

New Premises Licence

Premises Details

Premises Address *

ADDINGTON PARK KENT GATE WAY CROYDON
CROYDON CR0 5AR

Telephone number at premises (if any)

Non-domestic value of premises. *

£ 0.00

Applicant Details

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

Please state whether you are applying for a premises licence as:

a person other than an individual -as a limited company/
limited liability partnership

Applicant Details

If you are applying as a person described in one of the above please confirm: *

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

Other Applicant (Non Individual)

Name *

Made In 90s Ltd

Registered Address *

71-75 Shelton Street

Covent Garden

London

Town/City *

Other Applicant (Non Individual)

County

Postcode *

WC2H 9AJ

Registered Number (where applicable)

13902214

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

Made In 90s Ltd are an events and entertaining company, focusing on the celebration of music from 90s era. They provide multiple events across London, including but not limited to, club events, exclusive dinner gala events and outdoor festivals for guests and attendees over the age of 28yrs +.

Telephone Number

Email *

Operating Schedule

When do you want the premises licence to start? *

26/08/2022

If you wish the licence to be valid only for a limited period, when do you want it to end?

27/08/2022

Please give a general description of the premises. *

We would like our advanced purchase ticketed outdoor music events to take place at Addington Park - situated in Addington in the London Borough of Croydon. Each event day will consist of recorded music played by DJs, alongside the sale of food and drink by vendors. On each event day the maximum number of attendees (including staff, vendors, contractors and attendees) will not exceed 2,050.

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

Operating Schedule

What licensable activities do you intend to carry on from the premises? * (Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2) *

☐

Plays

Operating Schedule

- ☐ Films
- ☐ Indoor Sporting Events
- ☐ Boxing or Wrestling
- ☐ Live Music
- ☒ Recorded Music
- ☐ Performances of Dance
- ☐ Anything of a similar description falling under Music or Dance
- ☐ Provision of late night refreshment
- ☒ Supply of Alcohol

Recorded Music Standard Times

Standard days and timings, where you intend to use the premises for the performance of recorded music. (please read guidance note 7) * Please enter times in 24hr format (HH:MM)

Day *

Friday

13:00

22:00

Recorded Music Standard Times

Standard days and timings, where you intend to use the premises for the performance of recorded music. (please read guidance note 7) * Please enter times in 24hr format (HH:MM)

Day *

Saturday

Recorded Music Standard Times

Recorded Music

Will the playing of recorded music take place indoors or outdoors or both? (please read guidance note 3) *

Please provide further details.(please read guidance note 4)

All music will be played in an outdoor setting, on a stage built by an authorised production team. Other than sound testing, music will be played on both dates between the hours of 1pm and with a sharp end by 10pm.

State any seasonal variations for the playing of recorded music. (please read guidance note 5)

Please state any non-standard timings, where you intend to use the premises for the performance of recorded music at different times from the Standard days and times listed? (please read guidance note 6)

Anything of a similar description falling under Music or Dance Standard Times

Standard days and timings, where you intend to use the premises for anything of a similar description falling under music or dance. (please read guidance note 7) * Please enter times in 24hr format (HH:MM)

Day *

Supply of Alcohol Standard Times

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 7)* Please enter times in 24hr format (HH:MM)

Day *

Supply of Alcohol Standard Times

Supply of Alcohol Standard Times

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 7)*
Please enter times in 24hr format (HH:MM)

Day *

Saturday

13:00

21:30

Supply of Alcohol

Will the supply of alcohol be for consumption on premises or off premises or both? (please read guidance note 8) *

On the premises

State any seasonal variations for the supply of alcohol. (please read guidance note 5)

N/A

Please state any non-standard timings, where you intend to use the premises for the supply of alcohol at different times from the Standard days and times listed? (please read guidance note 6)

N/A

Designated Premises Supervisor

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form)

Title *

Mr

First name *

Oluwatosin

Surname *

Akinsanmi

Street address *

Town/City *

Designated Premises Supervisor

County

Postcode *

Personal Licence Number (if known)

14/00456/LIPERS

Issuing Licensing Authority (if known)

Croydon

Adult Entertainment

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

N/A

Opening Hours Standard Times

Standard days and timings, where the premises are open to the public. (please read guidance note 7) * Please enter times in 24hr format (HH:MM)

Day *

Friday to Saturday

13:00

22:00

Opening Hours

State any seasonal variations. (please read guidance note 5)

N/A

Please state any Non-standard timings, where you intend the premises to be open to the public at different times from the Standard days and times listed? (please read guidance note 6)

N/A

Licensing Objectives

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General - all four licensing objectives (b, c, d and e) (please read guidance note 10)

50 to 1 SIA Security personnel will be allocated to the event. All staff and contractors will be briefed in full about local area, how to diminish impact on local residents, what do in the

Licensing Objectives

	event of any security breaches and how to work alongside the police should they come into contact with any form of prohibited items. Engagement will take place with local residents and ward councillors.
b) The prevention of crime and disorder	Security personnel will work closely alongside the events organisers and Police, ensuring drugs and the use of weapons are diminished. ALL staff, contractors, DJs, Artists and attendees must go through security search (search wands, bag search); no exceptions. Adequate high perimeter fencing will be used to assist with counter terrorism activities and will be screened off. Reduce the risk of people jumping over fences- arrange additional site visit alongside contracted security company
c) Public safety	Violence against women & girls. Vulnerable People Training Package will be supplied by Police. All staff, contractors and vendors must complete training. SIA trained security personnel will be on hand to provide a secure environment. The consumption of alcohol will be forbidden outside the perimeter of the event. Security will ensure upon exiting Addington Park, all drinks are disposed of.
d) The prevention of public nuisance	Trained traffic wardens will be employed to ensure the attendees park within the allocated area of Addington Park, not causing a nuisance to local residents. Toilets and waste bins will be provided within the car park and on exit points of the events space, ensuring litter and urination is kept within the park grounds, in authorised locations. SIA trained security personnel will be deployed within these areas.
e) The protection of children from harm	No persons under the age of 18 years will attend the event. IDs will be checked by SIA trained security personnel on all entry points of Addington Park, ensuring attendees are true ticket holders and over the age of 18 years. For the surrounding areas outside the perimeter of the park, SIA security staff will be on the look out for any suspicious activity and be in contact with the police should they see suspicious behaviour.

Declarations

Declaration Type *

Sole Applicant - Individual or Other

Declarations

I have uploaded a copy of the plan of the premises. I have uploaded a copy of the consent form completed by the individual I wish to be designated premises supervisor, if applicable. I understand I must now advertise my application. I understand that if I do not comply with the above requirements my application will be rejected. Applicable to all individual applicants, including those in partnership which is not a limited liability partnership, but not companies or limited liability partnerships I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15)

Declarations

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT. IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Signature/Declaration of applicant or applicant's solicitor or other duly authorised agent (see Guidance Note 11 & 12). If signing/applying on behalf of the applicant, please state your name and in what capacity you are authorised to sign/apply. When submitting an on-line application form the 'Declaration made' checkbox must be selected.



I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).



The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15).

Full Name *

OLUWATOSIN AKINSANMI

Date *

13/05/2022

Capacity *

Applicant



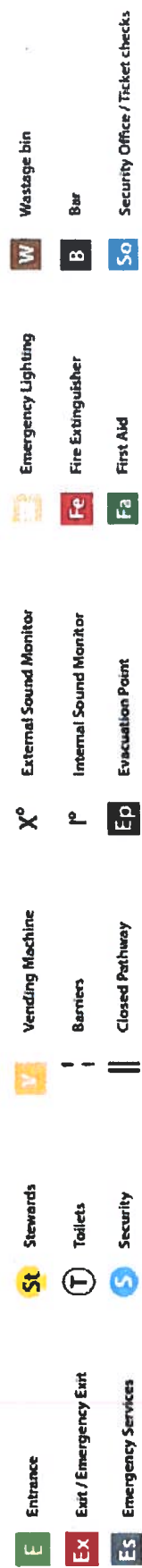
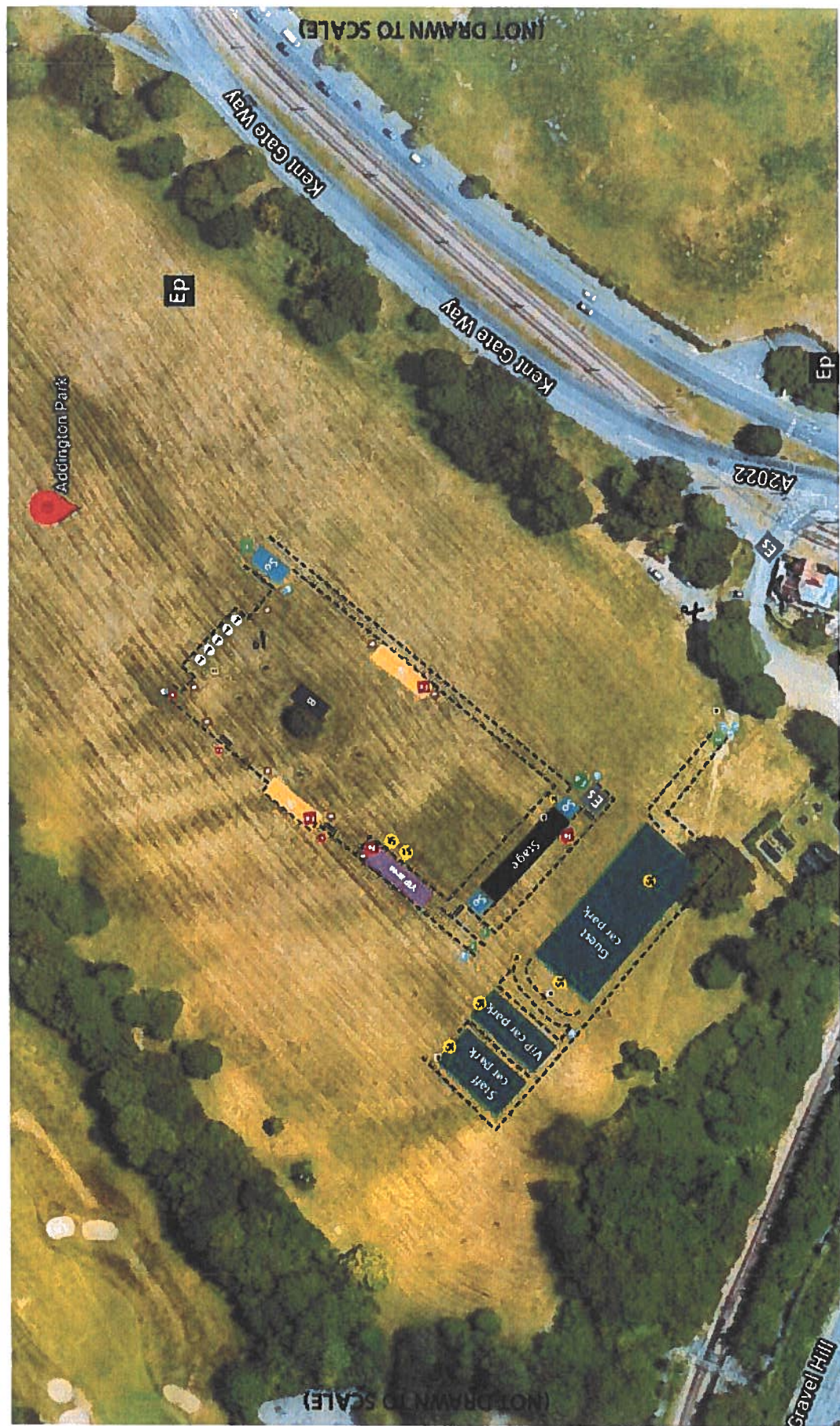
Declaration made

Do you wish to provide alternative correspondence details? *

No

Email confirmation

On submission an email confirmation will be sent using the details below



Initial document - currently under review whilst engaging with all stakeholders.
Will be amended accordingly after each departmental advice received

Island Punch Fest and Made in 90s

EVENT SAFETY MANAGEMENT PLAN

Addington Park, Croydon, CR0 5AR

Friday 26th August – Saturday 27th August 2022

MadeIn90s 2022 Event Safety Management Plan

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1 NATURE AND CONTENT OF THE EVENTS

Event Details

Dates: 'Island Punch Fest' on Friday 26th August 2022
'Made In 90s Outdoor Party' on Saturday 27th August 2022

Time: Gates open to the guests from 13:00pm

Closing Time: Activities to cease by 22:00pm

Location: Addington Park, Croydon, CR0 5AR

Numbers: Up to 2,000 guests. Up to 50 staff, and contractors throughout both event days.

Friday Audience: Over 18 years of age, with most guests between the ages of 21-25 years

Saturday Audience: Over 28 years of age – 96% of guests are over the age of 32 years

Nature of Friday event: An outdoor festival with DJs, food vendors and beverage bar. Island Punch Fest will be a ticketed event. Numbers within the event enclosure will be controlled to the amount of 2,050 people to include staff, vendors, and guests.

The event will cater to a crowd of over 18-year-olds, with a strong focus on celebrating music derived from the Caribbean. A DJ line up will be provided by DJ Lani, DJ Pioneer and DJ Nate, whilst the event will be hosted by Jayupdeh, Supa Nyto and English Fire.

We will be operating an advance ticket only event. Tickets for Island Punch Festival will be sold online via major ticket platforms.

Nature of Saturday event: An outdoor party with DJs, food vendors and beverage bar. The Outdoor Party will be a ticketed event amongst the MadIn90s regular attendees. Numbers within the event enclosure will be controlled to the amount of 2,050 people to include staff, vendors, and guests.

This event will celebrate R'n'B, Hip-Hop, Reggae and Dancehall music from the 90s era, alongside a touch of present-day music genres. There will be no artist performances, however all music will be supplied by well-known DJs, including DJ Milktray from BBC1Xtra (main DJ and host for the event). This event will cater to a mature crowd over the age of 28 years old, with 90% of the demographic being between the ages of 30-35 years of age.

We will be operating an advance ticket only event. Tickets for the outdoor party will be sold online via our website www.madein90sevents.co.uk.

We will have a good indication on tickets sales at all times. If all allocated tickets are sold out, we will ensure no more tickets are sold and there will be **no cash sales on the day**. Tickets sales will not exceed the amount granted by our licensing and as proposed in this events management plan.

MadIn90s assumes overall responsibility for the production planning, management, co-ordination, and financial control of the outdoor party.

2 ORGANISATIONAL STRUCTURES FOR SAFETY AND KEY PERSONAL

Island Punch Fest Management Team

- Events Co-ordinator:
- Site Manager:
- Food Vendors Manager:
- Production Manager:
- Event Administrator:
- Security Liaison Manager:
- Token Manager:
- Bar Liaison Manager:
- Traffic Management Manager:
- Customer Service Manager:
- Noise Control Manager:
- Ticket Entry Manager:

MadeInthe90s Management Team

- Events Co-ordinator:
- Site Manager:
- Food Vendors Manager:
- Production Manager:
- Event Administrator:
- Security Liaison Manager:
- Token Manager:
- Bar Liaison Manager:
- Traffic Management Manager:
- Customer Service Manager:
- Noise Control Manager:
- Ticket Entry Manager:

3. EVENT LICENCE

Prevention of Crime and Disorder

The events will take place within a fenced, enclosed area allowing access only to those with tickets, event wristbands or proper event passes.

MadIn90s and Island Punch Fest will provide SIA security staff for the event.

Search policy and conditions will be advertised on our tickets and website. Searches will be performed at the main entrance area under the cover of an open face marquee, which provides overhead cover and two opened sides at front and rear, allowing through flow of guests as they progress from the queue inside the marquee, through the marquee security checks and out through the rear. Searches are performed as a "Condition of entry". Persons refusing to be searched will be denied entry. Security team will deploy the use of person and bag searches including handheld metal detectors. Person searches will be carried out by both male and female security personnel.

If any prohibited items are found during a search, it will be boxed in the control room then taken to the police station by security personnel.

There will be security and stewards manning the entrance and emergency exit to ensure no one can access the event illegally and exit paths/fire lanes area kept clear.

There will be security and steward movement between the guests. Security will be briefed to look out for any suspicious activities that may lead to crime and disorder. Radio communications will be used between the management, security, and staff, to always keep in contact.

MadIn90s and Island Punch Fest have a Zero Tolerance to Drugs policy. Anyone suspected of, or found dealing or using any illegal substances, NPS / "legal highs" or NOS gas will be immediately removed from the Addington Park site.

This is in accordance with the Misuse of Drug Act 1971. Any drugs seized are kept in the safe, signed and dated. Head of security will hand over any seized items or drugs to the nearest Police station at a convenient time, after the event has closed and all operations has ended.

Prevention of Public Nuisance

There will be security and stewards on the entrance gate to control any queues.

The timings of the live music and entertainment are kept within the licensing allowances to be agreed with Croydon Council.

In the event of any complaints, a contact number or radio control for MadIn90s and Island Punch Fest will be made for residents to contact. (See appendix 1 – complaints policy).

SIA security will be employed to help ensure the prevention of public nuisance.

A dedicated phone number will be made available for residents to contact if there is a public nuisance concern. The number will be acquired prior to the event and distributed to the local authorities.

Securing Public Safety

Aero Ambulance Medical Company will be employed, and a medical point will be positioned clearly on site (see appendix 2 – Site Map). The number and level of medical personnel will reflect the recommended number within their medical risk assessment and close to numbers in the old HSE Guidance, "The Event Safety Guide".

There will be a Lost & Found point manned by suitably checked personnel situated in a visible area within the grounds.

There is a full event risk assessment (see appendix 3 – Addington Park Risk Assessment) and fire risk assessment that will show how to minimise the risk from hazards on site and suggest control measures to be put into place.

A full, clear incident and evacuation plan will be in position should an incident occur.

Food traders will be required to provide full safety documentation before the event and will be subjected to a stall safety and hygiene inspection before being allowed to trade. (see appendix 4 – Food and Hygiene Policy). We will make sure there is adequate space of about 10 metres between food vendors. No refreshments will be served in glass containers. No glass on site.

Staff and stewards are trained to look out for proxy sales and anyone that may be supplying alcohol or drugs.

No dogs or pets shall be allowed on site. Guide dogs will be allowed.

4. VENUE AND SITE DESIGN

(Please refer to Appendix 2.)

Site map – The team have created the site map for the 2022 event based on the location of Addington Park.

Letters or numbers will indicate gates in the perimeter fence. The routes on the map will be indicated by colours: EXAMPLE Red Route = the route for contractors' traffic, Blue Route = the route for public.

The map will contain the following information:

Placement of fencing — hedges/mesh, pedestrian barriers, or mojo/front of stage barriers.

Location of all sites exits and entrances — this will include emergency exits. All gates / exit points will be identified with a letter.

Location of infrastructure — this will include marquees, stage, port cabins, stalls, toilets

Location of welfare features — this will include first aid, security HQ, information/lost property, production office, water points, etc.

Location of emergency and safety features - this will include emergency vehicle access to site, Rendezvous Point, public assembly area, fire lanes main arena.

5 PLANNING AND MANAGEMENT

The event will be split into three distinct phases:

Site Construction

The Event (live days)

Site Breakdown

MadeIn90s and Island Punch Fest will comply with The Health and Safety at Work Act 1974 and other relevant legislation. Management plan to provide and maintain a safe working environment and safe systems of work, including systems required within the recent Construction (Design & Management) Regulations 2015 that now apply to events. During the construction and the takedown phases, the event will be monitored and supervised according to CDM systems.

As far as is reasonably practicable the event shall be conducted in accordance with the New Purple Guide. This has replaced HSE 195, "The Event Safety Guide" (aka The Purple Guide) which has been withdrawn by the HSE.

Both MadeIn90s and Island Punch Fest Management shall keep an Event Safety File with documented evidence of the safety features of all contractors and suppliers. The file will include:

A copy of this Event Safety Management Plan (ESMP) and appendixes which includes Event Risk Assessments.

Event Emergency Plans

Detailed scale plan of the site

Copies of current of the Combined Liability Insurance certificates from the Company, Suppliers, Contractors and Public Liability Insurance from all non-PAYE staff including self-employed contractors (aka Freelancers). The Company Employers Liability Insurance will cover volunteers. This will be produced 14 days before event.

Copies of Risk Assessments, Method Statements and other relevant safety documentation gathered from contractors and suppliers including the self-employed.

Structural information and wind loading on all temporary demountable structures.

PAT, Gas Safe or other appliance safety documentation.

Food Hygiene certificates and local authority registration information from catering units.

Any incidents, accidents or dangerous occurrences will be recorded in an appropriate manner and reported to the Festival Managers. Reporting required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) shall be the responsibility of the Medical Managers with support from the Management Team. All RIDDOR accidents will be accompanied by a site incident report as created by the Aero Ambulance.

The Event has Public Liability and Employee Liability insurance and has arranged adequate and appropriate cover for the event of £5 million Public Liability and Employers Insurance, plus cover on products. Equipment for all contractors and suppliers will be required to supply documented evidence of Public and Employers Liability. This information will be copied into the Event Safety File kept online.

The safety of the event will be managed in the following manner:

- Construction Phase - The construction is proposed to commence on Thursday 25th August 2022.
- As per licensing conditions, control of the premises entrance points will be maintained.
- Guests will not enter the site during the construction phase; only those with accreditation / Key Personnel will be allowed.

Ongoing dynamic assessments will continue before and during the event by the MadelnThe90s and Island Punch Fest Management Teams.

Contractors, traders, and suppliers for the site build will enter and exit the site. Contractors will be issued with accreditation passes for their vehicles at the entrance gate. Stewards will have vehicles registration numbers and a list of all vendors and contractors allowed to enter the park during setting up. All other vehicles or persons shall be turned away.

Contractors, vendors activity providers will be requested to supply appropriate risk assessments, public liability insurance, health, and safety policies

Vehicle movements will be restricted at the end of festival, to allow customers to leave the grounds. Vehicle movement into the festival grounds will be after close of festival.

Lighting will be available for any work to be carried out during hours of darkness.

The Event Phase

The event will be open to guests from 13.00 – 22:00 on both Friday 26th August 2022 and Saturday 27th August 2022. Guests will be allowed to arrive and gain entry to the event site from this time. The general management of this phase will remain under the direction of the relevant event's Management Team.

During the live hours of each event, the Management Team will be active in monitoring the event activities and the movement of the customers. (Please see appendix 5 – Traffic Management Plan).

The Crowd Safety and Stewarding team will ensure that site perimeter integrity and social order are maintained and everyone in their teams are prepared to act in an emergency.

Site Breakdown Phase

All activities will cease at 22:00 on both event days. The main area will be cleared of all customers by within a reasonable time after the final DJ performances. The entire site will be cleared of all public as swiftly, safely, and quietly as possible.

Contractors and vendors will dismantle and leave the site after guests have left the site.

During the build, welfare provision and lighting will be available to contractors if they are on site. First aid will resort back to the provisions during site build.

Takedown schedule: The MadIn90s Management will have one night to clear the site and return it to its original state. This is sufficient time to take down all infrastructure and provide a final litter sweep to make sure the site is restored to the conditions found when it was taken on.

PERFORMANCES, ATTRACTIONS AND DISPLAYS

Music – There will be one stage on each event day, featuring live music with DJs. All music will start at 13:00 and cease at 22:00, as agreed in accordance with licence.

The Stage Management are responsible for all activities taking place on the stage and will monitor all movement and activities.

The stage and sound system speakers will be positioned to direct any sound away from residents near the area and will be kept contained within the party grounds.

6 VENDORS AND FOOD STALLS, DISPLAYS, BARS

Food and Drink – There will be catering stalls on site selling hot and cold foods and drinks. In addition, there will be two bar marquees for the sale of alcoholic beverages. Alcohol will not be sold through any outlet other than the bars (see below).

Catering units must provide safety documentation prior to the event. This will include current certification for:

Insurance

PAT, electrical systems and/or Gas Safe certificates

Registration with a local authority plus their hygiene rating as per the National Food Hygiene Rating Scheme (Scores on the Doors: 3, 4 or 5 score only accepted)

Food hygiene certificates

Bars – There will be one bar on site selling to the public. Jash will be the named personal license holder and Designated Premises Supervisor (DPS) as per the license. also have a DPS License.

The bar shall be in an enclosed area within the event site, limited to under 200 people per bar. A click in/out system shall be used to monitor numbers

The bar area will be monitored by SIA Licensed stewards who will ensure the bar area remains free of social disorder.

The bar will operate a "Think 25" system of checking ID and stopping underage drinking. Signs stating this will be at all entry points and at all bars. Acceptable forms of

ID will be:

MoD Identity card

Photo driving license

Current passport

Government approved card showing a "PASS" logo

As per agreement with the licence alcohol will only be sold between the hours of 13.00 and 22:00 on the event days, though Management may choose the option of closing

bars sooner if they wish. It is anticipated that there will be a call for "last orders" before all other activities cease at 22:00 so that the event may close on time and people leave.

7 NOISE MANAGEMENT AND PA SYSTEMS

MadeIn90's and Island Punch Fest Management will make every effort possible to reduce the impact of noise and nuisance on the neighbouring public as per Licensing Objective 2 "Prevention of Public Nuisance". (Please see appendix 6 – Noise Monitoring Plan).

As much as possible, the site will be designed so speakers face away from the closest residents or businesses. Prevailing winds will be considered as will land contour. All loudspeakers will be arranged and directed as agreed with the Licensing Authority at least 28 days prior to the event.

Noise levels from the stage will be monitored by the KP Acoustic Ltd engineers and recorded on an hourly basis.

Unrestricted access to the sound mixing positions and backstage areas will be always allowed to the Licensing Authority for the purposes of sound level measurement and communication with the sound engineer(s).

8 COMMUNICATIONS, COMMAND AND CONTROL

Radio Communications:

The security supplier consisting of a radio for all officers and stewards will supply a system. Essential Emergency codes are as follows (also detailed in specific sections):

Locations will be used for all relevant radio messages:

Main Stage

Main Entrance

Exit gates / Fire Exit

Bar / Toilets Area

Vendors, DJs & Staff Vehicles – Will access and leave the site via dedicated entrances and roadway around the perimeter as to avoid coming into areas of public use.

Emergency Access: If needed, emergency service vehicles will have a dedicated entrance to the site.

9. CROWD MANAGEMENT, SECURITY AND STEWARDING

The infrastructure, staffing, operation, and management of the crowd stewarding operation will be in accordance with BS 8406:2009, Code of Practice for Event Stewarding and Crowd Safety Services. All security personal carrying out licensable activities will be SIA Licensed.

Crowd Management is defined as 'The Systematic planning for and the supervision of orderly movement and assembly of people. Crowd Management involves the assessment of people handling capabilities of a space prior to its use. It includes evaluation of projected levels of occupancy, adequacy of means of ingress and egress, processing procedures such as tickets collection, and expected types of group behaviour.'

As well as crowd management, the Security Management Team will take on all the security roles required under the Private Security Industries Act 2001 (P.S.I.A 2001) and all members of staff carrying out security duties will be trained to the relevant standards and be in possession of a valid SIA License which shall be displayed.

The Security Management Team shall be:

- Responsible for drawing up a schedule of deployment for the festival
- Running pre-event briefing for all their stewards and SIA security
- Equipping and monitoring all their stewards and SIA security working at the event
- Overseeing deployment of stewarding and SIA security staff and resources
- Carrying out agreed emergency plan procedures
- Coordinating with the Event Manager, the First Aid Officers, Management and all Security and Stewarding Staff regarding the positioning of the security/stewards and ensuring they are all aware of their roles and responsibilities.
- Ensuring that all staff comply with the security plan and the instructions of the Safety Officer
- A representative from the team will be overseeing the operation of the Control Room
- Ensuring that all security and steward staff is accounted for.
- Should a significant incident occur, assume responsibility for ensuring that it has been managed and recorded correctly whilst also liaising with any relevant responsible authority including but not restricted to the Police and the Fire Brigade
- Produce the Security Risk Assessment.
- The numbers on site will be restricted to 2,050 maximum. All security and stewarding planning will cope with this number of persons on site.
- The site plan will show position and location of performance area and food court activities to maximise audience flow and viewing area. It will allow for an adequate viewing area in front of the Main Stage without undue crowding
- The front (pit) and side of stage areas are "working areas" not "viewing areas". No guests will be given stage access or backstage access.
- Prevent unauthorised access to the grounds by anyone without a valid ticket or pass. Anyone who is perceived, as a threat to enjoyment and safety of guests attending the event will also be refused entry.
- To the best of their ability and in accordance with the law regarding their powers of search and bearing in mind the Human Rights Act Article 3, will also deter non-permitted items such as glass, cans, alcohol, fireworks, dogs, weapons, or anything deemed to represent a weapon, drugs, etc. being allowed onto site

- Evacuate the public, staff, and performers in an emergency to the appropriate evacuation area. Patrolling the event site to monitor site infrastructure and activities.
- Mind internal gated entry and emergency exit points to ensure they remain clear
- Be available to answer public questions regarding welfare facilities on site.
- All stewards/security as with all staff will be given a briefing about emergency procedures, radio protocol including the use of radio code words, missing, and found children information. Each member of staff will have a lanyard/laminated card to pin on their person, with this information.

10. TOILETS, REFUSE AND WASTE MANAGEMENT

Portable toilets will be available on site available for public, staff, crew, and performers.

All units will have hand cleansing facilities.

Accessible toilet units for those with mobility issues will be available on the main site.

Toilets will be set aside for use by food traders only to help avoid cross contamination.

Toilets shall be positioned to be within easy access to patrons as well as easy access of service vehicles.

Litter/Waste Management: Waste receptacles in the form of 1100 litre "Euro bin" skips for litter will be supplied by the Event organisers, who will also dispose of the collected waste. (See appendix 7 – Waste Management Plan). A team of volunteers who will be wearing gloves or use pick-sticks for collecting rubbish will do litter picking throughout the event. The receptacles will encourage recycling of waste.

The bar will use recommended wax paper cups and/or recyclable plastics. No glass bottles will be handed out across the bar.

Litter pickers will be on hand to ensure the site is kept clean and is cleaned once the public have left. They will be briefed on safe, hygienic ways to collect litter — i.e., use of gloves, picking sticks, etc.

Skips will be available for the disposal of catering, bar, and trade waste. We will encourage all to recycle.

There will be no dogs allowed on site other than pre-arranged guide dogs, therefore we do not envision having to clear dog waste other than waste left on site prior to site build.

Glass Bottles: the bar may decant drink from glass bottles into plastic cups for the public. The empty bottles will be placed in a rubbish bag, securely tied at the top before taken to the bar skip, which is in a secure compound behind the bar

Vendors and caterers will be asked to take away some of their waste with them.

The site area will be mown prior to the arrival of the festival and trimmings removed.

All operations and documentation will comply with the Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991 and the Waste Management Licensing Regulations 1994.

11. POWER SUPPLY AND SITE LIGHTING

There will be a need for power generators on site to run the stage equipment, offices, and lighting, catering units and other places needing electric feeds.

The main electrical safety controls will include Use of competent and qualified electrical engineers.

Earth bonding and earth systems

Fuses of the correct rating being fitted to equipment

R.C.D. or M.C.D.s units being fitted (where appropriate)

P.A.T. tested equipment

Control systems to prevent unauthorised persons gaining access to electrical systems

All electrical cables will be dug in, positioned away from footfall, or flown overhead to prevent trip hazards and will be kept clear of exit routes.

Tripps Audio Productions will provide power for the events. They will handle sound systems for the event. Tripps Audio Productions will complete an Electrical Systems Sign Off form to verify that they have properly cabled, distributed, and earthed all systems in use.

Power for the production office and box office will be supplied by a 10KV diesel generators hired in for the purpose of the event. Vendors will be instructed to bring their own diesel-powered generators if they wish to have power at their stall. A dry powder or CO2 extinguisher will accompany all generators. Madeln90's and Island Punch Fest will provide an extra 6 dry powder, sand and co2 extinguishers. These will be located by food vendors, stages, bar, and event site office.

All generators will be isolated from public access by use of fencing and barriers. Only qualified power contractor to providing site generators allowed to handle fuel and to refuel the generators if necessary. Sand will be available to clean up minor spills. Major spills to be isolated and reported to relevant agency. We will secure the area, confine the spill to a small area as possible use the appropriate materials to neutralise and absorb the spill.

All work on site takedown after sunset will have lighting available for safe work practice.

Electrical equipment and appliances will be PAT tested or safety tested.
(Tripps Audio Productions) will oversee electrical appliances and their PAT tested safety certificate.

12. STAGE AND TEMPORARY STRUCTURES & CDM

The event site will be enclosed to allow regulated and controlled entry. This will require the use of temporary fencing structures.

The event area will be marked out on the ground and then enclosed using hears/mesh-style fencing panels or similar.

Stages will be isolated behind crowd control barriers.

Event stewards, staff and security shall patrol the site to ensure that public do not tamper with the fencing or no-go areas.

Events Management will comply with the latest regulations being issued 6th April 2015: Construction (Design and Management) Regulations 2015 and will ensure that contractors supplying temporary demountable structures will be competent and working within the new regulations.

In the language of the new regulations, the following roles will be defined

- : The licence holder and Event Co-ordinator
(D-Vision Management)
- : Tripps Audio & Production Ltd
- : Sub contractors, marquees & Stage

Site crew under supervision of Principal Contractor and workers under the supervision of the Contractors named above.

Staging – There will be a stage erected on the grounds. The stage will come with complete safety documentation, insurance, conform to guidance & LOLER, and be signed off. All documents will be retained at site office. All fabrics, drapes and textiles used must be certificated fire retardant.

13. WATER SUPPLY

Clean Water Supply – Water supply will be provided by Tardis Clean Water Static Tank Hire via water tanks and pumps.

Water used within the catering units will be brought onto site by the company in sterile containers or within their trailer unit water storage.

Bottled water will be available on sale to the public via the catering vendors or bar. In addition, the bar will have free tap water made available to the public if requested under The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010.

14. MEDICAL AND WELFARE PROVISION

Medical Post - Aero Ambulance Services will provide adequately trained personnel required for an event of this size and type as per their medical risk assessment. They must be available able to treat/advise injury or illness on site. The numbers and audience type on site will indicate the number of first aiders, paramedics and ambulances on site as per guidance (The Purple Guide)

The medical company will be providing first aiders and advanced first aiders as well as an ambulance unit for treatment and supply purposes. They will not be transporting casualties.

There will be medic foot patrols throughout the event to provide rapid response to any situation that may occur.

Any accidents or injuries that require a report under RIDDOR shall be reported to Event Manager and it is the responsibility of the Event Manager and Medical Manager to make the RIDDOR report.

Information - An Information Point will be available at event office and box office.

Staff, Volunteers and Crew Welfare – It is an important policy of Madeln90s and Island Punch Fest that all staff and crew maintain safety and welfare during all three phases of the event. All staff will have breaks.

Staff and Volunteers will be fully briefed on appropriate clothing for the work they are doing, on emergency procedures and how to deal with incidents.

Any staff or volunteers expected to do physical work must be fit and have knowledge of proper manual handling techniques as well as proper PPE (personal protective equipment) for the job.

Contractor's crew: contractors must demonstrate similar attitudes towards crew welfare with work breaks and provide appropriate clothing and equipment, rest periods and basic refreshments.

15. FIRE SAFETY AND PROTECTION

A complete and comprehensive Fire Risk Assessment will be written for this event as per the Regulatory Reform Order 2005 and following guidance as per HSE publication Fire Safety Risk Assessment: Open Air Event and Venues.

Extinguishers-Appropriate fire extinguishers of BS: EN 3 standard shall be hired from a reputable firm and placed within all marquees, near all generators, on the stage areas and at key positions within the site. A list of these positions will be made available. All extinguishers will be accompanied by appropriate signage at eye level to indicate their presence.

All catering units will have fire extinguishers (Sand, Co2 and foam and fire blankets appropriate to their unit). This will be part of their agreement to have a catering unit at the event.

All food vendors will have their own fire extinguisher within their stall.

No smoking will be allowed in any of the marquees or structures. There will be regulation "No Smoking" signs positioned, and regular announcements made to remind the guests. (See appendix 8 – No smoking Policy).

All event staff, security and volunteers will be briefed on emergency procedures and what to do if they discover a fire. If the fire is a small one and can be easily tackled with a fire extinguisher, then they are to keep the public back and tackle the blaze. If the fire is large and beyond the capability of on-site fire extinguishers, then emergency plans / Code Red is to be put in place

16. ADVERSE WEATHER PLANS

Given both events will be taking place outdoors, Management must prepare for possibility of the weather takes a turn for the worse in terms of rain, wind, cold as well as potential for heat and dry conditions.

Ground Conditions - During extended periods of wet weather leading up to the event, ground conditions are a primary concern particularly as large, heavy vehicles will be in use. The Events Management team will be required to have put the following in place: There will be a "service road" planned to circle the perimeter of the main site, making use of the existing hard cored road as much as possible.

The service road can support the heavier vehicles, therefore no need for trackway.

Service vehicles such as toilet cleansing trucks or electricians will use the service road as much as possible to avoid churning.

The Events Management teams will arrange for a recovery company to assist with removing any vehicles that may be stuck in the wet ground unable to move out.

Both staff/crew and public will receive information reminding them weather conditions could be wet and muddy and they need to wear appropriate clothing and footwear and take precautions when moving on site.

The MadelInthe90's and Island Punch Fest management will keep a close watch of weather forecast websites during the period leading up to the event and all throughout the event from site build until takedown. Event Control will regularly monitor this, and the ELT will be informed if a rough weather front is predicted.

Wind – Management will gather information on the wind load factor for all hired structures. It is expected that the main stage will have an anemometer and the minder from the stage company takes regular readings. The following will be used as a guideline for wind speeds, referring both to the Beaufort scale and miles per hour

Force 1-6 Up to a strong breeze (<30mph) - No action required. Monitor all wind effected structures

Force 7 Gusts (30mph+) - Review smaller structures for stability and break-down any unstable structures

Force 7 constant 'near gale' (30mph+) - Review all structures and begin lacing up sides, etc., on large structures. Monitor tents closely and close venues where necessary.

If the high winds have caused damage to major marquees, tents or main stage then these structures will remain closed until (a) they are repaired by the competent crew on site or (b) the MadelInthe90s management decide to close the stage or end the event.

Traders and Stage Managers can be warned if strong gusts are expected.

There are also "wind gusts" to consider as well as steady wind spreads. Gusts occur primarily when a weather front moves across. The weather watch being done by Event Control should help alert MadelInthe90s management to potential fronts moving through.

Traders and Stage Managers can be warned that this front may bring gusts and to prepare accordingly.

Heavy Prolonged Rain - Though this may deter some people, most guests come prepared for wet weather and may spend more of their time in the marquee/tents on site.

Stage announcements may be made to remind public to be careful on wet ground. Staff and crew will be advised to wear correct PPE for working in wet weather and shall refresh themselves regularly with welfare breaks under a shelter and drink water / warm drink.

Site vehicles will be instructed to stay on trackway and not move across bare ground. Even 4 x 4 vehicles can cause ruts and damage to ground surface. Only emergency vehicles will be allowed on site.

Traffic stewards in the public car park will monitor traffic movement and will alert Event Control should cars begin getting stuck or have difficulty reaching the trackway or hard standing road.

Heat and Dry – There is a possibility that weather could reach a high temperature and remain very dry throughout. Clean water is available from the bars as well as bottled water for sale through site traders. Attendees who feel overwhelmed by the heat will be taken to the medics. Medics may have sunblock available for those who feel they are in need.

Electrical Storms – If there is an electrical storm approaches, the event will have an Electrical Storm Action Plan that will be communicated to all stage managers as well as the ELT.

The event will follow the "30/30" rule in reference to electrical storm risk management. If the Lightning/Thunder gap is less than 30 seconds, then activities will cease until no less than 30 minutes after the last strike within the 30sec limit.

In case of an electrical storm causing a show to stop, the Events Co-ordinator and Site Manager will arrange with contractors to isolate all marquee poles, advise all public to avoid large metal structures and return to their tents and await advice from security that the danger has passed.

Appendix 1

Island Punch Fest & Made In 90s Complaints Policy

Vision Cinema and Island Punch Fest prefer to receive complaints as an opportunity to learn, develop and improve for future events. We will also ensure any issues raised are managed and resolved efficiently.

Our policy is:

- To provide a fair complaints procedure which is clear and concise to use for anyone wishing to make a complaint.
- To publicise the existence of our complaint's procedure, providing the individuals with the knowledge of how to make contact, should they wish to do so.
- To ensure all Staff at Island Punch Fest & Made In 90s are aware of the correct procedure to follow if a complaint is received.
- To ensure all complaints are investigated fairly and in a timely way.
- To ensure complaints are, wherever possible, resolved and relationships are maintained.
- To gather information which assists and promotes our ongoing development.

Definition of a complaint

A complaint is any expression of dissatisfaction, whether justified or not, about any aspect of Island Punch Fest or Made In 90s.

Where complaints come from

Complaints may come from any person or organisation who has a legitimate interest in Island Punch Fest and Made in 90s events– including clients and members of the public. A complaint can be received verbally, by email or in writing.

Confidentiality

All complaint information will be handled sensitively following The Data Protection Act 2018 and GDPR guidelines. Only those directly involved with the case will have access to the information, enabling them to provide an efficient solution.

Responsibility

Overall responsibility for this policy and its implementation lies with the Events Co-ordinator.

Review

This policy is reviewed and updated annually by the Support Team and signed off by the Events Co-ordinator.

How to complain

Our aim is to deal with any complaint as soon as possible. Many complaints can be resolved informally. In the first instance you should speak with the General Manager, who will try to resolve the matter. If you

are not satisfied with the informal solution, you may pursue a formal written complaint with Support Team:

Visions Cinema / Island Punch Fest

Post: ~~71-75 Shelton Street, Covent Garden, London, WC2H 9JQ~~ ~~71-75 Shelton Street, Covent Garden, London, WC2H 9JQ~~

Email: support@visioncinema.co.uk

Made In 90s Events

Post: 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ

Email: info@madein90sevents.co.uk

When making a complaint, it is helpful to include the following information:

- Describe clearly what happened – please include the date, time and location of the incident.
- Tell us why you are making a complaint
- Tell us what you would like us to do.
- Please provide your full name, email address and contact phone number.
- Tell us how you would prefer us to contact you.
- If appropriate, please send us any documents that support your complaint.

What happens next?

You will receive acknowledgement of your complaint within five working days and may be contacted to obtain any additional information that we may require to help us resolve the complaint.

You will receive a response to your complaint within 28 working days of its receipt. Any extension of this time limit requires your consent.

We cannot guarantee complaints made via social media will be seen and responded to within the timescales set out in this policy. We do not have the resources to monitor the wide range of social media channels available. We will aim to acknowledge complaints made via these channels but refer the complainant to an alternative method of communication so that the complaints policy can be followed.

If a criminal offence is alleged, the police will be informed.

Appendix 3

Event Risk Assessment**Appendix 3- Island Punch Fest & Made In 90s Risk Assessment**

Location, activity, or issue being looked at: Addington Park, Croydon, CR0 5AR Date: Thursday 28th April 2022

Hazard (something with the potential to cause harm)	What could go wrong?	Who may be harmed?	What is done now, that helps control the risk?	Is the risk still high, medium or low?	What extra controls need to be put in place?	By when?	By whom?
Vehicle movements	Collisions with other vehicles and pedestrians	Staff, public, contractors	<ul style="list-style-type: none"> vehicle and pedestrian access and egress are separated event starts at 1pm. Vehicle movements between 9am- 11pm. event closes at 10pm. during periods of movements vehicles only travel in one direction at set times. 	Medium	<ul style="list-style-type: none"> vehicle marshalling to be introduced marshals to wear high vis bility vests/jackets site to be cleared of pedestrians after event before vehicles are admitted only marshals in high visibility to be in the area during vehicle movements. 		
Lack of access for emergency services	Delay in casualty receiving first aid	Staff, public, contractors	<ul style="list-style-type: none"> clear route kept for emergency vehicles through site 	Medium	<ul style="list-style-type: none"> incorporate this in to an events emergency action plan. 		
Insufficient and/or unsuitable first aid cover	Untrained person(s) administering first aid	Staff, public, contractors	<ul style="list-style-type: none"> first aid equipment on site and close touse designated qualified first aiders. 	Medium	<ul style="list-style-type: none"> risk assessment for differing events to gauge the varying activities and numbers that will attend and ensuring suitable and sufficient first aid cover. 		
The use of external companies for activities	Various injuries	Staff, public, contractors	<ul style="list-style-type: none"> Management of Contractors Policy. 	Medium	<ul style="list-style-type: none"> Island Punches & Made In 90s extend policy for events organised in partnership with other organisations. 		
Intrinsic hazards from outside companies' activities.	Various injuries.	Staff, public, contractors.	<ul style="list-style-type: none"> Management of Contractors Policy. Including method statements, risk assessments and public liability insurance. 	Medium	<ul style="list-style-type: none"> view and copy all information set-up an events folder where all documentation is kept centrally. 		
Intrinsic hazards from activities.	Various injuries.	Staff, public, contractors.	<ul style="list-style-type: none"> risk assessments 	Medium	<ul style="list-style-type: none"> set-up an events folder where all documentation is kept centrally. train staff on the risks and control measures in place. 		
Poor supervision of event	Unsafe working practises	Staff, public, contractors	<ul style="list-style-type: none"> none at present 	Medium	<ul style="list-style-type: none"> 		

					<ul style="list-style-type: none"> responsibilities for event supervision to be established between school and event organisers. 		
Welfare facilities	Slips/trips/falls.	Staff, public, contractors.	<ul style="list-style-type: none"> • • • Portable toilets are used Event staff will have access to clean water & toilet facilities. 	Low	Event co-ordinator will be main contact		
Unauthorised access to school premises.	Various injuries, property damage /theft, entrapment.	Staff, public, contractors.	<ul style="list-style-type: none"> • toilets and main body of building can be separated and secured. No access is possible. 	Low			
Disposal of waste	Fire risk, Health risk	Staff, public, contractors, premises.	<ul style="list-style-type: none"> • Skip will be hired to remove waste from site • • 	Low	<ul style="list-style-type: none"> • ensure events organisers are aware of these protocols. 		

Fire (Hot activities e.g. BBQ)	Burns and scalds.	Staff, public, contractors, premises.	<ul style="list-style-type: none"> • crowd control barriers to keep public away from hot / hazardous areas i.e. tables or barriers • only designated persons allowed in immediate area • area is kept clear of rubbish and trip hazards • 	Medium	<ul style="list-style-type: none"> • these need to be included in the emergency action plan for events. 		
Surface of field (pot holes etc)	Slips, trips, falls. Vehicles becoming trapped	Staff, public, contractors, premises.	<ul style="list-style-type: none"> • If heavy rain during event, vehicle movements are prohibited on the field. • • • 	Low			
Poor food hygiene preparation	Food poisoning, other illnesses	Staff, public, contractors.	<ul style="list-style-type: none"> • people handling and preparing food should have a minimum of a basic food hygiene certificate • for additional guidance refer to our Food Hygiene Policy and Procedures document. 	Medium	<ul style="list-style-type: none"> • ensure certificates are verified prior to event. 		

Appendix 4

Island Punch Fest and Made in 90s – Food and Hygiene Policy Statement

Island Punch Fest and Made in 90s will ensure all staff and service users are kept as safe as possible from poisoning and related food-associated illness by adopting high standards of food hygiene alongside food preparation. Island Punch Fest and Made in 90s will ensure the Catering Manager must be registered with the food safety team where they are based, trading or live. Caterers must be published on the Food Standard Agency website <http://ratings.food.gov.uk/>.

Aim of Policy

This policy intends to:

- Ensure that service users benefit from having food provided for them that is of high quality, well presented and prepared, and nutritionally sound.
- Ensure that those with special dietary needs are supported
- Protect staff and service users from food-related illness.

At Island Punch Fest and Made in 90s events:

- All food will be prepared, cooked, stored, and presented following the high standards required by the Food Safety Act 1990 and the Food Hygiene (England) Regulations 2005.
- Hot and cold drinks will be always available and offered regularly.
- Religious, personal, and cultural special requirements will be catered for.
- Vendors will offer a choice of foods and drinks
- Vendors will be reviewed frequently and request feedback from service users.
- Food will be presented in a manner that is attractive and appealing.

Food Hygiene Policy

Poorly prepared, stored, or contaminated food can be the source of potentially fatal infections such as salmonella and listeria. Event and Catering Managers are responsible for food hygiene. Island Punch Fest and Made in 90s believe the effective management of food safety relies heavily on having written operational policies for the safe preparation, storage, and handling of food.

Food Preparation Facilities

- All food preparation areas will be designed to permit good hygiene practice, easy to clean and thoroughly disinfected
- All food preparation and storage areas will be designed to provide adequate ventilation and to protect food against external sources of contamination such as pests and vermin — adequate pest control measures will be taken to ensure the risk of contamination is minimised
- All food preparation areas, storage areas and serving areas should be always kept in good repair and condition — regular risk assessment and maintenance checks will be made with the findings recorded and logged
- All food preparation areas, storage areas and serving areas should be always kept clean — kitchens will be subject to regular cleaning by cleaning staff using colour coded equipment

solely for use in kitchen areas. Catering staff will be expected to clean food preparation surfaces, equipment and utensils at regular intervals and as required during food preparation and cooking. Records of cleaning activity will be kept, and random quality checks made by the Event Manager.

- Adequate sanitary and handwashing facilities will be made available for all catering staff.
- Toilets will not lead directly into food-handling areas.

Food Preparation and Handling

- All food will be prepared, cooked, stored, and presented following the high standards required by the Food Safety Act 1990 and the Food Hygiene (England) Regulations 2005.
- All food safety and hygiene policies and procedures will be implemented by having effective management of food safety systems in place, which include a form of risk assessment based upon the Hazard Analysis and Critical Control Point or HACCP system. All risk assessment findings will be documented, and records kept.
- Catering Staff and Managers preparing food will take all reasonable, practical steps to avoid the risk of contamination of food or ingredients.
- All tools, equipment and surfaces that meet food being prepared or served must be always kept clean.
- Everyone in a food handling area must maintain a high level of personal cleanliness, and food handlers must wear suitable clean appropriate, protective clothing
- At every stage of the meal, preparation food must be protected from contamination likely to render it unfit for human consumption
- Cooks should ensure that the correct colour coded knives and chopping boards are used when preparing food to avoid cross-contamination, i.e.
 - · Red - raw meat
 - · Yellow – cooked food
 - · Blue - raw fish
 - · White - bread and dairy products
 - · Green - salads and vegetables
- All meat and hot food should be thoroughly cooked or reheated, especially poultry. Caterers should use an appropriate cooking thermometer to check the temperature in the middle of the food, particularly meats. Cooked meat should be cut open to check that it is piping hot in the middle.
- Digital probe thermometers should be checked daily to ensure that they are giving an accurate reading. They should be serviced regularly and recalibrated as required. Manufacturer's instructions and guidelines should be followed when conducting tests or arranging for servicing. Results of checks and services should be recorded.
- Starchy foods should be served directly after cooking — if this is not possible, they should be cooled within an hour and kept in the fridge until reheating
- Cooked food should never be reheated more than once.

- All deep-frozen food should be thawed before cooking (especially important when using a microwave oven)
- Cooks should be aware of the risk of salmonella infection associated with foods containing uncooked eggs.
- Cooks should never reuse utensils with which have been used to prepare raw eggs or meat without first washing them with hot water and detergent.
- Catering staff should never allow juices from raw meat to meet other foods - cooked food and uncooked food should not be stored together, separately marked cutting boards and knives should be used for raw and ready-to-eat food.
- Salads must be washed thoroughly
- Food handlers should receive adequate supervision, instruction, and training in food hygiene
- When serving food; all staff should observe appropriate hygiene standards
- All staff MUST wash their hands before and after handling food and, in addition, all staff helping in the preparation or serving of food should wear the protective equipment provided, such as disposable gloves, hats and aprons.
- When serving or displaying food, it can be kept out of temperature control for a limited period, but this should only be done once, and if any food is left after this time, it must be thrown away or kept chilled at eight °C or below until it is used — cold foods can be kept above 8°C for up to four hours.
- Wherever possible, staff should use utensils or packaging when serving to avoid direct contact with hands.

Food Waste Disposal

- All food waste should be disposed of in a hygienic and environmentally friendly way in line with Island Punch Fest and Made in 90s waste management policy
- Refuse should not be allowed to accumulate in kitchens and should not be left overnight.
- Food waste should be disposed of in appropriately labelled receptacles. Receptacles that are usually used for the storage of food for consumption should not be used for refuse.
- Other kitchen waste generated may be stored in black polythene bags, which should be removed at the end of each event day. The bags should not be overfilled and should be tied to prevent problems from insects and pests.
- The containers for such bags should be maintained in a clean condition and be foot-operated, and staff should be trained to wash their hands after using the receptacles.
- Suitable outdoors waste storage facilities will be provided for the storage of food waste prior to its removal from the establishment. These facilities must be maintained in a clean and secure manner to ensure that they are free from pest activity and do not present a health hazard.

Food Procurement and Storage Product Date Codes

To ensure good stock rotation and compliance with the Food Labelling Regulations, all foods (except for unprepared and uncut fruit and vegetables, sugar, wine salt, fresh bread) must be date coded.

Island Punch Fest and Made in 90s understand date codes to be of two types:

1. "USE BY" date codes apply to highly perishable, "high risk" products such as cooked meats and dairy products.

2. "BEST BEFORE" date codes apply to perishable and non-perishable foods, for example, cereals and packed products, cans, and bottles.

At Island Punch Fest and Made in 90s events:

- All catering products will be procured from reliable, high-quality sources.
- All products must be used before the expiry of date codes.
- Care must be taken when using products to check labelling instructions.
- The rule FIRST IN - FIRST OUT should always be applied.
- Opened packs of food should be decanted into clean containers with close fitting lids labelled and date coded.

At Island Punch Fest and Made in 90s events the following rules should be applied when storing food in a refrigerator:

- High risk food should be stored between 0 - 4oC
- Fresh meat, poultry and fish should be stored between 0 - 1oC · Frozen foods to be stored at or below -18o.
- Cook-chill products to be stored at 3oC or below.
- High risk foods are usually those which contain protein and are intended for consumption without treatment which would destroy such organisms, e.g., all cooked meat and poultry, cooked meat products including gravy and stock, milk, cream, artificial cream, custards and dairy produce, cooked eggs and products made with eggs, for example mayonnaise, but excluding pastry, bread and similar baked goods, shellfish and other seafood, for example, oysters, cooked rice.
- Refrigerators should be packed in a manner which allows good air circulation.
- All food should be covered to prevent drying out, cross contamination and the absorption of odour.
- Higher risk foods should be stored at the rear of the refrigerator where possible and consistently above raw foods.
- Refrigerators should be cleaned on at least a weekly basis using food-safe chemicals.
- Spillages should be cleaned as soon as they occur. After cleansing, the surfaces need to be thoroughly dried.
- Refrigerator temperatures should be checked weekly, and refrigerators should be serviced regularly, at least twice a year.
- In the event of illness in a food handler or a suspected food-related health problem among residents:
- Any staff member who becomes ill while handling food should stop work at once and report to the Catering Manager. Staff involved in food handling who are sick should see their GP and only return to work when their GP states that they are safe.
- Suspected outbreaks of food-related ill-health should be reported immediately to the event manager.
- Any suspected outbreaks of food-related ill-health should be reported immediately to the local consultant in communicable disease control (CCDC) and infection control team.

Appendix 5

Traffic Management Plan**Introduction****Purpose of this Plan & Overview**

The purpose of this Traffic Management Plan (TMP) is to address the traffic management provisions that will be implemented to execute this plan while minimising disruption to all stakeholders.

This plan can potentially affect, but is not limited to:

- Road users
- Businesses
- Residents
- Pedestrians
- Cyclists
- Emergency services
- Heavy vehicles
- Public transport

This TMP provides details of all procedures to be implemented by ourselves "The Event Organiser" and any event personnel (Security, Marshalls etc.) The Made In 90s and Island Punch Fest outdoor events are to be held from Friday 26th August to Saturday 27th August 2022, at Addington Park, Croydon, CR0 5AR.

Island Punch Fest, taking place on Friday 26th August 2022, is for a crowd of over 18-year-olds with a strong focus on celebrating music derived from the Caribbean. A DJ line up will be provided by SUPA Nytro, DJ Larni, DJ Nate, Loyal Squad, DJ Juvey, DJ Teeshow, DO OV and Ray Playhouse, whilst the event will be hosted by Jayupdeh, Supa Nyto and English Fire.

The Made In 90s Outdoor Party, taking place on Saturday 27th August 2022, celebrates R'n'B, Hip-Hop, Reggae and Dancehall music from the 90s era, alongside a touch of present-day music genres. There will be no artist performances, however all music will be supplied by well-known DJs, including DJ Milktray from BBC1Xtra (main DJ and host for the event). This event will cater to a mature crowd over the age of 28 years old, with 90% of the demographic being between the ages of 30-35 years of age.

The hours of operation on both event days will be from 13:00 to 22:00. Set up will take place on Thursday 25th August, with take down taking place on Sunday 28th August 2022.

Up to 2,000 guests will be in attendance across both event days, although event enclosure will be controlled to never exceed the amount of 2,050 people inclusive of staff, contractors, vendors, crew, and guests.

After each event, vehicles will have up to 1 hour to vacate the site. We will notify all attendees to arrive at the event between allocated times and **not** wait or park on the public accessible roads (attendees can stay inside the designated car park until their allocated time).

The necessary traffic management, as detailed in this document, will be strictly adhered to by all parties involved, providing a safe environment for all road users, event participants, event organisers/staff and members of the public. We will also aim to minimise any disruption to traffic in the areas around the event.

Key Personnel Contact Details

Name:	(26 th August 2022)
Role:	Event Organiser
Contact Tel:	

Name:	(27 th August 2022)
Role:	Event Manager
Contact Tel:	

Site Constraints and Impact on Local Area

We plan on implementing a controlled one-way system by the venues vehicular entrance & exit which will be controlled by dedicated traffic stewards, effectively minimising potential accidents and congestion on the A2022 (Kent Gateway). This will also help to minimise congestion within the site and just outside of the site. For this reason, we do not believe road closures will be necessary.

Also, we expect impact on pedestrians to be minimal, as the road is rarely used by people on foot due to the nature of the road; however, our onsite traffic stewards will ensure a safe environment for potential footfall.

Aims of TMP and Organisers Responsibility

The objectives of this Traffic Management Plan are outlined below:

- Provide a safe environment for all road users, including attendees, the public, cyclists, motorists etc.
- Prevent any traffic hazards that may arise due to the events taking place.
- Minimise disruption, delays and/or congestion for road users.
- Ensure access to surrounding residential and commercial properties is always maintained.

To achieve these objectives, we, The Event Organisers will:

- Ensure that only roads suitable for event traffic are used by attendees.
- Ensure that delays and congestion within and on the road immediately surrounding and or leading up to the site are diminished using traffic stewards.
- Use appropriate and sufficient road signage, and make sure adequate guidance is provided so attendees/staff use the advised travel routes.
- Ensure the needs of all attendees are accommodated at and within the event site, including cyclists, taxi arrivals, and people with disabilities.
- Staggered departure times to the site to avoid unnecessary congestion in/around the site.

- Have an adequate number of event staff to ensure vehicles are parked as quickly and safely as possible, always keeping the road clear.

The Event Organisers will take the greatest care to prevent any risk of injury to attendees, road users or members of the public, and any damage to property. Event activity will not go ahead until all appropriate measures are in place, including, but not limited to, ensuring all relevant signage has been erected, security & event staff members are on site, etc. All necessary measures will be taken to regulate traffic movements and ensure any adverse effects associated with the event are kept to a minimum.

Planning

Event Impact to Traffic & Transport

Impact on Traffic Flow –

Traffic control measures will be taken throughout the duration of the event to minimise the potential disruption to traffic flow on the A2022 – Kent Gateway. This includes the use of signposts and traffic stewards mitigating congestion at the site entrance and exit. Vehicles exiting the premises will be organised in a queuing system within the site and guided by staff members, avoiding multiple vehicles exiting at once, which would disrupt the flow of traffic.

Parking

A limited number of attendees will be able to purchase parking as an 'add-on' subsidiary, potentially reducing the number of vehicles entering the site and local area. Parking will be available on site for authorised staff. If non-drive-in attendees arrive by vehicle, they will be encouraged to not park on public roads but to use local car parks which will prevent inconveniences to residents. The event organiser will contact TFL and notify them of the events with a copy of the event schedules and operating hours.

Emergency Services

Emergency services will not be affected by the event. In the event of where emergency services are required, emergency vehicles will enter the premises from the main site entrance off the A2022, Kent Road (refer to site map).

Pedestrians

Traffic stewards on site will ensure a safe environment for potential footfall.

Cyclists

Traffic control measures will prevent potential traffic flow disruption to cyclists. Traffic stewards on site will ensure a safe environment for potential footfall.

Residents/Local Businesses

Impact on local businesses is expected to be minimal. The event organisers will contact and notify any local businesses within the area, detailing information on the potential increase of footfall.

Residents will not be affected.

Communication Strategy

Worksite Communication

There will be three-way radio communications between staff on site to assist with traffic management of vehicles travelling into, through and/or around the premises.

Stakeholder Notification

Notifications of the event will be provided to all impacted stakeholders at least two weeks prior to the event date.

Emergency Services Notification

Emergency Services will be informed in a timely manner of relevant activities proposed within this TMP. Regular updates will be provided to emergency services, including potential changes to road conditions and worksite access locations.

Traffic Control Devices

Signage and Infrastructure

Clear signposts will be erected from the main road on A2022 – Kent Gateway to aid attendees/staff in using the advised routes and accessing the site.

All signs will be positioned in accordance with Traffic Signs Regulations and General Directions 2002, by a competent person wearing high visibility clothing. All signs will be clearly visible, ensuring they are not presenting an obstruction to footpaths, vehicles in the road, or sight lines for traffic / pedestrians, with consideration to all road users including disabled persons or those with wheelchairs. Signs will be sandbagged if required and will not obstruct any existing signs.

Appendix 6

Noise Monitoring Plan

Pre-Event Information

Island Punch Fest and Made in 90s Staff will distribute letters to residents within the surrounding area of Addington Park, introducing themselves whilst briefly explaining the event details and timelines of activities and movements taking place.

Residents will be provided with contact details of the Events Management Team for each day, providing them the opportunity to highlight any area of concerns and / or queries they may have, in relation and not limited to, noise issues, movement issues, etc.

Sound monitoring

Stewards working on behalf of Island Punch Fest and Made in 90s events will be responsible for monitoring sound levels and checking equipment every 30 minutes, ensuring event days remain compliant with the Control of Noise at Work Regulations. The Stewards will also ensure the sound level data will be used to identify any noise increase.

Sound Propagation and Pre-Event Test

A sound propagation test will be carried out prior to the commence of each event day which requires the play of pre-recorded music through the PA systems whilst measuring sound levels simultaneously at the internal and external specified locations.

During this process, the sound system will be fine-tuned using the PA characteristics and Digital Signal Processing, ensuring the maximum attenuation can be achieved. A maximum level will also be set at the mixer positions in compliance with premises licence conditions.

Sound monitoring and control

Sound level data will be replayed to a central point indicated on the site map and permanently monitored by the screening / sound engineer, enabling real time sound levels to be reviewed via a laptop/computer. Should the offsite monitoring levels reach a critical level, it will be possible to view the relevant FOH levels and judge whether the stage has caused the exceedance or if the issue is caused by other extraneous environmental factors. Where necessary, an intervention can then be made via the central control point to the screening/sound engineer, reducing the onsite sound levels.

Complaints Procedure

Island Punch Fest and Made in 90s Staff will observe neighbour procedures and deal with any complaints in a speedy and empathetic manner.

On receiving a noise related complaint, the Event Co-Ordinator / Manager on duty will be responsible for administering the complaints procedure. A noise assessment will be undertaken to investigate the source and implement noise attenuation/ control measures, ensuring noise levels are not exceeding agreed trigger levels.

Conclusions

Island Punch Fest and Made in 90s have reviewed and recommended procedures for event and sound control at Addington Park, ensuring the event achieves the requirements of the premises licence conditions and the public nuisance objective of the Licensing Act 2003.

Letter to Neighbours: Friday 26th August 2022

Dear Resident,

My Name is Delroy Edwards; the Event Manager who has been set the task of managing the event at Addington Park on Friday 26th August 2022.

We can assure you our team will do the up most to ensure there will be minimal disruption during this time.

Please feel free to contact me via email throughout the event process if you have any complaints or queries regarding the event.

Regards,

Delroy Edwards
Vision Cinema / Island Punch Fest
event-coordinator@visioncinema.com

Letter to Neighbours: Saturday 27th August 2022

Dear Resident,

My Name is Junior Akinsanmi; the Event Manager who has been set the task of managing the event at Addington Park on Saturday 27th August 2022.

We can assure you our team will do the up most to ensure there will be minimal disruption during this time.

Please feel free to contact me via email throughout the event process if you have any complaints or queries regarding the event.

Regards,

Junior Oluwatosin
Made In 90s Events
info@madein90sevents.co.uk

Appendix 7

Island Punch Fest and Made in 90s Waste Management

This waste management plan states how we manage waste during our events.

Stallholders:

- Choose vendors and stallholders that meet our event expectations.
- Communicate with employees, contractors and other event service providers in the planning phase of the event about their role in reducing waste.

Bin Stations:

- Order equal number of clearly labelled waste bins and recycling bins.
- Pair one waste bin and one recycle bin to make a bin station.
- Place bin stations at entry and exit points, food/beverage areas, high usage locations and 'back of house' for vendors.
- Waste contractors for collection

Promote actions:

- Advise all staff of recycling arrangements and organics.
- Provide information to the public before the event to bring their reusable food and drink storage items.
- Throughout the venue, provide clear information of what can go into each bin to reduce contamination levels.

Post Event Meeting:

- Discuss what worked and what can be improved next time.

EVENT DETAILS		
Name of event	Vision Cinema & Made In 90s Outdoor Party	
Venue/location	Addington Park, 3 Kent Gate Way, Croydon, CR0 5AR	
Event Date(s)	Friday 26 th August 2022 to Saturday 27 th August 2022	Duration of event 2 days
Type/style of event	Music Festival / Party	
Maximum size of the crowd expected at any one time.	2,000	
Alcohol available	Yes	
WASTE PROFILE		
Materials expected at the three stages of an Event: (a) During Bump-in (b) At Event (c) During Bump-out	List the type of waste that will be generated, including some crucial specific items. An example provided below. a) General waste commingled recycling - Cable ties, cardboard, soft plastic b) General waste, commingled recycling, paper/cardboard, organics, container deposit - Food waste, compostable packaging (plastic cups, plates and cutlery) - Waste brought into the event – picnics, snacks c) General waste commingled recycling signage.	
BIN INFRASTRUCTURE		
What waste streams are to be collected?	General waste, Recycling, Cardboard and Container deposit.	
How many bin stations are required?	8 x bin stations	

Waste Strategy	
What actions will be taken to reduce contamination of recycling bins and food & organics bins? <i>e.g. waste signage, use of volunteers as 'waste warriors', waste audit</i>	Waste signage and use staff as waste warriors.
What actions to avoid single-use plastic waste ? <i>Include in vendor terms and conditions that no single-use plastics to be used.</i>	Events Management will ensure all banned products are not used or sold at our event.
How frequently will the bins be serviced/emptied during the event?	All bins will be emptied and cleaned after each screening.
Who is the waste contractor for the different waste streams? When will bins be taken away? <i>Note: Maybe different contractors for different waste streams for recycling and food organics</i>	We have elected metro waste to remove all recyclable and general waste every day between 22:00 and 02:00.
How will the council's public place bins be managed? <i>e.g. placing covers over council's bins or empty the public place bins along with the event bins</i>	Our dedicated waste team will place waste bins near entrances and exits.
What other waste facilities are required (liquids/ greywater)? How will greywater and oils be managed? <i>e.g. greywater collection tank will be supplied</i>	Waste tanks will remove greywater and grease fat between 8:00 and 10:00
What litter management actions will be taken, so it keeps the site clean? <i>Also, include management of cigarette butt litter</i>	We will complete regular site walks to ensure the site is clean and tidy.
How will waste management be communicated?	In the staff meetings, event management will inform all staff of waste management protocols and provide hand-out books that detail relevant information.
What other waste strategies are to be implemented?	Designated team to complete entire site walks during the event to ensure the area is kept clean and tidy.
Evaluation	
Complete a waste management report including: - Waste date - What worked	This will be completed on each day of collection.

A2

- Identify areas for improvements	
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Appendix 8

No Smoking Policy

Island Punch Fest and Made in 90s are committed to providing and maintaining a safe and healthy working environment for all its visitors, employees, and contractors.

In line with this commitment, Island Punch Fest and Made in 90s have adopted a No Smoking Policy at all event locations. The objective of this policy is to provide a smoke-free environment across all our events to achieve a healthier and pleasant environment and safeguard non-smokers from potential risks to the health of passive smoke and protect sites from increased risk of fire.

1. Background Legislation:

- 1.1 The Health and Safety at Work Act 1974 (The Act) places a duty on employers to provide a working environment safe, without risks to health, and adequate regarding facilities and arrangements for their welfare at work.
- 1.2 The Smoke-Free (Premises and Enforcement) Regulations 2006 made under The Act require employers to:
 - Ban smoking in enclosed or substantially enclosed workplaces (including work vehicles) and enclosed and substantially enclosed places to which the public have access.
 - Display no smoking signs at each entrance to smoke-free premises and in smoke-free vehicles.
 - Enforce a policy to stop people smoking in smoke-free places and vehicles.
 - Ensure cigarettes and other smoking materials are extinguished and spent matches adequately disposed of.

2. Definitions used in this policy:

- 2.1 Electronic cigarette/ e-Cigarette: battery-powered product releasing a vapour containing liquid nicotine or other substance and is inhaled by the user.
- 2.2 Vaping is the use of an e-cigarette.

3. Policy:

- 3.1. This policy applies to all employees, temporary workers, contractors, sub-contractors, and attendees to all Island Punch Fest and Made in 90s event sites.
- 3.2 We seek to provide non-smokers with the right to work in a space free of tobacco smoke whilst also considering the needs of those who smoke. Island Punch Fest and Made in 90s are committed to providing a safe and healthy working environment, limiting the exposure of all workers and visitors to tobacco smoke, operating a strict no smoking policy, unless in designated smoking areas. This policy forms part of the health, and Safety Policy, any breach of this policy will lead to the standard disciplinary procedures being applied.
- 3.3 Smoking, vaping or being in possession of lit cigarettes, cigars or pipes is not permitted anywhere on site, except in designated smoking areas.

- 3.4 Island Punch Fest and Made in 90s also prohibit smoking/ vaping in company cars, vans or other transport provided for work.
- 3.5 Island Punch Fest and Made in 90s also prohibits smoking/ vaping within customer property.
- 3.6 Those wishing to smoke or vape may be permitted reasonable breaks, in agreement with their line management, provided they do not prevent them from carrying out their responsibilities and work duties.
- 3.7 Smoking and vaping may only occur in designated smoking and vaping areas, and smoking paraphernalia must be disposed of safely in the ashtrays, bins or sand buckets provided.
- 3.8 Any failure to comply with this policy may result in disciplinary action being taken, or a person may be removed from the site.
- 3.9 Smokers are reminded that it is a criminal offence to smoke in smoke-free areas.

4. Implementation:

- 4.1 Smoking is not allowed in any part of Island Punch Fest and Made in 90s event sites, except in any restricted area – please see the designated smoking area on site map. This will be a minimum of 70 meters from the designated food and drink area and a minimum of 20 meters from the seating and screen area.
- 4.2 In any place, except in a designated smoking area. Rights of non-smokers to breathe clean air prevails over the right of smokers to smoke.
- 4.3 A formal review of this policy will be conducted on a periodical basis.
- 4.4 Employees will be consulted over the results of this policy monitoring and review.

5. Monitoring and Review:

- 5.1 The operation of this policy will be kept under periodic review.

All Island Punch Fest and Made in 90s premises are designated SMOKE-FREE

Where feasible, restricted smoking areas may be designated by Island Punch Fest and Made in 90s. We encourage any person wishing to stop smoking to get in touch with their GP or access further information below:

<http://www.nhs.uk/livewell/smoking/pages/stopsmokingnewhome.aspx>

Employees and contractors called to perform Island Punch Fest and Made in 90s activities should comply with the NON-SMOKING policy in force at that site.

Alcohol Policy

Scope

This Alcohol Management Plan addresses the bar operations that will be managed and overseen by the Designated Personal and Event Managers.

This plan will be updated when required by Island Punch Fest and Made in 90s.

The sale of alcohol will commence no earlier than 13:00 hours and cease no later than 22:00 hours.

The bar will be referred to as the Catering area, this will correspond with the site map.

Specific action to protect children from harm

Island Punch Fest and Made in 90s are committed to ensuring that alcohol is not sold to anyone under 18. All attendees who attend Island Punch Fest and Made in 90s events who look under the age of 25, will be asked to prove that they are over 18 by way of photographic identification (as per the Challenge 25 Company policy).

Island Punch Fest and Made in 90s attendees will be advised of the Challenge 25 Policy through the website and other social media, stating that identification will be requested consistently at all bars. This publicity both serves to ensure attendees bring identification with them to the event.

Challenge 25 posters will be clearly displayed in the entrance area along with posters stating it is an offence to attempt to purchase alcohol if you are under 18 or on behalf of an under 18.

Acceptable forms of identification to prove someone is over 18 include:

- 1) Valid Passport
- 2) Full or Provisional UK Photo Card Driving Licence;
- 3) A proof of age card
- 5) A national identity card

Island Punch Fest, Made in 90s and Vendors on the front line will be required to check the ID of any customer who appears to be under 25 and will be reminded of this obligation at their daily briefing.

All Island Punch Fest and Made in 90s staff will have participated in a training session delivered by a member of the Staffing Team, covering Challenge 25, conflict management and serving intoxicated customers. They will have all signed to confirm they have received training and understood the policy.

A log will be kept on each bar detailing any customers who are refused service or entry to the queuing lanes as satisfactory ID has been requested but not been presented.

A log will also be kept of the number of challenges that have been made.

All challenge/refusal information will be reported back to event organisers and will be available for inspection by local authorities if required. This information will be held for 2 years after the event.

Bar Management

The bar will have a dedicated Bar Manager and team who are conversant with the requirements and responsibilities for the sale of alcohol.

They will directly instruct, monitor, and support their staff in ensuring the requirements of the Licensing Act 2003 are adhered to at all times.

We will ensure the Bar Manager / Events Co-Ordinator has obtained a Personal Licence Holders. A copy of each licence will be held by the Event Organiser, a copy can be provided upon request.

The bar Manager is responsible for briefing all their staff before each trading day.

Control of Illegal Sales

Any amount deemed to be above acceptable or reasonable for personal consumption may be confiscated. This system is employed by us at all Island Punch Fest and Made in 90s events and proves successful in helping control illegal alcohol sales.

Site security will monitor all areas of the site for illegal sales of any alcohol, or any unacceptable products offered for sale.

Island Punch Fest and Made in 90s will work closely with the site security, police, and trading standards to ensure the best systems of prevention, detection and apprehension are maintained.

We will take immediate steps to stop any breach of the Licensing Act 2003 in respect of alcohol sales when they become known to us and will inform the DPS immediately of any such breach.

Equipment

All equipment owned by the company is maintained in a safe condition and maintenance records are kept in accordance with the Provision and Use of Work Equipment Regulation 1992. The use of all equipment has been the subject of risk assessment in accordance with the management of Health and Safety at Work Regulations 1999. All bar employees have been trained in the use of the equipment, as applicable, and have been assessed as being competent in its operation.

Staff Welfare

To ensure the wellbeing of our vendor staff, facilities will be provided at the bar to enable them to take breaks, have water or a hot beverage and a meal will be provided during each six-hour shift. There will be suitable and enough toilets and hand washing facilities available.

Drink and Drugs Policy

Island Punch Fest and Made in 90s encourage those employees who drink alcohol outside of working hours to do so in sensible quantities. The abuse of drugs of any form will not be condoned.

All staff and vendors are expected to always convey a professional image and to refrain from drinking alcohol during the working day, including break times.

Managers should take responsibility for the welfare of their staff and must undertake to provide a trusting, confidential and supportive relationship.

CHALLENGE 25 COMPANY POLICY & PROCEDURE

Island Punch Fest and Made in 90s operate a 'Challenge 25' age verification policy.

This means that if a person looks under the age of 25 years, they must prove they are over 18 years old by presenting an acceptable form of photo identification bearing their photograph, date of birth, and a holographic/ultraviolet mark. This company Policy and Procedure has been put in place to not only protect the business but also the employees, sub-contractors, and anyone else affiliated with the company including the venue/attendees.

The following procedure must be complied with at every event where Island Punch Fest and Made in 90s are selling alcohol:

- Island Punch Fest and Made in 90s will have a list of all contractors on site including Personal Licence Holders' details on the bar prior to the event.
- Test purchasing will occur randomly at event days and feedback will be presented.
- A training representative will provide staff training before the event.
- Training Events will be held prior to the event.
- This training must be documented (syllabus, who delivered it, when and where), auditable and signed for by the recipient and be available for examination at reasonable request by police or an authorised officer
- Each member of staff, following training/onsite refresher training and signing of the register, each staff member will receive a "Challenge Trained" wristband to indicate that they have completed the training. This will be issued by the Staffing Team. The bar will also have a register of all staff, signed, to confirm that they have received training

The bar on site **MUST** be given a Challenge 25 Policy folder which clearly identifies the issues and provides the following:

1. Points of Contact
2. Challenge 25 Briefing
3. Examples of acceptable forms of ID

4. Refusal of Service & Conflict Management
5. Handling fake/false ID
6. An example of the date of birth relevant to customers being 18
7. A refusal register (all staff must fill in details of customers that have been refused service)
8. Challenge 25 Training log
9. SIA Security Personnel Log
10. Incident form – this form should be used to document any issues relevant to any of the licensing objectives that may have happened during the day, or for accidents and injury
11. Fake ID documents – for logging the surrender of suspected fake ID, receipts, and sealable envelopes.

All documents relating to staff training, refusals and incident forms must be handed to the Event Manager at the end of each day. This is the responsibility of the Personal Licence Holder and Bar Manager.

If an incident occurs, the following steps outlined below must be always adhered to:

- Contact your manager.
- Fill in the **Incident Report Form** within your Challenge 25 Policy pack.
- Obtain a statement from the member of staff involved in the incident.
- Obtain a statement from the Bar Manager.
- Where possible, obtain a statement from the customer/staff member.

First Aid

The bar will have first aid kits and all staff will be advised of the location of first aiders. The bar manager will be fully aware of how to contact the onsite medical team for either a staff or public response.

TESTING & SPOT CHECKS

Please be reminded that testing on Challenge 25, dealing with drunk customers and conflict management will occur at events randomly. Staff may be asked individually, and Bar Manager may be asked to show proof of training/briefing documents.

IF AT ANY POINT YOU ARE UNSURE OF ANY OF THE ABOVE STEPS, PLEASE CONTACT THE EVENT MANAGER WHO WILL GO THROUGH ANY ISSUES YOU MAY HAVE

Proposed conditions for Made in 90's Festival, Addington Park

The premises licence holder shall (ensure) –

1. Any queue to enter the premises that forms outside the premises shall be kept orderly and supervised by SIA door supervisors to ensure that there is no nuisance or obstruction to the public highway and footpaths.
2. All staff engaged outside the entrance to the premises, or supervising/controlling queues, shall wear high-visibility jackets or vests.
3. Operate an anti-drugs policy in conjunction with a search and seizure policy. In compliance with agreed memorandum of understanding. This will also include storage and disposal procedures. Signage will be displayed throughout the premises. Any amendments to the policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.
4. Operate a weapons policy in conjunction with search and seizure. This will also include storage and disposal procedures. Any amendments to the policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.
5. Operate an anti-theft policy, which will include the reporting of theft, safe storage of found items, storage and disposal procedures for all items of property found or discarded at the premises. Signage will be on display in prominent places advising customers to safeguard their property. Any amendments to the policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.
6. Operate a search policy which includes searching everyone who enters the event including all staff and artists. All bags will be searched and all those entering will pass through the metal detector and/or wands search area.
7. A clear visible notice shall be placed at the entrance to the premises advising those attending, that it is a condition of entry that customers agree to being searched and that police will be informed if anyone is found in possession of controlled substance or weapons.
8. An incident log (which may be electronically recorded) shall be kept at the premises by the organiser and made available on request to police or an authorised officer. The following details shall be recorded:

Date of incident

Time of incident

Location of incident

Persons concerned

Summary of incident

Identification of any Emergency Services Personnel who attended

9. There shall be a documented dispersal policy, as agreed with the relevant responsible authorities, implemented at the premises and a copy lodged with the Police Licensing Team. Any amendments to the policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.
10. A Challenge 25 scheme must be operated to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that they are over 18 years of age. Proof of age shall only comprise a valid and in date passport, photo card driving licence, military card or a card bearing the PASS hologram.
11. Ensure that polycarbonate drinking vessels are used for all alcoholic and soft drinks served to customers and that all drinks supplied in glass bottles will be decanted into polycarbonate serving or drinking vessels.
12. No Alcohol will be brought into the event by customers and any alcohol found will be seized and disposed of by security.
13. Ensure that customers are prevented from leaving the event site with bottles or open containers.
14. SIA door staff will be deployed at the event at a minimum ratio of 1:50. Body Worn Video will be worn by all SIA door staff who are deployed at entry points and those dealing with the ejection of patrons from the event.
15. All tickets sold on the day of the event must conform to the security policy ratio of 1:50.
16. When SIA door staff are deployed ensure that records are kept by the DPS, at the premises, of the following details of any door-supervisor employed at the premises: -
 - Name and date of birth
 - Full 16 digit SIA badge number
 - Dates and times employed
17. These records must be made available, in useable form, to the Metropolitan Police, Croydon Council officers or authorised officers of the Security Industry Authority upon request.
18. A direct telephone number (mobile to be held by duty manager) will be provided to neighboring premises to be used in the event of a complaint of noise nuisance.

19. The premises shall run each event with the latest Event Management Plan that has been agreed in writing at the latest SAG meeting.
20. The event management plans for each event shall include the following information as a minimum; site plans, stewarding/security plans to include regular weapon sweeps before, during and post egress, crowd management plans, medical plan, fire plan, specific safety policies, risk assessments, traffic management plans, possible noise nuisance plans, and ingress/egress plan.
21. All bar staff at the event will be trained, this training should reflect the Licensing Act 2003 and include the licensing objectives, proof of age, and conflict management. All staff training records should be maintained and kept on site. A designated member of staff should be able to produce the records on the request of police or other authorised person.
22. The event will operate a vulnerable person policy, this must include WAVE training for all members of staff.
23. Each bar shall be individually managed by a personal licence holder, during licensable hours.
24. Engage with freely available counter terrorism advice and guidance through Counter Terrorism Protect Officers and Counter Terrorism Security Advisors.
25. All children under the age of 16 years will be accompanied by parent/guardian
26. CCTV shall be in operation throughout licensable hours, and must include: Main public gate, main stage and all bars. CCTV must be retained for 31 days after the event and made available to Police or Council upon request. During the event any CCTV request made by Police should be provided on a useable digital format within 2 hours.
27. Engage with freely available counter terrorism advice and guidance through Counter Terrorism Protect Officers and Counter Terrorism Security Advisors.

Rep 1.

I write in response to the application for an event proposed to be held in Addington Park on 26th and 27th August 2022.

A similar but larger event was held in Addington Park last year. This caused considerable inconvenience to local residents. The local Residents Association produced a document detailing the issues, which was sent to the council. I as ward councillor also put together a document on a similar theme. Both are attached.

The specific issues which must be addressed for this new application are as follows:

- There was a considerable police presence last time. There was at least one incident. This proposed event is being held at the same time as the Notting Hill carnival. Police resources will be stretched. How will the safety of event-goers and local residents be assured?
- Aggressive parking was a problem. No council officers were on hand last year to enforce compliance and issue tickets. This must be rectified should this event be given the go-ahead.
- Security at last year's event let through too many cars into the park to park cars. In my view no parking other than the minimum required to run the event should be allowed.
- To prevent parking in local streets residents themselves had to supervise entry to their streets. Many event-goers tried to get through these restrictions. Some were very aggressive when they failed to get through. Nearby streets should be closed with the costs carried by the event organiser.

Please note that I wish to make representations on behalf of residents at the Licensing Committee at which this application is considered.

Councillor Robert Ward, Croydon Town Hall, Katharine Street, Croydon CR0 1NX

(see attached documents called Rep 1 Part 1 and Rep 1 part 2 which form part of this representation)

Rep 2.

We had a note from Delroy Edwards of Island Punch/Made in 90s Events Ltd. to inform us of a festival he's organising in Addington Park Croydon 26/27 August and I sincerely object to this because last year the festival goers caused us so much trouble at disrupting our quiet village peace, so much litter were scattered and so much noise. Most of New Place and Addington Village residents are not happy with this.

On top of litter, noise disturbance a woman ignored our regulations of private car parking and threatened one of our residents. We were promised that there won't be any more concerts held in Addington Park in future because of the many complaints from residents; so why another concert which is bound to disturb our peaceful neighbourhood? Please see what you can do to stop this happening.

Rep 3.

My objection is to you holding another event in Addington Park this year on the 26th & 27th August, my objections are based on the experience of last years event. Why oh why are you allowing another

event in Addington Park. This event has been advertised with no prior notice to residents. Last years event was a complete and utter disaster – the music was blaring to the point even inside my house I couldn't hear a thing. Car's were parked everywhere, on grass verges, blocking driveways and roads. The litter was disgusting and took over a week to be cleaned up. Addington Park is situated within a conservation area yet for a quick buck you are allowing it to be misused and trashed. I choose to live in Addington Village as it is quiet, scenic and all residents like a quieter pace of life to the rest of Croydon. NO to this event!!

Rep 4.

Dear Sir/Madam

It is with great concern that we have been made aware of the above application for a music festival with alcohol, similar to that granted last year for Garage Nation.

We feel that due to the small size of Addington Park and the total lack of parking, this event is completely unsuitable for this small neighbourhood and the disturbance it will cause as indeed it did last time.

Garage Nation made it clear last year that there was no parking, but inevitably many of the attendants ignored that and drove regardless. Our roads were inundated with cars and the wardens who were attempting to steer people away were hurled with abuse and refusal to obey the restrictions in place. We witnessed a particularly unpleasant exchange between a motorist and the road warden with a total disregard for the line of traffic behind the motorist who refused point blank to move and proceeded to use offensive language and behaviour.

The local church was littered with debris and vomit! and the residents had to endure high levels of noise, making it impossible to relax in our gardens let alone hear ourselves think.

It is simply an inappropriate use of a small park in a small community of houses and would be much better suited to somewhere out in the open away from residential dwellings.

Our concerns are from our experience with last years event. The location is simply unsuitable for such an event as was proved from Garage Nations event. This in our opinion was not due to any lack of planning on the applicants part but due to the location being too small, with no parking facilities in such a small neighbourhood.

Rep 5.

Hello,

I would like to **object** to the proposed licencing request for the event at Addington Park 26/08/22 – 27/08/22 (link [here](#)) on the grounds of the **prevention of crime and disorder** and **public safety**. This event is believed to be similar in composition to an event that was held in the same location last

year. I felt compelled to complain to the council following that event due to the negative impact on residents that was caused. The council acknowledged shortcomings related to the event last year, all of which remain just as relevant today. This application for this event does not make it clear how these issues will be mitigated or avoided.

My concerns:

1. The event will result in an increase in rubbish and broken glass which will prevent me from allowing my toddler to walk along the street during and after the events – this was an issue last year.
2. Last year, **emergency vehicles larger than a car would not have been able to reach the top end of Crossways** (photos attached below), everybody is fortunate that this need did not materialise. The event organiser has included the following within their application “Trained traffic wardens will be employed to ensure the attendees park within the allocated area of Addington Park, not causing a nuisance to local residents” In practical terms it is not clear what this means:
 - a. Is the organiser suggesting that they will use civilian wardens on my road?
 - b. If this is the suggestion then given they will have no legal authority how will enforcement work?
 - c. How many wardens will the organiser provide?
 - d. There are no details of any additional controls or support that the council or police will provide in this regard. Events like football matches are adequately managed
3. I will not be able to safely cross the road due to the excessive numbers of cars parked bumper to bumper and blocking dropped curbs at multiple crossing points – this was an issue last year.
4. Vehicles parked illegally and dangerously on street corners, this could have severely injured or killed a vulnerable road user
5. It is likely that I will be unable to ingress and egress Crossways via motor vehicle due to legally and illegally parked vehicles – this scenario occurred last year
 - a. With regards to the event last year, the council acknowledged “The belief was that due to the location and the available public transport links, most attendees would use public transport. Many will have done but clearly, a significant number attended in private motor vehicles, which caused the resultant parking issues.”
 - b. Last year, the council stated and acknowledged “In respect of the concerns you raise about parking, in the months preceding, the event was discussed by the Safety Advisory Group (SAG), a multi agency group comprising different Council teams, the Metropolitan Police, the London Ambulance Service and public transport providers, such as Transport for London and Tramlink, amongst others. The event organiser also attended the SAG meeting. Please note that the SAG is distinct from the licensing process. A post event SAG debrief meeting was recently held. This meeting considered the positive safety controls and the safety aspects that were lacking in respect of the event. “
6. The response from Michael Goddard last year confirmed that the parking restrictions on Crossways were designed to manage commuters for the tram Monday – Friday. This confirms that these are **not suitable** for managing a major event such as the one proposed within this application (which is obvious).
 - a. Last year, in some cases cars were parked illegally on single yellow lines, but did so adjacent to a marked bay which then caused the road to unacceptably narrow. This has not been addressed in the intervening period, therefore I have no reason to believe that the outcome would be any different this time.

- b. The parking controls and restrictions on my road in general have not been addressed in the intervening period, therefore I have no reason to believe that the outcome would be any different this time.
 - c. As a slightly wider point, yes, the restrictions on my road have been implemented to deal with commuters and as such the zone does permit vehicles to park on the road. For the avoidance of any doubt, last year, the vast majority of these vehicles were still committing an offence by the way that they were parked on the verges etc (they **had** to park on the verges to avoid fully blocking the road in many cases). The restrictions on this road are clearly designed for the odd handful of cars which might need to park outside of the operational hours, not for a social event which will be attended by thousands of people.
 - d. I stated last year, "As this exercise has proved, it is impossible for cars to park on the existing single yellow lines opposite each other (and in some cases opposite driveways) without causing a severe narrowing of the road. If there is a chance that the Council might consider future events at this location then the parking controls need to now be reviewed urgently as these are now not fit for purpose."
7. The mitigations and controls within the licencing request do not adequately state how issues relating to parking controls and anti-social behaviour will be managed outside of the park. The application contains no details of which supporting personnel will be protecting local residents. Examples that are missing, that were required last year:
- a. Last year, no council traffic wardens were seen after midday on the Saturday afternoon (read: for the entirety of the two-day event)
 - b. Last year, the council could not be contacted via telephone and reports via the councils application were ignored
 - c. Last year, no local police were seen within my road after the event, exposing the residents to anti-social behaviour (men urinating against a tree)
 - d. Last year, vehicles remained illegally parked for the duration of the event – No police or council towing enforcement was present
 - e. Last year, no additional teams were deployed to clean the streets
8. My family will not be permitted to access my local green space over a summers weekend, forcing me to make an unnecessarily trip elsewhere which is bad for the environment (if it is even possible due to the likelihood of a blocked road)
9. The increased number of vehicles to the area will cause an increase in air pollution.
10. Last year it was stated "The belief was that due to the location and the available public transport links, most attendees would use public transport. Many will have done but clearly, a significant number attended in private motor vehicles, which caused the resultant parking issues." – What assumptions have been made for this event?

The application does not adequately state how these likely issues will be mitigated or controlled outside of the park itself. If granted, this will commit local residents to a miserable weekend through no fault of their own. It is also not clear who will be responsible for any required repairs to grass verges?

In the event that the nightmare scenario occurs that somebody is seriously injured or dies within the area, due to the inaccessibility of the roads then who would be held responsible? This isn't a theoretical concern of what *might* happen when this volume of people descend on the area, we have experience now which we should learn from. In the event that something does happen then who would be legally accountable from the council? I would ultimately like to forward this

A4

communication to them now, rather than the individual(s) hiding behind a public enquiry after the fact.

Photographs attached from last year.

(Please see attached letter called "Rep 5" and the attached PDF document called "Rep 5 Photos" which both form part of this representation).

Rep 6.

Dear Sirs,

I write with reference to the Licence application by Delroy Edwards of Island Punch/Made in 90s Events Ltd of a festival he is organising in Addington Park, Croydon, on 26/27 August 2022.

I have concerns about this application based on our experience of another event held last year in the same location (14th/15th August 2021) albeit by a different organisation (Butterfly Enterprise Limited). On that occasion, our concerns were as follows:

- 1) I do not feel that the organisers of that event and Croydon Council put sufficient safeguards in place to ensure that festival-goers did not disrupt the quiet village life of Addington Village.
- 2) On one of the days of that event, my wife and I experienced verbal abuse by festival-goers who parked in our flats private car park at the back of New Place, Addington Village Road, when we told them that they could not park there. Indeed, one of the passengers in that car threatened to kill our rabbit that resided in his hutch in our balcony.
- 3) There were also significant issues with illegal parking, both along Addington Village Road by St Mary's Church and on the roundabout at the junction of Lodge Lane and Kent Gate Way.
- 4) The music was also pretty much continuous, without any let-up during that event, to the extent that we had to have all our windows and doors closed on days when the weather was conducive to having them open in order to enjoy the summer weather and watch television in the comfort of our own homes.
- 5) Speaking as a Director of New Place Residents' Association, responsible for the management of the New Place flats, I can say that a number of residents expressed concerns as to the volume of the music, litter and parking issues. I should point out, that being a secondary school music teacher, organist and director of music of St Mary's Church in Addington and musician myself, I am not against such events, per se, but organisers do have a responsibility to make the lives of the local residents adjacent to the event at the very least bearable and causing them minimal inconvenience.

Following that event, and a complaint I made directly through my ward councillors and my MP, Sarah Jones, I received the following reply from the Council...

Reply from Croydon Council

From: Public Realm Enquiries <PublicRealmEnquiries@croydon.gov.uk>

Sent: 5 October 2021 09:49

A4

To: JONES, Sarah A <sarah.jones.mp@parliament.uk>

Subject: Case Ref.,

Dear Ms. Jones,

Thank you for your email referring the concerns of your constituent

I can advise that an application for a premises licence (under the Licensing Act 2003), time limited to 14 and 15 August, was submitted to the Council (as Licensing Authority) by the applicant, Butterfly Enterprise Limited. I can confirm that the application was properly advertised by the applicant. Representations were made on the application by local residents and ward councillors and the application was therefore referred to the Council's licensing sub-committee to consider, which they did at a meeting on 23 June 2021. The licence was granted, with conditions attached and expired at the end of 15 August.

In respect of the concerns raises about parking, in the months preceding, the event was discussed by the Safety Advisory Group (SAG), a multi-agency group comprising different Council teams, the Metropolitan Police, the London Ambulance Service and public transport providers, such as Transport for London and Tramlink, amongst others. The event organiser also attended the SAG meeting. Please note that the SAG is distinct from the licensing process. A post event SAG debrief meeting was recently held. This meeting considered the positive safety controls and the safety aspects that were lacking in respect of the event.

Whilst conversations had taken place between the Council's Highways Team and the event organisers prior to the event, it was formally recognised that parking was extremely poorly controlled. The belief was that due to the location and the available public transport links, most attendees would use public transport. Many will have done but clearly, a significant number attended in private motor vehicles, which caused the resultant parking issues and I would like to apologise to for the inconvenience and disruption caused.

It was recorded by the SAG that traffic/parking restrictions and parking enforcement must be fully considered and appropriately implemented should any future, similar events take place in the same location. Without such controls, any such similar event may not be considered as safe to proceed by the Event Safety Advisory Group. In addition, the Council's events process will be reviewed.

I hope this assists but should you wish to discuss this matter or require clarification on any point, please do not hesitate to contact me.

Regards

Steve Iles MBE
Director of Public Realm
Place Department
6th Floor, Zone D
Bernard Weatherill House
8 Mint Walk
Croydon, CR0 1EA

With this in mind, I would insist that the Council review carefully the following issues when they consider the application...

A4

- 1) That the organisers and the council put in place significant and visible precautions to prevent festival parking along Addington Village Road (throughout its whole length), Spout Hill, Roxton Gardens, The Wicket and Boundary Way, as well as on the roundabout and the roads leading off of the roundabout at Lodge Lane and Kent Gate Way junction, ensuring that there are sufficient festival marshals/Council-employed traffic wardens available to enforce any parking infringements that might cause blockage to any of these roads.
- 2) That the entrance to the private parking at the back of the 12 flats in New Place, Addington Village Road, opposite the graveyard of St Mary's Church, is not invaded by festival-goers and that there is a constantly visible presence of festival marshals in that area.
- 3) That a sensible limit to the volume level of the music and duration of performance is stipulated in the licence, so as to give local residents some respite from the event.
- 4) That residents of New Place are provided with the contact details of a representative of the festival organisers who will immediately respond to any concerns or issues that arise during the two-day event.

Kindest regards,

12th June 2022

Rep 7.

I write as both a Resident and as Vice Chair of Addington Village Residents Association.

As author of document that I prepared for the Council post the Garage Nation event in August 2021 and for which I believe Cllr. Robert Ward has already sent a copy to you along with his observations, (document attached) I wanted to reinforce certain key issues that will be applicable to this Proposed event. We simply cannot afford to have another repeat of what took place at the Garage Nation event in 2021. Fortunately in that instance, the Licensing committee recognised there was a need to have an early consultation and liaison between the Residents Association and as it happened Garage Nation were extremely grateful for our advice and practical assistance. Had this process not happened there would have been much more trouble. Despite a token security presence outside the event there was a fair amount of aggressive, anti social and frankly abusive and threatening behaviour from some of the attendees of that event towards Residents. Some of this took place on Residents own property! It was disgraceful. However, despite a number of conditions forming part of that Licence being granted, there were still crucial aspects that should have been the Council's responsibility and these we're not dealt with which caused problems. Despite assurances that attendees would use public transport in the main, this of course did not happen. What did happen was that many people just dumped their cars on the highway and pavements preventing people from being able to walk safely. Parking took place on Residents driveways and even their lawns and in one instance a flower bed! This is totally unacceptable. The point is the Police who were extremely helpful were not empowered to ticket and or remove vehicles blocking pavements or for that matter personal driveways. This could have had major implications had their been an emergency. There needs to be proper road closures which the Council are responsible for. There is

also the protection of the heritage sites in the immediate vicinity of Addington Park to consider. Despite a security presence there was urinating in the Church graveyard and on the second night after the close of the Festival there was a party held in the road of Roxton Gardens till midnight.

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Refuse collection and the clear up was largely successful but it did take a week to clear completely and no Council Officer came to inspect at the end of the 3 day contracted period. It was the Residents Association liaison with Garage Nation that got patches of glass cleared up. This came to a head as children were spotted playing in that spot and in terms of health and safety, there could have been a serious accident. There was not supposed to be glass on the premises. Another aspect I would highlight was that despite security checks and the assurance that nobody under 18 would be allowed alcohol....we know of a few instances where this took place. Besides it's too easy to send someone who is over 18 to the bar!

It is recognised that the application is for less attendees than that of the Garage Nation event. But this Back to the 90s event will face the same issues. I would also point out that there were several Residents who felt strongly about this application going ahead but they were not prepared to have their addresses submitted to the applicant.

I sincerely hope that the concerns raised are considered thoroughly by the Committee and that they are furnished with enough background information to make sound decisions and should a Licence be granted that there will be binding conditions made as part of the Licence.

Thank you.

(see attached PDF document called Rep 7, AVRA Garage Nation Report)

Lessons learned from the Garage Nation event held in Addington Park 14th/15th August 2021

A4

This is my first experience of a large event in my ward in the three years that I have been a councillor. I think it is important that we learn lessons, especially from infrequently occurring events. These are my thoughts on what we did well and how we might do better next time should a similar event be proposed in the future.

Context

We were fortunate in many ways in responding to the application and the event itself. The local residents' association is well organised and engaged both proactively and practically with the event organisers and the authorities. The event organisers were also willing to engage cooperatively with stakeholders. I am sure this is not always the case, but I am sure that without these two factors we would have had a much less successful outcome.

The licence application process

Publicity so that local residents are aware of a licence application was not as effective as it might have been. Physical notice of the event was posted only very close to the event location and in some cases in places where nobody would see the notice.

The legal requirement may be that it is sufficient to post a notice of the application in an obscure newspaper in a section nobody reads but I recommend proactively using social media to publicise that a licence for a large event has been applied for. NextDoor and Facebook are free and effective. When residents learn of the event late in the day, or worse, after the application has been approved, it gives the impression that the application has been sneaked through.

The advice of other agencies, especially the Police, is valued highly by the Licensing Committee in considering the application and imposing conditions on the licence, should it be granted. It is not clear to me how this works. I was not reassured that it worked as well as it could have in this case. I was not clear what discussions had been held and with whom; whether both the local and more centrally located police had given input and whether the local situation had been fully considered, in particular, had there been a site visit. It is possible that these were all fine, merely that I was not aware. In my opinion local councillors should be fully aware when it is such a high profile event.

Factors to consider

I suspect residents faced with an event close to their houses all have similar concerns: crime, disorder, noise, litter, traffic, and general disruption to a normal weekend. Satisfying yourself that the authorities have taken adequate account of the local situation and the concerns of residents is crucial. The knowledge of local residents in both identifying risks and mitigation measures should not be underestimated.

Access of emergency services to vulnerable residents, risks associated with the extra traffic, heritage sites that might need protecting, and above all communicating what is happening to the residents are just some of the ways the local residents' association can help. Not all will be prepared to be as pro-active as the Addington Village Residents Association was, most obviously in manning traffic barriers to discourage parking in residential streets.

If there is one factor which turned out poorly, and could have been even worse, it was aggressive parking on pavements, grass verges, residents' driveways, and pretty much anywhere that did not already have a car on it already. There was a core of people who really did not care where they parked. They were highly aggressive to anyone who offered the least resistance.

Despite warnings on the tickets that there was no parking available and assurances that public transport was adequate there were of the order of 400 cars at least parked just about anywhere. This was for a maximum audience of 4,000 for the event. The police regard parking as not a matter for them and the council had no officers on duty. The fly-parkers got away with it.

If there is one lesson to learn it is not to believe that no-one will come in cars. There is a percentage who will, and they are not too nice about it if someone gets in their way. They will aggressively try to blag it, claiming they live locally, that they are friends of the artists, any excuse. Security and anyone else manning a barrier must be of robust character to withstand that pressure. Security guards outside the event were not. Cars were allowed into residential streets with little resistance. Road closures need to be put in place or residential streets will be full of aggressively parked cars. I have numerous pictures of cars parked in peoples driveways, on grass verges, etc.

The role of the promoter

We were fortunate with the promoter of the event. They were cooperative and communicated well with residents and myself. This is I understand not always the case. For future events we should be aware that once a licence has been secured some promoters have an "if you don't like it, lump it or take me to court" attitude.

The licensing objectives

In relation to the licensing objectives the experiences of the event were:

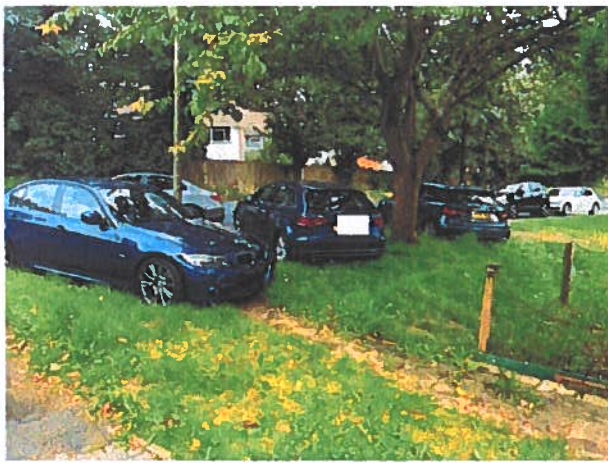
- The prevention of crime and disorder
 - There was a strong police presence within and in the immediate area around the event. Prevention of weapons and drugs entering the event worked well. A lesser presence might not have been so effective.
 - The aggressive parking issue and threats associated with that have already been mentioned. This has major potential for damage and is the highest priority matter for consideration of licences, here or anywhere else.
- Public safety
 - Aggressive parking on dangerous bends was an issue.
- The prevention of public nuisance
 - Litter clearing generally worked well although some litter was collected and then got scattered due to the skips and piles of rubbish not being collected promptly. Some broken glass stayed longer than it might.
 - Adequate toilets and litter squads were a significant element in this success.
- The protection of children from harm
 - There was anecdotal but reasonably well sourced evidence of under-age drinking. When all is said and done, a Challenge 25 Policy may be in place, but it all depends on the bar staff applying it.
 - The initial line-up of artists appealed to an older age group. However the line-up on Sunday was modified due to low ticket sales to attract a younger audience. Promoters have the latitude to do this once a licence has been granted. This needs to be watched and responded to appropriately by the authorities.

REP. 1

PART 1

Photos of aggressive parking

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REP. 1

PART 2



Addington Village Resident's Association AY

Report into the Garage Nation event in Addington Park, 14th/15th August 2021

Prepared by (Chair) and (Vice Chair) Addington Village Residents Association.

The factual story of what happened from the Residents point of view.

- **How we first heard about it**

Several copies of the official notice of the 2021 Application for an alcohol license were posted on the perimeter fence of Addington Park but only ones at entrances would have been seen. There were no other notifications anywhere else that we could tell of. It was spotted by chance by a committee member 3 days after it had been posted. The notice stated that any objections had to be put to the Licensing Officer by the 28th May. It referred to the Croydon.gov.uk website to see the full application. However, this information was NOT available until Councillor Ward had notified someone at the Council of this administrative error. Further suspicions were aroused when the name of the applicant was not Garage Nation but that of a [REDACTED] of The Butterfly Enterprise based in the Portsmouth area. Two other factors were his business was nothing to do with Music/Entertainment but a Companies House search revealed The Butterfly Enterprise as an "Unlicensed Carrier". Importantly, the Company had only been incorporated in March 2020 and there had been no accounts filed for this Company. What guarantees were there that Council Officers had examined the background of the individuals particularly as Garage Nation had a poor track record in other parts of the Country when it came to staging an event like this. There had not been an event of this nature before in Addington Park, and it had only been declared officially in January 2021 as a conservation area.

- **The application to the licence committee**

It became very clear to us that the way in which the License application was handled in respect of Resident's objections was both unsympathetic and in many cases fairly blunt as to what was going to constitute a genuine objection or not based on the lack of consideration to some crucial and potentially detrimental points that a significant number of Residents were pointing out to Council Officers whom we believed did not have a good "on the ground" knowledge of. The potential Security issues, protection of our Heritage sites, Resident's safety, potential litter issues and the obvious parking and traffic issues were some of the points raised by us. Fortunately, a couple of us were granted the opportunity to speak at the License Sub Committee meeting and we feel very strongly that many of our valid points were taken into consideration by that Committee and some significant conditions were placed on the Organisers. It was very apparent that the Licensing sub

Committee were not in possession of certain information in advance of the meeting which was not helpful. The Council were insistent that the profile of the attendees was going to be much older than in fact they turned out to be. Also that despite the insistence that the majority of Festival goers would arrive and leave by public transport, this turned out not to be the case.

Liaison with the organiser

This condition within the terms of the granted license was without doubt extremely beneficial from both Garage Nation's and Viking's point of view but also Addington Village Resident's Association too. Within a couple of days there was a willingness on the part of of Garage Nation to meet with and of Addington Village Residents Association and . After an initial meeting at which they imparted much of the organisational elements to the Festival, they sought to allay a number of our concerns. There was a good liaison and rapport with Garage Nation and we were able to get certain measures put in place particularly with security.

- **Liaison with the residents**

Addington Village Residents Association is well organised and has a huge amount of support amongst it's members. We were able to inform people via email and or letter drop of the progress with the different concerns and fears they had. It became apparent that other Residents Associations in the area knew little or nothing about this event leading up to August 14th/15th, so we were able to provide information to them as well. In the week of the event we met with the head of Security to go over the potentially dangerous traffic issues on the sharp bends in Addington Village Rd. Also with our help the disgraceful and often threatening behaviour of some of the festival goers in cars attempting to park would undoubtedly have been a lot worse had we not taken measures to minimise this. This could have been alleviated had the Council taken responsibility for ensuring that pavements etc. had not been blocked. (There is strong photographic evidence of this) Garage Nation also provided a dedicated hotline to us with a trained Community Security Liaison person who was invaluable in deploying additional security when situations outside the event could and did occasionally get "tense".

- **Liaison with police and others**

Due to our very strong and good relationship with the local Police, Inspector and her team were extremely well prepared. We understand that due to local ongoing gang activities and criminal behaviour in the local area the Police presence may have been increased but the whole Police operation as we understand it was very good. Worth noting that were it not for good policing and the arrests that were made on site there may well have been more criminal activity. It would be worth the Council looking into the exact figures for arrests etc. for reference. Also under this we had first hand reports of under age drinking and there appeared not to be the ID checks in many cases. This was again something that we pointed out there was the potential for but we were assured this wouldn't happen.

- **License Committee decision**

Obviously the majority of the Residents would have preferred the event to have been staged elsewhere in a more suitable setting. The final decision was fair based on the information that the Committee had been supplied with and we are grateful for their decision to impose certain conditions of the License being granted. In our opinion more consideration of local factors needs to take place before a decision to grant a License. It was also felt that there was an undue pressure to grant the License as a deposit for the hire of the Park had already been taken. In addition Garage Nation's legal advisor made mention of 2022 which we felt was rather presumptuous.

- **The run up to the event**

Only by a thorough dialogue with Garage Nation did we discover the full implications of the set up/build period and the strike/take down period for the Festival. There were no obvious or adverse things that came to our attention other than the many dog walkers who were reticent to use the Park during this period.

- **What happened during the event**

As far as the local Residents were concerned the biggest issues were obviously the level of noise for which we were told was within legal limits. But this appeared to increase occasionally when all 3 stages were in operation at the same time. For the future, how is sound measured as logically 3 stages in operation at the same time you would think collectively would produce a greater level of sound. Also despite claims that the music would reflect the average age of the attendees, this was most certainly not the case as it was a much younger audience! What did become apparent was the need to have Council enforcement officers to ticket offenders who blatantly parked all over the grass verges and pathways and on the roundabout at the bottom of Lodge Lane and up Spout Hill. We operated a screening policy identifying genuine Residents. Despite our best endeavours extremely aggressive behaviour and frankly dangerous driving on the part of some determined people who had a complete disregard for people's property, just drove across some peoples flower beds in an attempt to park wherever they could. We personally attended a number of houses where such was the aggressiveness that Residents retreated into their houses and only answered the door when an AVRA committee member called with a Police escort to reassure them. Cars were just parked on driveways and front lawns. This is totally unacceptable. One poor Resident in New Place was threatened with the possibility of her pet being killed if they didn't let them park at the rear of the flats. Security were not enough of a match for this especially as some people were quite drugged up. We really could have done with some uniformed Police visible to act as a deterrent.

- **What happened after the event.**

Post event, the egress was well organised, but there were not enough toilet facilities. There were a couple of impromptu parties and revellers that congregated at the rear of the Church and in Roxton Gardens for about an hour and a half which was noisy and it appeared that drink and drugs were consumed. In the main the clear up was largely well done and the

expected litter outside of the Park was well cleared. ~~Some~~ of Garage Nation spoke with us on a number of occasions as he'd been let down by contractors to completely clear the Park itself. By the Friday post event there were a few issues for which Cllr Ward contacted the Council about some broken glass etc. (photos supplied) and nobody at the Council appeared in a hurry to make an inspection which we believe may not have happened till the Tuesday. By the Wednesday, the Park appeared completely clear. A week later than was planned. We noted at the time there was this broken glass in the long grass that there were children playing. If there had been a serious injury who would have been responsible?

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What went well

- Under the circumstances it could have been worse. But as we had always stated from the "get go" the people who were likely to be most affected were the Residents in the local area. We strongly believe that were it not for our Residents Association's valuable assistance to the Organisers, our time and effort and frankly in some instances the courage to face some seriously aggressive behaviour on the part of a significant number of attendees to the event, then it could have been a different story. For information on consultation with Garage Nation the aggressive clan appeared to be friends/fans of the popular artists and not locals.

What could have gone better

- Bluntly from the Residents point of view, it would have gone better if it had not been held in Addington Park in the first place. This is not sour grapes, but without a proper infrastructure and the Council taking steps to eliminate certain issues that were beyond both the organiser's and the Police's capabilities then this would likely happen again in the future. In our discussions with Garage Nation there is an acceptance that The Park is not an ideal venue for this kind of large scale music festival....their words not ours.

Caveats to ourselves and others

If this were to happen again or if a similar event is planned somewhere else in the Croydon area, what are the things to watch out for? Consideration and more feasibility. It would appear that the procedure by which someone with no track record can just apply for a License when the SAG (Safety advisory group) had only met once before the License had been granted seemed odd. If the Council wish to comment on the above then we would be willing to discuss the above.

Prepared by the AVRA Committee 02.10.21.

Food & Safety Team
Place Department
6th Floor, Zone A
Bernard Weatherill House
8 Mint Walk
Croydon
CR0 1EA
Tel/typetalk: 020 8726 6000

A4

Contact: Michael Goddard
Email:
Michael.goddard@croydon.gov.uk
Our Ref: COM/6922
Date: 16 September 2021

By email

Dear

I am writing in respect of your email of complaint dated 16 August 2021, with accompanying photographs, in respect of Addington Festival Event – Crossways – Council Failings. I have dealt with your complaint at Stage 1 of the Council's complaint procedure.

Your Complaint

I would like to make a complaint regarding the event that took place in Addington Park over the weekend of the 14th – 15th August. This complaint will likely involve the failings of multiple departments within the council and therefore the webform on complaint area of your website that expects me to pre-filter this to a single team is unhelpful. I expect a coordinated response from the council, rather than an attempt to blame a different team.

I am a resident on Crossways and as a result of this event I would like to complain about the lack of parking controls, anti-social behaviour and the inability to contact the council / the council to respond in a meaningful timeframe.

To summarise my complaint:

1. The council granted a licence to use this park for the weekend, why weren't residents notified or warned in advance? Given this restricted access to green space and (as I will detail) this was always likely going to negatively local residents I find this to be disappointing
2. The event attracted a lot of visitors that elected to drive to the event. The parking controls on Crossways are clearly not designed for an additional 50+ cars to park on the road safely, let alone the hundreds of cars that spent the majority of Saturday and Sunday afternoon circling

trying to find a parking space – Why wasn't this anticipated and controls reviewed in advance?

3. To expand this point, myself and my neighbours experienced 'desperate' event attendees parking opposite and adjacent to driveways, making it extremely dangerous to exit our properties. Again, no provisions were put in place to protect residents.
4. In many cases these attendees parked on the pavement, on the grass verges, on the corners of junctions and in at least one case, smack bang in the middle of the green space island on Crossways.
5. Early Saturday afternoon it was noted that a traffic officer did ticket 2 vehicles within sight of my property (the aforementioned vehicle on the island and one partially blocking the pavement). After this initial ticketing a traffic warden wasn't seen for the rest of the weekend, allowing attendees to park illegally with impunity from the council, at the expense of the local residents.
6. In some instances cars parked dangerously opposite each other, severely impeding the width of the road – this almost certainly would have prevented a large emergency vehicle from accessing the road. At the same time, a vehicle on the Gravel Hill / Crossways slip road had also parked badly (read: at least 30cm off the curb) which would have also prevented an emergency vehicle accessing the top end of Crossways as this is the only alternative route into the road. The council should think themselves extremely lucky that there wasn't an emergency and nobody lost their life over the weekend.
7. On both Saturday and Sunday afternoon I attempted to call the parking offence team (020 8726 7100 – option 3) but the number would just disconnect after the initial ring. Why can't this team be effectively contacted? Why isn't there an answerphone? Why isn't a duty officers contact details published?
8. The main contact number for the council is Monday – Friday 9 – 4pm, in this type of example how is a resident supposed to contact the council? It might surprise you that people can illegally park their vehicles outside of these hours, especially when there is a large event ongoing (which the council ultimately authorised)
9. I reported multiple offences via the council 'report it online' service, as mentioned, nobody from the council attended – why not? [Image attached]
10. As mentioned, 10's of vehicles parked on the grass verges – when will the council be inspecting these for damage? Who will ultimately brunt the cost of any repairs?
11. As mentioned, several vehicles were parked dangerously on the corners of junctions and this was reported inline with the councils process. Why wasn't action taken to remediate these issues? A vulnerable road user (such as a cyclist) could have been injured
12. I have seen several examples of smashed bottles on the pavement (likely linked to the event). I haven't seen anybody from the council cleaning up the streets – why not?

13. Directly opposite my property I witnessed a man urinating on a tree after the event, again, no council presence or any community policing presence was to be seen

I would like to understand:

1. Who is responsible for each of these failings?
2. Why these risks were not foreseen and if they were, what mitigations were put in place?
3. A response as to why the council just left residents on my road on their own?
4. What steps are going to be put in place to deal with the issues mentioned?
5. Cynically, given the council ignored these issues your official metrics are not going to make record of the vehicles that were illegally parked and the other issues outlined are they? How is this to be recorded the next time a licence request is made this is taken into account?

I have attached a range of images captured at around 8pm on Saturday and 7pm on Sunday which should add some colour to the words above.

Croydon Council should be embarrassed by the way this has been handled. As a local tax payer I believe there are serious examples of incompetence and neglect here which need to be urgently addressed.

My Findings

I have spoken with officers from the Council's Public Events, Parking Services and Environmental Services teams. For ease of reading, I will endeavour to answer each of your points in turn.

An application for a premises licence (under the Licensing Act 2003), time limited to 14 and 15 August, was submitted to the Council (as Licensing Authority) by the applicant, Butterfly Enterprise Limited. I can confirm that the application was properly advertised by the applicant. Representations were made on the application by local residents and ward councillors and the application was therefore referred to the Council's licensing sub committee to consider, which they did at a meeting on 23 June 2021. The licence was granted, with conditions attached and expired at the end of 15 August.

In respect of the concerns you raise about parking, in the months preceding, the event was discussed by the Safety Advisory Group (SAG), a multi agency group comprising different Council teams, the Metropolitan Police, the London Ambulance Service and public transport providers, such as Transport for London and Tramlink, amongst others. The event organiser also attended the SAG meeting. Please note that the SAG is distinct from the licensing process. A post event SAG debrief meeting was recently held. This meeting considered the positive safety controls and the safety aspects that were lacking in respect of the event.

Whilst conversations had taken place between the Council's Highways Team and the event organisers prior to the event, it was formally recognised that parking was extremely poorly controlled. The belief was that due to the location and the available public transport links, most attendees would use public transport. Many will have done but clearly, a significant number attended in private motor vehicles, which caused the resultant parking issues.

It was recorded by the SAG that traffic/parking restrictions and parking enforcement must be fully considered and appropriately implemented should any future, similar events take place in the same location. Without such controls, any such similar event may not be considered as safe to proceed by the Event Safety Advisory Group. In addition, the Council's events process will be reviewed.

In respect of calling re parking offences, I am advised the parking enforcement team are operational 7 days a week, Monday to Saturday 7am to 10pm and Sunday 9am to 4pm but that currently, there is no service outside of these hours. Parking offences can be reported to the parking team directly during these operational times on 020 8760 1966 option 3.

With regards to enforcement during the event weekend in question, the restrictions in the area are as follows:

Crossways – Monday to Friday 8am – 6:30pm and Monday to Friday Noon – 1pm

Rawlings Close – Monday to Friday Noon - 1pm

Gravel Hill – Monday to Friday Noon – 1pm

Kerr Close – Private

These restrictions were implemented for the purpose of preventing commuter parking and therefore at weekends the entire area is unrestricted, which means that all of the vehicles parked on yellow lines during this event weekend did so legitimately and there are no grounds for us to legally enforce any of these vehicles. The parking bays are also unrestricted and offer free parking to anyone all day every day.

The footway and grass verge parking can be enforced and it is unfortunate that our officers did not patrol at the peak times of parking, but due to there being no weekend restrictions in the area it would not have been part of our routine patrols over the weekend.

With regard to the online reporting system, this method of reporting issues is not as immediate as reporting over the phone and the reports wouldn't have been processed and reached the front line enforcement team until Monday morning, which would have been too late to take any action in regards to this specific case.

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In respect of the main contact number for the Council, I can confirm that the core hours are 9am to 4pm Monday to Friday. The Council can still be contacted on that number over a weekend but callers may experience delays in calls being answered due to reduced staffing resources outside of the core hours. I am also advised that there have been recent technical issues, particularly at weekends, with the telephony system which has resulted in calls not being able to be answered and this may have coincided with a time when you tried to call the Council.

In respect of vehicles parking on grass verges, the council will endeavor to inspect all roadside verges via its Highways contractor and Grounds Maintenance teams and check for damage. If found to be damaged the Council will attempt to recover all associated costs from the event organisers.

In respect of a post event clean up, this was done but only extended to the immediate vicinity outside of the event space and did not extend on to the highway/roads. Waste and litter on the highway/roads would be cleared by our street cleansing contractor as part of scheduled cleansing. Please let me know if there is still broken glass in the area and I will ensure this is removed as a priority.

In respect of the individual urinating on a tree, this is clearly unacceptable behaviour and the Police would have dealt with this individual, as they would anywhere in the borough, if they had been in vicinity at the time and seen this.

In summary, it is acknowledged that parking issues were underestimated prior to the event, specifically in regard to the number of people who might attend the event in private vehicles and where they may decide to park as a result and that steps need to be taken, going forward to try and ensure this does not happen again – and the SAG have undertaken to do that. I can only add my apologies that you and other residents were inconvenienced by this and I also acknowledge the potential risks you highlight to emergency vehicle access/egress.

If you feel that your complaint has not been investigated properly or you wish to provide significant new information then you may complain to the next stage of the complaint procedure. For your complaint to be considered you will need to contact the Complaint Resolution team explaining clearly why you feel your complaint has not been investigated properly, or provide details of any new significant information or evidence that may alter the decision made:

Complaint Resolution Team
Floor 7, Zone C
Bernard Weatherill House
8 Mint Walk
Croydon CR0 1EA
Phone: 020 8604 7015
Email: complaints@croydon.gov.uk

Ref. 5

Should you wish to discuss matters or require clarification on any point,
please do not hesitate to contact me.

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Michael Goddard
Departmental Complaints Officer
Croydon Council

From: [LACROIX](#)
To: [LACROIX](#)
Subject: PMP Add region Park Users rg Applcat on - August 2022
Date: 22 June 2022 15:54:33

ref. 5 PHOTOS

Saturday 10pm:



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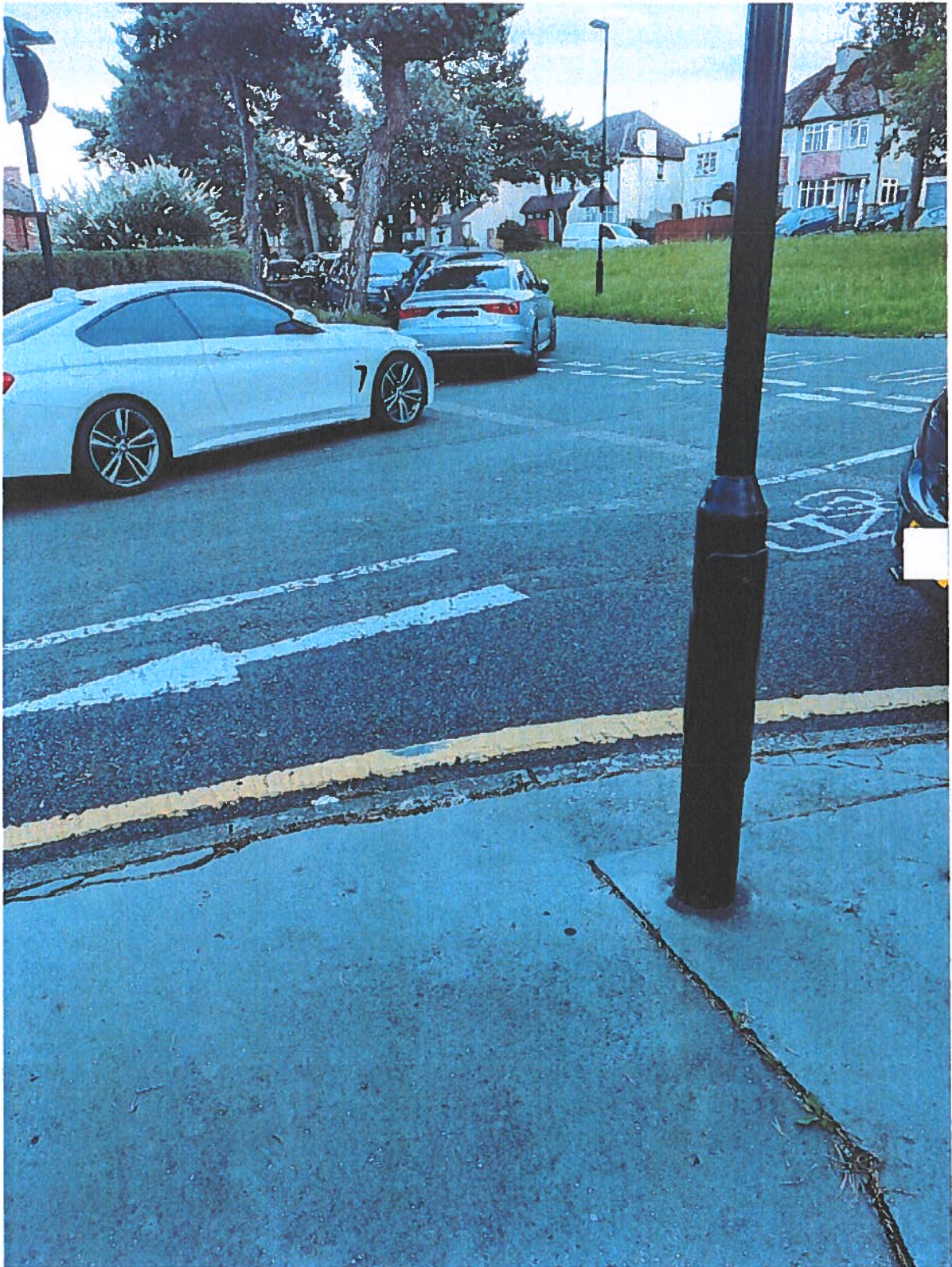
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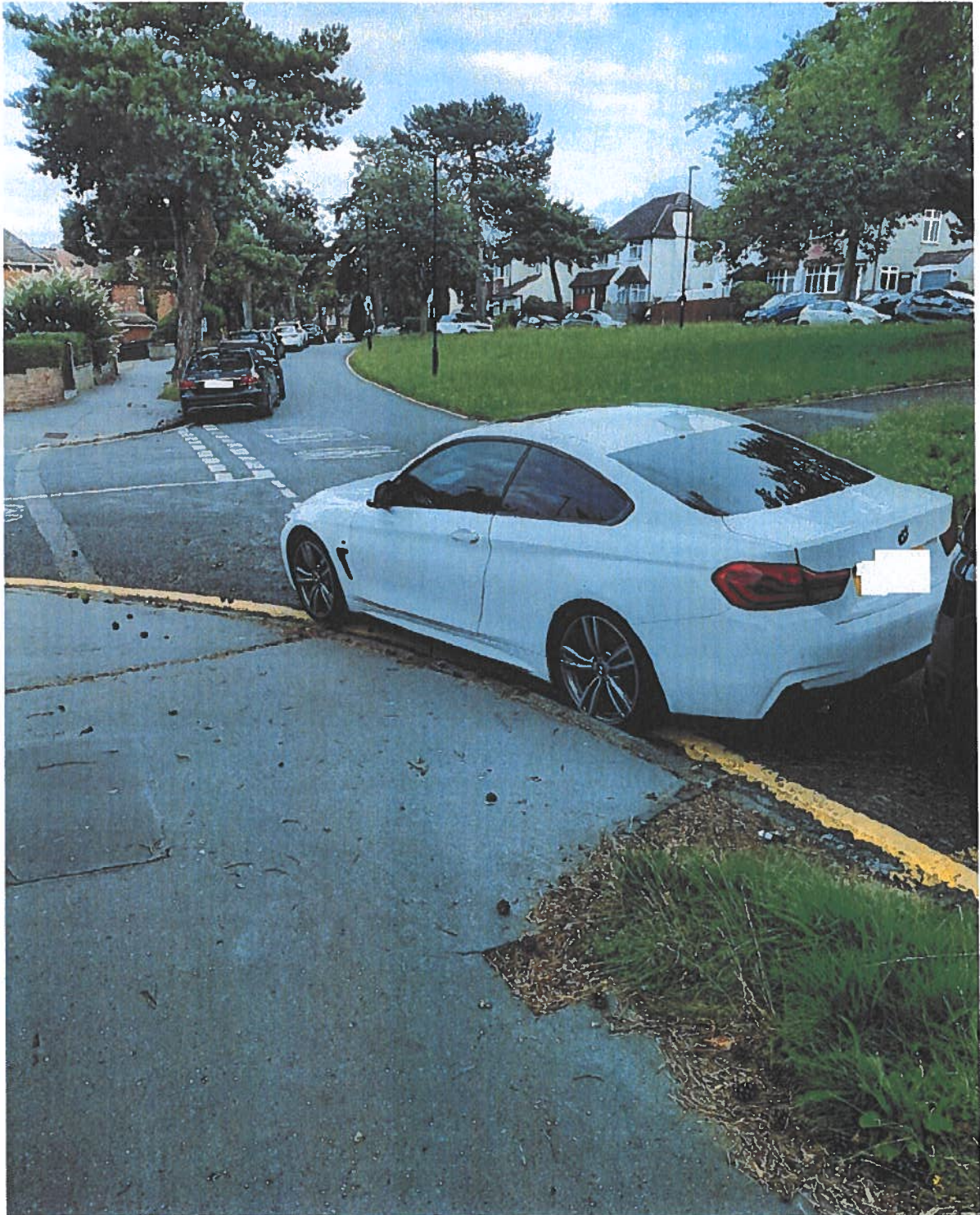
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Sunday ~7pm

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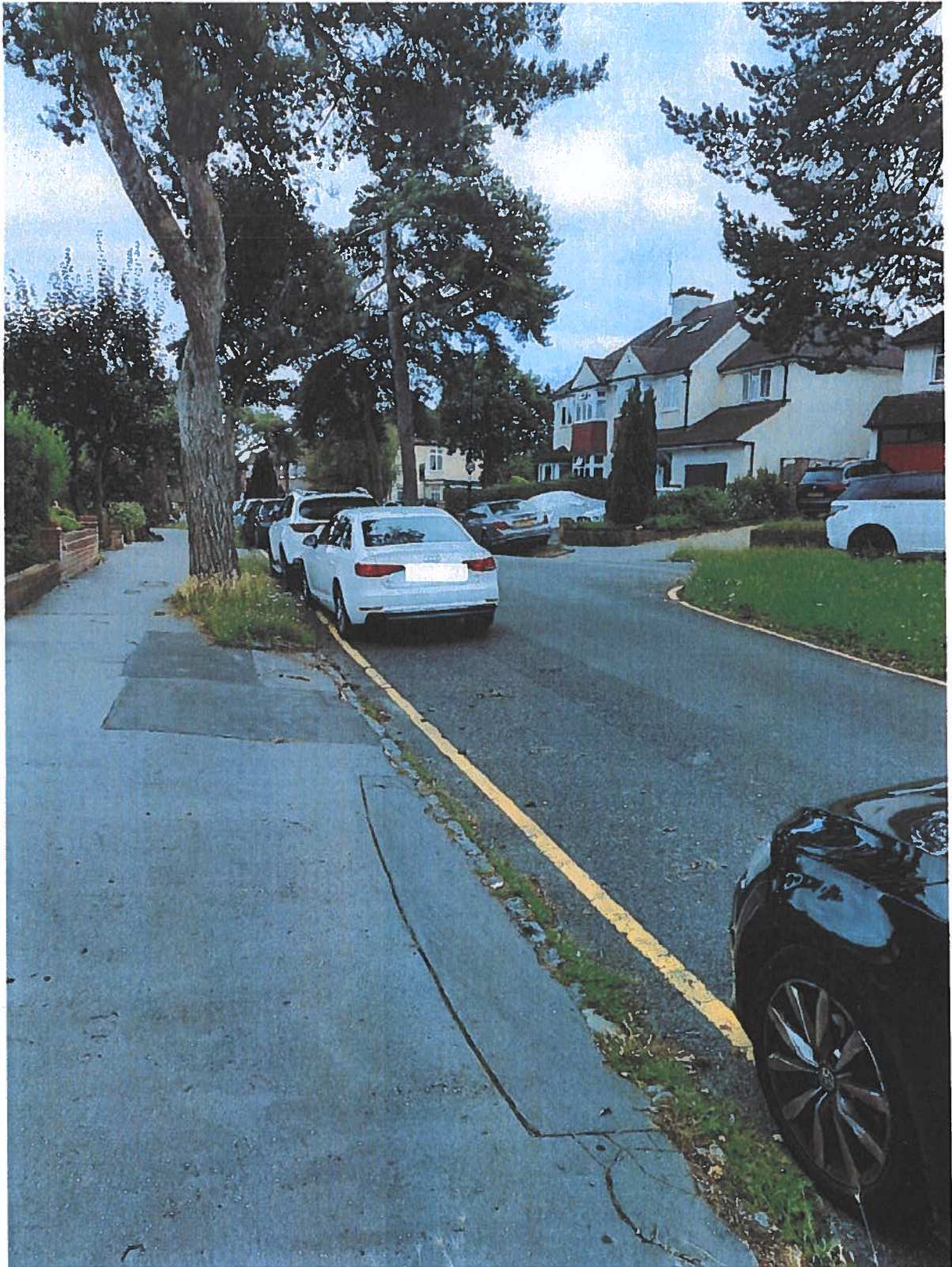
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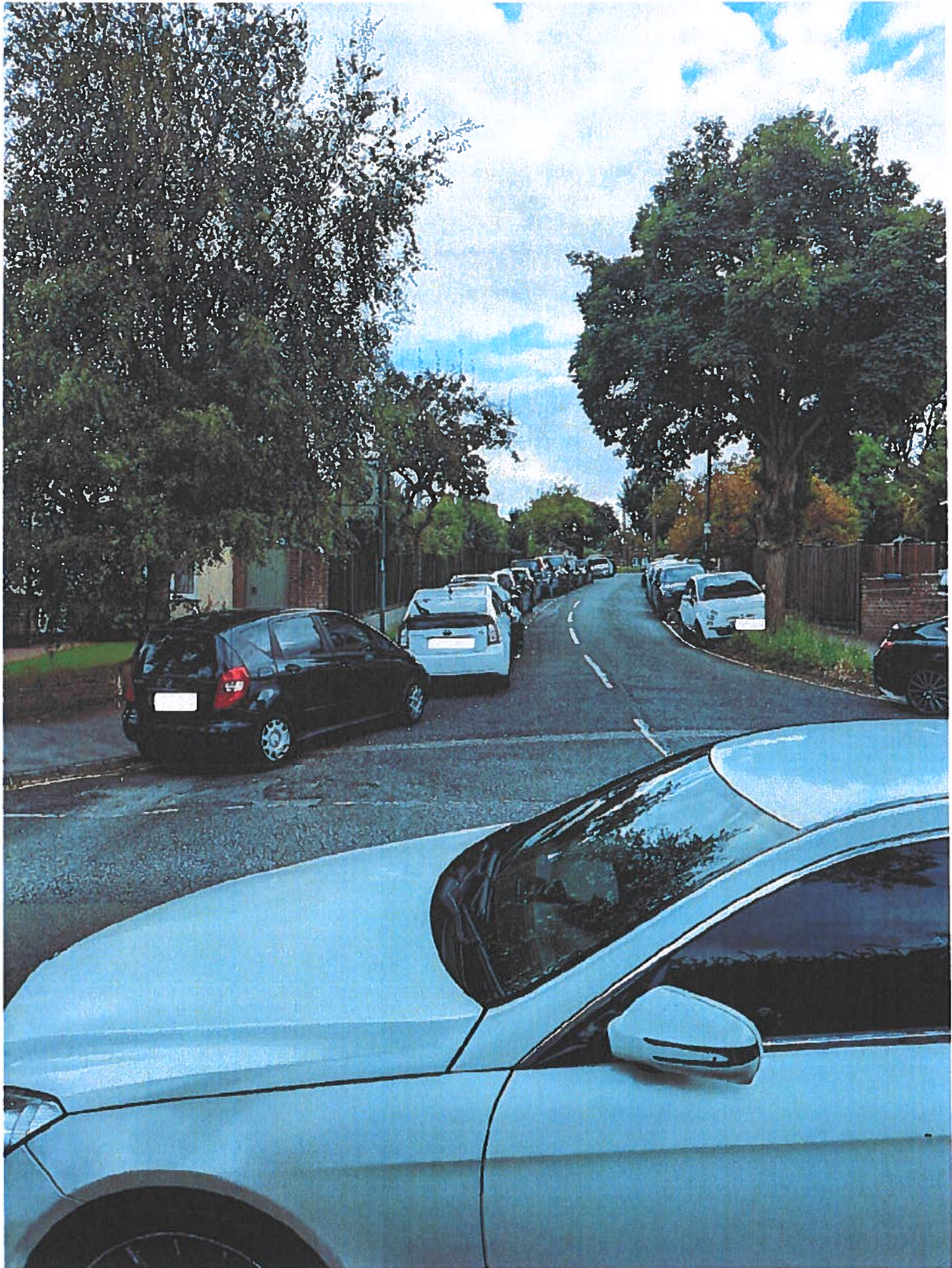
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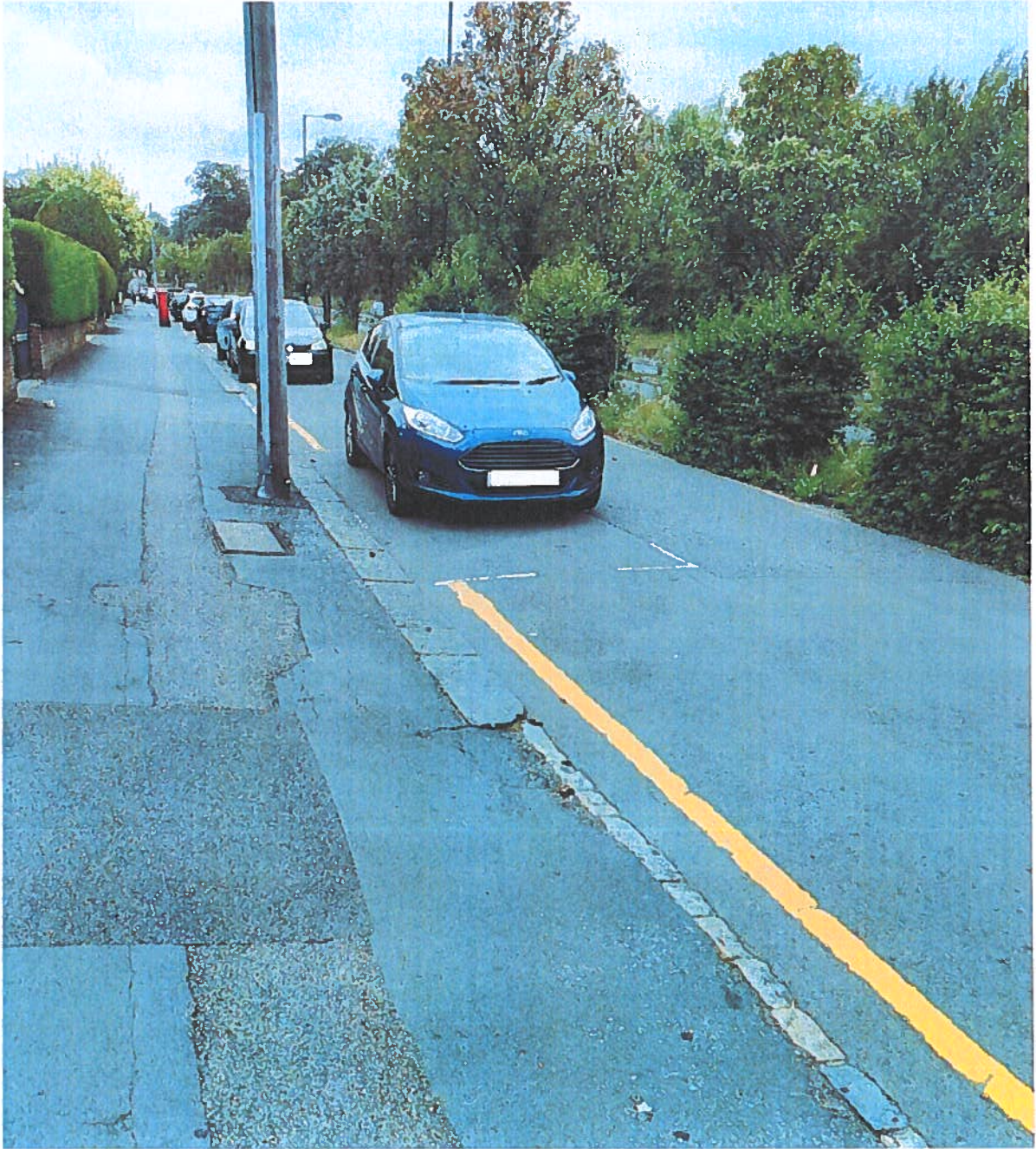
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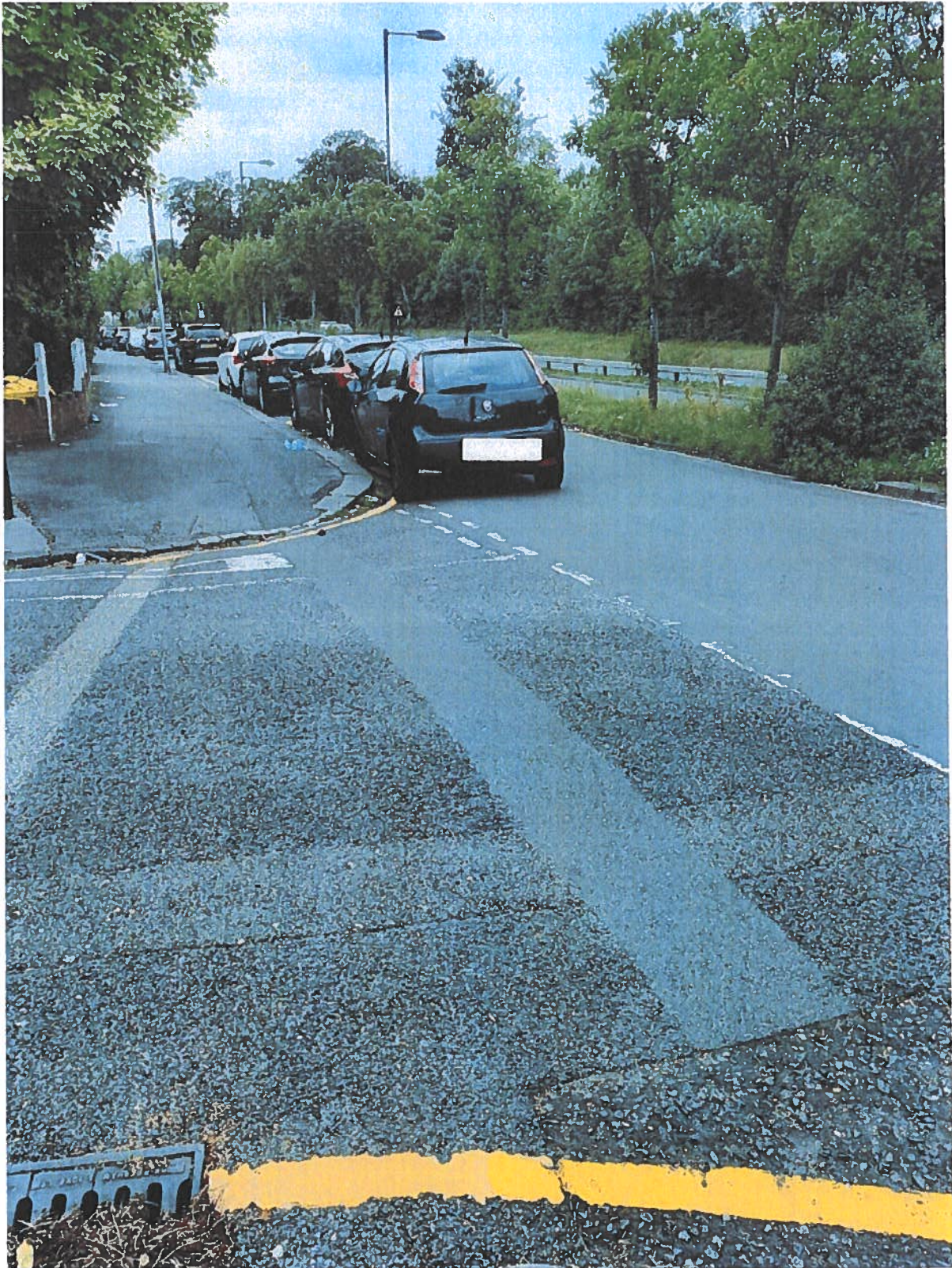
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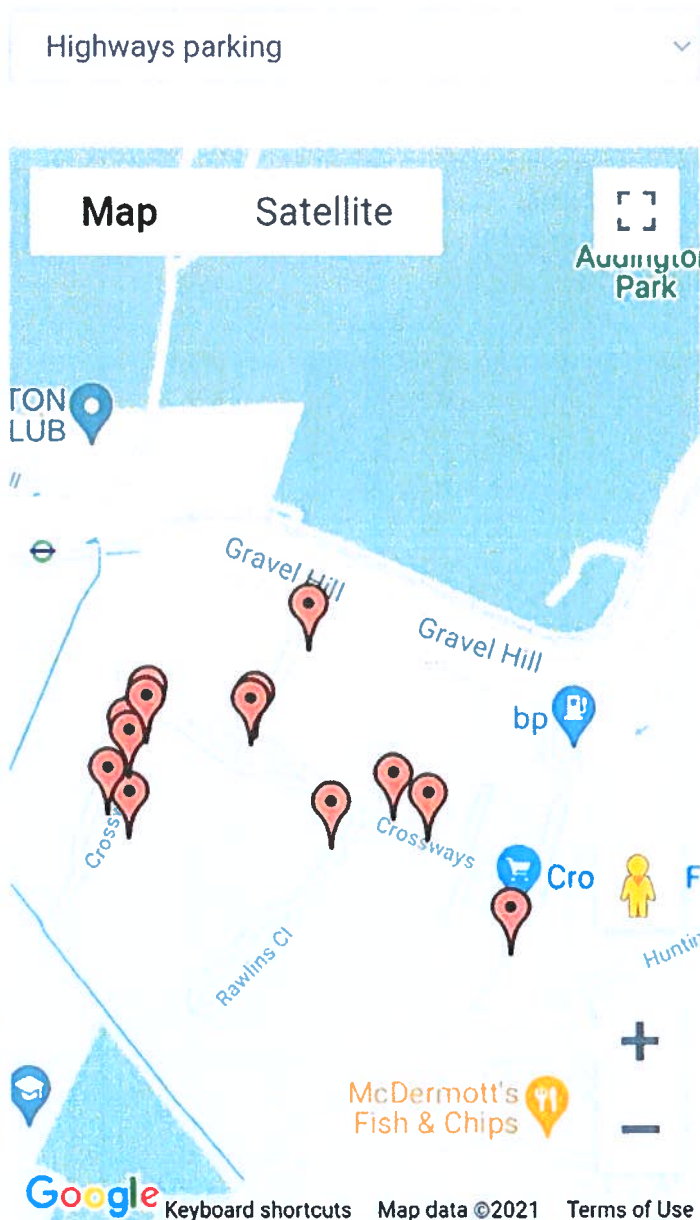


If you would still like to continue, please click on the "Log a New Report" button at the bottom of the page. If you have found the report has already been reported, click on "Return to Home Page" to return to the home page.

Unfortunately due to limited resources, the Council is only able to prioritise the removal of offensive graffiti. Please submit reports of offensive graffiti [here](#)

REF. 5 PHOTOS

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Ref. 7 AVRA

Addington Village Resident's Association

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To whom it may concern

As a result of the large scale music festival held in Addington Park, Croydon on August the 14th and 15th 2021, we feel that it would be beneficial to other Group's or Councils to "voice" our experiences we had with the Organisers Garage Nation and in particular . The background has particular relevance as Addington Park and indeed Addington Village (Population 230 approx) is within a conservation area and has several Heritage sites and buildings that are within 150 metres or so to the festival site. Also, it is worth pointing out that Addington Park is a beautiful Capability Brown designed area and is considered by many as a "Jewel" in the Borough of Croydon. It is fair to point out that we as a Resident's Association polled our members and indeed a few other Association's in the local area that ere affected by this and there were many objections submitted to the Council Licensing Department in advance of the actual committee meeting which of course was made more difficult as it was held "virtually". Fortunately from our perspective the 3 person sub committee recognised our concerns which centred around security and safety of property and protection of the much treasured sites. We also had concerns regarding traffic and the egress of several thousands of attendees that were expected to the Festival. We won't go into "Chapter and Verse", but it is fair to say that there was substantial negativity in our community pre Festival. The following statements are taken from a report that we submitted to Croydon Council on how, from our perspective, Garage Nation handled the organisational aspects of the Festival.

Liaison with the organiser

The condition within the terms of the granted license was without doubt extremely beneficial from both Garage Nation's and Viking's point of view but also Addington Village Resident's Association too. Within a couple of days there was a willingness on the part of of Garage Nation to meet with and

of Addington Village Residents Association and .

After an initial meeting at which they imparted much of the organisational elements to the Festival, they sought to allay a number of our concerns. There was a good liaison and rapport with Garage Nation and we were able to get certain measures put in place particularly with security.

- **Liaison with the residents**

REF. 7 AVLA

Addington Village Residents Association is well organised and has a huge amount of support amongst it's members. We were able to inform people via email and or letter drop of the progress with the different concerns and fears they had. It became apparent that other Residents Associations in the area knew little or nothing about this event leading up to August 14th/15th, so we were able to provide information to them as well. In the week of the event we met with the head of Security for Garage Nation to go over the potentially dangerous traffic issues on the sharp bends in Addington Village Rd. Our local knowledge was invaluable. Also with our help the disgraceful and often threatening behaviour of some of the festival goers in cars attempting to park would undoubtedly have been a lot worse had we not taken measures to minimise this. This was outside of Garage Nation's control to a degree, however this could have been alleviated had the Council taken responsibility for ensuring that pavements etc. had not been blocked. (There is strong photographic evidence of this). Garage Nation also provided a dedicated hotline to us with a trained Community Security Liaison person who was invaluable in deploying additional security when situations outside the event perimeter could and did occasionally get "tense".

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- **License Committee decision**

Obviously the majority of the Residents would have preferred the event to have been staged elsewhere in a more suitable setting. The final decision was fair based on the information that the Committee had been supplied with and we are grateful for their decision to impose certain conditions of the License being granted. In our opinion more consideration of local factors needs to take place before a decision to grant a License.

- **The run up to the event**

Only with a thorough dialogue "face to face" with of Garage Nation did we discover the full implications of the set up/build period and the strike/take down period for the Festival. There were no obvious or adverse things that came to our attention other than there were a few dog walkers who were reticent to use the Park during this period.

- **What happened during the event**

As far as the local Residents were concerned the biggest issues were obviously the level of noise which was monitored on a regular basis and we were informed it was within legal limits. What did become apparent was the need to have Council enforcement officers to ticket offenders who blatantly parked all over the grass verges and pathways and on the roundabout at the bottom of Lodge Lane and up

Spout Hill. We operated a screening policy identifying genuine Residents. Despite our best endeavours extremely aggressive behaviour and frankly dangerous driving on the part of some determined people who had a complete disregard for people's property, just drove across some people's flower beds in an attempt to park wherever they could. It is clear that a very strong Police and Security presence is needed to deter this sort of behaviour.

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- **What happened after the event.**

Post event, the egress was well organised, but there were not enough toilet facilities. There were a couple of impromptu parties and revellers that congregated at the rear of the Church and in Roxton Gardens for about an hour and a half which was noisy and it appeared that drink and drugs were consumed. In the main, the clean up was very well done and the expected litter outside of the Park was well cleared. By the Friday post event there were a few issues for which Cllr Ward contacted the Council. But any issues were swiftly resolved and the Park appeared completely clear a few days later than was planned.

What went well

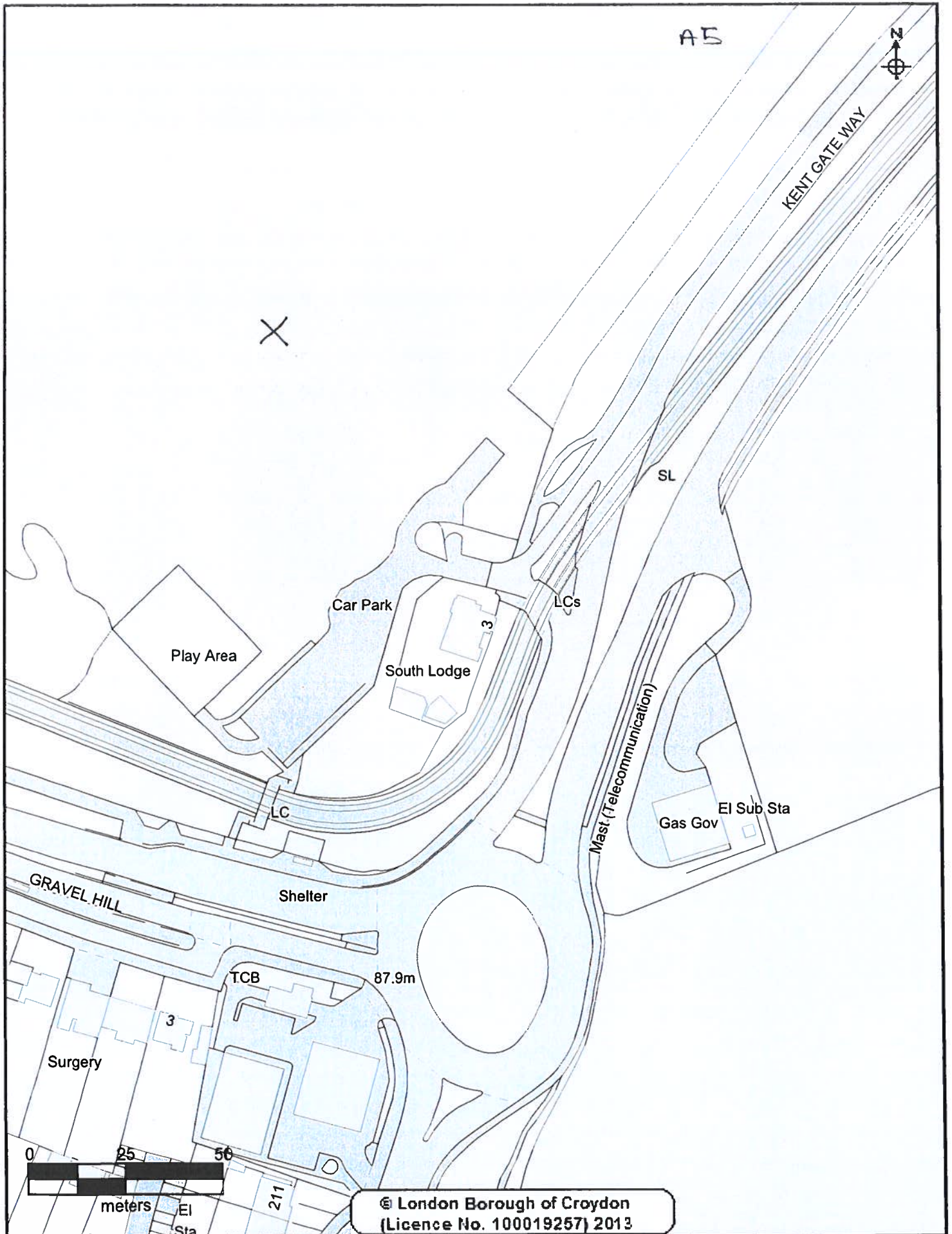
- Under the circumstances it could have been worse. But as we had always stated from the "get go" the people who were likely to be most affected were the Residents in the local area. We strongly believe that were it not for our Residents Association's valuable assistance to the Organisers, then it could have been a different story. The good relationship with Garage Nation that was formed early on definitely had benefits to both parties. It was apparent that they made every attempt to alleviate any potential problems that may have arisen. There was a good recognition of Resident's concerns and they put in place several things, that under the circumstances, they were not obliged to make.

What could have gone better

- Bluntly from the Residents point of view, it would have gone better if it had not been held in Addington Park in the first place. This is not sour grapes, but without a proper infrastructure and the Council taking steps to eliminate certain issues that were beyond both the organiser's and the Police's capabilities then this would likely happen again in the future. We cannot fault the care and considerations that were shown to the Resident's Association.

29.11.21.

Vice Chair Addington Village Residents Association



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X = ADDINGTON PARK

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28-Jun-2022

