

Email sent to:

- **Members of the Sub Committee**
- **Representative of Applicant Company**
- **Representatives of Police and Environmental Protection Unit**
- **Ward Councillors**
- **24 Other Persons opposed to application (all blind copied into email) -**

Good Morning

I am writing to provide you with an update on the status of the application for the grant of a Premises Licence for the Outdoor Event Space, Bassingthorpe Lane.

The Police have been in discussion with the representative of the applicant Company and as a result the application has been formally amended. The application now seeks permission to provide licensable activities, between May and September, on a maximum of 6 occasions.

In addition to the above, a further 28 event management controls have been offered, all of which would automatically be applied to any Licence that may be granted. This amendment to the application has resulted in the withdrawal of the Police representations.. However, I have been told that the Police will still be represented at the hearing on the 14th to take any questions in respect of their decision.

The management controls offered are set out below.

Offered Management Control Conditions

1. **This Licence permits a maximum of 6 events per calendar year to take place, between May and September.**
2. **An Event Management Plan (EMP) shall be in place for each event. The EMP shall be drafted in accordance with current Health & Safety regulations and event management guidance, including the recommendations laid out in the online 'Purple Guide' and HSG154- Managing Crowds Safely.**
3. **The applicant will provide a draft EMP to the Council's Safety Advisory Group (SAG) at least 2 months prior to the event day.**
4. **A copy of the completed EMP shall be provided to the Licensing Authority & South Yorkshire Police for their approval a minimum of 4 weeks prior to an event.**
5. **Events shall only take place if the Licensing Authority & South Yorkshire Police have approved the EMP.**

6. A copy of the approved EMP shall be kept on site and made available during an event to any representative of a body designated under the Licensing Act 2003 as a Responsible Authority upon request.
7. The EMP shall include details of how the event will be conducted. As a minimum, the EMP shall include an event risk assessment and provide specific details in the following areas:

 - a) Site Layout Plan
 - b) Fire Safety
 - c) Major Incident Planning (Emergency planning)
 - d) Crowd Management (including steward and security numbers and their roles)
 - e) Management Structures
 - f) Barriers and other temporary structures including stages and inflatables
 - g) Electrical Installations and Lighting
 - h) Food and Alcohol
 - i) Water
 - j) Amusements,
 - k) Attractions and Promotional displays
 - l) Sanitary Facilities
 - m) Special Effects, Fireworks and Pyrotechnics
 - n) Facilities for People with disabilities
 - o) Medical, Ambulance and First Aid Management
 - p) Safeguarding - including Lost Children's Policy
 - q) Noise Management Plan
 - r) Staff Training
8. Concerning condition 6d), as a minimum, two Security Industry Authority (SIA) registered persons shall be employed at the event for the first 100 people, with an additional one SIA registered person employed for every 100 people thereafter. The name, date of birth and SIA ref number shall be logged and kept for a period of no less than six months.
9. Regarding condition 6p) above, a reporting mechanism shall be in place for all staff to raise concerns about a child's safety.
10. A secure boundary shall be maintained with controlled access/egress points.
11. No person shall be permitted to enter the premises with alcohol.

12. Alcohol sold for consumption on the premises shall be decanted into plastic glasses or served in plastic bottles or can.
13. A "Challenge 25" proof of age policy shall be operated. This means that persons who appear to be under the age of 25 must produce proof of identity/age before being sold/supplied alcohol. Only the following forms of id shall be accepted:
 - a) passport or photo-card driving licence.
 - b) proof of age card bearing the official 'PASS' accreditation hologram; or
 - c) military id card.
14. Clear and legible notices shall be displayed at the point of sale of alcohol advertising that a "Challenge 25 Policy" is in operation.
15. A challenge/refusals log, in which a record of the details of all occasions that a member of staff has challenged or refused to sell alcohol to a person suspected of being under the age of 25, shall be maintained.
16. The challenge/refusals log shall be kept on site and be made available to the police or authorised officers of the Licensing Authority upon request.
17. No person shall be permitted to exit the premises with alcohol.
18. An incident book/register shall be maintained, in which the following shall be recorded
 - a) All incidents of crime and disorder occurring at the premises; and
 - b) Details of occasions when the police are called to the premises.
19. The incident book/register shall be kept on site and shall be made available for inspection by a police officer or authorised officers of the Licensing Authority upon request.
20. There shall be a zero-tolerance drugs policy at the premises and there shall be a suitably secure 'drop box' for any illegal substances or items confiscated from customers. Seized items will be handed to South Yorkshire Police.
21. "Ask Angela" shall be in operation at each event and notices advertising this shall be displayed throughout the site.

22. No adult entertainment or services shall be provided.
23. Adequate waste receptacles will be provided throughout the site and by entrances/exits.
24. Regular litter collections shall be carried out, a record of which shall be maintained.
25. A registered waste carrier shall remove all waste from the site.
26. Clear and legible notices shall be displayed at all exits requesting that customers respect the needs of local residents and to leave the premises and area quietly.
27. The Designated Premise Supervisor, management team and relevant staff shall be trained via online e learning package "Action Counters Terrorism" available on <https://www.protectuk.police.uk/catalogue> or any relevant government approved training following a change in name.
28. All staff shall be trained on requirements set out in the approved EMP and the terms and condition of the Premises Licence. In addition, staff engaged in the sale of alcohol shall be specifically trained in the Responsible Alcohol Retailing - to include the:
- a) Challenge 25 policy and the need to record refusal.
 - b) Prevention of Proxy sales
 - c) Not selling alcohol to persons who appear drunk
29. Staff training shall take place immediately prior to each event and a written record of this training shall be kept on site and this record shall be made available to the police or authorised officers of the Council upon request.

Regards

Diane

Diane Kraus
Principal Licensing Officer
Community Safety and Street Scene
Regeneration and Environment Services
Rotherham Metropolitan Borough Council , Riverside House, Main Street,
Rotherham, S60 1AE

Tel: 01709 289536

Email: diane.kraus@rotherham.gov.uk

Visit our website: <http://www.rotherham.gov.uk>