

REPORT OF THE EXECUTIVE DIRECTOR OF COMMERCIAL DEVELOPMENT

LICENSING SUB-COMMITTEE – 25 JUNE 2015

LICENSING ACT 2003 – CONSIDERATION OF THE GRANT OF A PREMISES LICENCE

SUNNISIDE LIVE, WEST SUNNISIDE, SUNDERLAND

Helen Davies

1.0 PURPOSE OF REPORT

- 1.1 To consider an application for the grant of a premises licence for the above-mentioned premises.

2.0 DESCRIPTION OF DECISION

- 2.1 When determining the application the Sub-Committee is requested to have regard to the representations referred to in paragraph 4.0 below and to take such steps as they consider appropriate for the promotion of the licensing objectives. The steps may be: -

- a) to grant the application,
- b) to modify the conditions of the licence, or
- c) to reject the whole or part of the application.

3.0 INTRODUCTION/BACKGROUND

- 3.1 Relevant representations have been received in relation to the application and are detailed at section 4.0.
- 3.2 A copy of the application form is attached as Appendix 1.

4.0 CURRENT POSITION

- 4.1 Representations have been received in relation to this application from Northumbria Police. A copy of these representations are attached as Appendix 2.

5.0 REASONS FOR THE DECISION

- 5.1 To determine the application as requested by section 18(3) of the Licensing Act 2003.

6.0 ALTERNATIVE OPTIONS

- 6.1 None submitted.

7.0 RELEVANT CONSIDERATIONS/CONSULTATIONS

7.1 There are no other considerations that require the attention of the Sub-Committee.

8.0 GLOSSARY

8.1 No acronyms or abbreviations have been used in this report.

9.0 LIST OF APPENDICES

Appendix 1 – Application form.

Appendix 2 – Representation of Northumbria Police.

10.0 BACKGROUND PAPERS

10.1 None.

Appendix 1

* required information

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You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text" value="Sunniside LIVE"/>	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant?	Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.	
<input type="radio"/> Yes	<input checked="" type="radio"/> No	

Applicant Details

* First name	<input type="text" value="Helen"/>	
* Family name	<input type="text" value="Davies"/>	
* E-mail	<input type="text" value="enquiries@barjustice.co.uk"/>	
Main telephone number	<input type="text" value="07708808914"/>	Include country code.
Other telephone number	<input type="text"/>	
<input type="checkbox"/> Indicate here if you would prefer not to be contacted by telephone		
Are you:	A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.	
<input checked="" type="radio"/> Applying as a business or organisation, including as a sole trader		
<input type="radio"/> Applying as an individual		

Applicant Business

* Is your business registered in the UK with Companies House?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
* Is your business registered outside the UK?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
* Business name	<input type="text" value="Sunniside LIVE"/>	If your business is registered, use its registered name.	
* VAT number	<input type="text" value="-"/> <input type="text" value="None"/>	Put "none" if you are not registered for VAT.	
* Legal status	<input type="text" value="Sole Trader"/>		

Continued from previous page...

* Your position in the business

Home country The country where the headquarters of your business is located.

Business Address If you have one, this should be your official address - that is an address required of you by law for receiving communications.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address
 OS map reference
 Description

Premises OS Map Reference

OS map reference

Further Details

Telephone number

Non-domestic rateable value of premises (£)

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales
- Other (for example a statutory corporation)

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

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INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Family name

Is the applicant 18 years of age or older?

- Yes No

Continued from previous page...

Applicant Postal Address

Is the address the same as (or similar to) the address given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name	<input type="text" value="47"/>
Street	<input type="text" value="West Sunnside"/>
District	<input type="text"/>
City or town	<input type="text" value="Sunderland"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="SR1 1BA"/>
Country	<input type="text" value="United Kingdom"/>

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail	<input type="text" value="enquiries@barjustice.co.uk"/>
Telephone number	<input type="text" value="07708808914"/>
Other telephone number	<input type="text"/>

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OPERATING SCHEDULE

When do you want the premises licence to start? / /

dd mm yyyy

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

dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

The license is for the Sunnside Green/Garden which is situated between West Sunnside and Norfolk street in Sunderland City Centre. This will be used to host a mini music festival on 11th July 2015 between 12:00-22:00. There will be one licensed bar which will supply alcohol throughout the festival and the location of this is detailed on the attached site plan. I would like to request a 1 month period for the premises license to be granted from 1-31st July each year to hold the festival for 1 day in July each year.

Continued from previous page...

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

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PROVISION OF PLAYS

Will you be providing plays?

Yes No

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PROVISION OF FILMS

Will you be providing films?

Yes No

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PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

Yes No

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PROVISION OF LIVE MUSIC

Will you be providing live music?

Yes No

Standard Days And Timings

MONDAY	Start <input type="text"/>	End <input type="text"/>	Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
	Start <input type="text"/>	End <input type="text"/>	
TUESDAY	Start <input type="text"/>	End <input type="text"/>	
	Start <input type="text"/>	End <input type="text"/>	
WEDNESDAY	Start <input type="text"/>	End <input type="text"/>	
	Start <input type="text"/>	End <input type="text"/>	

Continued from previous page...

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

Indoors

Outdoors

Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Mini music festival with around 10 bands/acts playing throughout the day. There will be a small stage in the center of the green and the acts will play live music which will be amplified.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

This is a one day festival on 11th July 2015. However if granted we would look to extend the license for the first 2 weeks in July ever year as we would hop to put the mini festival on every year for 1 Saturday of the year.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

One day festival 12:00-22:00

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PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

Continued from previous page...

Yes

No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

Indoors

Outdoors

Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

There will be DJ sets throughout the festival when acts/bands are changing over.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

One day festival

Continued from previous page...

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

NA

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PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

Yes No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes No

Standard Days And Timings

MONDAY

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Sale of alcohol and soft drinks is requested for 1 licensed bar at the event.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

NA

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

NA

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Continued from previous page...

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on
the premises select on, if the sale of alcohol
is for consumption away from the premises
select off. If the sale of alcohol is for
consumption on the premises and away
from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

NA

Continued from previous page...

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

NA

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Continued from previous page...

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

None

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

NA

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

NA

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LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

Festival organiser will fully brief festival management and supervisors to ensure that a high level of vigilance is maintained throughout the event and that all actions necessary to fulfill the requirements of all licensing objectives are carried out. Managers and supervisors will brief and train staff and all contractors on site will sign an undertaking that they will comply fully with the licensing requirements.

b) The prevention of crime and disorder

Police to be fully informed of the safety plans and event plans.
Security staff will be hired during the event to manage crowd control, exits and bar area.
Only alcohol supplied by the licensed bar within the festival will be permitted.
No glass allowed, all drinks will be served in plastic glasses.
Anti social behavior will not be tolerated and security staff will ask people displaying such behavior to leave or report them to the police.

c) Public safety

There will be a maximum capacity set. This will be managed with a clicker at the entrance and exit point.
There will be First Aiders on site for anyone hurt or injured throughout the festival.
There will be Lost Children/ Vulnerable adult point.
Heras fencing around the stage area to keep visitors away from equipment.
Stall holders will have to be set up and their vehicles off site no later than 1030am for the festival to start at 12:00.
Any vehicles that enter site throughout festival will have hazard lights on and drive at 5mph.
Temporary fencing around the site, which can easily be knocked down in the event of an emergency.
Fire and emergency exits.
Fire services will be fully informed of festival and any recommendations followed.
Any fire hazards will be reported to the fire services immediately.
Portable toilets.
Several waste bins around the festival and litter pickers throughout the day.
All food and drink stalls at the festival will comply with food safety regulations.
The 1 bar will be licensed and staffed by experienced staff.

d) The prevention of public nuisance

The PA system will be set to a level which is appropriate for the size of the audience and venue.

Continued from previous page...

No music will be played after 22:00.
Litter bins throughout site and litter pickers on the day.
Ample parking and access to public transport around the festival site.
Additional Lighting on stage area only.
The stage area will be dismantled the following morning to cause minimum disruption late on the night.

e) The protection of children from harm

There will be Lost children point. The PA system will be used with a coded message to alert staff only if a child is lost or found.
All children will be expected to be supervised by an adult.
No adult entertainment throughout festivals.
Proof of age will be asked of all visitors who appear to be under the age of 25 years old. We understand Challenge 25 and intend to implement this throughout the festival.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.
To calculate the application fees please visit the VOA Business Rates Website (link available on our website) to obtain the rateable value for your premises. Once you have obtained the rateable value you can then access our website and click on the fees document to ascertain the correct amount.

* Fee amount (£)

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name
Street
District
City or town
County or administrative area
Postcode
Country

DECLARATION

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name
* Capacity
Date (dd/mm/yyyy)

Continued from previous page...

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/sunderland/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Consent of individual to being specified as premises supervisor

Helen Caroline Davies

I
[full name of prospective premises supervisor]

of

79 Aylesford Mews, Sunderland SR2 9HZ

.....
[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Application for a premises licence

.....
[type of application]

by

Helen Caroline Davies

.....
[name of applicant]

relating to a premises licence
[number of existing licence, if any]

for

Sunniside LIVE, Sunniside Green/Garden, Sunderland

.....
[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

[name of applicant]

concerning the supply of alcohol at
Sunniside LIVE mini music festival

[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

00MPER02605

[insert personal licence number, if any]

Personal licence issuing authority

City of Sunderland

[insert name and address and telephone number of personal licence issuing authority, if any]

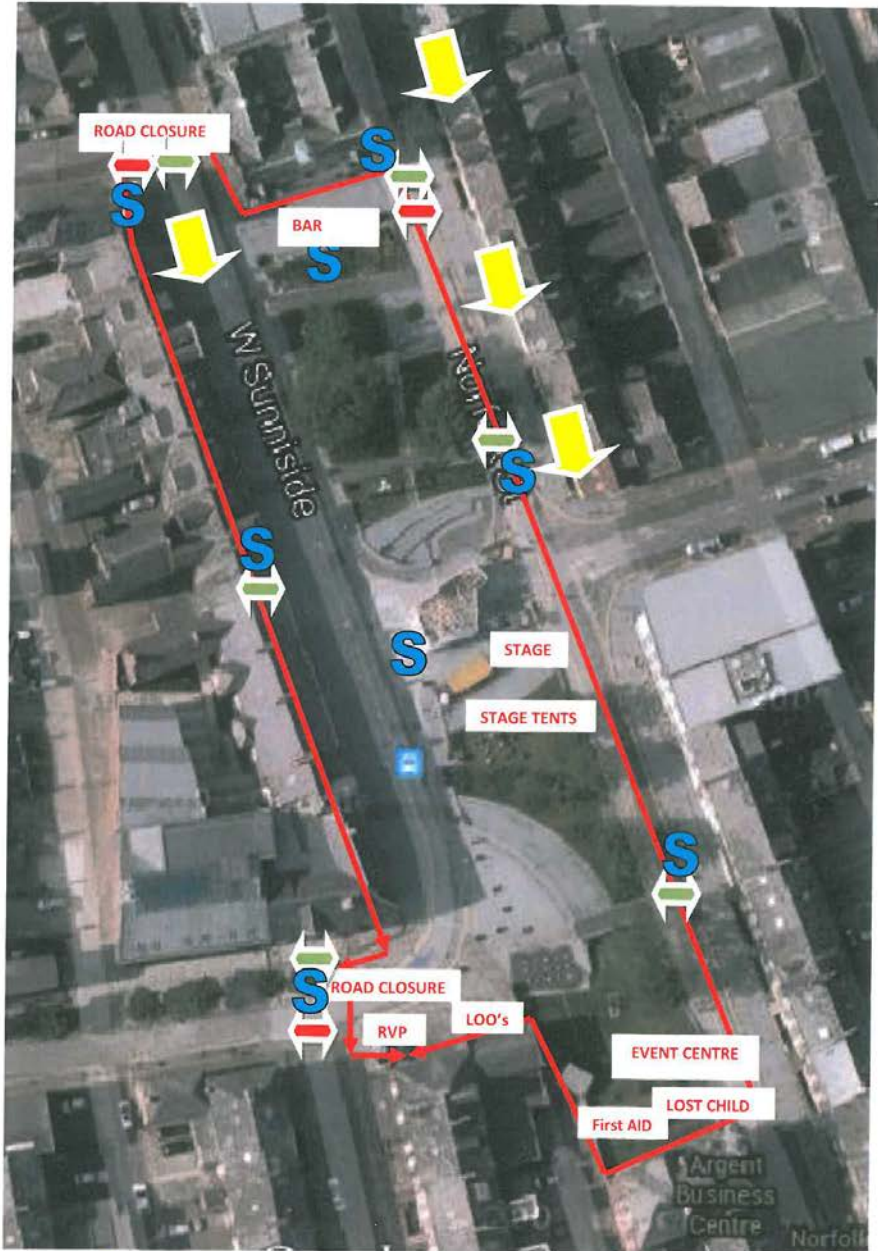
Signed

Name (please print)

Helen Davies

Date

01May2015



S =Security
 ↓ =Access Point
 ↘ =Emergency Exit
 ↘ =Exit
— =Perimeter

* required information

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You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?
 Yes No
 Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader
 Applying as an individual
 A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

* Is your business registered in the UK with Companies House? Yes No

* Is your business registered outside the UK? Yes No

* Business name If your business is registered, use its registered name.

* VAT number Put "none" if you are not registered for VAT.

* Legal status

Continued from previous page...

* Your position in the business

Home country

The country where the headquarters of your business is located.

Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Section 2 of 9

LOCATION OF RESTRICTION

Provide as much information as possible to identify the exact location and extent of the restriction. A scale map (1:50,000 or less) showing the location and extent of the restriction must also be submitted with this application.

Address

Street

District

City or town

County or administrative area

Postcode

Location Details

Road classification and number

Unique street reference number (USRN)

Ordnance Survey (OS) grid reference(s)

Give a separate grid reference (e.g. TL683365) for each end of the restriction, if appropriate.

Grid reference - start

Grid reference - end

* Describe the exact location and extent

Continued from previous page...

Start date and time:

* Start date / /
dd mm yyyy

* Start time

End date and time:

* End date / /
dd mm yyyy

* End time

Add another period of restriction

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PROVISION FOR ACCESS AND TRAFFIC FLOW

* Indicate what provision is to be made for access and traffic flow during the period of restriction (check all that apply)

- Diversion
- Contra-flow
- Emergency vehicle access
- Pedestrian access
- Other
- No special provisions required

* Provide details of the proposed diversion including road names and/or numbers

Closure of the bottom half of West Sunnyside (Thai manor end) would mean that a diversion would be in place for the traffic. West Sunnyside is a one way street so instead of coming to the end of West Sunnyside traffic would be diverted from the middle of West Sunnyside, right along St.Thomas Street and then Fredrick Street (Plan submitted)

A scale plan (1:50,000 or less) must be submitted with this application showing the suggested diversion route. The plan must be sufficiently detailed to indicate clearly the entire suggested route.

* Provide details of arrangements for emergency access

There will be 2 traffic emergency access points at both end of the West Sunnyside road closed.

* Type of provision for pedestrian access:

- Pedestrian access to all properties within the restriction will be maintained along defined routes throughout the period of closure
- Pedestrian access to all properties within the restriction and access through the restriction will be maintained along defined routes throughout the period of closure.

The plan submitted with the application must be sufficiently detailed to indicate access routes to properties, or through the restriction, for pedestrians.

* Provide details of arrangements for pedestrian access

The road closure will ensure that the full site is pedestrian only. No restrictions for pedestrian access or thoroughfare

Continued from previous page...
through the road that's close

Section 6 of 9

CONTRACTOR (ORGANISATION UNDERTAKING WORKS)

* Are you (the applicant) the contractor who is undertaking the works?

Yes No

Provide details of the contractor (organisation undertaking the works)

* Contact name

* Company/organisation

Address

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Contact Details

E-mail

* Main telephone number

Other telephone number

Fax number

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EMERGENCY CONTACT DETAILS

* Contact name

* Company/organisation

* 24 hour emergency telephone number

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ADDITIONAL DETAILS

Provide any additional information which is required or relevant to your application (check for local guidance notes and conditions which may provide details of specific requirements in your area)

Closure from the middle of west Sunniside down to the junction with St Thomas Street.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card. Each application is costed on an individual basis. Approximately £1200, depending on complexity of closure. There is a charge of £280.00 for each notice under the Road Traffic Regulation Act 1984 S.14 (2)

* Fee amount (£)

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

DECLARATION

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

Date (dd/mm/yyyy)

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/occupation-of-the-road-in-connection-with-building-work/sunderland/apply-3> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

EVENT SAFETY PLAN

- **EVENT:** Sunnyside LIVE
- **DATE:** 11th July 2015
- **TIME/S:** 12:00-22:00
- **Venue:** Sunnyside, Sunderland

Office ref. no:

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1. INTRODUCTION

This Event Safety Plan template will help to ensure that your event meets the minimum standards as stated in the 'Safer Events Policy' adopted by the City of Sunderland and other partners in Tyne and Wear.

Please complete the elements of this plan that relate to your event and return the full plan in 14 working days. If you have any questions please refer to the guidelines on event applications that will have accompanied this template, or alternatively these can be found on the Sunderland City Council website. <http://www.sunderlandevents.com/organisers-event.asp>

Aims

The aim of this plan is to ensure, so far as is reasonably practicable, the safety of the spectators, participants and staff involved in the staging of this event.

Objectives

To achieve this aim the objectives of the plan are to:

- Detail the operational procedures in place for the event
- Identify roles and responsibilities of organisations involved
- Identify lines of communication and control
- Identify sources from where resources may be obtained
- Identify those areas for which contingency arrangements need to be addressed
- Advise those organisations who may be required to implement external procedures or responses

2. LEGAL RESPONSIBILITIES – Event Organiser

The responsibility for the safety of all persons working or attending an event rests with the organiser of the event.

It is the duty of this person to exercise overall control of the event, and to ensure all reasonable precautions are taken to maintain the safety of the people at the event for its duration.

This person must be able to demonstrate an understanding of these roles and responsibilities and commitment to public safety.

Event Organiser - Details must be completed.

Name: * Helen Davies
Address: * Bar Justice, 47, West Sunnyside, Sunderland. SR1 1BA

Home Telephone No. *
Mobile Telephone No: *07708808914
Work telephone No. *0191 565 2050
Email Address Home *
Email Address Work *enquiries@barjustice.co.uk

Event Venue: * Sunnyside, Sunderland
Event Venue Address: * Sunnyside Green, SR1 1BA
Event Email: *enquiries@barjustice.co.uk
Land owner details: *Sunderland City Council

3. EVENT DETAILS

- **Date/s of event:**

Outline /Profile of event and programme: (include start/ finish times. Please use additional sheets if needed).

Sunnside LIVE is a mini music festival which will be situated on Sunnside, Sunderland City Centre on the 1th July 2015 between the hours of 12:00-22:00. The main aim is to provide a free music festival to increase footfall in the area, promote local business and awareness of the area and showcase local bands. It will consist of 1 main stage area, either 1 large bar area or 3-4 small licensed bars (dependant on the licensing department's recommendations) and 16-20 stalls which will consist of anything from food to crafts and face painting.

The main stage area will have approximately 10 artists/bands throughout the festival; this will be filled in with a DJ in between live acts. The idea is that the event will start with family friendly acts and lead up to the main headliners which will be based more to attract an adults visitor during the mid to late evening part of the event. Final details of acts and participants will be submitted as soon as possible.

- **Anticipated Attendance (Past attendance figures if any):** Around 4000 visitors at any one time. Approximately 6,000 throughout the festival.
- **Venue capacity if known:** Around 4,000 based on approximate square footage of venue and based on approximately 2 people per square metre. More exact measurements and capacity can be calculated if required but the maximum capacity far outweighs the anticipated attendance.
- **Crowd /audience profile:** During the first part of the festival between 12:00-18:00 we are expecting both family groups (low risk) and adult groups (medium risk). For the latter part of the festival 18:00-22:00 we would expect adult groups only.
- **Age group of majority of attendees:** The majority of attendees are expected to be adult groups.
- **Social type e.g. football fans/families etc.:** Adult groups enjoying music event.

Alcohol: Will alcohol be consumed or sold for consumption at your event? Yes by a licensed fully staff secure bar.

Admission Charges: Free Event Adult: NA Child: NA Concession: NA

4. MANAGEMENT OF SITE

Describe how event site will be managed:

Site Manager: (Who will be responsible for site set up?) With a small event this may be the organiser in a dual role.

Name / Contact number / email: Helen Davies 07708808914 enquiries@barjustice.co.uk

Safety officer: (Your event must have a **competent** person solely responsible for safety – not the organiser!)

Name / Contact number / email: Sean Maddison 07730134899 enquiries@barjustice.co.uk

Location of site office / event control:

Site set up - please state dates of your event site set up and removal (before and after the event):

Site Set up: Friday 10th July 2015 from 12:00 approx (definite times to be confirmed)

Site Clearance: Sunday 12th July 2015 approx 10am (definite times to be confirmed)

Are any plant and machinery and temporary structures being used / constructed? Yes

If yes, then all method statements and other safety documentation to be included within plan. (Ask your suppliers/ contractors of the items for this information – They should be able to supply it to you.) These have been requested and will be forwarded on asap. All contractors have come recommended and have been involved in previous festivals within the city.

Are any contractors being used to set up the items? Yes

If yes please supply details of all contractors including full addresses and Public Liability Certificates* (min £5 million) / safety policies / risk assessment etc. (This information is commonly asked for and they should be able to supply it easily)

Name / Company	Address	Contact Number
T2 Staging	Unit 27, East Point Road, Lingfield Point, Darlington	07912086384
Innovation (Project Management)		07912086384

*Please note that Sunderland City Council requires a **minimum of £5 million Public Liability Insurance** for all activities without exception. Please note this level of cover also common practice throughout the UK with insurance policies. Quotes have been obtained and this will be forwarded asap.

5. TEMPORARY STRUCTURES ON SITE (e.g. Marquees, gazebos, tents, platforms and stages etc)

List all temporary structures that will be brought onto the site to include marquees, staging, portable toilets, etc.

Description (e.g. <i>marquees</i>)	Quantity	Description	Quantity
1 Portaloo	10 (9x standard and 1 disabled)***	6	
2 Small tents for equipment	4-6	7	
3 Small Stage (approx 7metre wide)	1	8	
4 Bar	1 large or 3 small dependant on agreed licence	9	
5 Stalls	16-20 small market stalls	10	

N.B.

- Attach all insurance, health & safety documentation (risk assessments; method statements etc) as an appendix. Show the location on site plan.
- Toilet provision – give a provision breakdown and a description of location: male:1 outdoor; Female: 2 outdoor; Disabled: 1 outdoor

Domestic Gazebos; tents; shelters, inflatable canopies etc. (The term 'domestic' means it can be bought from a high street retailer by the public).

You will need to follow the manufacturers 'set up instructions' for the item and include a copy of them in the appendix. If you do not have the instructions you must undertake a risk assessment for the item and include this in the appendix instead.

6. UTILITY SAFETY

- **Electrical safety**

Please note that all electrical appliances will be required to have a Portable Appliance Test (P.A.T.) test certificate accompanying the item. All major connections to mains will have to be undertaken by qualified electricians. Evidence to be produced.

Electrical Generators – Only diesel generators are allowed upon Council land. Method statements for operation and refuelling and fuel storage must be produced alongside risk assessments including fire.

- **Gas Safety**

All major gas connections to be undertaken by CORGI engineers. All Gas appliances to have valid CORGI certificates where applicable.

- **Water Safety**

All major water mains stand pipes for human consumption will have to be inspected by Sunderland City Council Environmental Health Department. (Contact us for details)

7. AMUSEMENT DEVICES

Fairground Rides

Most fairground rides have annual safety certification via the ADIPS (Amusement Device Inspection Procedure Scheme - www.adips.co.uk). Evidence of this documentation should accompany this document for all items.

N.B. If there is more than 8 fairground rides at your event, then a separate risk assessment and fire risk assessment along with emergency evacuation plans etc will have to be drawn up and supplied for the ride site itself – ask the operator to do this for you.

Inflatable devices (Such as 'bouncy castles' and 'inflatable slides' etc.)

These items also need an annual safety test and certificate. If it is owned by a member of the 'Showman's Guild of Great Britain' then an ADIPS certificate will be needed. If it is owned by a 'non Guild member' then it will need either a **PIPA Certificate** <http://www.pipa.org.uk/> or evidence of other competent testing. Failure to produce this will lead to the device not being allowed to operate on council land.

Additionally you together with us need to see evidence of operational risk assessments e.g. max numbers and age limits etc. and insurances. Please note if you are purely hiring the item and intend to operate it yourself then you will need to **receive documented training** from the hirer to make you competent. You or your operators will then be liable for the operations and management of the item.

8. TRADING

Include a list of all traders/caterers/exhibitors/registered charities that will be permitted to trade at the event. Show their location on the site plan.

A number of local businesses have expressed an interest in occupying a stall at the event. Definite attendees will be provided as soon as possible. There will be a trader licence in place and an events public liability insurance policy taken out. Any food management and risk assessments will also be submitted with final stall holders. A final list of traders and their PLIs, Risk Assessments etc will be provided asap and the environmental health team will be contacted to approve.

Name	Business Address	Contact Number	Activity	Local Authority registration (Caterers only)

N.B. All professional **caterers** to supply details of their: 1: Trading Name and Business Address; 2: Local Authority registration; 3: Food Management Systems; 4: Risk assessments and 5: Public Liability Certificates as appendices.

9. INSURANCE

All events held on Council land are to be adequately insured. The minimum value of Public liability Insurance is £5 million. As previously asked for, most third parties to you event will have this and this needs to be evidenced.

The Event Organiser / organisation will need Public liability Event insurance of £ 5 Million pounds minimum.

Please attach copies of all insurance documentation. Advice can be sought from the Events Team within Culture and Tourism. Insurance quotes have been sort and full documentation will be provided prior to the event.

10. LICENSING

For events where there are no specific public safety concerns then you may be issued with a 'Licence to Occupy' the land. The completion of this 'Event Safety Plan' will go towards gaining this licence.

If your event includes regulated entertainment (plays, films, indoor sporting events, live music or performances etc.), the sale of alcohol or the provision of hot food or drink between 11.00 p.m. and 5.00 a.m. then you are required by law to be licensed by the City Council and you should contact the Licensing Section immediately on (0191) 553 1012 to discuss your event.

If your event will last no longer than 96 hours and has a maximum capacity of 499 or less then you will be able to submit a Temporary Events Notice. A Temporary Events Notice can be submitted no later than 10 working days (not counting the day of the event and the day you submit the notice) before the event is to take place and will cost £21.00.

If your event will last longer than 96 of have a maximum capacity of more than 499 then you will need to apply for a Premises Licence. A Premises Licence application must be submitted at least 3 months prior to the event taking place and the cost of the application varies depending upon the rateable value of the land where the event is held. You should contact the Licensing Section on (0191) 5531012 as early as possible to discuss the licensing procedure.

To assist in this process the Events team have licensed a number of event sites with the City for music and regulated entertainment, however should you wish to sell alcohol at your event then you will need to apply for the relevant licence yourselves.

Collections and Raffles

If you are expecting to collect donations from the public, sell lottery tickets, hold raffles etc, then you may need additional licences. We strongly suggest you contact the Licensing Section directly on (0191) 5531012 to gain more information. If you need a licence you will have to apply at least 28 days before the event is to take place.

Please state if you need a licence and what stage of the application process are you up to:

11. LOST CHILDREN / VULNERABLE ADULTS

With reference to **The Safeguarding Vulnerable Groups Act 2006**, most events may have children and vulnerable adults present. As event organiser you need to demonstrate that these members of society will be protected in the event of becoming separated from parents / guardians or due to any other untoward event.

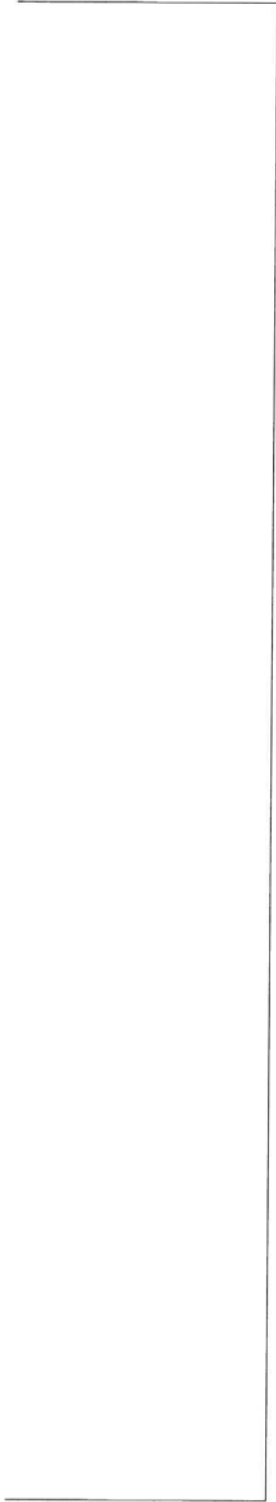
You will need to:

- Describe arrangements made for managing lost/found children and state whom will take responsibility for them until they are reunited with parent/guardian.
- Where non-professional care-workers are being used ensure that all lost children are not left in the sole care of a single worker at any one time.

For advice and guidance please refer to HSG 195 Event Safety Guide also known as the 'Purple Guide'.

Lost children / vulnerable adults arrangements (N.B. this can simply be describing how, when and who will hand lost children to Police). Please describe what your staff will be instructed to do:

There will be a first aid tent which will also act as a lost children point. The staff around the festival will be made aware and there will be posters around the event to stage this point, Lost children will be handed over to the police if their parents or guardians cannot be located within a specified time. The PA system will be used to locate lost children and vulnerable adults using a coded message to alert stewards and staff, which doesn't contain the words 'lost child / boy/girl etc' to reduce potential threats to the child's safety.



Criminal Records Bureau (CRB) - Checks for your identified 'found children personnel'. (For medium and large events)

These checks show that a person at the time the check was carried out had no criminal convictions that would preclude them from working with children and vulnerable adults. The receipt and checking of CRB certificates though should be done only by trained personnel or organisations. Therefore where organisations are small we recommend recruiting personnel who's current employment requires a current CRB check, and any subsequent convictions would as a matter of course be communicated to their employers through the courts. Such professions can be School Teachers; Play workers; Social Workers etc.

Lost / Found children staff must have no other role than this during the event.

The following details must be completed in full.

Name (of all staff designated to receive minors etc.)	Address	Date of Birth	Contact number
Katherine Davies	71 Stratford Av Sunderland	10/07/1980	07852617065

12. STEWARDING

Stewards play a crucial role with all special events and crowd management. The good management of such can make a vast difference to safety creating an enjoyable, professional event during the routine and upon an emergency. Stewards need to be formally briefed on the site layout; the **Normal Operating Procedures (NOP) and Emergency Action Plans (EAP)**. You must demonstrate how, where and when this will take place and by whom.

Please show all stewarding arrangements in place for the event including chain of command (see table below).

- Stewarding positions should be marked on the site plan
 - Please state how they will be identified, i.e. uniform, tabard etc (numbers on tabards are good to identify who was who after an incident)
 - Attach copy of stewards/staffing manual (this can be very simple advice for steward)
 - Please indicate trained fire steward/s where applicable.
- N.B. The name of any stewarding company should be written in plan as soon as confirmed. The names of Supervisors and Stewards can be inserted in the final version of the Event Safety Plan prior to event opening.

STEWARD MANAGER / COMPANY NAME:	
SUPERVISORS & LOCATION	
1.Helen Davies/Site Manager	3. Nik Cook/Project Manager

2. Sean Maddison/Safety Manager	4. Martin McFadden/Stage Manager
STEWARDS & LOCATION	
1. TBC	9.
2.	10.
3.	11.
4.	12.
5.	13.
6.	14.
7.	15.
8.	16.

13. Equal Opportunities, Equality and Diversity Policies. *

* [The Equality Standard for Local Government covers the delivery of services and the provision of employment in England and is designed to ensure that local authorities consider gender, race, disability, age, sexuality and faith equality issues at all levels of council policy and practice.]

Your organisation may already have established policies in place. Please include a copy in the appendices or write in the box below.

Please outline all arrangements made for disability, equality and diversity for your event – parking, toilets, volunteering etc.

Staff / Participants:

Parking- To be available at the Sunnyside leisure car park and various council parking bays around the venue.

Toilets- There will be several portaloos available on site and also Bar Justice situated on west Sunnyside for staff.

Spectators: There are a number of private, public and council parking bays and car parks around the area.
Toilets*- as above.

14. Environmental Policies - Your organisation may already have an Environmental policy. please include this in the appendices.

Describe arrangements made for site cleansing, prior, during and after the event. State any environmental consideration schemes and or 'carbon footprint' initiatives; recycling etc. e.g. using biodegradable confetti, glass recycling etc.

Site Cleansing- The area is kept tidy and maintained by local council. Any mess made with site set up will be the responsibility of the said contractor.
During Event- There will be several waste bins around the event and visitors will be encouraged by staff and posters to keep the area tidy. Staff will be fully briefed and all areas will be closely monitored during event for risk assessment.
After Event- This is to be confirmed. We would look to sport volunteers to help clear the site after the festival and hire outside cleaning contractors to ensure that the gardens are left in the same condition as they were found.

15. EMERGENCY SERVICES / SECURITY

Police / Security:

Name Private Security Company (details TBC)
Address
Contact Number

No. On duty: 8
Location: (also show on site plan)

Fire Stewards:

Name Helen Davies, Sean Maddison & Liam Fishburn
Address
Contact Number

No. On duty: 3
Location: (also show on site plan)

First aid:

Organisation:
Name: St Johns ambulance
Address:
Contact number:

No. On duty:3
Location: (also show on site plan)

16. LINES OF AUTHORITY AND COMMUNICATIONS

1. Describe location of your **Event Control Point** and outline your procedures for command, control & communications.
2. Include any differences for an emergency.
3. Identify communication systems which will be used for staff and the public (mobile phones/radios etc)
4. Identify a back up system of communication if main power fails. (Loud hailer?)
5. Identify Emergency Rendezvous Points (RVP) for both public and separately for the attending Emergency Services. (This is a safe meeting place away from event centre)

- The event control point will be situated at the bottom of the green close to the first aid and lost children point.
- Helen Davies and Sean Maddison will provide an event brief to all staff involved in the festival and make them aware of where the event control point is. They will also be given the mobile contact numbers of Helen Davies (Site Manager), Sean Maddison (Safety Officer), Liam Fishburn (Bar Manager), Martin (Stage Manager) and Nik Cook (Project Manager) all of whom will be responsible for maintaining order throughout the event.
- Points will be indicated as to where all security are sited during event, these will be around the exits, stage and bar area in particular.
- Regular checks will be made throughout the event on numbers, attendance, toilets, fire exits etc
- A Chain of command has been noted above for any evacuation required.
- Due to size of venue it's not necessary for radio communications as all staff will be in close proximity and within sight of each other. However mobile phones will be used to communicate if necessary.
- Battery loud hailer will be situated at stage area in case of emergency.
- RVP will be clearly marked at the bottom grass area of the green Thai manor end.
- Emergency Service will also be situated at the bottom end of the Green outside of the Thai manor at a suitable distance away from the designated RVP.

17. TRAFFIC MANAGEMENT PLAN - Outline proposals for traffic management for the event. A competent plan will be crucial to your event being allowed to proceed.

The plan needs to include:

- What transportation options are available to public to access and leave your event? Will this be adequate?
- Will road closures be needed? If so speak to our traffic section at the earliest opportunity!
- Parking (including disabled access) how managed for numbers predicted?
- How will pedestrians be safeguarded from moving vehicles on site (e.g. a vehicle movement curfew during the event opening hours is an option)?
- Where needed, how will traffic be diverted?

Transport- Its assumed that the majority of people will arrive on public transport, as the festival is on a Saturday rather than a Sunday and there is no SAFC home match the available public transport will be adequate. There are also a number of large car parks within walking distance of the event and several council parking bays that could be utilised by the visitors travelling by car to the event.
Road Closure – A road closure is to be requested for West Sunnyside side of the green only. There is 1 bus that uses the route (no.700) but as this is a student campus bus however firstly it's a Saturday so it will not be as busy as mid week and also there is a very simple diversion available it is not foreseen that this will cause any issues. We are aware that its our responsibility as organisers to contact the bus company to ensure that they are comfortable and aware of the diversion.
Parking- As previous note there are several parking facilities available.
Pedestrian Safe Guarding – Vehicle movement on site will be kept to an absolute minimal and all drivers will be advised that a hazard lights must be flashed and a speed limit of 5mph will be adhered to. Loading and unloading will be at specific times and will be available prior to the event and available in the event pack on the day. The project, Stage, Site and safety Mangers will all be fully aware of this and will be responsible for monitoring this throughout the site. Norfolk Street will be used for all traffic coming in and out of the event as the West Sunnyside road will be closed and utilised by pedestrians and stall holders.

18. TELEPHONE DIRECTORY

The aim of this contact sheet is that it can be duplicated from final draft any posted on a wall and be a comprehensive contact sheet for all management / emergency services during event set up / operation and derig.

Include – Event Organisers, Emergency Services, Contractors, Volunteer Organisations

Position	Name	Organisation	Mobile Number (event)	Other number/landline
Event organiser	Helen Davies		07708808914	
Safety Officer	Sean Maddison		07730134899	
Project Manager	Nik Cook		07912086384	
Stage Manager	Martin McFaddan		07775715719	
Bar /Stall Manager	Liam Fishburn		07789690019	
Lost children supervisor (CRB checked)	Katherine Davies		07852617065	
8 x Security Staff	TBC			
3 First Aiders	TBC			
16-20 staff holders	TBC			
Contactors- FOH Engineer	TBC			
Contractor- Monitor Engineer	TBC			

- Water points
- Fire points
- First aid point
- Lost found children point
- Stewarding positions
- Catering unit positions with distances
- Fairground units with distances
- Emergency access points
- RVP points
- Event control location

20. RISK ASSESSMENT

The law states you must undertake written **Risk Assessments that are suitable and sufficient. Please see guidance notes.**

There are sample risk assessment forms included and can be used as templates.

The law also states that a Fire Risk Assessment must also be produced. Therefore you must also carry out a Fire risk assessment to accompany the general risk assessment or it can be include as a section with your main risk assessment.

Sample risk assessment form:

Event: Persons involved in assessment	Location			Event area / activity		
	Date of Assessment	Date of previous	Date of Review	Number of Pages	LEVEL OF RISK BEFORE CONTROLS	LEVEL OF RISK AFTER CONTROLS
HAZARD AREA/ACTIVITY	PERSONS AT RISK	SIGNIFICANT RISKS TO HEALTH & SAFETY	CONTROLS			
<i>Domestic Gazebo</i>	<i>Stall holder / public</i>	<i>Injury due to high winds blowing it over</i>	<i>Gazebo erected as per manufacturers instructions (attached). Wind monitored during event and gazebo dismantled when winds become a risk as specified in instructions (15 MPH).</i>	<i>Medium</i>	<i>Low</i>	

Appendix 2



Southern Area Command
Southwick Police Station
Church Bank
Southwick
Sunderland
SR5 2DU
Telephone: 0191 2149548

3 June 2015

Helen Davies
Sunnside LIVE
47 West Sunnside
Sunderland
SR1 1BA

Cc: Sunderland City Council

RE: Application for a premises licence, Sunnside LIVE, Sunderland.

Northumbria Police are in receipt of the above application and wish to object on the grounds of all four Licensing Objectives. The Police believe that for the applicant to demonstrate the promotion of the licensing objectives it would be appropriate to attach the following condition to the premises licence. Should the applicant agree to this condition the Police objection may be withdrawn;

1. ***For any event a safety certificate/plan and statement of intent must be agreed between Northumbria Police and Sunnside LIVE. This statement must be in place no later than 28 days before the day of the event, unless otherwise agreed between Northumbria Police and Sunnside LIVE.***

Northumbria Police have issues with regard to crime and disorder and public safety after reviewing evidence of similar events. Such events can be highlighted as the most challenging concerts for Police resources. These events can cause crime and disorder problems which nearly all emanated from the consumption of alcohol. Problems can also arise as the concerts were held close to residential areas, with the local community being affected.

It would be in the interest of Sunnside LIVE to accommodate our concerns given our previous experiences.

Yours sincerely

Julian Bowran
Chief Inspector
Southern Area Command

**Northumbria Police
and
Sunniside LIVE**

STATEMENT OF INTENT AS TO WORKING PRACTICES

This written agreement is a statement of intent and is not intended to create a legally binding contract between Northumbria Police, and Sunniside LIVE (or their agents), hereafter referred to as "the organisers". Northumbria Police will endeavour to carry out their duties in accordance with this statement but this will be subject to the discretion of senior officers to use all resources at their disposal as they consider necessary. Northumbria Police reserve the right to revise the arrangements as circumstances require although the organisers will be informed of such arrangements if this is practicable.

ROLES AND RESPONSIBILITIES OF NORTHUMBRIA POLICE

The role of the police is to prevent or stop breaches of the peace and to prevent the commission of criminal offences.

Police will intervene in the event of:

Breaches of the criminal law

Breaches of the peace, or

If a situation arises where police anticipate that there will be an imminent breach of the peace.

Police powers of arrest will be exercised where deemed appropriate.

Northumbria Police may assist the organisers where necessary with their duties relating to crowd control and safety.

Northumbria Police will endeavour in so far as is practicable under the circumstances prevailing at the relevant time to respond to incidents of disorder in the vicinity of the venue during the event operation.

In any circumstances where the Police Commander decides that they have to take overall control of safety and public order aspects, as or near to the venue, by virtue of their duty to preserve life and protect property, they shall notify the Event Safety Officer of that decision. During this period of police primacy the employees and agents of the organisers will work in conjunction with and under the direction of the Police Commander.

ROLES AND RESPONSIBILITIES OF Sunnside LIVE

The organiser will take all reasonable steps:

- To ensure the safety of those involved in or affected by the event
- To avoid the risk of damage to property
- To avoid frightening or alarming the public
- To minimise any adverse effect of the event on the local community, and preserve good order.

The organisers will comply with conditions agreed with police and with any subsequent conditions imposed by police.

The organisers will comply with conditions imposed by the Safety Advisory Group.

The organisers will ensure that stewards comply with the advice set out in the manual "The Event Safety Guide - November 1999", and the stewards are:

- Deployed in sufficient numbers
- Fit and adequately trained
- Adequately equipped
- Properly briefed, and
- Readily identifiable

In order that those involved in the event comply with the arrangements agreed between Northumbria Police and the organisers as set out in this document.

The organisers will be responsible for the safety, control and monitoring of the crowd entering, leaving and within the venue. Particular attention should be paid to monitoring overcrowding and in any other steps necessary to ensure crowd safety.

Signed.....
For and on behalf of Sunnside LIVE

Signed.....
For and on behalf of Northumbria Police