not be considered by the sub-committee. There is no appeal against this counter notice.
- 5.5 The remaining four events are the subject of this hearing and are attached to this report.
- 5.6 The notifications are for the sale by retail of alcohol and the provision of regulated entertainment.
- 5.7 The events are described as an independent food market and bar, with live performance from local artists, providing food, drink and entertainment to the local community in a safe, outdoor and socially distanced environment.
- 5.8 A plan of area to be used and layout of the events was provided with the notifications along with an Event Management Plan. These documents are attached to this report.
- 5.9 On the 14 May 2021, Mr Woodhead sent an email to the police in response to their reasons for the objection. The Licensing Authority were copied into this email and it is therefore now attached to this report.

For enquiries about this hearing please contact

Democratic Services
 Civic Centre
 London Road
 Morden
 SM4 5DX

Telephone: 020 8545 3357

Email: democratic.services@merton.gov.uk

Parties to the hearing

This document forms part of the notice of hearing.

The following are parties to the hearing having submitted relevant applications, notices or representations under the statutory provisions indicated:

Applicant	
Mr Hubert Woodhead	
Statutory Authorities	
Metropolitan Police	

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 in black ink or typed. 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 <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname	Woodhead		
Forenames	Hubert		
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname			
Forenames			
3. Your date of birth		Day	Month
		██	██
4. Your place of birth			
5. National Insurance Number		██████	
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			
████████████████████			
Post town		Postcode	
██		██████	
7. Other contact details			
Telephone numbers	████████████████████		
Daytime			
Evening (optional)			
Mobile (optional)			
Fax number (optional)			
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)			

Post town	Postcode
9. Alternative contact details (if applicable)	
Telephone numbers: Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (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)

Event Site 5, Wimbledon Park, Home Park Road, SW19 7HX

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	
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Club premises certificate number	
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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)

The premises is Event Site 5 in Wimbledon Park. The event space perimeter is the fence line behind the Athletics track, down the pathway towards the Water-sports building, then along the fence line of the Water-sports building/outdoor space and then back down the pathway beside the lake to the Athletics track. The site will have a perimeter fence made of rope and post or heras fencing with a capacity of no more than 499 people. Security will control the capacity at the one entrance. I have also attached a site plan and site location plan to show where the TEN will cover.

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

The premises will have 8 food traders and two Bars. The 8 Food traders will serve a variety of high quality Street Food. The Bars will serve a variety of drinks. There will be a small Stage (4m x 3m) for some low key, family friendly entertainment. The event is a fenced site that will be controlled and managed by Underbelly.

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

The event is an independent food market and bar, with live performance from local artists, providing food, drink and entertainment for the local community in a safe, outdoor and socially distanced environment.

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3. The licensable activities	
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)	
The sale by retail of alcohol	<input checked="" type="checkbox"/>
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>
The provision of regulated entertainment (Please read note 7)	<input checked="" type="checkbox"/>
The provision of late night refreshment	<input type="checkbox"/>
Are you giving a late temporary event notice? (Please read note 8)	<input type="checkbox"/>
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)	
27/05/2021 - 31/05/2021	
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 10)	
27/05/2021 : 12:00 - 22:00 28/05/2021 : 12:00 - 22:00 29/05/2021 : 11:00 - 22:00 30/05/2021 : 11:00 - 22:00 31/05/2021: 12:00 - 22:00	
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)	499
If the licensable activities will include the sale or supply of alcohol, please state whether these will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)	On the premises only <input type="checkbox"/>
	Off the premises only <input type="checkbox"/>
	Both <input checked="" type="checkbox"/>

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (including, but not limited to lap dancing and pole dancing). (Please see note 13)

4. Personal licence holders (Please read note 14)			
Do you currently hold a valid personal licence? (Please tick)		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please provide the details of your personal licence below.			
Issuing licensing authority	Ryedale District Council		
Licence number	[REDACTED]		
Date of issue	03/09/2012		
Any further relevant details			

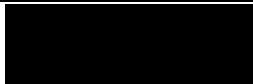
5. Previous temporary event notices you have given (Please read note 15 and tick the boxes that apply to you)			
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) 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?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)			
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?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.			
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?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.			

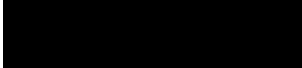
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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7. Checklist (Please read note 17)	
I have: (Please tick the appropriate boxes, where applicable)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input checked="" type="checkbox"/>
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	<input checked="" type="checkbox"/>
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	<input checked="" type="checkbox"/>
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	<input checked="" type="checkbox"/>
Made or enclosed payment of the fee for the application	<input checked="" type="checkbox"/>
Signed the declaration in Section 9 below	<input checked="" type="checkbox"/>

8. Condition (Please read note 18)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the sale or supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 19)	
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 or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.	
Signature	
Date	30/04/2021
Name of Person signing	Hubert Woodhead

For completion by the licensing authority

10. Acknowledgement (Please read note 20)	
I acknowledge receipt of this temporary event notice.	
Signature	 On behalf of the licensing authority
Date	11/05/2021
Name of Officer signing	Donna Tomkins

Notes for Guidance

General

In these notes, a person who gives a temporary event notice is called a “premises user”.

The police and local authority exercising environmental health functions may intervene on the grounds of any 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) to prevent the occurrence of an event at which permitted temporary activities are to take place or to agree a modification of the arrangements for such an event. However, the licensing authority will intervene of its own volition in the cases described below.

First, it will issue a counter notice if there is an objection to a late temporary event notice (see note 8 below).

Secondly, it may issue a notice in relation to its decision to impose conditions on a temporary event notice (see note 2 below).

Thirdly, it will issue a counter notice if the first, second, third and fifth of the limits set out below would be exceeded. If any of the limits below are breached or if a counter notice has been issued, any licensable activities taking place would be unauthorised and the premises user would be liable to prosecution. The limitations apply to:

- the number of times a person may give a temporary event notice (50 times per year for a personal licence holder and 5 times per year for other people);
- the number of times a person may give a late temporary event notice (10 times per year for a personal licence holder and 2 times per year for other people);
- the number of times a temporary event notice may be given in respect of any particular premises (15 times in a calendar year);
- the length of time a temporary event may last for these purposes (168 hours or 7 days);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (21 days per calendar year); and
- the scale of the event in terms of the maximum number of people attending at any one time (a maximum of 499).

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. The limits applying to late temporary event notices are included within the overall limits applying to the total number of temporary event notices. Note 16 below sets out the definition of an “associate”.

When permitted temporary activities take place, a premises user must ensure that either:

- a copy of the temporary event notice is prominently displayed at the premises; or
- the temporary event notice is kept at the premises either in his own custody or in the custody of a person present and working at the premises and whom he has nominated for that purpose.

Where the temporary event notice is in the custody of a nominated person, a notice specifying that fact and the position held by that person must be displayed prominently at the premises.

Where the temporary event notice or a notice specifying the nominated person is not displayed, a constable or an authorised person (for example, a licensing officer, fire officer or environmental health officer) may require the premises user to produce the temporary event notice for examination. Similarly, where the nominated person has the temporary event notice in his custody, a constable or authorised person may require that person to produce it for examination. Failure to produce the temporary event notice without reasonable excuse would be an offence.

It should also be noted that the following, among other things, are offences under the Licensing Act 2003:

- the sale or supply of alcohol to children under 18 years of age (subject to an unlimited fine on conviction);
- allowing the sale of alcohol to children under 18 (subject to an unlimited fine on conviction);
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (subject to an unlimited fine, on conviction);
- allowing disorderly behaviour on the premises (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- the sale of alcohol to a person who is drunk (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- obtaining alcohol for a person who is drunk (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (subject to a fine not exceeding level 1 on the standard scale, on conviction); and
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (subject to a fine not exceeding level 3 on the standard scale, on conviction).

In addition, where the premises are to be used primarily or exclusively for the sale or supply of alcohol for consumption on the premises, it is an offence to allow children under 16 to be present when the premises are open for that purpose unless they are accompanied by an adult. In the case of any premises at which sales or supplies of alcohol are taking place at all, it is an offence for a child under 16 to be present there between the hours of midnight and 5am unless accompanied by an adult. In both instances, the penalty on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000.

Note 1

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed “premises user”. Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user.

If you include an e-mail address in section 1(7) or 1(9), the licensing authority may send to this the acknowledgement of receipt of your notice or any notice or counter notice it is required to give under sections 104A, 106A or 107 of the Licensing Act 2003.

Note 2

For the purposes of the Licensing Act 2003, “premises” means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

If a premises licence or club premises certificate has effect in relation to the premises (or any part of the premises) which you want to use to carry on licensable activities, it is possible that any conditions which apply to the licence or certificate may be imposed on the temporary event notice if certain pre-conditions are met. These pre-conditions are that the police or the local authority exercising environmental health functions object to the notice and the licensing authority decides:

- not to give a counter notice under section 105 of the Licensing Act 2003;
- the conditions apply to the licence or certificate; and
- the imposition of the conditions on the notice would not be inconsistent with the carrying on of the licensable activities under the notice.

Note 3

A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution.

In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities are taking place to less than 500. If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers.

Note 4

A description of the nature of the premises assists the chief officer of police and local authority exercising environmental health functions in deciding if any issues relating to the licensing objectives are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

Note 5

A description of the nature of the event similarly assists the chief officer of police and local authority exercising environmental health functions in making a decision as to whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with a pay bar, the supply of beer at a particular farmers’ market, a discotheque, the performance of a string quartet, a folk group or a rock band.

Note 6

The licensable activities are:

- the sale by retail of alcohol;
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
- the provision of regulated entertainment; and
- the provision of late night refreshment.

Note 7

Regulated entertainment, subject to specified conditions and exemptions, includes:

- (a) a performance of a play;

- (b) an exhibition of a film;
- (c) an indoor sporting event;
- (d) a boxing or wrestling entertainment;
- (e) a performance of live music;
- (f) any playing of recorded music;
- (g) a performance of dance; and
- (h) entertainment of a similar description to that falling within (e), (f) or (g).

In terms of specific regulated entertainments please note that:

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

- gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

If you are uncertain whether or not the activities that you propose are licensable, you should contact your licensing authority for further advice.

Note 8

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 10 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (i.e. 50 temporary event notices per year for personal licence holders and 5 temporary event notices for non-personal licence holders).

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead and a counter notice will be issued.

Note 9

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Note 10

You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities throughout the entire 48 hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

Note 11

No more than 499 may be on the premises for a temporary event at any one time when licensable activities are being carried on. If you intend to have more than 499 attending the event, you should obtain a premises licence for the event. Your licensing authority should be able to advise you. The maximum figure of 499 includes not only the audience, spectators or consumers but also, for example, staff, organisers, stewards and performers who will be present on the premises.

Note 12

If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there. If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 13

Relevant entertainment is defined in the Local Government (Miscellaneous Provisions) Act 1982 (“the 1982 Act”) as *any live performance or any live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means)*. Relevant entertainment therefore includes, but is not limited to, lap dancing and pole dancing.

The 1982 Act requires premises which provide relevant entertainment to be licensed under that Act for this purpose. Premises at which there have not been more than eleven occasions on which such entertainment has been provided within a period of 12 months, no such occasion has lasted for more than 24 hours and there has been a period of at least one month between each such occasion are exempt from the requirement to obtain a licence under the 1982 Act. Such premises are likely instead to require an authorisation under the Licensing Act 2003 to be used for such activities as these are a licensable activity (the provision of regulated entertainment — see note 6 above). A temporary event notice may be given for this purpose.

Note 14

The holder of a valid personal licence issued under the Licensing Act 2003 may give up to 50 temporary event notices in any calendar year subject to the other limitations in the 2003 Act. A proposed premises user who holds such a licence should give the details requested.

Note 15

As stated under Note 14, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 10 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1st January to 31st December inclusive in any year.

If an event straddles two calendar years, it will count against the limits on temporary event notices (15 for each premises, 21 days for each premises, 50 per personal licence holder and 5 for non-holders) for each year. However, only one notice needs to be given.

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 16 below sets out the definition of an “associate”.

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed.

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that

business involves carrying on licensable activities) count as if they had been given by the premises user. Note 16 below sets out the definition of an “associate”.

Note 16

An “associate” of the proposed premises user is:

- a. the spouse or civil partner of that person;
- b. a child, parent, grandchild, grandparent, brother or sister of that person;
- c. an agent or employee of that person; or
- d. the spouse or civil partner of a person within (b) or (c).

For these purposes, a person living with another as that person’s husband or wife is to be treated as that person’s spouse.

Note 17

It is a requirement that you send at least one copy of this notice to the licensing authority at least ten working days (or five working days for a late notice) before the commencement of the proposed licensable activities. The authority will give you written acknowledgement of the receipt of the notice. This will be important proof that you gave the notice and when you gave it for the purposes of the Act. Some premises may be situated in two licensing authority areas, for example, where a building or field straddles the local authority boundary. Where this is the case, at least one copy of the notice must be sent to each of the licensing authorities identified, together with the appropriate fee in each case. In such circumstances, you will receive acknowledgements from all the relevant licensing authorities.

One copy must be sent to each of the chief officer of police and the local authority exercising environmental health functions for the area in which the premises is situated at least ten working days for a standard notice (or five working days for a late notice) before the commencement of the proposed licensable activities. Where the premises are situated in two police areas or environmental health areas, a further copy will need to be sent to the further police force and local authority exercising environmental health functions.

Note 18

Under the Licensing Act 2003, all temporary event notices are given subject to a mandatory condition requiring that where the licensable activities involve the supply of alcohol, all such supplies must be made by or under the authority of the named premises user. If there is a breach of this condition, the premises user and the individual making the supply in question would be liable to prosecution. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 19

It is an offence knowingly or recklessly to make a false statement in, or in connection with, a temporary event notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement.) To do so could result in prosecution and an unlimited fine.

Note 20

You should not complete section 10 of the notice, which is for use by the licensing authority. It may complete this section as one means of giving you written acknowledgement of its receipt of the notice.

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 in black ink or typed. 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 <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname	Woodhead		
Forenames	Hubert		
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname			
Forenames			
3. Your date of birth		Day	Month
		<input type="text"/>	<input type="text"/>
4. Your place of birth		<input type="text"/>	
5. National Insurance Number		<input type="text"/>	
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			
<input type="text"/>			
Post town		Postcode	
<input type="text"/>		<input type="text"/>	
7. Other contact details			
Telephone numbers	<input type="text"/>		
Daytime			
Evening (optional)			
Mobile (optional)			
Fax number (optional)			
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)			

Post town	Postcode
9. Alternative contact details (if applicable)	
Telephone numbers: Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (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)

Event Site 5, Wimbledon Park, Home Park Road, SW19 7HX

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)

The premises is Event Site 5 in Wimbledon Park. The event space perimeter is the fence line behind the Athletics track, down the pathway towards the Water-sports building, then along the fence line of the Water-sports building/outdoor space and then back down the pathway beside the lake to the Athletics track. The site will have a perimeter fence made of rope and post or heras fencing with a capacity of no more than 499 people. Security will control the capacity at the one entrance. I have also attached a site plan and site location plan to show where the TEN will cover.

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

The premises will have 8 food traders and two Bars. The 8 Food traders will serve a variety of high quality Street Food. The Bars will serve a variety of drinks. There will be a small Stage (4m x 3m) for some low key, family friendly entertainment. The event is a fenced site that will be controlled and managed by Underbelly.

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

The event is an independent food market and bar, with live performance from local artists, providing food, drink and entertainment for the local community in a safe, outdoor and socially distanced environment.

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3. The licensable activities	
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)	
The sale by retail of alcohol	<input checked="" type="checkbox"/>
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>
The provision of regulated entertainment (Please read note 7)	<input checked="" type="checkbox"/>
The provision of late night refreshment	<input type="checkbox"/>
Are you giving a late temporary event notice? (Please read note 8)	<input type="checkbox"/>
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)	
03/06/2021 - 06/06/2021	
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 10)	
03/06/2021 : 12:00 - 22:00 04/06/2021 : 12:00 - 22:00 05/06/2021 : 11:00 - 22:00 06/06/2021 : 11:00 - 22:00	
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)	499
If the licensable activities will include the sale or supply of alcohol, please state whether these will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)	On the premises only <input type="checkbox"/>
	Off the premises only <input type="checkbox"/>
	Both <input checked="" type="checkbox"/>

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (including, but not limited to lap dancing and pole dancing). (Please see note 13)

4. Personal licence holders (Please read note 14)			
Do you currently hold a valid personal licence? (Please tick)		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please provide the details of your personal licence below.			
Issuing licensing authority	Ryedale District Council		
Licence number	[REDACTED]		
Date of issue	03/09/2012		
Any further relevant details			

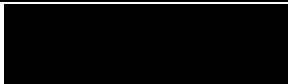
5. Previous temporary event notices you have given (Please read note 15 and tick the boxes that apply to you)			
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) 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?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)			
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?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.			
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?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) 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?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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7. Checklist (Please read note 17)	
I have: (Please tick the appropriate boxes, where applicable)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input checked="" type="checkbox"/>
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	<input checked="" type="checkbox"/>
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	<input checked="" type="checkbox"/>
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	<input checked="" type="checkbox"/>
Made or enclosed payment of the fee for the application	<input checked="" type="checkbox"/>
Signed the declaration in Section 9 below	<input checked="" type="checkbox"/>

8. Condition (Please read note 18)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the sale or supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 19)	
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 or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.	
Signature	
Date	30/04/2021
Name of Person signing	Hubert Woodhead

For completion by the licensing authority

10. Acknowledgement (Please read note 20)	
I acknowledge receipt of this temporary event notice.	
Signature	 On behalf of the licensing authority
Date	11/05/2021
Name of Officer signing	Donna Tomkins

Notes for Guidance

General

In these notes, a person who gives a temporary event notice is called a “premises user”.

The police and local authority exercising environmental health functions may intervene on the grounds of any 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) to prevent the occurrence of an event at which permitted temporary activities are to take place or to agree a modification of the arrangements for such an event. However, the licensing authority will intervene of its own volition in the cases described below.

First, it will issue a counter notice if there is an objection to a late temporary event notice (see note 8 below).

Secondly, it may issue a notice in relation to its decision to impose conditions on a temporary event notice (see note 2 below).

Thirdly, it will issue a counter notice if the first, second, third and fifth of the limits set out below would be exceeded. If any of the limits below are breached or if a counter notice has been issued, any licensable activities taking place would be unauthorised and the premises user would be liable to prosecution. The limitations apply to:

- the number of times a person may give a temporary event notice (50 times per year for a personal licence holder and 5 times per year for other people);
- the number of times a person may give a late temporary event notice (10 times per year for a personal licence holder and 2 times per year for other people);
- the number of times a temporary event notice may be given in respect of any particular premises (15 times in a calendar year);
- the length of time a temporary event may last for these purposes (168 hours or 7 days);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (21 days per calendar year); and
- the scale of the event in terms of the maximum number of people attending at any one time (a maximum of 499).

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. The limits applying to late temporary event notices are included within the overall limits applying to the total number of temporary event notices. Note 16 below sets out the definition of an “associate”.

When permitted temporary activities take place, a premises user must ensure that either:

- a copy of the temporary event notice is prominently displayed at the premises; or
- the temporary event notice is kept at the premises either in his own custody or in the custody of a person present and working at the premises and whom he has nominated for that purpose.

Where the temporary event notice is in the custody of a nominated person, a notice specifying that fact and the position held by that person must be displayed prominently at the premises.

Where the temporary event notice or a notice specifying the nominated person is not displayed, a constable or an authorised person (for example, a licensing officer, fire officer or environmental health officer) may require the premises user to produce the temporary event notice for examination. Similarly, where the nominated person has the temporary event notice in his custody, a constable or authorised person may require that person to produce it for examination. Failure to produce the temporary event notice without reasonable excuse would be an offence.

It should also be noted that the following, among other things, are offences under the Licensing Act 2003:

- the sale or supply of alcohol to children under 18 years of age (subject to an unlimited fine on conviction);
- allowing the sale of alcohol to children under 18 (subject to an unlimited fine on conviction);
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (subject to an unlimited fine, on conviction);
- allowing disorderly behaviour on the premises (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- the sale of alcohol to a person who is drunk (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- obtaining alcohol for a person who is drunk (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (subject to a fine not exceeding level 1 on the standard scale, on conviction); and
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (subject to a fine not exceeding level 3 on the standard scale, on conviction).

In addition, where the premises are to be used primarily or exclusively for the sale or supply of alcohol for consumption on the premises, it is an offence to allow children under 16 to be present when the premises are open for that purpose unless they are accompanied by an adult. In the case of any premises at which sales or supplies of alcohol are taking place at all, it is an offence for a child under 16 to be present there between the hours of midnight and 5am unless accompanied by an adult. In both instances, the penalty on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000.

Note 1

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed “premises user”. Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user.

If you include an e-mail address in section 1(7) or 1(9), the licensing authority may send to this the acknowledgement of receipt of your notice or any notice or counter notice it is required to give under sections 104A, 106A or 107 of the Licensing Act 2003.

Note 2

For the purposes of the Licensing Act 2003, “premises” means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

If a premises licence or club premises certificate has effect in relation to the premises (or any part of the premises) which you want to use to carry on licensable activities, it is possible that any conditions which apply to the licence or certificate may be imposed on the temporary event notice if certain pre-conditions are met. These pre-conditions are that the police or the local authority exercising environmental health functions object to the notice and the licensing authority decides:

- not to give a counter notice under section 105 of the Licensing Act 2003;
- the conditions apply to the licence or certificate; and
- the imposition of the conditions on the notice would not be inconsistent with the carrying on of the licensable activities under the notice.

Note 3

A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution.

In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities are taking place to less than 500. If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers.

Note 4

A description of the nature of the premises assists the chief officer of police and local authority exercising environmental health functions in deciding if any issues relating to the licensing objectives are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

Note 5

A description of the nature of the event similarly assists the chief officer of police and local authority exercising environmental health functions in making a decision as to whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with a pay bar, the supply of beer at a particular farmers’ market, a discotheque, the performance of a string quartet, a folk group or a rock band.

Note 6

The licensable activities are:

- the sale by retail of alcohol;
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
- the provision of regulated entertainment; and
- the provision of late night refreshment.

Note 7

Regulated entertainment, subject to specified conditions and exemptions, includes:

- (a) a performance of a play;

- (b) an exhibition of a film;
- (c) an indoor sporting event;
- (d) a boxing or wrestling entertainment;
- (e) a performance of live music;
- (f) any playing of recorded music;
- (g) a performance of dance; and
- (h) entertainment of a similar description to that falling within (e), (f) or (g).

In terms of specific regulated entertainments please note that:

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

- gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

If you are uncertain whether or not the activities that you propose are licensable, you should contact your licensing authority for further advice.

Note 8

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 10 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (i.e. 50 temporary event notices per year for personal licence holders and 5 temporary event notices for non-personal licence holders).

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead and a counter notice will be issued.

Note 9

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Note 10

You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities throughout the entire 48 hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

Note 11

No more than 499 may be on the premises for a temporary event at any one time when licensable activities are being carried on. If you intend to have more than 499 attending the event, you should obtain a premises licence for the event. Your licensing authority should be able to advise you. The maximum figure of 499 includes not only the audience, spectators or consumers but also, for example, staff, organisers, stewards and performers who will be present on the premises.

Note 12

If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there. If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 13

Relevant entertainment is defined in the Local Government (Miscellaneous Provisions) Act 1982 (“the 1982 Act”) as *any live performance or any live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means)*. Relevant entertainment therefore includes, but is not limited to, lap dancing and pole dancing.

The 1982 Act requires premises which provide relevant entertainment to be licensed under that Act for this purpose. Premises at which there have not been more than eleven occasions on which such entertainment has been provided within a period of 12 months, no such occasion has lasted for more than 24 hours and there has been a period of at least one month between each such occasion are exempt from the requirement to obtain a licence under the 1982 Act. Such premises are likely instead to require an authorisation under the Licensing Act 2003 to be used for such activities as these are a licensable activity (the provision of regulated entertainment — see note 6 above). A temporary event notice may be given for this purpose.

Note 14

The holder of a valid personal licence issued under the Licensing Act 2003 may give up to 50 temporary event notices in any calendar year subject to the other limitations in the 2003 Act. A proposed premises user who holds such a licence should give the details requested.

Note 15

As stated under Note 14, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 10 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1st January to 31st December inclusive in any year.

If an event straddles two calendar years, it will count against the limits on temporary event notices (15 for each premises, 21 days for each premises, 50 per personal licence holder and 5 for non-holders) for each year. However, only one notice needs to be given.

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 16 below sets out the definition of an “associate”.

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed.

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that

business involves carrying on licensable activities) count as if they had been given by the premises user. Note 16 below sets out the definition of an “associate”.

Note 16

An “associate” of the proposed premises user is:

- a. the spouse or civil partner of that person;
- b. a child, parent, grandchild, grandparent, brother or sister of that person;
- c. an agent or employee of that person; or
- d. the spouse or civil partner of a person within (b) or (c).

For these purposes, a person living with another as that person’s husband or wife is to be treated as that person’s spouse.

Note 17

It is a requirement that you send at least one copy of this notice to the licensing authority at least ten working days (or five working days for a late notice) before the commencement of the proposed licensable activities. The authority will give you written acknowledgement of the receipt of the notice. This will be important proof that you gave the notice and when you gave it for the purposes of the Act. Some premises may be situated in two licensing authority areas, for example, where a building or field straddles the local authority boundary. Where this is the case, at least one copy of the notice must be sent to each of the licensing authorities identified, together with the appropriate fee in each case. In such circumstances, you will receive acknowledgements from all the relevant licensing authorities.

One copy must be sent to each of the chief officer of police and the local authority exercising environmental health functions for the area in which the premises is situated at least ten working days for a standard notice (or five working days for a late notice) before the commencement of the proposed licensable activities. Where the premises are situated in two police areas or environmental health areas, a further copy will need to be sent to the further police force and local authority exercising environmental health functions.

Note 18

Under the Licensing Act 2003, all temporary event notices are given subject to a mandatory condition requiring that where the licensable activities involve the supply of alcohol, all such supplies must be made by or under the authority of the named premises user. If there is a breach of this condition, the premises user and the individual making the supply in question would be liable to prosecution. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 19

It is an offence knowingly or recklessly to make a false statement in, or in connection with, a temporary event notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement.) To do so could result in prosecution and an unlimited fine.

Note 20

You should not complete section 10 of the notice, which is for use by the licensing authority. It may complete this section as one means of giving you written acknowledgement of its receipt of the notice.

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 in black ink or typed. 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 <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname	Woodhead		
Forenames	Hubert		
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname			
Forenames			
3. Your date of birth		Day	Month
		<input type="text"/>	<input type="text"/>
4. Your place of birth		<input type="text"/>	
5. National Insurance Number		<input type="text"/>	
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			
<input type="text"/>			
Post town		Postcode	
<input type="text"/>		<input type="text"/>	
7. Other contact details			
Telephone numbers		<input type="text"/>	
Daytime			
Evening (optional)			
Mobile (optional)			
Fax number (optional)			
E-Mail address (if available)		bertie@underbelly.co.uk	
8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)			
<input type="text"/>			

Post town	Postcode
9. Alternative contact details (if applicable)	
Telephone numbers: Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (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)

Event Site 5, Wimbledon Park, Home Park Road, SW19 7HX

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	
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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)

The premises is Event Site 5 in Wimbledon Park. The event space perimeter is the fence line behind the Athletics track, down the pathway towards the Water-sports building, then along the fence line of the Water-sports building/outdoor space and then back down the pathway beside the lake to the Athletics track. The site will have a perimeter fence made of rope and post or heras fencing with a capacity of no more than 499 people. Security will control the capacity at the one entrance. I have also attached a site plan and site location plan to show where the TEN will cover.

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

The premises will have 8 food traders and two Bars. The 8 Food traders will serve a variety of high quality Street Food. The Bars will serve a variety of drinks. There will be a small Stage (4m x 3m) for some low key, family friendly entertainment. The event is a fenced site that will be controlled and managed by Underbelly.

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

The event is an independent food market and bar, with live performance from local artists, providing food, drink and entertainment for the local community in a safe, outdoor and socially distanced environment.

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3. The licensable activities	
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)	
The sale by retail of alcohol	<input checked="" type="checkbox"/>
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>
The provision of regulated entertainment (Please read note 7)	<input checked="" type="checkbox"/>
The provision of late night refreshment	<input type="checkbox"/>
Are you giving a late temporary event notice? (Please read note 8)	<input type="checkbox"/>
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)	
10/06/2021 - 13/06/2021	
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 10)	
10/06/2021 : 12:00 - 22:00 11/06/2021 : 12:00 - 22:00 12/06/2021 : 11:00 - 22:00 13/06/2021 : 11:00 - 22:00	
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)	499
If the licensable activities will include the sale or supply of alcohol, please state whether these will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)	On the premises only <input type="checkbox"/>
	Off the premises only <input type="checkbox"/>
	Both <input checked="" type="checkbox"/>

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (including, but not limited to lap dancing and pole dancing). (Please see note 13)

4. Personal licence holders (Please read note 14)			
Do you currently hold a valid personal licence? (Please tick)		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please provide the details of your personal licence below.			
Issuing licensing authority	Ryedale District Council		
Licence number	[REDACTED]		
Date of issue	03/09/2012		
Any further relevant details			


5. Previous temporary event notices you have given (Please read note 15 and tick the boxes that apply to you)			
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?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) 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?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)			
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?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.			
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?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) 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?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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7. Checklist (Please read note 17)	
I have: (Please tick the appropriate boxes, where applicable)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input checked="" type="checkbox"/>
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	<input checked="" type="checkbox"/>
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	<input checked="" type="checkbox"/>
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	<input checked="" type="checkbox"/>
Made or enclosed payment of the fee for the application	<input checked="" type="checkbox"/>
Signed the declaration in Section 9 below	<input checked="" type="checkbox"/>

8. Condition (Please read note 18)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the sale or supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 19)	
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 or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.	
Signature	
Date	30/04/2021
Name of Person signing	Hubert Woodhead

For completion by the licensing authority

10. Acknowledgement (Please read note 20)	
I acknowledge receipt of this temporary event notice.	
Signature	 On behalf of the licensing authority
Date	11/05/2021
Name of Officer signing	Donna Tomkins

Notes for Guidance

General

In these notes, a person who gives a temporary event notice is called a “premises user”.

The police and local authority exercising environmental health functions may intervene on the grounds of any 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) to prevent the occurrence of an event at which permitted temporary activities are to take place or to agree a modification of the arrangements for such an event. However, the licensing authority will intervene of its own volition in the cases described below.

First, it will issue a counter notice if there is an objection to a late temporary event notice (see note 8 below).

Secondly, it may issue a notice in relation to its decision to impose conditions on a temporary event notice (see note 2 below).

Thirdly, it will issue a counter notice if the first, second, third and fifth of the limits set out below would be exceeded. If any of the limits below are breached or if a counter notice has been issued, any licensable activities taking place would be unauthorised and the premises user would be liable to prosecution. The limitations apply to:

- the number of times a person may give a temporary event notice (50 times per year for a personal licence holder and 5 times per year for other people);
- the number of times a person may give a late temporary event notice (10 times per year for a personal licence holder and 2 times per year for other people);
- the number of times a temporary event notice may be given in respect of any particular premises (15 times in a calendar year);
- the length of time a temporary event may last for these purposes (168 hours or 7 days);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (21 days per calendar year); and
- the scale of the event in terms of the maximum number of people attending at any one time (a maximum of 499).

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. The limits applying to late temporary event notices are included within the overall limits applying to the total number of temporary event notices. Note 16 below sets out the definition of an “associate”.

When permitted temporary activities take place, a premises user must ensure that either:

- a copy of the temporary event notice is prominently displayed at the premises; or
- the temporary event notice is kept at the premises either in his own custody or in the custody of a person present and working at the premises and whom he has nominated for that purpose.

Where the temporary event notice is in the custody of a nominated person, a notice specifying that fact and the position held by that person must be displayed prominently at the premises.

Where the temporary event notice or a notice specifying the nominated person is not displayed, a constable or an authorised person (for example, a licensing officer, fire officer or environmental health officer) may require the premises user to produce the temporary event notice for examination. Similarly, where the nominated person has the temporary event notice in his custody, a constable or authorised person may require that person to produce it for examination. Failure to produce the temporary event notice without reasonable excuse would be an offence.

It should also be noted that the following, among other things, are offences under the Licensing Act 2003:

- the sale or supply of alcohol to children under 18 years of age (subject to an unlimited fine on conviction);
- allowing the sale of alcohol to children under 18 (subject to an unlimited fine on conviction);
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (subject to an unlimited fine, on conviction);
- allowing disorderly behaviour on the premises (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- the sale of alcohol to a person who is drunk (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- obtaining alcohol for a person who is drunk (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (subject to a fine not exceeding level 1 on the standard scale, on conviction); and
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (subject to a fine not exceeding level 3 on the standard scale, on conviction).

In addition, where the premises are to be used primarily or exclusively for the sale or supply of alcohol for consumption on the premises, it is an offence to allow children under 16 to be present when the premises are open for that purpose unless they are accompanied by an adult. In the case of any premises at which sales or supplies of alcohol are taking place at all, it is an offence for a child under 16 to be present there between the hours of midnight and 5am unless accompanied by an adult. In both instances, the penalty on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000.

Note 1

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed “premises user”. Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user.

If you include an e-mail address in section 1(7) or 1(9), the licensing authority may send to this the acknowledgement of receipt of your notice or any notice or counter notice it is required to give under sections 104A, 106A or 107 of the Licensing Act 2003.

Note 2

For the purposes of the Licensing Act 2003, “premises” means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

If a premises licence or club premises certificate has effect in relation to the premises (or any part of the premises) which you want to use to carry on licensable activities, it is possible that any conditions which apply to the licence or certificate may be imposed on the temporary event notice if certain pre-conditions are met. These pre-conditions are that the police or the local authority exercising environmental health functions object to the notice and the licensing authority decides:

- not to give a counter notice under section 105 of the Licensing Act 2003;
- the conditions apply to the licence or certificate; and
- the imposition of the conditions on the notice would not be inconsistent with the carrying on of the licensable activities under the notice.

Note 3

A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution.

In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities are taking place to less than 500. If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers.

Note 4

A description of the nature of the premises assists the chief officer of police and local authority exercising environmental health functions in deciding if any issues relating to the licensing objectives are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

Note 5

A description of the nature of the event similarly assists the chief officer of police and local authority exercising environmental health functions in making a decision as to whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with a pay bar, the supply of beer at a particular farmers’ market, a discotheque, the performance of a string quartet, a folk group or a rock band.

Note 6

The licensable activities are:

- the sale by retail of alcohol;
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
- the provision of regulated entertainment; and
- the provision of late night refreshment.

Note 7

Regulated entertainment, subject to specified conditions and exemptions, includes:

- (a) a performance of a play;

- (b) an exhibition of a film;
- (c) an indoor sporting event;
- (d) a boxing or wrestling entertainment;
- (e) a performance of live music;
- (f) any playing of recorded music;
- (g) a performance of dance; and
- (h) entertainment of a similar description to that falling within (e), (f) or (g).

In terms of specific regulated entertainments please note that:

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

- gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

If you are uncertain whether or not the activities that you propose are licensable, you should contact your licensing authority for further advice.

Note 8

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 10 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (i.e. 50 temporary event notices per year for personal licence holders and 5 temporary event notices for non-personal licence holders).

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead and a counter notice will be issued.

Note 9

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Note 10

You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities throughout the entire 48 hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

Note 11

No more than 499 may be on the premises for a temporary event at any one time when licensable activities are being carried on. If you intend to have more than 499 attending the event, you should obtain a premises licence for the event. Your licensing authority should be able to advise you. The maximum figure of 499 includes not only the audience, spectators or consumers but also, for example, staff, organisers, stewards and performers who will be present on the premises.

Note 12

If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there. If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 13

Relevant entertainment is defined in the Local Government (Miscellaneous Provisions) Act 1982 (“the 1982 Act”) as *any live performance or any live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means)*. Relevant entertainment therefore includes, but is not limited to, lap dancing and pole dancing.

The 1982 Act requires premises which provide relevant entertainment to be licensed under that Act for this purpose. Premises at which there have not been more than eleven occasions on which such entertainment has been provided within a period of 12 months, no such occasion has lasted for more than 24 hours and there has been a period of at least one month between each such occasion are exempt from the requirement to obtain a licence under the 1982 Act. Such premises are likely instead to require an authorisation under the Licensing Act 2003 to be used for such activities as these are a licensable activity (the provision of regulated entertainment — see note 6 above). A temporary event notice may be given for this purpose.

Note 14

The holder of a valid personal licence issued under the Licensing Act 2003 may give up to 50 temporary event notices in any calendar year subject to the other limitations in the 2003 Act. A proposed premises user who holds such a licence should give the details requested.

Note 15

As stated under Note 14, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 10 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1st January to 31st December inclusive in any year.

If an event straddles two calendar years, it will count against the limits on temporary event notices (15 for each premises, 21 days for each premises, 50 per personal licence holder and 5 for non-holders) for each year. However, only one notice needs to be given.

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 16 below sets out the definition of an “associate”.

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed.

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that

business involves carrying on licensable activities) count as if they had been given by the premises user. Note 16 below sets out the definition of an “associate”.

Note 16

An “associate” of the proposed premises user is:

- a. the spouse or civil partner of that person;
- b. a child, parent, grandchild, grandparent, brother or sister of that person;
- c. an agent or employee of that person; or
- d. the spouse or civil partner of a person within (b) or (c).

For these purposes, a person living with another as that person’s husband or wife is to be treated as that person’s spouse.

Note 17

It is a requirement that you send at least one copy of this notice to the licensing authority at least ten working days (or five working days for a late notice) before the commencement of the proposed licensable activities. The authority will give you written acknowledgement of the receipt of the notice. This will be important proof that you gave the notice and when you gave it for the purposes of the Act. Some premises may be situated in two licensing authority areas, for example, where a building or field straddles the local authority boundary. Where this is the case, at least one copy of the notice must be sent to each of the licensing authorities identified, together with the appropriate fee in each case. In such circumstances, you will receive acknowledgements from all the relevant licensing authorities.

One copy must be sent to each of the chief officer of police and the local authority exercising environmental health functions for the area in which the premises is situated at least ten working days for a standard notice (or five working days for a late notice) before the commencement of the proposed licensable activities. Where the premises are situated in two police areas or environmental health areas, a further copy will need to be sent to the further police force and local authority exercising environmental health functions.

Note 18

Under the Licensing Act 2003, all temporary event notices are given subject to a mandatory condition requiring that where the licensable activities involve the supply of alcohol, all such supplies must be made by or under the authority of the named premises user. If there is a breach of this condition, the premises user and the individual making the supply in question would be liable to prosecution. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 19

It is an offence knowingly or recklessly to make a false statement in, or in connection with, a temporary event notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement.) To do so could result in prosecution and an unlimited fine.

Note 20

You should not complete section 10 of the notice, which is for use by the licensing authority. It may complete this section as one means of giving you written acknowledgement of its receipt of the notice.

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 in black ink or typed. 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 <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname	Woodhead		
Forenames	Hubert		
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname			
Forenames			
3. Your date of birth	Day	Month	Year
4. Your place of birth			
5. National Insurance Number			
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			
Post town		Postcode	
7. Other contact details			
Telephone numbers			
Daytime			
Evening (optional)			
Mobile (optional)			
Fax number (optional)			
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)			

Post town	Postcode
9. Alternative contact details (if applicable)	
Telephone numbers: Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (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)

Event Site 5, Wimbledon Park, Home Park Road, SW19 7HX

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)

The premises is Event Site 5 in Wimbledon Park. The event space perimeter is the fence line behind the Athletics track, down the pathway towards the Water-sports building, then along the fence line of the Water-sports building/outdoor space and then back down the pathway beside the lake to the Athletics track. The site will have a perimeter fence made of rope and post or heras fencing with a capacity of no more than 499 people. Security will control the capacity at the one entrance. I have also attached a site plan and site location plan to show where the TEN will cover.

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

The premises will have 8 food traders and two Bars. The 8 Food traders will serve a variety of high quality Street Food. The Bars will serve a variety of drinks. There will be a small Stage (4m x 3m) for some low key, family friendly entertainment. The event is a fenced site that will be controlled and managed by Underbelly.

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

The event is an independent food market and bar, with live performance from local artists, providing food, drink and entertainment for the local community in a safe, outdoor and socially distanced environment.

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3. The licensable activities	
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)	
The sale by retail of alcohol	<input checked="" type="checkbox"/>
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>
The provision of regulated entertainment (Please read note 7)	<input checked="" type="checkbox"/>
The provision of late night refreshment	<input type="checkbox"/>
Are you giving a late temporary event notice? (Please read note 8)	<input type="checkbox"/>
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)	
17/06/2021 - 20/06/2021	
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 10)	
17/06/2021 : 12:00 - 22:00 18/06/2021 : 12:00 - 22:00 19/06/2021 : 11:00 - 22:00 20/06/2021 : 11:00 - 22:00	
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)	499
If the licensable activities will include the sale or supply of alcohol, please state whether these will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)	On the premises only <input type="checkbox"/>
	Off the premises only <input type="checkbox"/>
	Both <input checked="" type="checkbox"/>

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (including, but not limited to lap dancing and pole dancing). (Please see note 13)

4. Personal licence holders (Please read note 14)			
Do you currently hold a valid personal licence? (Please tick)		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please provide the details of your personal licence below.			
Issuing licensing authority	Ryedale District Council		
Licence number	[REDACTED]		
Date of issue	03/09/2012		
Any further relevant details			

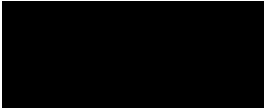
5. Previous temporary event notices you have given (Please read note 15 and tick the boxes that apply to you)			
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year		3	
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?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)			
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?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.			
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?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) 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?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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7. Checklist (Please read note 17)	
I have: (Please tick the appropriate boxes, where applicable)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input checked="" type="checkbox"/>
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	<input checked="" type="checkbox"/>
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	<input checked="" type="checkbox"/>
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	<input checked="" type="checkbox"/>
Made or enclosed payment of the fee for the application	<input checked="" type="checkbox"/>
Signed the declaration in Section 9 below	<input checked="" type="checkbox"/>

8. Condition (Please read note 18)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the sale or supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 19)	
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 or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.	
Signature	
Date	30/04/2021
Name of Person signing	Hubert Woodhead

For completion by the licensing authority

10. Acknowledgement (Please read note 20)	
I acknowledge receipt of this temporary event notice.	
Signature	 On behalf of the licensing authority
Date	11/05/2021
Name of Officer signing	Donna Tomkins

Notes for Guidance

General

In these notes, a person who gives a temporary event notice is called a “premises user”.

The police and local authority exercising environmental health functions may intervene on the grounds of any 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) to prevent the occurrence of an event at which permitted temporary activities are to take place or to agree a modification of the arrangements for such an event. However, the licensing authority will intervene of its own volition in the cases described below.

First, it will issue a counter notice if there is an objection to a late temporary event notice (see note 8 below).

Secondly, it may issue a notice in relation to its decision to impose conditions on a temporary event notice (see note 2 below).

Thirdly, it will issue a counter notice if the first, second, third and fifth of the limits set out below would be exceeded. If any of the limits below are breached or if a counter notice has been issued, any licensable activities taking place would be unauthorised and the premises user would be liable to prosecution. The limitations apply to:

- the number of times a person may give a temporary event notice (50 times per year for a personal licence holder and 5 times per year for other people);
- the number of times a person may give a late temporary event notice (10 times per year for a personal licence holder and 2 times per year for other people);
- the number of times a temporary event notice may be given in respect of any particular premises (15 times in a calendar year);
- the length of time a temporary event may last for these purposes (168 hours or 7 days);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (21 days per calendar year); and
- the scale of the event in terms of the maximum number of people attending at any one time (a maximum of 499).

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. The limits applying to late temporary event notices are included within the overall limits applying to the total number of temporary event notices. Note 16 below sets out the definition of an “associate”.

When permitted temporary activities take place, a premises user must ensure that either:

- a copy of the temporary event notice is prominently displayed at the premises; or
- the temporary event notice is kept at the premises either in his own custody or in the custody of a person present and working at the premises and whom he has nominated for that purpose.

Where the temporary event notice is in the custody of a nominated person, a notice specifying that fact and the position held by that person must be displayed prominently at the premises.

Where the temporary event notice or a notice specifying the nominated person is not displayed, a constable or an authorised person (for example, a licensing officer, fire officer or environmental health officer) may require the premises user to produce the temporary event notice for examination. Similarly, where the nominated person has the temporary event notice in his custody, a constable or authorised person may require that person to produce it for examination. Failure to produce the temporary event notice without reasonable excuse would be an offence.

It should also be noted that the following, among other things, are offences under the Licensing Act 2003:

- the sale or supply of alcohol to children under 18 years of age (subject to an unlimited fine on conviction);
- allowing the sale of alcohol to children under 18 (subject to an unlimited fine on conviction);
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (subject to an unlimited fine, on conviction);
- allowing disorderly behaviour on the premises (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- the sale of alcohol to a person who is drunk (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- obtaining alcohol for a person who is drunk (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (subject to a fine not exceeding level 1 on the standard scale, on conviction); and
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (subject to a fine not exceeding level 3 on the standard scale, on conviction).

In addition, where the premises are to be used primarily or exclusively for the sale or supply of alcohol for consumption on the premises, it is an offence to allow children under 16 to be present when the premises are open for that purpose unless they are accompanied by an adult. In the case of any premises at which sales or supplies of alcohol are taking place at all, it is an offence for a child under 16 to be present there between the hours of midnight and 5am unless accompanied by an adult. In both instances, the penalty on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000.

Note 1

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed “premises user”. Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user.

If you include an e-mail address in section 1(7) or 1(9), the licensing authority may send to this the acknowledgement of receipt of your notice or any notice or counter notice it is required to give under sections 104A, 106A or 107 of the Licensing Act 2003.

Note 2

For the purposes of the Licensing Act 2003, “premises” means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

If a premises licence or club premises certificate has effect in relation to the premises (or any part of the premises) which you want to use to carry on licensable activities, it is possible that any conditions which apply to the licence or certificate may be imposed on the temporary event notice if certain pre-conditions are met. These pre-conditions are that the police or the local authority exercising environmental health functions object to the notice and the licensing authority decides:

- not to give a counter notice under section 105 of the Licensing Act 2003;
- the conditions apply to the licence or certificate; and
- the imposition of the conditions on the notice would not be inconsistent with the carrying on of the licensable activities under the notice.

Note 3

A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution.

In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities are taking place to less than 500. If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers.

Note 4

A description of the nature of the premises assists the chief officer of police and local authority exercising environmental health functions in deciding if any issues relating to the licensing objectives are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

Note 5

A description of the nature of the event similarly assists the chief officer of police and local authority exercising environmental health functions in making a decision as to whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with a pay bar, the supply of beer at a particular farmers’ market, a discotheque, the performance of a string quartet, a folk group or a rock band.

Note 6

The licensable activities are:

- the sale by retail of alcohol;
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
- the provision of regulated entertainment; and
- the provision of late night refreshment.

Note 7

Regulated entertainment, subject to specified conditions and exemptions, includes:

- (a) a performance of a play;

- (b) an exhibition of a film;
- (c) an indoor sporting event;
- (d) a boxing or wrestling entertainment;
- (e) a performance of live music;
- (f) any playing of recorded music;
- (g) a performance of dance; and
- (h) entertainment of a similar description to that falling within (e), (f) or (g).

In terms of specific regulated entertainments please note that:

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

- gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

If you are uncertain whether or not the activities that you propose are licensable, you should contact your licensing authority for further advice.

Note 8

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 10 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (i.e. 50 temporary event notices per year for personal licence holders and 5 temporary event notices for non-personal licence holders).

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead and a counter notice will be issued.

Note 9

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Note 10

You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities throughout the entire 48 hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

Note 11

No more than 499 may be on the premises for a temporary event at any one time when licensable activities are being carried on. If you intend to have more than 499 attending the event, you should obtain a premises licence for the event. Your licensing authority should be able to advise you. The maximum figure of 499 includes not only the audience, spectators or consumers but also, for example, staff, organisers, stewards and performers who will be present on the premises.

Note 12

If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there. If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 13

Relevant entertainment is defined in the Local Government (Miscellaneous Provisions) Act 1982 (“the 1982 Act”) as *any live performance or any live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means)*. Relevant entertainment therefore includes, but is not limited to, lap dancing and pole dancing.

The 1982 Act requires premises which provide relevant entertainment to be licensed under that Act for this purpose. Premises at which there have not been more than eleven occasions on which such entertainment has been provided within a period of 12 months, no such occasion has lasted for more than 24 hours and there has been a period of at least one month between each such occasion are exempt from the requirement to obtain a licence under the 1982 Act. Such premises are likely instead to require an authorisation under the Licensing Act 2003 to be used for such activities as these are a licensable activity (the provision of regulated entertainment — see note 6 above). A temporary event notice may be given for this purpose.

Note 14

The holder of a valid personal licence issued under the Licensing Act 2003 may give up to 50 temporary event notices in any calendar year subject to the other limitations in the 2003 Act. A proposed premises user who holds such a licence should give the details requested.

Note 15

As stated under Note 14, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 10 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1st January to 31st December inclusive in any year.

If an event straddles two calendar years, it will count against the limits on temporary event notices (15 for each premises, 21 days for each premises, 50 per personal licence holder and 5 for non-holders) for each year. However, only one notice needs to be given.

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 16 below sets out the definition of an “associate”.

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed.

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that

business involves carrying on licensable activities) count as if they had been given by the premises user. Note 16 below sets out the definition of an “associate”.

Note 16

An “associate” of the proposed premises user is:

- a. the spouse or civil partner of that person;
- b. a child, parent, grandchild, grandparent, brother or sister of that person;
- c. an agent or employee of that person; or
- d. the spouse or civil partner of a person within (b) or (c).

For these purposes, a person living with another as that person’s husband or wife is to be treated as that person’s spouse.

Note 17

It is a requirement that you send at least one copy of this notice to the licensing authority at least ten working days (or five working days for a late notice) before the commencement of the proposed licensable activities. The authority will give you written acknowledgement of the receipt of the notice. This will be important proof that you gave the notice and when you gave it for the purposes of the Act. Some premises may be situated in two licensing authority areas, for example, where a building or field straddles the local authority boundary. Where this is the case, at least one copy of the notice must be sent to each of the licensing authorities identified, together with the appropriate fee in each case. In such circumstances, you will receive acknowledgements from all the relevant licensing authorities.

One copy must be sent to each of the chief officer of police and the local authority exercising environmental health functions for the area in which the premises is situated at least ten working days for a standard notice (or five working days for a late notice) before the commencement of the proposed licensable activities. Where the premises are situated in two police areas or environmental health areas, a further copy will need to be sent to the further police force and local authority exercising environmental health functions.

Note 18

Under the Licensing Act 2003, all temporary event notices are given subject to a mandatory condition requiring that where the licensable activities involve the supply of alcohol, all such supplies must be made by or under the authority of the named premises user. If there is a breach of this condition, the premises user and the individual making the supply in question would be liable to prosecution. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 19

It is an offence knowingly or recklessly to make a false statement in, or in connection with, a temporary event notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement.) To do so could result in prosecution and an unlimited fine.

Note 20

You should not complete section 10 of the notice, which is for use by the licensing authority. It may complete this section as one means of giving you written acknowledgement of its receipt of the notice.

StreetEat - Wimbledon Park

Event Management Plan

17/05/2021

1. Introduction

- 1.1. The purpose of this Event Management Plan is to support an application for the temporary installation of structures for a Food and Beverage market event on the Event space 5 in Wimbledon Park.
- 1.2. StreetEat is a repeat of the same event that happened in Wimbledon Park during August 2020. StreetEat, aims to bring our award-winning mix of outdoor 'pop-up', independent street food and live entertainment to local communities across London in a safe, outdoor and physically distanced environment.
- 1.3. StreetEat is also a response to the current post-COVID19 lockdown environment, where (a) outdoor social events are deemed to be lower risk than indoor events and (b) **organised and managed events** by experienced event operators should be encouraged to stem the rise of disorganised and unmanaged 'happenings'.
- 1.4. The events operational period will be from the 28th May 2021 to 20th June 2021.
- 1.5. StreetEat will operate Thursdays to Sundays only and be closed Mondays to Wednesdays with the exception of Back holiday Monday 31st May.
- 1.6. Installation will begin on the 26th May and continue into 28th May.
- 1.7. The de-installation will end on the 21st June.
- 1.8. The site will be open Thursday - Friday between 12:00 and 22:00.
- 1.9. The site will open Saturday – Sunday between 11:00 and 22:00.
- 1.10. The development is of a temporary nature and the site and surroundings will be returned to their former state at the end of the period.
- 1.11. The Event will support local food traders and, local artists post Covid-19 lockdown and bring low impact, physically distanced outdoor entertainment to the local community.
- 1.12. The Government has released a roadmap to get back to normal. After the 17th May outdoor performances are permitted. For absolute clarity, we would not proceed with the live entertainment / stage element of this market event if the roadmap changed and associated guidelines were not in place by the time of opening.
- 1.13. In line with the ongoing easing of lockdown restrictions, we understand the importance for friends, families and local communities to socialise, but do so safely. Working in collaboration with local authorities, StreetEat will provide an opportunity for outdoor socialising in a well-managed, well designed outdoor site.

2. Opening Dates / Times

- 2.1. The Underbelly Site Management Team, in direct consultation with Underbelly Production and Operations Management, has the authority and discretion to temporarily close the Site. This will be done in the interest of public safety, should such a situation arise.

DATE	OPERATIONAL HOURS	LIVE MUSIC	LAST ORDERS
28/05/2021	12:00 - 22:00	12:00 - 20:30	21:30
29/05/2021	11:00 - 22:00	11:00 - 20:30	21:30
30/05/2021	11:00 - 22:00	11:00 - 20:30	21:30
31/05/2021	12:00 - 22:00	12:00 - 20:30	21:30
01/06/2021	Closed	Closed	
02/06/2021	Closed	Closed	
03/06/2021	12:00 - 22:00	12:00 - 20:30	21:30
04/06/2021	12:00 - 22:00	12:00 - 20:30	21:30
05/06/2021	11:00 - 22:00	11:00 - 20:30	21:30
06/06/2021	11:00 - 22:00	11:00 - 20:30	21:30

07/06/2021	Closed	Closed	
08/06/2021	Closed	Closed	
09/06/2021	Closed	Closed	
10/06/2021	12:00 - 22:00	12:00 - 20:30	21:30
11/06/2021	12:00 - 22:00	12:00 - 20:30	21:30
12/06/2021	11:00 - 22:00	11:00 - 20:30	21:30
13/06/2021	11:00 - 22:00	11:00 - 20:30	21:30
14/06/2021	Closed	Closed	
15/06/2021	Closed	Closed	
16/06/2021	Closed	Closed	
17/06/2021	12:00 - 22:00	12:00 - 20:30	21:30
18/06/2021	12:00 - 22:00	12:00 - 20:30	21:30
19/06/2021	11:00 - 22:00	11:00 - 20:30	21:30
20/06/2021	11:00 - 22:00	11:00 - 20:30	21:30

2.2. Alcohol licensing times:

Day	Time
Monday - Friday	12:00 – 22:00
Saturday – Sunday	11:00 – 22:00

- 2.3. Last orders will be given 30 minutes prior to closing time.
- 2.4. All customers served past 21:30 will be informed of the time restraints. No bottles of wine/pitchers will be sold during last orders.
- 2.5. The site will be split into two halves. Customers will either be able to sit in the event site and order table service to their table which is required by government guidance. Or Customers will be able to order food and drink to take away. Customers who order Food and drink will not be able to consume the food and drink within the event space.
- 2.6. Once food and drink has been purchased, customers can either remain in the site if seating and distancing capacity allows or leave the event site and enjoy their food and drink either at home or within the Park. This will be explained to customers via signage and via members of staff.

3. Terms and Conditions of Entry

- 3.1. Children **under the age of 16** must be accompanied by an adult.
- 3.2. Management reserve the right to refuse entry.
- 3.3. Social distancing guidelines must be followed at all times.
- 3.4. Anyone acting in a manner deemed inappropriate by management inside the event site may be asked to leave.
- 3.5. Anyone deemed to be under the influence of alcohol or drugs will be refused entry or asked to leave the event.
- 3.6. No alcohol or glass may be brought into the event site.
- 3.7. Over 18s only may purchase alcohol from the bar.
- 3.8. If you look **under 25** please do not be offended if we ask you for proof of age when you buy alcohol.
- 3.9. Only food purchased on the premises may be eaten on the premises.
- 3.10. No large bags permitted (must be smaller than 40cm x 30cm x 20cm)
- 3.11. Bags may be searched. The Event Organiser reserves the right to search clothing for security reasons.

4. Attractions

- 4.1. The site will comprise up to eight food traders. These will be transformed vehicles or food trailers. All units will be tasteful, smart and authentic. The stalls will sell a range of cuisines.
- 4.2. The site will comprise up to two bar units (huts). Two of which are all 4m x 2m put together to form a 8m Bar. These will tie into the look and feel of the market and create a safe, and welcoming social destination. The bar units will be run by Underbelly who have extensive experience at running high profile bar concessions.

4.3. The range of products served from the Bar units will be:

- 4.3.1. Draught Beer, lager and Cider.
- 4.3.2. A Local Brewery will supply some local Draught products,
- 4.3.3. 25ml Spirits,
- 4.3.4. 125ml, 175ml and Bottles of Wine (decanted into carafes),
- 4.3.5. Soft Drinks,
- 4.3.6. Pimms, Aperol,

4.4. Performance stage of approximately 3m x 3m. We will programme relaxed and low temp entertainment on this stage including family entertainment, musical soloists and trios and artists from the local community. It is important to stress that the tone of such entertainment will be relaxed, informal and small scale. We will not be programming any largescale bands, dance music or similar.

5. The Site and Surrounding Area

5.1. Wimbledon Park is the Urban Park in Wimbledon. The park is 27 Hectares in area. The Park includes Wimbledon Park Golf Course, Wimbledon Park Lake, Wimbledon Athletics Track, Wimbledon Park Watersports and Outdoor centre, Wimbledon Park Cafetiere and a large space used for the Firework events and queuing for Wimbledon Tennis Tournament.

5.2. The all England Lawn Tennis and Croquet Club is immediately to the west of the park.

5.3. The site for the event is in event space 5 of Wimbledon Park.

5.4. Event space 5 is located behind the Watersports centre within the park.

5.6. The site is at street level and therefore fully accessible to those who require step free access.

5.7. There are 3 entrances to Wimbledon Par

5.7.1. Wimbledon Park Road (North side) – Pedestrian and Vehicle access.

5.7.2. Revelstoke Road (East side) – Pedestrian and Vehicle Access.

5.7.3. Home Park Road (South Side) – Pedestrian and Bicycle Access only

5.8. The site is located 0.4miles walk from Wimbledon Park Station and 0.5miles walk from Southfields station. Both of these stations are on the District line connecting to the rest of London.

5.9. The overall ambition is to deliver an event that is world class in its quality, look and feel and enhances the local area.

6. The Producers

6.1. Underbelly is a live entertainment and event production company based in London. Underbelly already work with partners including Westminster City Council, City of Edinburgh Council, Mayor of London and Greater London Authority, Richmond Council, Southbank Centre and the University of Edinburgh to produce and manage high quality, large scale events in sensitive city centre locations. These events include *West End Live* in Trafalgar Square, *Underbelly at the Edinburgh Festival Fringe*, *Pride in London*, *Underbelly Festival* on the Southbank, *Edinburgh's Hogmanay* and *Udderbelly Festival* in Hong Kong. In 2016, Underbelly welcomed over 5 million people to the events and festivals that it operated.

6.2. Established in 2000 at the world-renowned Edinburgh Festival Fringe, Underbelly is a leading live entertainment and event production company based in the UK with offices in London and Edinburgh. We specialise in the creation, curation and management of large-scale cultural events and festivals with a particular focus on city centres and sensitive locations.

6.3. Our current London events (prior to COVID-19) and festivals include *Underbelly Festival Southbank*, *Christmas In Leicester Square* and *Christmas in Trafalgar Square* (both for Westminster City Council) and *Underbelly's Christmas Market Southbank*. We are also the event production partner for *West End Live* in Trafalgar Square (on behalf of Westminster City Council and Society London Theatre) and for four years we were the event producer for *Pride in London*, the second largest one day event in London.

6.4. In Scotland we produce *Underbelly at the Edinburgh Fringe*, programming and presenting 200 shows per day across 24 pop-up theatres and 5 outdoor sites, *Edinburgh's Christmas* and *Edinburgh's Hogmanay Festival* (both of for City of Edinburgh Council).

6.5. In 2019, we sold over 1.4 million tickets to events and productions that we produced and welcomed more than 9 million people to our event and festival sites.

7. Management Structure

- 7.1. Underbelly will have day-to-day responsibility for the operation of the Event.
- 7.2. Underbelly's main point of contact for the event will be the project managers Dave Watson and Bertie Woodhead.
- 7.3. If Dave Watson and Bertie Woodhead are not on-site it will be the responsibility of the Event Manager, and Bar Manager to ensure all procedures are followed.
- 7.4. One of Underbelly's Full-time production managers, Dave Watson, will be in charge of the get in and get out of the event, day-to-day health and safety and the line management of the site management team.
- 7.5. The Production Manager and Operations Manager will ensure that all operational, security and safety management processes are incorporated into the Event and are followed by all staff and sub-contractors.
- 7.6. The site management team consists of an Event Manager who, during the operational period, will be responsible for the smooth running of the event from a practical and operational perspective. They will be able to assist both traders and public with any issues they may have.
- 7.7. During the operational period the Event Manager will monitor staff and attendees to ensure that physical distancing and COVID-19 arrangements are being implemented as detailed in the risk assessment.
- 7.8. Underbelly's Head of Bars, Bertie Woodhead, will be the Designated Premises Supervisor and will have day-to-day responsibility for the management of the bar units.

8. Staffing

8.1. The basic staffing structure for the event for all staff other than security will be as follows subject to capacities and additional events.

Role	No.	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Event Manager	1	11:30 – 22:30	11:30 – 22:30	11:30 – 22:30	11:30 – 22:30	11:30 – 22:30	10:30 – 22:30	10:30 – 22:30
Clean Team	1 or 2	11:30 – 22:30	11:30 – 22:30	11:30 – 22:30	11:30 – 22:30	11:30 – 22:30	10:30 – 22:30	10:30 – 22:30
Bar Staff	Variable	11:30 – 22:30	11:30 – 22:30	11:30 – 22:30	11:30 – 22:30	11:30 – 22:30	10:30 – 22:30	10:30 – 22:30

9. Staff Training

- 9.1. A handbook and site induction will be made available to all staff and bar staff, and they will receive additional training, including:
 - Command structure.
 - Emergency protocols & evacuation procedures.
 - Fire equipment training (as necessary).
 - Procedures for checking ID.
 - Procedures for liaising with security.
 - Procedures for opening and closing the Site.
 - Any other training to accommodate conditions given by police, licensing and other authorities.
 - Health and safety in the workplace training and outline obligations.
 - Sustainability Policy
 - Social Distancing Guidelines and Procedures.
 - Cleaning and Hygiene Procedures.

10. Stakeholder Engagement

- 10.1. Underbelly is committed to engaging with communities and businesses affected by our events. Actions will include;
- A local letter drop to local residents which will include an online link that will give the local residents access to the Event dispersal plan and noise management plan.
 - Staff surveys. Forms will be emailed to the staff to complete.
 - Random public surveys which will be conducted by the staff.
- 10.2. Stakeholder engagement is managed in-house by the Operations department, who are responsible for planning, coordinating and delivering engagement activity for each event in our portfolio. For StreetEat in Wimbledon Park, the primary relationship with residents, businesses and stakeholders is managed by the Directors, Head of Operations, Head of Communication and the Project Manager.
- 10.3. Key contacts at the organisation level are shown in Table 1. Together they are responsible for planning the programme of events the Underbelly undertakes. They also take on roles in the initial and detailed planning and operation of individual events.

Table 1. Organisation Level Contacts

Underbelly Directors	<i>Ed Bartlam & Charlie Wood</i> Responsible for overall decision making within the company including all strategy and long-term planning and decision making with regard projects and events.	<ul style="list-style-type: none"> - Overall company sustainability. - Upholding and expanding Underbelly's reputation for high quality event management and production. - Ability to continue managing existing events and expand event management portfolio. - Increased productivity. - Compliance with all regulations and legal requirements (including health & safety).
Head of Production	<i>Dave Watson</i> Oversight over planning of production element of all events and detailed planning and implementation of production elements at specific events.	<ul style="list-style-type: none"> - Health & safety performance. - Sustainable management of project costs and budgets. - Knowledge and compliance with regulations and legal requirements particularly with respect to noise, structures and licencing. - Compliance of contractors and suppliers.
Events Manager	<i>Bertie Woodhead</i> Responsible for overall planning and implementation of operational aspects for all events including; networking, staffing, security, first aid, waste.	<ul style="list-style-type: none"> - Health & safety performance. - Environmental performance. - Knowledge and compliance with regulations and legal requirements particularly with respect to staffing, waste, licencing and security. - Compliance of contractors and suppliers.
Project Manager	<i>Bertie Woodhead / Dave Watson</i> Responsible for planning and implementation of all aspects for the event including. Liaising with all stakeholders.	<ul style="list-style-type: none"> - Health & safety performance. - Environmental performance. - Knowledge and compliance with regulations and legal requirements particularly with respect to staffing, waste, licencing and security. - Compliance of contractors and suppliers. - Covid-19 RA compliance
Production Manager(s)	<i>Dave Watson</i> Responsible for detailed planning and implementation of production elements at specific events.	<ul style="list-style-type: none"> - Health & safety performance. - Knowledge and compliance with regulations and legal requirements particularly with respect to noise, structures and licencing. - Compliance of contractors and suppliers.
Head of Marketing and Communications	<i>Susan Russell</i> Responsible for planning and provision of all marketing, print and signage for events	<ul style="list-style-type: none"> - Compliance of contractors, suppliers and other associated companies (e.g. print suppliers, marketing companies).
Head of Bars and Catering	<i>Bertie Woodhead</i> Responsible for planning and provision of bar and catering services	<ul style="list-style-type: none"> - Compliance of staff with regulations and legal requirements particularly with respect to licencing.

Event Manager(s)	<i>Jonathan Brown</i> Responsible for ensuring all management teams directions are carried out and the smooth running of the site	-
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10.4. Table 2 contains the specific Event contacts for Underbelly Street-Eat Wimbledon Park. Their roles will include the following responsibilities:

Table 2. Underbelly Street-Eat Wimbledon Park Contacts

Project Manager & Site Manager – Underbelly Ltd	Responsible for planning and/or managing the event on behalf of the event owner. Responsible for overall management of the event including management of the budget. For StreetEat, this role will be undertaken by Underbelly.	<ul style="list-style-type: none"> - Compliance with all regulations and legal requirements. - Sustainable management of the event budget. - Attendee and community approval of the Event. - Compliance with government Covid19 Event management Guidelines.
Event Owner – Underbelly Ltd	Responsible for the high-level vision for the event. Responsible for approval of the event concept and budget. For StreetEat in Wimbledon Park, this role will be undertaken by Underbelly.	<ul style="list-style-type: none"> - Compliance with all regulations and legal requirements. - An economically sustainable event. - Requirement for the event to be managed in compliance with ISO 20121 – when applicable.
Event Producer – Underbelly Ltd	Responsible for producing the event on behalf of the event manager or event owner. For StreetEat Wimbledon Park, this role will be undertaken by Underbelly.	<ul style="list-style-type: none"> - Compliance with all regulations and legal requirements. - Often sustainable management of aspects of the event budget on behalf of the event manager/owner.
Contractors	Contracted by Underbelly to provide specific service.	<ul style="list-style-type: none"> - Compliance with all regulations and legal requirements. - Safe and comfortable working conditions. - Clear and consistent processes and procedures under which to work onsite.
Suppliers	Contracted by Underbelly to provide specific goods and supplies.	<ul style="list-style-type: none"> - Compliance with all regulations and legal requirements - Sustainable transport costs (minimum costs)
Staff	Underbelly staff including both full-time and contract staff.	<ul style="list-style-type: none"> - Clear and consistent processes and procedures under which to work. - Safe and comfortable working conditions.
Health and Safety Manager	Contracted by Underbelly to manage health and safety onsite. Include ensuring compliance with all applicable legislation. For StreetEat Wimbledon Park this role will be undertaken by Sygma Safety.	<ul style="list-style-type: none"> - Compliance with all regulations and legal requirements. - Clear and consistent processes, procedures and documentations for working onsite.
Traders	People trading at the event. See Appendix 10.5 for full list of traders.	<ul style="list-style-type: none"> - Safe and comfortable working conditions. - Successful event.
Attendees	People attending the event.	<ul style="list-style-type: none"> - Safe and comfortable event. - High quality event.
Regulatory Bodies	Regulatory bodies with authority over one of more aspect of the event, including councils, licencing bodies and other authorities.	<ul style="list-style-type: none"> - Compliance with all regulations and legal requirements.

Community	The community in general in the vicinity of the event, who may be affected by the event in any way.	<ul style="list-style-type: none"> - Event that provides benefits to the community. - No lasting damage/effects to the environment at the event site or elsewhere. - Minimal disruption to day-to-day community activities.
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Table 3. Engagement of key stakeholders, contractors and event suppliers

Ongoing Underbelly Staff	<ul style="list-style-type: none"> - All provided with copy of the Event sustainability policy and sustainability management system - All invited to be part of review process. - Input to risk assessments as required.
Event Owner	<ul style="list-style-type: none"> - Regular meetings. - Provision of Event sustainability policy as part of Event Management Plan.
Contractors	<ul style="list-style-type: none"> - Commitment to sustainability and relevant sustainability objectives and risks identified in contractor documentation. - Selection process considers sustainability credentials.
Suppliers	<ul style="list-style-type: none"> - Commitment to sustainability and relevant sustainability objectives and risks identified in contractor documentation. - Selection process considers sustainability credentials.
Staff	<ul style="list-style-type: none"> - Compliance with sustainability policy and objectives a key requirement in staff contracts. - All staff provided with staff handbook including key sections of sustainability policy, actions and objectives. - Staff briefings.
Health and Safety Manager – Sygma Safety	<ul style="list-style-type: none"> - Provided with event sustainability policy, objectives and risks. - Part of key event team asked to contribute to event risks. - Invited to be part of review process.
Traders	<ul style="list-style-type: none"> - Provided with key sections of the policy and objectives affecting their work onsite. - Compliance with sustainability objectives a key part of their contract. - Invited to provide feedback and suggestions on any aspects of the sustainability of the Event.
Attendees	<ul style="list-style-type: none"> - Can provide feedback on any aspects of the Event to staff or stewards or via email or phone, this can include comments or feedback on sustainability of Event when applicable.
Regulatory Bodies	<ul style="list-style-type: none"> - As required by regulations and legislation.
Community – Local residents and businesses	<ul style="list-style-type: none"> - Community briefings. - Underbelly will send out a letter to local residents and businesses which will outline the Event. - The letter will also provide a site phone number and email address to local community, local authorities and others likely to be affected so that they can contact event operation staff with any concerns. - Post-event surveys to gather feedback.

11. The Market

11.1. The Event will include up to 8 Market Stalls positioned with their backs to the fence to the athletic Track or with their back to the to the Lake side of the park facing inwards.

11.2. The Event will include 2 Bar stalls positioned in the middle of the Market Stalls. They will both be 4m wooden huts positioned next to each other.

11.3. Access to site will only be restricted if the capacity is reached.

11.4. Security at the entrance will monitor numbers entering the site using clickers. This information will be relayed to the site/event manager at regular intervals who will be responsible for making the decision to restrict access if capacity is reached.

11.5. The event will be overseen by Underbelly Site Management.

11.6. The Market Stalls will be organised by Underbelly who have been operating high quality, attractive Markets in London and Edinburgh for several years. The Market stall unit will all be unique designed according to their brand. They will all be converted food trucks.

11.7. The Proposed traders are as follows:

Vendor	Product Type
Cripes its Crepes	Crepes
Just in Bean	Coffee
Pabellon	Venezuelan Food
It's a Wrap	Wraps
Kurbside Kitchen	Vegan Hot Dogs
Cristina's Far From Home	Burgers
Seawise	Fish & Chips
Simply Falafel	Falafel

12. **The Stage**

- 12.1. The performance stage will be a small stage within the Event site.
- 12.2. The performance schedule will run every day from Thursday to Sunday.
- 12.3. There will be performances every day focusing on local artists where possible.
- 12.4. The performers will be paid by Underbelly.
- 12.5. Underbelly will aim to source a range of artists for all ages.
- 12.6. All performances are free to watch.

13. **Access**

- 13.1. There are three public entrances to Wimbledon Park:
 - 13.1.1. Wimbledon Park Road (North side) – Pedestrian and Vehicle access.
 - 13.1.2. Revelstoke Road (East side) – Pedestrian and Vehicle Access.
 - 13.1.3. Home Park Road (South Side) – Pedestrian and Bicycle Access only.
- 13.2. Public access into the Event site will be from either an entrance on the lakeside or opposite next to the main Field. If capacity is reached the Lakeside Entrance will become exit only and a queuing system will be managed by site security on the Main Field entrance.
- 13.3. The nearest Tube station is Wimbledon Park 10-minute Walk away (0.4 Miles). Southfields stations is also 10 minutes' walk away (0.5 Miles).
- 13.4. The nearest Over-ground train Station is Earlsfield which is an 18 minutes' walk (0.9 miles).
- 13.5. The following bus routes all stop a short walk from the event site:
 - 13.5.1. Woodspring Road Bus Stop (Stop B) outside the Wimbledon Park Road Entrance has the following bus routes running:
 - 13.5.1.1. **39**, Bus route 39 connects Putney Bridge Station with Clapham Junction. This runs every 7-11 minutes.
 - 13.5.1.2. **493**, Bus route 493 connects Richmond and Tooting. This runs every 5-9 minutes.
 - 13.5.1.3. **639**, Bus route 639 connects Roehampton and Battersea. This runs every 8-10 minutes.
- 13.6. The Scheme will provide level access in accordance with Part M of the Building Regulations.
- 13.7. Staff are trained to give advice to customers on the best options for transport from the event.

14. **Amenity and Dispersal**

- 14.1. This proposal seeks to create a family orientated attraction. The hours of operation are restricted, and the event will be managed to ensure it will not have a detrimental impact on the amenity of adjoining premises or residents. There will be a security operation in place at all times.
- 14.2. The low scale of the Event and positioning of associated activities will mean that visitor numbers will be maintained so as not to impact on local amenities in terms of either noise or other disturbance.

- 14.3. Transport: The event location is fortunate in that it has many options for Transport links including, bus routes, London Over-Ground and London Underground. Underbelly will provide details to patrons leaving the site showing transport options available to get home safely.
- 14.4. Staffing: During the last hour of service at the Bar, the service points are reduced, and some staff are reallocated to collect cups and cleaning duties across the site. This assists customer departure.
- 14.5. Music & Lighting: At the end of trading, background music will be turned off. Lighting and music levels will be reduced to encourage the gradual dispersal of customers during the 30 minutes from last orders being called.
- 14.6. Minimising Noise on Exit: Signs will be placed at all exits asking customers to leave the Event quietly and without causing a disturbance. Signs will also be placed around the Event to encourage customers to be constantly aware of and considerate to the local residents. This signage will also advise of park gate closing times.
- 14.7. As the event closes after the park closes a member of security will operate the exit gate on the Wimbledon Park Road. The other exits will not be kept open. Members of the public within the event area will be told prior to the gates closing that the Wimbledon Park Road gate will be the only option exiting the park.
- 14.8. Litter: Staff will perform a rubbish patrol following closure. This patrol will pick up cups, flyers, food wrapping etc. in the immediate vicinity of the premises. As well as clearing rubbish, the patrol acts as another set of eyes and ears identifying potential disorder. Their activity will also encourage customers to vacate the area.
- 14.9. Site security and door staff
- All security and door staff will have an appropriate SIA licence and be fully trained. Security staff will be on duty until the site closes.
 - The security staff will play a key role in the implementation of dispersal:
 - o encouraging customers to drink-up and progress to the exit throughout the latter part of drinking up time;
 - o drawing attention of existing customers to the notices on the exits and asking them to be considerate;
 - o actively encouraging customers not to congregate outside the Event;
 - o directing customers to the nearest transport links away from the area;
 - o additional security will be added when required in accordance with the premises licence;
 - o communications with Residents.

15. Cleaning and Waste

- 15.1. Waste will be separated where possible for recycling. Separate receptacles for general waste, dry recycling and food waste will be made available throughout the site and clearly sign-posted for the public.
- 15.2. Trade waste bins will be kept in the back of house area. and emptied daily at times allowed within the overall management plan of Wimbledon Park.
- 15.3. Traders will be responsible for removing their own rubbish to the central waste point and separating it into food, glass, dry recyclable, general waste.
- 15.4. Underbelly will provide access to a centralised wastewater disposal point for traders.
- 15.5. Traders that generate oil waste will be responsible for removing this from site themselves or arranging for suitable collection.
- 15.6. We will work with the cleansing team to ensure that site and surrounding area is kept litter free. They will undertake an hourly check of the area immediately surrounding the event boundary.
- 15.7. Clean Team Schedule and role:
- 15.7.1. The cleaning team will be responsible for cleaning the Toilets and litter picking. The litter picking team will be backed up by the bar team when necessary.
- 15.7.2. The toilets will be checked by management every hour to ensure the cleaning team are maintaining the cleanliness.
- 15.7.3. The cleaning team will be responsible for collecting litter, emptying bins, clearing tables and disinfecting tables after use.
- 15.7.4. The cleaning schedule each day will be as follows:

Day	Date	Shift	Hours	No. of Cleaners
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Friday	28/05/2021	12:00 - 22:00	10	1
Saturday	29/05/2021	11:00 - 22:00	11	2
Sunday	30/05/2021	11:00 - 22:00	11	2
Monday	31/05/2021	12:00 - 22:00	10	1
Tuesday	01/06/2021	Closed		
Wednesday	02/06/2021	Closed		
Thursday	03/06/2021	12:00 - 22:00	10	1
Friday	04/06/2021	12:00 - 22:00	10	1
Saturday	05/06/2021	11:00 - 22:00	11	2
Sunday	06/06/2021	11:00 - 22:00	11	2
Monday	07/06/2021	Closed		
Tuesday	08/06/2021	Closed		
Wednesday	09/06/2021	Closed		
Thursday	10/06/2021	12:00 - 22:00	10	1
Friday	11/06/2021	12:00 - 22:00	10	1
Saturday	12/06/2021	11:00 - 22:00	11	2
Sunday	13/06/2021	11:00 - 22:00	11	2
Monday	14/06/2021	Closed		
Tuesday	15/06/2021	Closed		
Wednesday	16/06/2021	Closed		
Thursday	17/06/2021	12:00 - 22:00	10	1
Friday	18/06/2021	12:00 - 22:00	10	1
Saturday	19/06/2021	11:00 - 22:00	11	2
Sunday	20/06/2021	11:00 - 22:00	11	2

16. Noise Management

16.1. Please see separate Noise Management Plan

17. Alcohol Management and Licensing Objectives

17.1. Underbelly will be operating and managing the bar operation

17.2. There will be a limited amount of seating provided. After customers finish with their seats and tables they will be cleaned.

17.3. Qualifications and training

- Underbelly will ensure that there is always a Personal Licence holder on site during operational hours.
- All staff involved in the sale or service of alcohol will be trained prior to beginning work and a record of the training will be kept by the bar office for inspection.
- At each Bar a refusal book will be kept. Each time a refusal is made the member of staff will contact the Bar manager and it will be recorded. The time, reason for refusal, staff members name and description of the person will be recorded.
- All staff will do the CT ACT awareness course before starting work.

17.4. Key points of the Underbelly alcohol management plan are:

- Underbelly operates a challenge 25 policy. This means anyone who looks 25 or under will be asked for ID. Only recognised identification will be accepted. Clear signage will be on every bar.
- All staff will undertake a minimum 2 hours licensing and responsible alcohol service training.

- Alcohol sold from the bars will be for consumption on and off Site.
- Drinks will be served in plastic or paper cups.
- No happy hours or time limited price promotions will be run.
- No quantity-based price promotions will be run (e.g. no buy one, get one free offers).
- Beer will be available in 1/2 pint and 1-pint vessels only. No steins will be available.
- Wine will be available in 125 ml and 175ml measures.
- All ABV's and prices will be clearly displayed.
- Free drinking water will be readily available.
- SIA security staff will be onsite at all operational hours.
- Signs will be placed at all entrances and exits requesting all customers to leave quietly and to be aware of neighbours when customers are on Site.
- There will be no tolerance to any criminal behaviour and if any crimes occur then the police will be contacted immediately.
- Customers who are intoxicated will be refused service at the bar and a refusal book will be kept on Site.
- Last orders will be called 30 minutes prior to the closing of the bar, with last service 15 minutes prior to closing time.
- Capacities will be carefully monitored and managed by the site management.
- A record of refusals shall be maintained which documents every instance that a sale of alcohol (and any other age-restricted product) is refused on the premises, indicating the date and time the refusal was made, and the member of staff making the refusal. - The record of refusals shall be available for inspection by authorised officers of the licensing authority, officers of the trading standards service, and officers of the Police.
- An effective methodology shall be in place at all points of sale to ensure staff undertake appropriate age checks on potential sales of alcohol (and any other age-restricted product).
- Records of all staff training, relating to the sale or supply of alcohol (and any other age-restricted product), along with any training material used, will be kept and maintained by the Designated Premises Supervisor or the Premises Licence Holder.
- Staff training records shall be available for inspection by authorised officers of the licensing authority, officers of the trading standards service, and officers of the Police.

17.5. Compliance with Licensing Objectives

17.5.1. Preventing Crime and Disorder

- Underbelly will employ a suitable number of SIA qualified security for the size and demographic of expected audience. Fully trained security staff will patrol and control access to the site and be on duty during all operational hours. Security personnel will hold door supervisor licences and will be SIA registered. All security staff will be required to sign in and out when coming onto site and to show their SIA badge prior to starting work to enable checking on the SIA website. Regular meetings will be held with the contracted security company to ensure maintenance of high standards.
- Security and stewards will be able to communicate over radio..
- CCTV will be in operation at all times.
- Entrances and exits to/from the Site will be monitored at all times during operational hours.
- Signs will be placed at all entrances and exits requesting all customers to leave quietly and to be aware of neighbours when customers are on Site.
- All drinks will be served in Paper or plastic cups. No glass will be handed over the bar.
- No money to be left in the box office or in any concessions overnight.
- Any suspicious behaviour will be monitored and dealt with in a suitable manner.
- Staff will be trained in the relevant legislation applying to the sale of alcohol.
- There will no tolerance to any criminal behaviour and if any crimes occur then the police will be contacted immediately.
- The opening hours will be strictly followed.
- No happy hours or time limited price promotions will be run.
- No quantity-based price promotions will be run (e.g. no buy one, get one free offers).
- Beer will be available in 1/2 pint and 1-pint vessels only. No steins will be available.
- Wine will be available in 125 ml measures.
- All ABV's and prices will be clearly displayed.
- Customers who are intoxicated will be refused service at the bar and a refusal book will be kept on Site.
- Last orders will be called 30 minutes prior to the closing of the bar.
- Signage will be placed around the Site asking people to ensure all personal property should be looked after and with them at all times. Staff will ensure all unattended bags are reported to the site management immediately.
- All marketing material will be aimed at creating a family environment.
- A record of refusals shall be maintained which documents every instance that a sale of alcohol (and any other age-restricted product) is refused on the premises, indicating the date and time the refusal was made, and the member of staff making the refusal. - The record of refusals shall be available for inspection by authorised officers of the licensing authority, officers of the trading standards service, and officers of the Police.

17.5.2. Securing Public Safety

- Comprehensive Risk Assessments will be undertaken.
- Security and stewards will be able to communicate over radio.

- There will be adequate medical provision during operational hours. Any injuries that do occur will be recorded in an accident book and also emailed to h&s@underbelly.co.uk to ensure that all relevant parties are informed of accidents or incidents.
- Should there be the need to evacuate the site or request emergency service assistance, this will be immediately communicated to surrounding neighbours.
- CCTV will be always in operation.
- Consultation will take place with all relevant authorities.
- All drinks will be served in Paper, Plastic or in their original can. No glass will be handed to the customer.
- There will be appropriate levels of staffing, including security and other stewarding staff. All staff will receive relevant training.
- All security staff will be SIA registered and their badges will be regularly checked on the SIA website.
- The Site will be accessible for the disabled and accessible toilet facilities will be provided.
- There will be full compliance with all relevant health and safety legislation.
- The Licensee will ensure that all venues are fit for purpose and safe to work in. All relevant PPE will be worn when building/taking down venues.
- Staff will be trained when performing tasks that have a certain amount of risk, i.e. a member of staff will be trained to use a ladder before using one.
- Capacities will be carefully monitored and managed.
- All staff will be trained in the evacuation procedure.
- All staff will be trained in the use of fire extinguishers.
- All marketing material will be aimed at creating a family environment.

17.5.3. Preventing Public Nuisance

- It is not anticipated that any of the events in connection with the Licence will cause any problems or public nuisance.
- A comprehensive Noise Management Plan will be in place.
- At every exit, customers are asked to leave quietly.
- CCTV will be in operation at all times.
- Waste will be stored and disposed of so as to avoid causing public nuisance.
- Throughout the day each site will have designated cleaners who will ensure to keep the site clear of rubbish.
- Litter will be collected on Site and customers requested not to take packaging off site but to dispose of it in bins provided. Bins will be provided at entrances and exits.
- No happy hours or time limited price promotions will be run.
- No quantity-based price promotions will be run (e.g. no buy one, get one free offers).
- Beer will be available in 1/2 pint and 1 pint vessels only. No steins will be available.
- There is a detailed dispersal policy.
- -All marketing material will be aimed at creating a family environment.

17.5.4. Protecting Children from Harm

- The Event will operate a strict challenge 25 policy and anyone who looks under 25 will be asked for identification. The only forms of acceptable identification will be a driving licence or passport. Clear signage will be on every bar.
- An effective methodology shall be in place at all points of sale to ensure staff undertake appropriate age checks on potential sales of alcohol (and any other age-restricted product).
- CCTV will be in operation at all times.
- Records of all staff training, relating to the sale or supply of alcohol (and any other age-restricted product), along with any training material used, will be kept and maintained by the Designated Premises Supervisor or the Premises Licence Holder.
- Staff training records shall be available for inspection by authorised officers of the licensing authority, officers of the trading standards service, and officers of the Police.
- Staff will be trained in, and fully aware of, the law relating to sales of alcohol to those under the age of 18.
- Security and stewards will be able to communicate over radio.
- A detailed lost/found children and vulnerable adult policy will be in place.
- All staff that work on the event will be over 18 years old.
- All performances will be Suitable for all ages.
- No performances will contain ancillary material of an adult nature.
- Appropriate age restrictions will be enforced

18. Security and Crowd Management

18.1. The Security Firm will be SFM who Underbelly have worked with for a number of years. They were also the security team for StreetEat 2020 and so know the site and area well.

18.2. There will be adequate levels of SIA security on the site at all times.

18.3. The site is free and non-ticketed to enter. Underbelly will only restrict access when crowd density requires it.

18.4. Search Policy

18.4.1. There are three types of search which may be used:

1. Visual - conducted as the patron approaches the search area. Any individual that is required to be searched will be politely informed of process.
2. Random - used as a deterrent but must be random to avoid searching the same individuals on a regular basis who may subsequently feel they are being harassed.
3. Profiled - this will include customers wearing bulky clothing or those who demonstrate evasive behaviours in the queue.

18.4.2. A list of restricted items are detailed below and will be displayed at the entrance to ensure a robust search regime is in place. As a general rule all bags will be searched along with large items of clothing.

18.4.3. The following items are not permitted:

- glass | alcohol | illegal substances | pyrotechnics | laser pointers | blades | scissors | weapons | flammable liquids | drones | pets

18.5. As detailed in 11.4, Security at each entrance will monitor numbers entering the site using clickers. This information will be relayed to the site/event manager at regular intervals who will be responsible for making the decision to restrict access if capacity is reached.

18.6. If capacity is reached Underbelly Site management will start a 'one-in, one-out' policy until the volume of people has decreased.

18.7. Due to customers leaving site with their drinks and food to eat and drink them elsewhere in the park or at home we believe the capacity will not be reached often.

18.8. The capacity of the Site will be assessed continually by site management staff to ensure it remains a pleasant and safe environment. If the density of people is at risk of increasing beyond a comfortable level, then gate control will be put in place to reduce flow or close entry. This method of dynamic assessment provides time to adjust levels in advance.

18.9. Security Deployment Plan:

Position	Location	Role
1	Entrance 1	<ul style="list-style-type: none"> - Constant manning of gate - Control and direction of members of the public entering and leaving the site - Observation for and recognition of potential suspect packages. Report any findings to the supervisor, site manager or police officer. - Bag search where necessary - Clicker counting and monitoring of customers onsite. - Must wear high visibility jackets or vests. - Observation for the prevention of overcrowding. - Provide information and directions to the public - Deter/prevent any drunk person entering the venue. - Observe any children in the venue and ensure they do not consume alcohol - Encouraging customers to drink-up and progress to the exit throughout the latter part of drinking up time; - Drawing attention of existing customers to the notices on the exits and asking them to be considerate; - Actively encouraging customers not to congregate outside the Event; and - Directing customers to the nearest transportation away the area. - If capacity is reached, ensure that physical Distancing entry queue is in place.
2	Floating	<ul style="list-style-type: none"> - Patrol whole site and provide support where needed - Observation for and recognition of potential suspect packages. Report any findings to the supervisor, site manager or police officer. - Bag search where necessary - Must wear high visibility jackets or vests - Observation for the prevention of over crowding - Provide information and directions to the public - Deter/prevent any drunk person entering the venue - Observe any children in the venue and ensure they do not consume alcohol - Encouraging customers to drink-up and progress to the exit throughout the latter part of drinking up time; - Drawing attention of existing customers to the notices on the exits and asking them to be considerate;

		<ul style="list-style-type: none"> - Actively encouraging customers not to congregate outside the Event; and - Directing customers to the nearest taxi ranks or other transportation away the area. - Ensure queues are being followed strictly. - Discourage customers from sitting/Standing too close to each other. - When capacity is reached to support the main entrance as it becomes 1 in and 1 out. Second gate become exit only. - Manage the Entrance queue.
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18.10. Security Schedule:

18.10.1. Each shift there will be a Security Supervisor in charge of the security team. They will be the point of contact for the Event/Site Manager.

18.10.2. The remaining members of security on shift will be SIA badged security guards.

18.10.3. All security will wear radios and be in direct communication with the Security Supervisor, Bar Manager, queue Manager, Site manager and event manager.

18.10.4. The schedule below is a base level of security. Every Monday senior Underbelly management will assess the security numbers that week and adjust accordingly. Weather and special events will be taken into consideration.

Day	Shift Start	Shift End	Shift Hours	No. SIA Security Staff	Role	Total Hours
Monday	12:00	22:00	10	2	1,2,	20
Tuesday	12:00	22:00	10	2	1,2,	20
Wednesday	12:00	22:00	10	2	1,2,	20
Thursday	12:00	22:00	10	2	1,2,	20
Friday	12:00	22:00	10	2	1,2,	20
Saturday	12:00	22:00	10	3	1,2,	30
Sunday	12:00	22:22	10	2	1,2,	20

19. **Medical**

19.1. There will be a dedicated and qualified first aider onsite during the full operational run, including build and strike.

19.2. An area in the site compound will be identified as a first aid point. All staff and traders will be made aware of this.

19.3. Each incident will be logged, and the necessary paperwork will be filled out. This paperwork consists of an accident report book, an accident log which will be seen by the site manager at the end of the day to spot any abnormal trends, a casualty form will be filled out in the event of an ambulance being called.

19.4. Anything more than a minor plaster injury should be reported daily to h&s@underbelly.co.uk and will also be shared with Merton Council on a daily basis.

19.5. Serious injuries may be reportable to RIDDOR. In this case the site manager along with the operations manager will fill in a F2508 form. This will be sent to Merton Council Environmental Health Officers and the HSE as soon as possible. Internal investigations and a full incident report will be carried out by the site manager and the production manager.

20. Power & Lighting

- 20.1. Power will be supplied by a generator located back of house.
- 20.2. There will be an external bunded fuel tank beside the generator.
- 20.3. Site manager will oversee the generator and perform daily check.
- 20.4. There will be minimal lighting due to the early closing time. A small amount of backstage lighting will be installed to assist overnight security.
- 20.5. Once the park is closed. There will be some lighting provided to the only exit gate on Wimbledon Park Road.

21. Sanitation and Welfare

- 21.1. Underbelly will use water from the Parks water supplies. will be refilled when necessary. Food traders and Bar can transport water to their units via Aquarolls.
- 21.2. During operational hours Underbelly will be responsible for cleaning the toilets that are situated behind the Watersports club in Wimbledon Park.
- 21.3. These will be cleaned and stocked by a dedicated cleaning team contracted by Underbelly. A cleaning schedule can be found in section 15.
- 21.4. The Toilets will be constantly cleaned, and hand sanitiser will be provided before entry and when leaving.

22. Deliveries

23. Customer Service and Complaints

- 23.1. Underbelly prides itself on the quality of its festivals and events and our relationship with our customers and audiences. Underbelly believes that customers make an event and therefore actively engages with audiences throughout the event lifecycle.
- 23.2. Residents will be given the mobile number and email address for our site manager. Residents can communicate with the site manager in respect of noise and any other concerns with the operation of the event. Our site manager will be required to carry this mobile phone at all times.
- 23.3. Feedback can take two forms - either directly from a customer via email, or by completing an Underbelly customer comment and feedback form, which is then transposed into an email and forwarded on to a dedicated feedback email address. All email enquiries to this address are checked twice daily during office hours and all complaints are logged in a central database. From the database, our customer service or administration teams are able to respond with either an automatic message for general enquiries, or manually for a more in-depth, detailed response, depending on the nature of the comment. Where feedback is unable to be answered by the first-line response, team members are able to mark the enquiry for the attention of a more senior member of staff, or another department member. This process is automated and will immediately notify the member of staff that they have a new message to respond to. Underbelly will aim to respond to all enquiries within 48 hours through this process, although urgent emails will be acted on immediately. Where necessary, an investigation will take place. Depending on the outcome of the investigation, new procedures may be put in place. The customer is always contacted as soon as possible and kept informed at all stages.
- 23.4. A copy of all complaints received will be shared with Merton Council and if Merton Council receive any complaints about the event they will share these with Underbelly.

24. Lost Property

- 24.1. Underbelly will operate a lost/found property facility. Any lost property will be taken to the site office and/or handed in to a member of Underbelly staff. The site office will keep a log of any lost property that is handed in. All valuables, wallets and passports will be kept in the site office and will be kept until the end of the season.
- 24.2. Any lost property queries over the phone or in person will be logged with contact details. The log will be kept online in the cloud, so enquires coming from various sources can be registered.
- 24.3. Underbelly will clearly advertise the contact details for lost/found property enquiries on their website (www.underbelly.co.uk) as well as at all access/egress routes to the Site. All staff will be fully briefed as to the lost/found property process and will be able to assist patrons in locating their lost/found items.
- 24.4. All other lost/found items will be retained by Underbelly for a period of two weeks after the event. A member of Underbelly's customer service team will proactively attempt to reunite lost/found items with their owner during this period.

Any remaining items that are not personally identifiable documents (i.e. driving licences, bank cards etc) will be taken to a local charity shop.

25. Accreditation and Passes

- 25.1. With a diverse mix of traders, contractors, public, performers and production staff on Site, robust accreditation arrangements are vital to ensure a safe and secure Site.
- 1.1. During the construction phase, all staff will be issued with temporary wristbands, in line with CDM 2015. These wristbands will be issued to each staff member when signing in at the site reception each day.
- 1.2. During the operational period the following passes will be issued:

26. Health and Safety and Risk Assessments

- 26.1. With a diverse mix of traders, contractors, public, performers and production staff on Site, robust accreditation arrangements are vital to ensure a safe and secure Site.
- 26.2. Underbelly is committed to ensuring the safe operation of the Site.

Level	Who
Access All Areas	Underbelly senior staff
Crew	Visiting contractors and suppliers
Trader	Market staff
Artist	Performers
Underbelly staff (licenced)	Underbelly bar staff with PLH training
Underbelly staff	Underbelly staff

- 26.3. Underbelly not only adheres to health and safety laws and legislations but embraces the spirit of the acts.
- 26.4. The staff handbook will provide all employees with clear guidelines on how to implement the Underbelly health and safety policy and will ensure that everyone shares responsibility for safety at work.
- 26.5. Prior to the start of the setup of the Event, a full set of risk assessments and method statements will be carried out and produced.
- 26.6. All traders, artists and subcontractors will provide Underbelly with risk assessments and method statements. They will also be provided with information in their information pack to positively promote the key messages of this paperwork to their staff.
- 26.7. Underbelly utilises the following policies and documents as reference for health and safety best practice:
 - Health and Safety at Work Act 1974
 - The Regulatory Reform (Fire Safety) Order 2005
 - HSE Managing Crowds Safely
 - Event Safety (Purple) Guide
 - The Four Licensing Objectives as per the Licensing Act 2003
 - Cabinet Office Guidance on Crowd Safety.
- 26.8. All health and safety at StreetEat will be the responsibility of the Underbelly production manager and site manager. All risk assessments and method statements will be assessed and administered by Underbelly in accordance with health and safety legislation and good working practice.
- 26.9. During the get-in and get-out periods, the Site will only be accessible by personnel who have read and signed the Site safety memo in accordance with the Site rules. All staff, contractors and visitors during these periods must adhere to these rules or leave the Site with immediate effect.

26.10. During the operational period, all staff and contractors must adhere to the Site health and safety plan as outlined in the operations plan and staff handbook. Any disregard for this plan will be dealt with on a case-by- case basis. The Site management team will produce a daily site report with reference to all activities on Site and any incidents/accidents that need to be reported.

27. Daily Manager Report

27.1. It is the responsibility of all key positions on site (i.e. Event manager, production manager, security, bar manager etc.) to be constantly looking for any potential risks and hazards during the Event.

28. Duty Manager Report

Duty Manager Report –Wimbledon Park – StreetEat

Date: / /2021

DUTY MANAGER	DAY	EVENING	SITE OPEN TIME	SITE CLOSE TIME
NAME				

SAFETY & SECURITY				
Security Supervisors Name				
Fire Escapes Checked?				

ATTRACTIONS	OPEN	CLOSE	COMMENTS
Market			
Bar			
Stage			

STAGE TIMINGS/ SCHEDULE	Scheduled Start Time	Scheduled End Time	Actual Start Time	Actual End Time
Performance 1	Show title	18:30	19:30	18:32 19:33
Performance 2				
Performance 3				
Performance 4				

REPORT ON SERVICES AND ISSUES CONCERNING SITE

WEATHER	
SITE POWER	
WATER	
BOX OFFICE	
SECURITY	
CROWD CONTROL & QUEING	
FIRST AID	
BAR	
FOOD CONCESSIONS	
TOILETS	
WASTE	
CLEANING	
OTHER	

ATTACHMENTS

Detail and additional incident reports of other information that should be attached to this report

29. Incident and Near Miss report

UNDERBELLY INCIDENT REPORT

A copy of this should be sent alongside the duty manager report and to h&s@underbelly.co.uk

Time of incident	
Location of incident	
Name of affected party	
Age of affected party	
Contact details	
Nature of incident	

Witness	
Staff who assisted	
Weather	
Details of incident	
Paramedics	
Treatment given	
Fire Brigade	
Police	
Crime reference number	
Any other details	
Photos attached	

Report Prepared at

TIME

DATE

Following the incident using contemporaneous notes taken by

FIRST NAME

LAST NAME

30. Evacuation Plan and Emergency Procedures

Action on discovering a fire/suspect package/event of an evacuation:

On Underbelly Site		In a Surrounding Building/Sites
<p>Discovering a fire/ suspect package/ event of an evacuation :</p>	<p>On discovering a fire on Site, the Site manager will be called by radio and one of the following actions will be taken:</p> <ul style="list-style-type: none"> - If the fire is the size of a wastepaper basket or less, and there are no other surrounding circumstances to suggest that the fire may spread unusually quickly, the fire will be extinguished by trained staff. After the event <p>this will be reported by way of a written report to Underbelly management so that appropriate action can be taken to avoid a repeat of the incident.</p> <ul style="list-style-type: none"> - If the fire is larger or looks as though it is going to spread quickly, the Site manager will <p>immediately order an evacuation of the Site and then call the fire brigade. The Site manager will then call security and Site management so that a controlled evacuation of the surrounding buildings/Site can be undertaken, steering people away from the fire area.</p>	<p>On discovering a fire in a surrounding building, we request that security or Site manager inform our Site manager immediately so that an evacuation of the Site and venue can be undertaken.</p>

30.1. Call to Emergency Services and Site Security and Duty Management:

- 30.1.1. As detailed above, the Site manager will call the emergency services immediately. The Site manager will then call security and Site management to inform them of the problem.
- 30.1.2. The emergency access point is located In the Car Park by the East Entrance.

30.2. Method of Evacuation:

- 30.2.1. If the Event manager issues the instruction for evacuation, the Underbelly front of house staff and bar staff will, having had training on the routes and assembly points, initiate the evacuation of the Site. The main exit point from the site is through the north west gate. Patrons will also be encouraged to disperse and exit via the south east exit.
- 30.2.2. The Site manager will control the evacuations in conjunction with the venue staff.
- 30.2.3. Bar staff will be briefed and trained on the emergency exits. From the bar manager's assessment, they will allocate bar staff to create pathways and direction to emergency exits. They will assist patrons with accessibility needs.
- 30.2.4. In an emergency situation, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe to do so - this would be communicated to staff in advance and public through use of PA

30.3. Training and Monitoring

- 30.3.1. All staff will be trained in evacuation procedures. The Site manager will control the evacuations. Evacuation procedures will be reassessed as the flow of people is monitored. This document will be updated as necessary.

30.4. Line of Command

- 30.4.1. Any member of front of house or bar staff should inform the Site manager in the case of a suspect package, fire or any other threat. In the case that the Site manager is not available, the front of house manager will take control. Where neither the front of house manager nor any other management are present the member of staff should proceed with the evacuation where necessary and call the emergency services.

30.5. Evacuation Points:

- 30.5.1. If there is no immediate threat to life the evacuation point will be by the Carpark by the East Gate.
- 30.5.2. If there is an immediate threat to life the evacuation point will be King George's Park South gate.
- 30.5.3. If this is still not safe, staff would have been briefed to disperse as quickly and safely as possible.
- 30.5.4. Site manager and line managers will then contact staff to give instructions and advice once safe to do so.

31. Protecting Children from Harm

31.1. This section explains how the Event aims to carry out its duties relating to the protection of children and vulnerable adults from harm.

31.2. Under 16s

- All stewards and security staff will be briefed to be extra vigilant with regards to any under-16s on Site. The Event is highly likely to attract a younger audience and the security team should help to ensure that there is a safe environment for all on Site.

31.3. Facilities for young adults aged 16 and 17

- Welfare services
 - o All facilities that are mentioned throughout the Event Management Plan are available to young adults aged 16 and 17.
 - o It is recognised that they are potentially a more vulnerable group than the over 18s as they may be more prone to encountering difficulties such as being separated from their friends, missing transport home and losing items.
- Disclosure and barring service
 - o Specific security personnel shall be designated to look after children, and they shall have been SIA licensed which incorporates a CRB/DBS check. They shall work in teams of at least two and they shall ensure that paperwork is completed for all lost and found children/vulnerable adults.

31.4. The goal of the lost/found children and vulnerable adults' policy is to reunite each lost/found child or vulnerable adult with its parent(s), guardian(s) or personal assistant. On Site there shall be links to medical provision and possible local police as well as other onsite services and facilities.

31.5. DBS/CRB checks

- Because of the nature of the work, the staff that run the lost children service and other child friendly areas on Site are not exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and are not therefore entitled to withhold information about any convictions including those which for other purposes are "spent" under the provisions of the act and they must disclose any convictions when applying for the position. The security contractor will ensure suitable checked staff are available.

- There shall be both male and female welfare staff that will have been subject to the appropriate checks as outlined above to ensure that there is the ability to look after lost children by welfare staff of the same sex. The lost/found children policy shall also extend to looking after the parents/guardians and siblings of lost/found children.

31.6. Staff Practices

Staff shall be trained in the potential problems relating to inappropriate handling or touching of children and vulnerable adults and staff shall be conversant with procedures for discipline and dealing with uncooperative children or their parents. Practices that threaten, frighten or humiliate children or vulnerable adults shall not be used under any circumstances.

31.7. Procedure to be followed by Underbelly staff and contractors on Site.

This procedure covers:

- Location of lost/found child and vulnerable adult meeting points.
- Safety points.
- If a child/vulnerable adult is found but missing their guardian.
- If someone reports that a child/vulnerable adult in their care is missing.
- Contact numbers.
- Schedule A – lost/found child and vulnerable adult incident report.

i. Location of lost/found child and vulnerable adult meeting points

- At the medical/welfare point.

ii. Safety points

- For your own safety and theirs, always:
 - Remain in a public area with the child/vulnerable adult until the guardian is located.
 - Escort the child/vulnerable adult to the welfare and information area within the Site.
 - Entrust the child/vulnerable adult to welfare staff.
 - Keep physical contact to a minimum. Do not engage in contact that could be misconstrued as inappropriate.
 - Do not restrain unless to prevent physical injury to yourself, other visitors, property or to prevent a criminal offence.
 - Do not accompany a child or vulnerable adult to a public toilet unless absolutely necessary and accompanied by another member of staff.
 - Do not announce the lost/found child or vulnerable adult to the general public.
 - Ensure that the child/vulnerable adult is not left in the presence of only one member of staff. iii. If a child/vulnerable adult is found but missing their guardian
- Obtain as many details as possible:
 - Get down to their level.
 - Explain who you are.
 - Ask their name.
 - Ask the name of their guardian and if they have any contact details for them.
 - Physical description of their guardian (clothing/colour of hair/identifiable features).
 - Reassure them that their guardian will be found.

-Attempt to locate:

- The guardian in the immediate vicinity. Ask around for the guardian by name. Do not announce to the general public that a child/vulnerable adult has been found.
 - Radio or contact Control for a “badged” steward to meet you and head towards the welfare area. Staff to say, “A found child/vulnerable adult has been located on Site”. Your call will be logged.
 - If a child/vulnerable adult is reluctant to come with you, explain that you are going to look for their guardian, but try to keep them in sight whilst doing so.
 - If necessary, call for help and stay with the child/vulnerable adult until they have been re- united with someone that the child/vulnerable adult recognises and is willing to be with.
- On arrival at the welfare hut
 - Ensure someone takes responsibility for the child/vulnerable adult.
 - Provide details of the child/vulnerable adult/guardian.
 - Time of incident.
 - Where you found the child/vulnerable adult.
 - The lost child/vulnerable adult form must be filled out.
 - Before returning to your duties, inform the Site manager that you have handed the child/vulnerable adult over.
 - The welfare steward will then
 - Inform Site manager of lost/found child/vulnerable adult incident. The Site Manager may make an announcement for the guardian to contact them or a member of staff. Under no circumstances should it be announced that a child/vulnerable adult has been found.
 - Conduct an extensive search in order to locate the guardian including mobilising external patrol guards.
 - Call the police to report the lost/found child/vulnerable adult incident.

- Continue to reassure them that their guardian will be found.

• Security staff are responsible for the child/vulnerable adult until their guardian is located and will remain at the welfare area in the Site. The Underbelly Site Manager should complete the lost/found child and vulnerable adult incident report (Schedule 1) and hand a copy of the form to Underbelly management who will ensure they are dealt with properly.

• Any lost/found child and vulnerable adult incident report should not be left on display for data protection purposes.

• If you are approached by a guardian, then establish the identity of the guardian before releasing the child/vulnerable adult into their care. Ensure the child/vulnerable adult and guardian know each other by asking questions and establish the guardian's identity e.g. bus pass, credit card.

• The bottom section of the lost/found child and vulnerable adult incident report should be signed by the person collecting the child/vulnerable adult. If you are not sure about handing the child/vulnerable adult over, contact Control who will liaise with the police.

• Once a child/vulnerable adult has been reunited with their parent or guardian, all agencies that have been involved shall be informed.

iv. If someone reports that a child/vulnerable adult in his or her care is missing

• Obtain as many details as possible

- Ask their name.
- Ask the name of the child/vulnerable adult.
- Physical description of the child (clothing/colour of hair/identifiable features).
- Ask age of child/vulnerable adult.
- Full contact details of family/home/school.
- Ask where the child/vulnerable adult was last seen, what they were doing e.g. taking parting in an event/activity.
- Reassure them that their child/vulnerable adult will be found.

• Attempt to locate the child/vulnerable adult in the immediate vicinity. Ask around for the child/vulnerable adult by name.

• Radio or contact Site manager to say, "A missing child/vulnerable adult has been located on Site" and ask them to come to the meeting point on Site.

• On arrival of Site manager provide:

- Details of the child/vulnerable adult's guardian.
- Time of incident.
- Where the child/vulnerable adult was last seen.

• Site manager will then:

- Inform all staff of lost/found child/vulnerable adult incident.
- Escort the guardian to the Site office.
- Conduct an extensive search in order to locate the child/vulnerable adult.
- Call the police to report the lost/found child/vulnerable adult incident.
- Continue to reassure them that their child/vulnerable adult will be found.

The Site manager should complete the lost/found child and vulnerable adult incident report (Schedule 1) and hand it to Underbelly management for their records.

• Major incident plan and associated arrangement – procedures for children/vulnerable adults:

- For all children/vulnerable adults the emergency procedures are the same as for an adult and are as details in the major incident plan and associated arrangements. It is assumed that the child shall be accompanied by their parent or guardian. If this is not the case, then they shall be treated according to the lost/found children/vulnerable adult policy outlined above.

LOST / FOUND CHILD AND VULNERABLE ADULT INCIDENT REPORT	
Date and time of incident	
Location of incident	

Incident reported by	
Police called (Y/N)	
Name of child/vulnerable adult	
Name of guardian	
Contact details of guardian	
Type of identification provided by guardian (e.g. credit card)	
Time child/vulnerable adult/guardian reunited	

32. Ecology and Reinstatement

32.1. All reasonable measures will be taken to minimise ecological damage. This includes damage to trees and existing foliage.

32.2. All Food vendors will be put onto wooden supports to protect the ground.

32.3. Heavily used back of house areas will be floored and so the ground is protected.

32.4. Underbelly will ensure the de-installation period is as short as practicably possible.

32.5. Spill kits will be available from the site office should there be any oil spills on site.

32.6. In the event that there are any spillages or damage to site or grounds, Underbelly will make Parks management aware as soon as possible so that this can be logged and rectified.

33. Protection of Trees Method Statement

33.1. Underbelly has undertaken to protect the trees within Wimbledon Park with the following measures:

- In agreement with Merton Council Events and parks management, the trees will not be used for any dressing or lighting of the event site during the build, operational or strike phases of StreetEat in Wimbledon Park
- All site infrastructure (cabins, toilets, etc) have been mounted on pads to avoid ground damage and root damage to the trees.
- When driving over any parts of the non-hardstanding temporary track matting will be placed to provide ground protection for tree roots.
- Where possible space has been left between the cabins and the ground (i.e. suspended floor) to allow

water penetration into the ground.

34. Sustainability Policy

34.1. Underbelly is a UK-based live entertainment company that runs several festivals and events across the country.

34.2. Underbelly understands that the events that it manages have environmental, social and economic impacts. It is therefore committed to the development, implementation and continual improvement of a sustainable event management system to minimise any negative impacts of its operations.

34.3. Underbelly's approach is to embed sustainable management principles across all events for which it is responsible.

34.4. Underbelly's sustainable event management principles are:

- Integrity & Ethical Behaviour: To act ethically and with integrity in our event operations with regard for the law and without bias, including in our dealings with our employees, customers, suppliers and towards society and the environment.
- Inclusivity & Accessibility: To produce high quality events which are inclusive and accessible to people of all ages, backgrounds and abilities.
- Environmental Performance: To minimise the impact of events on the environment.
- Collaboration & Transparency: To collaborate and build relationships with stakeholders and the general public and to ensure that all stakeholders have access to all relevant information about event operations.
- Legality: To meet and exceed all applicable legal and regulatory requirements in all activities.
- Stewardship: To show leadership and best practice in sustainable event management.

34.5. Underbelly is committed to continuous improvement and will monitor its performance against agreed sustainability objectives.

34.6. Single Use plastic:

- Underbelly bars will only provide receptacles for drinks that are either Compostable PLA or fully recyclable paper cups.
- Due to Covid-19, no re-useable cups will be allowed onsite.
- All traders will not be permitted to use single use plastics onsite. Everything must be either natural or compostable.
- Working closely with our waste suppliers Veolia we ensure that 0% of the waste from our site will become land fill.
- Anything that is not recycled or composed is burned for fuel.

34.7. Engagement and Feedback

34.7.1. We will conduct engagement in the form of letters to ensure that our stakeholders are informed about our commitment to sustainability and have the opportunity to view our policy and objectives and provide feedback.

- This will be included in communications to:
 - o Staff (e.g. contracts)
 - o Traders and contractors
 - o Performers
 - o Community (e.g. resident letters etc.)
- Example statement: Underbelly is committed to sustainability at all our events. If you have any comments, questions or feedback about how we can improve sustainability at our events or would like to view a copy of Underbelly's Sustainability Policy, please email sustainability@underbelly.co.uk or fill in the online form at: <https://form.jotformeu.com/Underbelly/sustainability-feedback>.
- Engagement and feedback received must be logged in a Stakeholder Engagement Log (or similar).
- Copies of all engagement should kept and stored.

34.8. Sustainable Event Management

34.8.1. During the event the person(s) as detailed in the Event Management Plan (often the Site / Venue Manager) will be responsible for:

- i. managing sustainability risk and opportunities.
- ii. ensuring the site is run sustainably, in line with Underbelly's Policy and Objectives
- iii. reporting any issues and feedback

34.9. Reporting on Objectives

34.9.1. We will collect data to report on whether we are improving and/or meeting our objectives

34.9.2. Further details on the data we need to collect will include information about:

- i. Waste and Bins – complaints received, no. of contaminated bins
- ii. Types and no. of cups used
- iii. Power and fuel use

- iv. Ways in which visitors and staff travel to site
 - v. Percentage of infrastructure re-used
 - vi. Crowd numbers (compared to agreed capacities)
 - vii. Security staff (compared to requirements)
 - viii. Accessibility of venues and shows – physical and via discounted tickets for students, unemployed etc.
 - ix. Jobs made available to local staff
 - x. Complaint responses
 - xi. Site Assessments
- 34.10. Event Review and Report
- 34.10.1. A post event review will be conducted to consider performance against objectives and principles.
 - 34.10.2. This should be documented in a report which will be made available to stakeholders if requested.
- 34.11. Post Event Audit
- 34.11.1. Post event any issues with the Event Sustainability Management System that have arisen during the event should be identified and the system should be updated to address these issues.

35. Covid 19 Event Plan

- 35.1. After May 17th Social distancing restrictions will have been more or else removed. StreetEat will still encourage social distancing onsite. Customers will be encouraged not to share tables and to maintain space when queuing.
- 35.2. The aim is not to give distance to the elements of the event site, but to manage the site in a safe, socially distanced manner that allows visitors to enjoy StreetEat in Wimbledon Park, alongside event staff, safely and comfortably.
- 35.3. StreetEat in Wimbledon Park will be entirely contactless and we will display signage explaining to customers.
- 35.4. All staff working at StreetEat in Wimbledon Park whether Bars staff, Front of House, Clean Team, Market Traders, Site Management will be required to use the appropriate PPE when on site, at all times.
- 35.5. All staff will be trained in and given written procedures and guidance on how to operate in a socially distanced manner StreetEat in Wimbledon Park. Guidance will include information on supporting visitors to the event, ensuring that they have a safe and pleasant experience at StreetEat in Wimbledon Park.
- 35.6. StreetEat in Wimbledon Park will use a PA system to play out announcements, much like supermarkets and shops currently do. Announcements will thank visitors for attending StreetEat and for following the physical distance guidance and remind them to use the social distance measures set out.
- 35.7. Visitors to Wimbledon Park will either order food & drink to their table as in line with Government Guidelines or if Customers are buy their food to consume off the premise then they will queue at the Vendor or the bar.
- 35.8. Visitors to StreetEat will enter into a physically distanced queue system to enter the site. Pre booking is not required. The capacity of the site will be monitored by security staff and the site manager to ensure the agreed number of visitors are on site at any one given time.
- 35.9. Upon entry customers will need to register with our security team via a QR code provided by the NHS track and trace App.
- 35.10. Key Communications
- 35.10.1. The public will be reassured on Underbelly's' website, in any advertising, on social media and around site that StreetEat in Wimbledon Park has taken the following measures to create a safe environment that everyone can enjoy.
- 35.11. Key points:
- 35.11.1. A contactless event sites
 - 35.11.2. Strict capacity in place to allow appropriate space
 - 35.11.3. Social distancing markers throughout the site
 - 35.11.4. Visitor flow system in place
 - 35.11.5. All staff will be in appropriate PPE Hand sanitation points at entrances and across StreetEat, including at bars Increased cleaning and sanitation of all areas, including tables and seating areas being cleaned in-between each use by dedicated team.

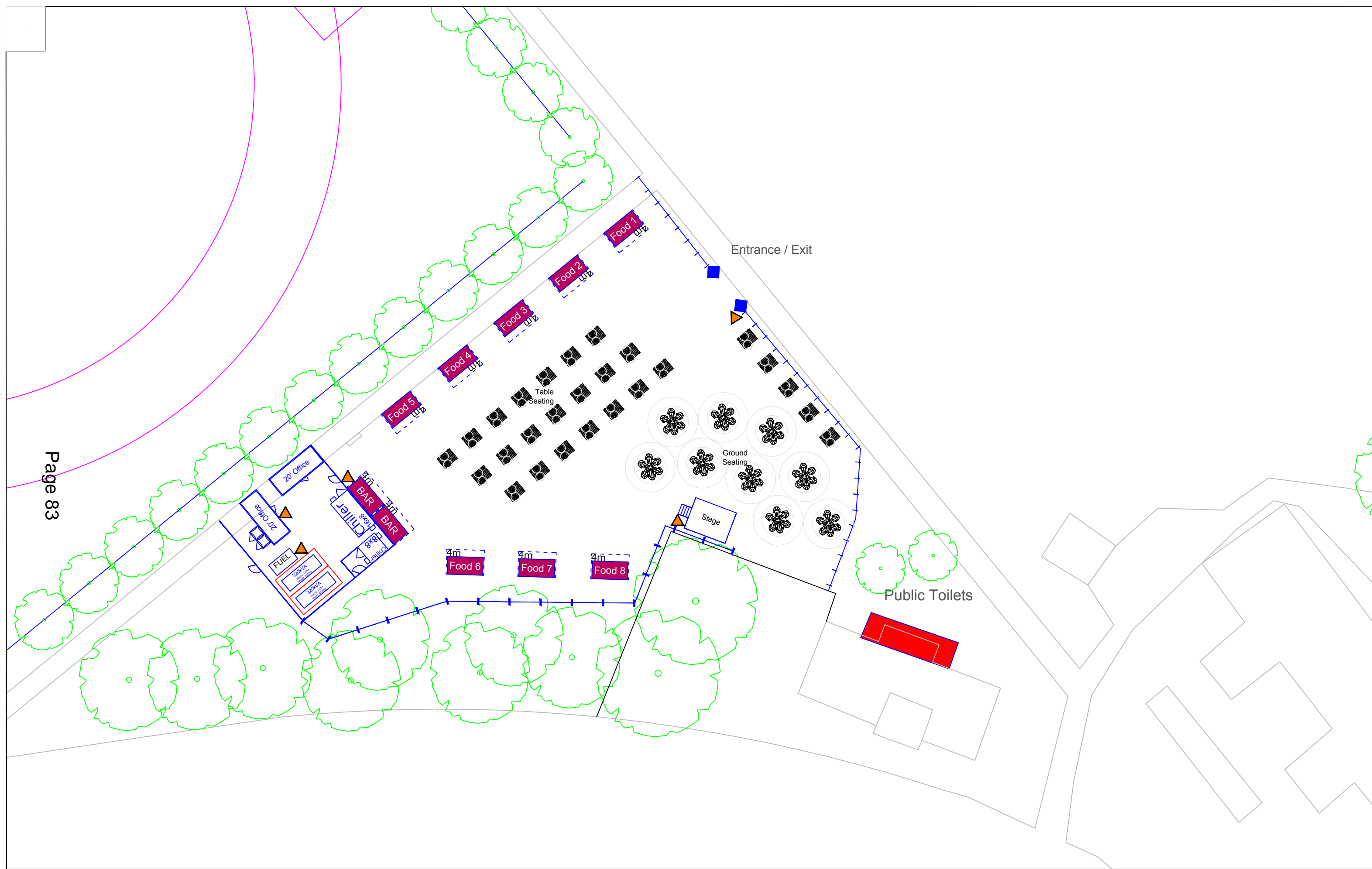
- 35.12. Detailed FAQs and policy information will be easily available online, along with a reporting and complaints procedure. FAQs will reflect the social distancing measures and sanitation and hygiene procedures.
- 35.13. Social Media
- 35.13.1. Social media messaging prior to opening and throughout the event period will detail and reassure visitors that appropriate procedures and policies are in place to keep everyone safe. This will include pinned Facebook and twitter posts. We will create confidence and reassurance that StreetEat in Wimbledon Park is safe to visit.
- 35.14. Contactless
- 35.14.1. StreetEat will be entirely contactless.
- 35.15. Email
- 35.15.1. All emails sent out in the run up to opening and the weekly emails after opening will contain information on the social distance measures being taken and linking through to more detailed information on the website. The COVID-19 precaution summary information will also appear on all booking confirmations, and e-ticket confirmation.
- 35.16. Travel
- 35.16.1. Advice on travelling to StreetEat in a socially distanced manner will be based on Government advice at the time for travel.
- 35.17. Site signage
- 35.17.1. All site signage to be simple and informative.
- 35.17.2. Signage throughout the site will reiterate all physical distancing measures and will remind visitors to wear a face mask, at all times, where possible.
- 35.17.3. Queue signage on the ground for bars and food outlets to indicate where people should be standing. Signage will be informative and simple.



- 35.18. Site Layout
- 35.18.1. Market stalls will be spread across the StreetEat Site to encourage flow of visitors around the site, avoiding targeted migration of visitors to specific areas.
- 35.19. Physical distancing onsite
- 35.19.1. Delineated ground markings, like road markings, or lollipop signage will be used wherever appropriate.
- 35.19.2. All furniture will be fixed to the ground allowing for physical distancing. These will then be clean constantly by the dedicated litter picking team. They will also be assisted by bar staff when necessary.
- 35.20. Market Stalls Bars and Trading
- 35.20.1. Access to all market stalls and bars will be physically distanced. Ground markings and the use of access and exit lanes will be in place with traffic light ground marking and signage to alert visitors to the system.
- 35.20.2. All staff will wear the appropriate PPE. All units to be fitted with hand sanitiser or portable hand wash units. Where practical and necessary, stalls & bars may be fitted with Perspex partitions and service windows.
- 35.20.3. All market stalls and bars will be cashless.
- 35.20.4. Food stalls will offer condiments and cutlery to the customer. No areas for the customer to help themselves to any accompanying items will be available. No reusable cups will be used on site.
- 35.20.5. 'Market furniture', including A boards, display rails maybe restricted/ vetoed, and food & beverage consumption barrels may also be restricted, depending on pathways/routes around the site.
- 35.20.6. Customers will be asked not to touch or hold items that they do not wish to purchase.
- 35.20.7. Only stall holders should touch items for sale, until the transaction is final, and the purchased product is being handed over to the customer.
- 35.20.8. Traders will be sent guidance on trading at a socially distanced at StreetEat ahead of being contracted to ensure that they are able to trade within the guidelines.
- 35.21. StreetEat Staff Management and Protection
- 35.21.1. All staff

- 35.21.1.1. All staff to be provided with PPE. Gloves, Masks and potentially goggles must be used at all times. Gloves must be replaced after each handwash/break.
- 35.21.1.2. A stock of masks and additional PPE will be kept on site should the need arise for another mask or additional PPE for any staff member
- 35.21.1.3. Staff will have their temperature recorded before starting their shift. This will be done when queuing to sign in with management. The queue to sign in and have their temperature tested will be socially distanced.
- 35.21.1.4. Staff will be asked to use sanitiser every hour.
- 35.21.1.5. Back of house areas should have either one-way systems if space or maximum capacities
- 35.21.1.6. Back of house areas will need constant cleaning. With often used items like lockers to be wiped down each night.
- 35.21.1.7. All breaks will be staggered allowing for specific time slots in the welfare unit. Each member of staff must wipe down anything used within the welfare unit after use.
- 35.21.1.8. Any item which is used by multiple people will be wiped down and cleaned after every use. i.e. Radios, wipes and disinfectant will be available in all areas/office/welfare units.
- 35.21.1.9. There will be no shared uniform.
- 35.21.1.10. Before being permitted to work onsite each member of staff will go through Covid Training. Underbelly will be provided procedures and rules that must be adhered to onsite. This will include social distancing requirements, routes of transmission, and the importance of hand washing and surface disinfection at key times.
- 35.21.1.11. All staff will be instructed about not coming to work if they have a high temperature, new continuous cough, or the loss of taste and smell. They should stay at home for 7 days (or for as long as prevailing guidance dictate).
- 35.21.1.12. Capacities for offices, chillers, storage areas will be provided to ensure social distancing is followed. Hand sanitiser will be available to use before entry.
- 35.21.1.13. All washing of anything must be done at 60 Degrees.
- 35.21.1.14. Cloths and sponges should be changed daily.
- 35.21.2. Bar staff specific
 - 35.21.2.1. Each Bar will be provided with hand sanitiser and Bar staff must use before entering any Bar
 - 35.21.2.2. Bars will be split into sections meaning that each member of staff will have their own section to work from. In this section they will have everything they need to serve the customers.
 - 35.21.2.3. Bar staff's requirement to wipe down surfaces at the beginning of their shift, end of their shift even if mid-way through the day.
- 35.22. Site Sanitation
 - 35.22.1.1. Site sanitation is of the utmost importance to StreetEat and a high standard will be maintained throughout the event.
 - 35.22.1.1.1. All cleaners to be provided with appropriate PPE. This includes, masks, gloves, aprons.
 - 35.22.1.1.2. Staff will have their temperature recorded before starting their shift
 - 35.22.1.1.3. After waste has been collected in the morning all bin handling points should be sanitised.
 - 35.22.1.1.4. All publicly accessible surfaces, that are not the responsibility of the attractions, traders or bars, to be sanitised on a loop around site
- 35.23. Toilets:
 - 35.23.1. Underbelly will be providing a number of toilets to service the customers of the event. Customers may only use the toilets if they have purchased food or drink from one of the bars or vendors.
 - 35.23.2. Toilets will be cleaned very often. Before entering a toilet, each person must use hand sanitiser and must be wearing a face mask. When leaving the toilet, the person must use hand sanitiser again. There will be a sanitiser station at entry and exit of the toilets.

There will be a dedicated toilet team who will be responsible for cleaning the toilets regularly. There will be enough toilets that one or two can be closed at each time to allow for cleaning. There will be a strict timetable which will be checked by the site manager.



Merton Borough Council
Merton Civic Centre
London Road
Morden
SM4 5DX

VW – Merton Borough

Wimbedon Police Station
15-23 Queens Road
SW19 8NN

Email:
avril.obrien2@met.police.uk
belinda.loizou@met.police.uk

Your ref: Underbelly Ltd

Our ref: VWF21169

14th May 2021

Dear Sir / Madam

Notification - Metropolitan Police Objection

Re: Temporary Event Notices (TENs) Underbelly Ltd 20th May to 20th June 2021.

The Metropolitan Police wish to object to the attached Temporary Event Notices (TENs) as, if granted, they are likely to undermine the licensing objectives relating to;

The Prevention of Crime and Disorder
The Prevention of Public Nuisance
Public Safety

The TENs are shown on the attached pdf's and are named;

SENT LATE TEN 20th May covering the following dates & times for licensable activities of the sale by retail of alcohol and the provision of regulated entertainment.

20/05/2021 : 12:00 - 22:00

21/05/2021 : 12:00 - 22:00

22/05/2021 : 11:00 - 22:00

23/05/2021 : 11:00 - 22:00

SENT TEN 27th May covering the following dates & times for licensable activities of the sale by retail of alcohol and the provision of regulated entertainment.

27/05/2021 : 12:00 - 22:00

28/05/2021 : 12:00 - 22:00

29/05/2021 : 11:00 - 22:00

30/05/2021 : 11:00 - 22:00

31/05/2021 : 12:00 - 22:00

SENT TEN 3rd June covering the following dates & times for licensable activities of the sale by retail of alcohol and the provision of regulated entertainment.

03/06/2021 : 12:00 - 22:00

04/06/2021 : 12:00 - 22:00

05/06/2021 : 11:00 - 22:00

06/06/2021 : 11:00 - 22:00

SENT TEN 10TH June covering the following dates & times for licensable activities of the sale by retail of alcohol and the provision of regulated entertainment.

10/06/2021 : 12:00 - 22:00

11/06/2021 : 12:00 - 22:00

12/06/2021 : 11:00 - 22:00

13/06/2021 : 11:00 - 22:00

SENT TEN 17th June covering the following dates & times for licensable activities of the sale by retail of alcohol and the provision of regulated entertainment.

17/06/2021 : 12:00 - 22:00

18/06/2021 : 12:00 - 22:00

19/06/2021 : 11:00 - 22:00

20/06/2021 : 11:00 - 22:00

The notice giver, Mr Hubert Woodhead, served the TENs with the premises shown as being EVENT SITE 5, WIMBLEDON PARK, HOME PARK ROAD, SW19 7HX.

The nature of the events on each TEN is:

“The event is an independent food market and bar, with live performance from local artists, providing food, drink and entertainment for the local community in a safe, outdoor and socially distanced environment.”

The TENs are for the licensable activity for the sale by retail of alcohol and the provision of regulated entertainment for a maximum number of people to be present when carrying on licensable activities shown as 499 with alcohol being sold for consumption both on and off the premises.

The TENs also state:

The premises is Event Site 5 in Wimbledon Park. The event space perimeter is the fence line behind the Athletics track, down the pathway towards the Water-sports building, then along the fence line of the Water-sports building/outdoor space and then back down the pathway beside the lake to the Athletics track. The site will have a perimeter fence made of rope and post or heras fencing with a capacity of no more than 499 people. Security will control the capacity at the one entrance. I have also attached a site plan and site location plan to show where the TEN will cover.

The event is an independent food market and bar, with live performance from local artists, providing food, drink and entertainment for the local community in a safe, outdoor and socially distanced environment.

MPS Objection

This is an event that is very likely to attract an audience that exceeds what can be legally covered by a TEN, which is 499 including all event staff. In March 2021 the same applicant initially applied for a time limited premises licence for the period 19th May 2021 to 31st July 2021 for a capacity of 1500 people. The Metropolitan Police had negotiated conditions with the applicant which were agreed and these satisfied the Metropolitan Police that the event could be operated safely whilst upholding the licensing objectives, however a number of residents had submitted objections. The application was then withdrawn as the applicant stated Merton Council had told him that he had to move the event to the other side of the park and because of this he decided to withdraw the application. There was sufficient time to submit a new time limited premises licence application, however the Temporary Event Notices were submitted.

The Metropolitan Police are now concerned that the safeguards that were put in place with the agreed conditions for the time limited premises licence cannot now be attached to the TEN's including CCTV to which the Metropolitan Police feel will totally undermine one or more of the Licensing Objectives. This is not a ticketed event within the event closure therefore it would be difficult to control and risk assess the number of attendees. There are further concerns in relation to off sales and attendees leaving the site congregating in the park drinking alcohol, this becoming an extension of the premises which would be difficult to be controlled by event staff. If large numbers of groups attend the premises and the capacity is full this could then potentially lead to a gathering in the park, resulting in anti-social behaviour and Crime and Disorder. If one of the events causes serious Crime and Disorder the Metropolitan Police have limited powers under the Licensing Act 2003 to retract a TEN once in place and prevent further event dates taking place. There are further concerns in relation to SIA Security staff numbers being at minimum for this event.

I object to this Temporary Event Notice

I reserve the right to submit further supporting evidence in connection with this representation, and to assist in oral evidence to be given at any hearing to determine this objection.

Yours sincerely

PC Belinda Loizou

Licencing SW

Email from Mr Woodhead to Police

Hi Belinda,

We will have to start the process of appealing this objection immediately. We hope you understand that we have to challenge this, although we are still hopeful that we can reach an agreement with you.

In response to the your reasons for the objection:

- The 1500 visitors as mentioned in relation to the premises licence application was a **total number of daily visitors** not the total capacity at any one time. I discussed this with yourself and Avril via email on the 23rd and 24th March and explained that the capacity would not exceed 450 and I have attached these emails for reference. In 2020 our customer footfall never reached the 450 at any point.
- This is exactly the same event in the same location as the 2020 event which was also run on TENs. The only material differences, which one would hope improve the event from a police and licensing point of view, are that we have planned (a) one less bar on site this year and (b) have committed to CCTV. This has been agreed with Merton Council as is part of our contract with them
- The event is a low-key food market with a bar that has some local artists performing on a small bandstand stage. The artists are either one person singer / songwriters or 2-3 piece bands. They are there to create an ambient atmosphere and not to draw the crowds. None of the artists are 'major names' who would draw a crowd in their own right. Last year we had no issues at all in terms of crowds.
- Following Merton's late decision to ask us to move sites within the park, there wasn't sufficient time to apply for a new premise licence when taking into consideration the 28 days consultation period and the days needed to allow for committee. This is why we reverted to the successful 2020 arrangement and applied for TENs instead. We would have preferred a premises licence and that was always our intention.
- I had agreed with Avril conditions in regards to CCTV and Counter Terrorism Awareness training for staff members. We still planned to action these under the TENs and as part of our agreement with Merton.
- The security numbers were a base layer and would be increased when needed in regards to hot weather etc.
- From our significant experience running larger events in more central locations (eg. Leicester Square, Trafalgar Square, The Southbank, Marble Arch) we have found that having a defined stewarding and security provision as part of an event in a Park or green spaces actually helps to reduce ASB and crime.
- We remain open to discussing any additional measures that you think would help to address your concerns. We appreciate your position on condition/undertakings but we want to reassure you that we will commit to complying with any undertakings in line with previously agreed conditions agreed with you.

I have Cc'd Jack Spiegler from Thomas & Thomas who will helping us with this matter going forward and I understand that he has left you a voicemail. Hopefully we can have a catch up on Monday.

Have a nice weekend

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