

# Appendix B



Licensing Act 2003

REPRESENTATION FORM FROM RESPONSIBLE AUTHORITIES

North Herts LICENSING AUTHORITY

Responsible Authority: Police

Your Name	PS 1706 Sammy DOAK
Job Title	Community Safety Unit Sergeant
Postal address	Hitchin Police Station College Road Hitchin Herts SG5 1JX
Email Address	Sammy.doak@herts.pnn.police.uk
Contact telephone number	01438 757636
Facsimile Number	

Name of the premises you are making a representation about	Rhythms of the World Event day.	
Address of the premises you are making a representation about	<ul style="list-style-type: none"><li>• High Street Hitchin</li><li>• Market Square Hitchin</li><li>• St Mary's Church and Gardens</li></ul>	
Details of the individual you are making representations about	Name N/A	<u>Address</u>
	Date & Place of Birth N/A	N/A
Is this the first objection in respect of this individual or these premises	Yes	<u>Brief details / cross reference</u>

**Licensing Objections**

<b>Which of the four licensing Objectives does your representation relate to?</b>	<b>Yes Or No</b>	<b>Evidence supporting representation or reason for representation. Please use continuation sheet as required</b>
<b>To prevent crime and disorder</b>	Yes	See attached report
<b>Public safety</b>	Yes	See attached report
<b>To prevent public nuisance</b>	Yes	See attached report
<b>To protect children from harm</b>	No	

Your attention is drawn to the Hertfordshire Constabulary Position Statement (Attached)

<b>Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.</b>	None
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Signed on behalf of Hertfordshire Constabulary .....Ps 1706 Sammy Doak .....

Date: 20<sup>th</sup> June 2018 .....

Please submit this form along with any additional sheets to: [insert name and address] or email to [Insert email address]

**This form must be returned within the Statutory Period.**

## Introduction

I am making a representation on behalf of Hertfordshire Constabulary in respect of this premises license application under the licensing objectives of:

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

This is an application for a premises license is to hold a music festival called Rhythms of the World at the following Locations on one Saturday in July or August each year. Commencing in 2018

- High Street Hitchin.
- Market Square Hitchin.
- St Mary's Church and Gardens.

## Background information and layout

The areas chosen for the 3 Event locations within the Hitchin town centre and churchyard.

This is at the same locations, although smaller in numbers, than an original event between 2000-2007, which ultimately was deemed unsuitable as the event became too large to accommodate it.

The event is being run and advertised under the Charity Rhythms of the World banner and marketing is based around similar themes to previous events.

In 2007 it was decided by Responsible Authorities and the Charity that it was no longer safe to run the Event in the town centre and it was moved to the grounds of Hitchin Priory. Whilst the scale of the event is much smaller initially, there are still the same concerns with the location of this event.

The operating hours are 11am until 8pm. Police have held several meetings with the Event organisers and they have stated that when the event ends at their locations they are encouraging town centre pubs to continue the Rhythms of the World Theme at their venues incorporating existing licencing hours. These meetings have been cordial and discussions around possible licence conditions and traffic management proposals were highlighted to try



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Licence Conditions 21

and ensure a safe event.

However it is now the opinion of Hertfordshire Police that organising and running a safe music event in Hitchin town centre in the proposed locations would not be possible for the following reasons.

1. The safe entry and exit of up to 4999 people from the site would be difficult to manage due to multiple entry and points planned
2. The proposed traffic management plan is not suitable. To safely manage this event within the town centre a full road closure would be needed through a Temporary Traffic Restriction Order. This would need to include the confines of the High Street,

Sun Street and Bucklesbury. Initial traffic management advice to the organisers was



FW ROTW licence  
Application OFFICIAL

given via the attached email.

3. Crowd Control/Safety would be an issue as the influx of customers to the event mingling with existing shoppers and local residents would impact on Public Safety due to high numbers within small streets and thoroughfares.
4. The Event is in a public place and cannot restrict free access to the licensed area, which would have an impact on public safety due to the inability to minimise numbers in the event.
5. It is a free and non-ticketed Event and so has the potential to attract a significant audience with no facility to effectively gauge numbers within the town centre.
6. The Event Organisers are relying on use of the existing car parks, in my opinion with the customer influx to the event and the normal weekend shoppers then the public parking availability would not be sufficient.
7. The rope barrier next to the river is insufficient to provide public safety next to a water hazard.
8. The cumulative effect on existing local businesses and the Night Time Economy as a result of this event cause real concerns to police and will potentially undermine the Prevention of Crime and Disorder, Public Nuisance and Public Safety Licensing objectives. The organisers intend their events to finish at 8 pm and the existing pubs to cater for large numbers of intoxicated persons who have been drinking from 1100 hrs. This will increase the possibility of Public Disorder and drunkenness and impact on the resources of the emergency services throughout the duration of the event and beyond.
9. Police have previously objected to events under the Rhythms of the World banner due to the increased crime and disorder associated with the Rhythms events. There is real concern that those same issues will arise as the target audience in the Police opinion remains the same.

### Summary

Police understand the rationale and reasons for the new Committee wanting to resurrect the Rhythms of the World event under the Community engagement banner. However even in meetings with Police the organiser's state they intend to hold the event annually at a different single location. Butts Close Hitchin being the preferred option. A single location event would be more acceptable to Police in terms of delivering a safe event that does not undermine the Licensing objectives.

Whilst Police have suggested licensing conditions initially to support the granting of the licence. It is now considered that the location, numbers likely to attend the event and no suitable Traffic Management Plan in place would undermine the licensing objectives. Police have no option but to object to the granting of this license.

### Recommendations

I would recommend to the Committee based upon the evidence above that this premises license application be **refused** in its entirety.

However, if the Committee are minded to grant this Premises License Application, I would recommend that the licensable area be restricted to either the Market Square, or the grounds of St. Mary's Church.

PS 1706 Sammy Doak  
Hertfordshire Constabulary  
20<sup>th</sup> June 2018

## Conditions Proposed By Hertfordshire Constabulary

1. The Premises License is limited to one event per calendar year, consisting of a maximum of 1 day held over a weekend in July or August.
2. The Premises Licence Holder shall notify the responsible authorities of the exact dates of the event no less than 6 months prior to the start of the event.
3. An Event Management Plan (EMP) shall be submitted to the responsible authorities no less than 3 months prior to the start of the event. The EMP must demonstrate that resourcing and infrastructure is based on threat and risk to the event. The final EMP must be supplied to all responsible authorities **28 days** before the event takes place. Following this any changes must be circulated immediately to all responsible authorities.
4. The event management plan shall contain a summary document covering an overview in the following areas -
  - a. Event overview
  - b. Audience profile
  - c. General site overview plan
  - d. Summary description of all areas including temporary structures
  - e. General site safety policy
  - f. Management structure, responsibilities and roles - names of specific personnel, key roles and responsibilities and how the structure of these roles is planned.
  - g. Event control - overview of functioning
  - h. Event Capacities including for temporary structures
  - i. Event timings
  - j. Insurance
  - k. Local Community Considerations
  - l. Build and breakdown plan
  - m. References to appendices detailed below
5. The EMP shall contain Appendices detailing fully the following areas –
  - a. **A scaled site plan** which shows the location and size of all areas of the event and the site infrastructure as well as showing the immediate surrounding area including ingress and egress for pedestrians, vehicles and crew. As well as emergency evacuation routes and access / egress routes for emergency services. All areas of the event mentioned in the EMP must be detailed on the map.
  - b. **Event risk assessment** covering all areas of risk and management of risks to ensure the health and safety of all those on site

- c. **Traffic management plan** covering the management of the traffic on the roads surrounding the event. Management of those attending and leaving the event both on foot and in vehicles. Internal site signage for traffic. Car park management and lighting. Expected traffic levels throughout the event. Control measures to be used to reduce impact on local traffic not attending the event. Taxis and drop off facilities and operation of this facility. Pedestrian routes and lighting of routes. Management of pedestrian and vehicle crossing points. The final Traffic management plan must be supplied to all responsible authorities **28 days** before the event takes place. The traffic management plan must be agreed as acceptable by Hertfordshire County Council (Highways) before the event can take place.
- d. **Security and Safety –**
- i. **Security operations and deployment plan** covering security management structure, roles and responsibilities, security staff briefings, security control area operations, communication with the ELT, expectations of SIA staff and non SIA staff, perimeter integrity, searching of people within the site, bar security, camping / tent security, car parking security and security incident log
  - ii. Full details of **CCTV provisions** and management including map detailing camera locations. All recordings to be stored for a minimum of 21 days. Footage to be supplied to police on request and without delay.
  - iii. **Entry policy and procedure** including publicised conditions of entry, prohibited items, search policy on entry, entry refusal process. Prohibited items to include glass of any kind, weapons, illegal drugs, including psychoactive substances, fireworks, sky lanterns or kites, CO2 canisters, flares, laser pens, open or unsealed vessels of any description, alcohol over the set limit of either 4 cans per person or 50cl of spirits (decanted into a plastic bottle) per person or 75cl of wine (decanted into a plastic bottle) per person.
  - iv. **Drugs policy including psychoactive substances.** Zero tolerance policy to be adopted in relation to any quantity of drugs, any items found to result in ejection or refusal of entry. Surrender bins to be provided at all entrances and must be clearly marked. Possession of a small quantity results in confiscation, incident documentation to be supplied to the police at the conclusion of the festival. Possession of larger quantities results in confiscation, person being detained and police being immediately informed. All confiscated drugs are to be stored securely and safely, sealed and documented accordingly.
  - v. **Weapons policy** - Zero tolerance policy to be adopted in relation to any weapons found that are made, used or adapted to cause



injury, any such items found to result in ejection or refusal of entry. Such items are to include knives where the blade is more than 3 inches in length (excluding un-lockable pocket knives).

- vi. **A crowd management plan** including Capacities and Evacuation times from each area of the site and structure on the site to allow for safe and quick evacuation in the event of an emergency
  - vii. **Emergency protocols and Major Incident Plan** covering the following types of emergencies, fire, bomb threat, suspect packages, public disorder / disturbance, structural failure, hazardous substances, person in water, detained person, injury to a person, crime in progress. To also cover the role of the Event Liaison Team (ELT), coded messages, alert levels and procedures for each, partial evacuation procedure, full evacuation procedure, rendezvous points (RVP's), emergency announcements, event stop procedures, crime scene management.
  - viii. **Extreme weather procedure and action plan** covering all adverse weather conditions, detailing the impact and actions to be taken in each possibility.
  - ix. **Fire safety plan** – in line with conditions set by Herts Fire and Rescue
  - e. **Medical provisions plan** covering details of medical / first aid posts, location and description of facility available. Staffing levels of the facility and process to be used when treating patients. Medical emergency procedure.
  - f. **A Safeguarding policy and plan** to cover both children and vulnerable adults, but especially those under 18's and those who lack capacity through intoxication. To include a lost child procedure
  - g. **A communication strategy** covering local community engagement, transport options, complaints, arrival and dispersal from site
6. The event will be managed in accordance with the EMP. During the operational phase any deviation from the EMP must be fully documented and rationale recorded at the time.
  7. All areas of the event and all documents referred to in the Event Management Plan shall be available for inspection during the event by officers of responsible authorities should they request access or ask to view the documents.
  8. The premises License holder shall have procedures in place to;
    - a. Manage the occupancy levels within site areas and temporary structures to enable a safe and quick evacuation in the event of an emergency
    - b. Allow the swift access for emergency vehicles onto the site

- The maximum capacity for the total area of the event at any one time is **(to be discussed)** this includes all staff on site.
  - Entry numbers onto the site will be monitored and recorded at all times through the use of attendance clickers
  - Entry numbers to be supplied immediately on request by any police officer
  - Entry onto the site will not be allowed between **(to be discussed)**
  - All stage areas to have identified maximum capacities **(to be discussed)** and a robust system in place during the event to monitor these capacities as the event progresses.
9. All public address systems shall be under the control of the premises license holder or their nominated representatives so that emergency broadcast message can override the musical entertainment and can be delivered clearly audibly to all parts of the site.
10. Under 18's must be accompanied by an adult 21 years old or over in order to gain entry. No more the three under 18's per one adult.
11. The Premise License Holder shall publish a message on the event website at least 3 months prior to the event containing the following information;
- a. Terms and Conditions of entry, to include searching on entry and list of prohibited items as detailed above under entry policy and procedure.
  - b. Under 18's will need to be accompanied by an adult
  - c. Challenge 25 Policy
  - d. Alcohol limit - set limit of either 4 cans per person or 50cl of spirits (decanted into a plastic bottle) per person or 75cl of wine (decanted into a plastic bottle) per person.
  - e. No glass vessels or bottles allowed on site.
  - f. Disabled access and facilities information.
  - g. Medical facilities.
12. The Premise License Holder shall ensure that all Stewards and Security Industry Authority personnel have received training commensurate to their role, and have been fully briefed prior to the start of the event on the information contained within the EMP documents relevant to their role. **(to be discussed)**
13. There shall be an established chain of command for all stewards and Security Industry Authority personnel who shall report directly upwards to their Supervisor who in turn will report directly to the Security Manager.

14. All stewards and Security Industry Authority staff shall wear high visibility jackets so that they are easily identifiable, other than those working covertly. **(to be discussed)**
15. The Premises Licence Holder shall ensure that all Security Industry Authority staff employed at the premises wear and clearly display their Security Industry Authority registration badge at all times whilst on duty, other than those working covertly. **(to be discussed)**
16. No staff member while on duty and / or in uniform will consume alcohol or drugs on site or be under the influence of alcohol or drugs at any time whilst working.
17. The premises license holder will notify Hertfordshire Constabulary of all the artists performing at the event 28 days before the event takes place. The license holder will notify Hertfordshire Constabulary immediately of any artists booked in the 28 days leading up to the event.
18. The license holder will notify Hertfordshire Constabulary of all contractors and volunteers employed at the event 28 days before the event takes place. This will include registered company name and where possible name, address and date of birth of individual staff. **(to be discussed)**
19. The license holder will notify Hertfordshire Constabulary of all SIA registered staff to be employed at the event 14 days before the event takes place. **(to be discussed)**
20. The Premises Licence Holder shall take out Public Liability and Third Party insurance to cover at least £5,000,000.00 (five million pounds) for any one occurrence. The Premises Licence Holder shall provide the Licensing Authority with certified copies of the Policy and Certificates of Insurance, or other acceptable proof of cover, not later than 14 days prior to the start of the event
21. An on-site suitable control hub (ELT) will be accessible to police and responsible authorities if at any time it is deemed necessary by the responsible authorities. **(to be discussed)**
22. There will security (Heras fencing) along the boundary of the water at St Marys Church Site map of fencing to be made available to all interested parties on request **(to be discussed)**
23. Site perimeter fence to be checked and maintained throughout period of event to ensure no access can be gained unlawfully. Records of these checks to be

kept and made available to responsible authorities on request. (to be discussed)