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SUPPLEMENTARY PAPERS

Committee	LICENSING SUB COMMITTEE
Date and Time of Meeting	FRIDAY, 23 JULY 2021, 10.00 AM
Venue	REMOTE VIA MS TEAMS
Membership	Councillor Mackie (Chair) Councillors Sattar and Goddard

3 Urgent Item – Temporary Event Notice – United Reform Church
(Pages 3 - 38)

Davina Fiore
Director Governance & Legal Services
Date: Monday, 19 July 2021
Contact: Graham Porter, 02920 873401, g.porter@cardiff.gov.uk

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LICENSING SUB-COMMITTEE: 23 JULY 2021

Report of the Head of Regulatory Services

Consideration of Objections Received – Temporary Event Notice

Temporary Event Notice: 0028

Name of Premises: United Reformed Church, Windsor Place, Cardiff CF10 3BZ

Ward: Cathays

1. Temporary Event Notice (TEN)

1.1 A Temporary Event Notification (TEN) was received on 15 July 2021 from:

Martin Jones

for authorisation of a temporary event at:

United Reformed Church and adjacent carpark, Windsor Place, Cardiff CF10 3BZ.

A copy of the TEN is detailed in **Appendix A**.

1.2 The notification is in respect of an event due to take place between:

Friday 27 August 2021 and Sunday 29 August 2021

The timings of the event are:

Friday 27 August 2021 12:00 hours to 00:00 hours

Saturday 28 August 2021 12:00 hours to 00:30 hours

Saturday 29 August 2021 12:00 hours to 00:00 hours

1.3 The notification is to allow the following licensable activities:

- (i) The sale by retail of alcohol for consumption on and off the premises
- (ii) The provision of regulated entertainment
- (iii) The provision of late night refreshment

1.4 The nature of the event has been described as:

“It is to provide a small pride weekend for customers of Main Stage Bar & to raise money for the United Reformed Church to assist in running & maintenance costs”

1.5 The maximum number of persons attending the event in accordance with the temporary event notice is 499.

1.6 An Event Management Plan was submitted by the ‘premises user’ alongside the temporary event notice, this can be found in **Appendix B** of the report.1.7 A site map showing the premises is attached at **Appendix C**.

2. Objections

- 2.1 South Wales Police have issued an objection notice to the Temporary Event Notice. They state that holding the event would lead to the undermining of the following licensing objectives;

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

Furthermore, they have concerns regarding the management of numbers of patrons attending the event.

A copy of the objection notice is detailed in ***Appendix D***.

3. Legal Considerations

- 3.1 The Licensing Act 2003 allows the licensing authority to attach conditions to a TEN but only if a counter notice is NOT issued and provided that the premises concerned are already subject to either a premises licence or club premises certificate. Any proposed conditions must already apply to the licence/certificate and it must be appropriate for the promotion of the licensing objectives to impose the conditions.
- 3.2 There is no premises licence in existence for United Reformed Church and therefore no conditions can be imposed; the Sub-Committee must consider whether to issue a counter notice.
- 3.3 All decisions taken by the Sub-Committee must (a) be within the legal powers of the Council and its Committees; (b) comply with any procedural requirement imposed by law; (c) be undertaken in accordance with the procedural requirements imposed by the Council e.g. standing orders and financial regulations; (d) be fully and properly informed; (e) be properly motivated; (f) be taken having regard to the Council's fiduciary duty to its taxpayers; and (g) be reasonable and proper in all the circumstances.

5. Issues for Discussion

- 5.1 The Sub-Committee is required determine if a counter notice, which would prevent licensable activities from being authorised, should be issued.

Dave Holland
Regulatory Services

19 July 2021

Temporary Event Notice

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal details of premises user (Please read note 1)			
1. Your name			
Title	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname	Jones		
Forenames	Martin		
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname			
Forenames			
3. Your date of birth		██████	██████
4. Your place of birth		████████████████████	
5. National Insurance Number		██████████	
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			
██			
Post town Cardiff		Postcode ██████████	
7. Other contact details			
Telephone numbers			
Daytime			
Evening (optional)			
Mobile (optional)			
Fax number (optional)			
E-Mail address (if available)	████████████████████		

8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)

██████████,

Post town : ██████████ Postcode ██████████

9. Alternative contact details (if applicable)

Telephone numbers: Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	

2. The premises

Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references) (Please read note 2)

Within the United Reformed Church & the adjacent carpark that belongs to the church on Windsor Place, Cardiff CF10 3BZ

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.

Premises licence number

Club premises certificate number

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)

This application relates to all rooms within the church & its carpark

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

Church Service

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

It is to provide a small pride weekend for customers of Main Stage Bar & to raise money for the United Reformed Church to assist in running & maintenance costs

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

. Personal licence holders (Please read note 12)		
Do you currently hold a valid personal licence? (Please tick)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority	████████████████████	
Licence number	████████	
Date of issue		
Date of expiry		
Any further relevant details	No	

5. Previous temporary event notices you have given (Please read note 13 and tick the boxes that apply to you)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year		
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

6. Associates and business colleagues (Please read note 14 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.		
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

7. Checklist (Please read note 15)	
I have: (Please tick the appropriate boxes)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input checked="" type="checkbox"/>

Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input checked="" type="checkbox"/>
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	<input type="checkbox"/>
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	<input type="checkbox"/>
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	<input type="checkbox"/>
Made or enclosed payment of the fee for the application	enclosed <input type="checkbox"/>
Signed the declaration in Section 9 below	<input checked="" type="checkbox"/>

8. Condition (Please read note 16)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 17)	
The information contained in this form is correct to the best of my knowledge and belief.	
I understand that it is an offence:	
(i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine not exceeding level 5 on the standard scale; and	
(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both.	
Signature	M Jones
Date	15/07/2021
Name of Person signing	Martin Jones

For completion by the licensing authority

10. Acknowledgement (Please read note 18)	
I acknowledge receipt of this temporary event notice.	
Signature	On behalf of the licensing authority
Date	
Name of Officer signing	

NOTES

General

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

The police and local authority exercising environmental health functions may intervene on the grounds of any of the four licensing objectives (the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm) to prevent the occurrence of an event at which permitted temporary activities are to take place or to agree a modification of the arrangements for such an event. However, the licensing authority will intervene of its own volition in the cases described below.

First, it will issue a counter notice if there is an objection to a late temporary event notice (see note 7 below).

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

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

- the number of times a person may give a temporary event notice (50 times per year for a personal licence holder and 5 times per year for other people);
- the number of times a person may give a late temporary event notice (10 times per year for a personal licence holder and 2 times per year for other people);
- the number of times a temporary event notice may be given in respect of any particular premises (12 times in a calendar year);
- the length of time a temporary event may last for these purposes (168 hours or 7 days);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (21 days per calendar year); and
- the scale of the event in terms of the maximum number of people attending at any one time (a maximum of 499).

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. The limits applying to late temporary event notices are included within the overall limits applying to the total number of temporary event notices. Note 14 below sets out the definition of an “associate”.

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

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

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

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

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

- the sale or supply of alcohol to children under 18 years of age (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
- allowing the sale of alcohol to children under 18 (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
- allowing disorderly behaviour on the premises (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);
- the sale of alcohol to a person who is drunk (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);
- obtaining alcohol for a person who is drunk (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);
- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (maximum fine on conviction is a fine not exceeding level 1 on the standard scale, currently £200); and
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000).

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

Note 1

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

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

Note 2

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

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

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

Note 3

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

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

Note 4

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

Note 5

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

Note 6

The licensable activities are:

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

Please refer to Schedules 1 and 2 to the Licensing Act 2003 for fuller details of the definitions and exemptions relating to regulated entertainment and late night refreshment.

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

- (a) a performance of a play;
- (b) an exhibition of a film;
- (c) an indoor sporting event;
- (d) a boxing or wrestling entertainment;
- (e) a performance of live music;
- (f) any playing of recorded music;

- (g) a performance of dance; and
- (h) entertainment of a similar description to that falling within (e), (f) or (g).

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

Note 7

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

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

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

Note 8

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

Note 9

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

Note 10

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

Note 11

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

Note 12

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

Note 13

As stated under Note 12, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 10 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1st January to 31st December inclusive in any year.

If an event straddles two calendar years, it will count against the limits on temporary event notices (12 for each premises, 21 days for each premises, 50 per personal licence holder and 5 for non-holders) for each year. However, only one notice needs to be given.

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 14 below sets out the definition of an “associate”.

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

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count as if they had been given by the premises user. Note 14 below sets out the definition of an “associate”.

Note 14

An “associate” of the proposed premises user is:

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

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

Note 15

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

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

Note 16

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

Note 17

It is an offence knowingly or recklessly to make a false statement in, or in connection with, a temporary event notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement.) To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.

Note 18

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

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Event Plan for Main Sytage @church in support of the
United Reformed Church, Windsor Place, Cardiff.

29th-30th August 2021

Version: 1.0 dated 08/07/21

Event Plan Verification

	Name	Position	Date
Prepared by:	Martin Jones	Main Stage	
Checked by:	Marc Schofield	Main Stage Manager	

Register of Document Holders

Name	Location
Main Stage	On the day of the event, a copy of this document will be available at behind The Main Stage Bar.
Event Manager	On the day of the event, a copy of this document will held by the Event Manager.

Revision Schedule

Revision	Date	Details of Revision	Issued by
Draft for review	27/06/2021	Initial version created draft	M.Jones
1.0	08/07/2021	Drinking times in the stage area & Main Stage confirmed, changes to staff training, last entry times amended, qty of guards	M.Jones

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1. Organiser's Contacts & Service Providers

Name	Job Function	Contact Number
Martin Jones	Event Manager	██████████
Krys Randle	Stage/sound Manager	██████████
Emma Davies	Security Manager	██████████
Marc Schofield	Bar Manager / DPS	██████████

#1 Weather Monitor Martin Jones

1.1 Service Providers

Name	Job Function on Pride Day	Contact Number
Ian Chandler (ICL Lighting)	Temporary Staging	██████████
Wiltshire Property Solutions	Stage Lighting / Fencing	██████████
Krys Randle	Sound Manager	██████████
April Jones, Michael Fry	Medical x 2	██████████

2. Organisation and Site Control

Emergency Management via the Event Manager:

Site Emergency Manager: Martin Jones.



3. On-Site Health & Safety Policy

The Main Stage @the church weekend

Valid from: August 27th 2021

Valid to: August 30th 2021

3.1 Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision, as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation for duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out in this document.

The policy will only be valid for the event as stated above.

4. Responsibilities & Controls

The following Chain of Command has been setup; responsibilities as detailed below: If a manager is not available a temp manager must be nominated & made aware to the event manager.

4.1 Event Manager: Martin Jones

When “On-site, overall and final responsibility (Event Wide) for Safety resides with: Martin Jones

- Safety of all attendees, staff and contractors when on site;
- Responsible for the management of the Site/Stage Managers and Stewards;
- Responsible for artists/performers, location of (event) services, hire of equipment;
- Manager Team of runners.

4.2 Stage Management: Krys Randle

Stage Manager

When “On-site”, the responsibility for running and organising the Stage shall reside with: TBC

- Responsible for safety of staff and contractors working in the back stage;
- Responsible for the general running of the stage; • Responsible to ensure performances run to time;
- Due attention to the noise levels of the event.

4.3 Security Manager: Emma Davies

When “On-site”, the responsibility for Security, including pre-event briefing on expectations and will be:

- Responsible for organising and managing the on-site security team
- Responsible for ensuring any notable incidents are in the security log book
 - Has a duty of care for all security staff

4.4 Bar Manager: Marc Schofield

When “On-site”, the responsibility for running and organising the Bars shall reside with (this includes money management and staff training prior to commencing work): Marc Schofield

- Responsible for managing and organising the Bars; 2 inside Main Stage and 2 external bars in the church carpark & the backup bar in the church
- Allocating staff appropriately during the required hours.

- Ensuring the safety of the area is maintained.
- Managing and ensuring the Bar takings are secured and controlled at regular intervals during the event.

4.5 Support Roles

The following staff will be carrying out various roles on the day

- Sharon Knowles (Runner)
- Julie Gascoigne (Runner)
- Bar Staff x 12
- Security x 2-6 dependant on numbers of guests

During the event, meetings should be co-ordinated to highlight any issues to the other managers (these should be limited to 10mins). These are to be held by the sound engineers point. (Key personnel should attend):

27th August 2021 (Friday)

- The management team will meet at 9:30am

28th August 2015

- The management team will meet at 10:30am

29th August 2015

- The management team will meet at 11:00pm

30th August 2015

- Debrief of management team at 6:00pm

5. Employees (e.g. Stewards) & Sub Contractors

All employees and volunteers have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace, and to take reasonable care of themselves and others. High Visibility Vest/Gloves/Litter Pickers shall be provided everyone from the information room in the Main arena.

It is considered part of the work duties that any employee who becomes, or is made aware of a safety issue, should immediately report it to the Event manager.

All sub-contractors are expected to supply (and maintain) their own PPE as required by the normal and expected day-to-day work requirements. These would normally include (but not limited to) Protective footwear, and gloves for equipment handling. Everyone must report to the Event Manager.

5.1 Runners

All runners shall report to the Event Manager on arrival, log-in and be briefed.

For the event up to 2 runners will be required and carry out duties as specified by the Event Manager.

All runners will undergo a briefing and training for their duties prior to the event.

5.1.1 Welfare

- All runners will wear appropriate clothing and footwear suitable for the job. No sandals, slip on shoes. Gloves shall be available if required.

5.2 Bar Staff

All runners shall report to Bar Manager on arrival and be briefed.

For the event up to 14 bar staff will be required and carry out duties as specified by the Bar Manager.

All staff will be fully trained.

5.3 Other stage crew/production crew/Security

All employees will report to Event Manager and log-in.

6. On Site Management

The Main Stage and outside space will operate as a Public House, along with the Church & carpark area. It will be the responsibility of the security to manage the maximum capacity to the Event of 499 people at any one time.

Entrance / Exit will be limited to the gates marked within Appendix A.

6.1 General Control

The very nature of the festival is of many attractions set within a defined space throughout which the visitor's will be permitted to move around freely.

The Management Team will keep radio contact with each other, where queuing or build up of large crowds becomes an issue. Where possible, the security will move people on, or arrange queues ensuring circulation space for attendees on the thoroughfares.

6.2 Accessibility of the Event

Fully accessible for wheel chair users.

6.3 Risk Assessment

Risk and hazards have been identified as far as possible; refer to the Risk Assessment Document reference: Event RA 2021.

A copy of the risk assessment document will be held by the Event Manager and behind the Main bar at Main Stage.

6.4 Bar Management

All Bar Staff shall be provided with training prior to the event, which will be refreshed on start of shift

All licensing objectives will be met and reviewed.

The Bar will operating a Challenge 25 Policy and anyone challenged without I/D will not be served.

The following timings shall be adhered to during the event for internal & external bars as follows

- Friday Bars: Open: 12:00 midday, Last Orders: 24:00, Close: 01:00.
- Saturday Bars: Open: 12:00 midday, Last Orders: 00:30, Close: 01:30
- Sunday Bars: Open 13:00, Last Orders: 00:30, Close: 01:30

Radio Communication will be provided between each bar, Security, Bar Manager and Event Manager.

Polycarbonate Tumblers and Plastic Bottles will be used - No glass allowed.

6.5 Alcohol Policy & Controls

Challenge 25 will be operated throughout the event.

Access into the event will be monitored by Security.

Attendee's bags may be searched and levels of intoxication visually monitored

Intoxicated attendees will not be tolerated and will be ejected from the event: continuous bad behaviour will ultimately lead to the person being ejected.

6.7 Noise Management

The event has an obligation to manage the noise on the day to ensure that neighbours of the event are considered and not significantly affected. Noise levels will be managed by the Sound Manager on the day.

Any noise complaints will be recorded by Event Manager and appropriate action taken, Complaints can be made on [REDACTED]

An exclusion zones will be placed around speakers, and no staff will be placed within this area.

6.8 Security Arrangements.

During the event Security cover will be managed by **Emma Davies (Security Manager)**

The Security Manager & Roaming Team will be provided with a radio which will be in contact with the Event Manager.

After 9:30pm, the Security Manager will log Clicker numbers, from the Main entrance and exit gates every 30 mins.

Roamer will be required to monitor toilets every 30 mins.

6.9 Overcrowding

In the event of overcrowding the one in/one out system will operate, the Security Manager should radio the Event Manager and request attendance.

The public will be informed via signs fitted to the entrance & displayed around the arena.

All security will have a responsibility to monitor crowd dynamics and will report any issues to the Security Manager.

6.10 Site Dispersal

At the end of the event, the emergency exits within the fenced off area will be open, to allow access to Windsor Place. Security will request the noise levels are kept to the minimum to ensure neighbours are not disturbed.

6.11 Pedestrian movements.

Pedestrian will be able access the event from all entrances.

6.12 First Aid Arrangements

As a small event, the First Aid Cover will be provided by 2 people.

First Aid kit is located at the Main Bar with the First Aid Reporting Book.

Should a serious medical incident occur the Emergency Services will be called.

6.13 Fire Precautions

Appropriate Fire extinguishers located within The Event Area, rear of back stage and outside bar areas.

In the event of discovering a fire contact a member of the Management Team will call 999 if required immediately. Ensure the area is cleared of members of public and access is not given.

If serious, Event Manager will instigate the Emergency Plan and Evacuate the event (refer to section 7).

All staff will be briefed on actions & responsibilities if a fire occurs.

6.14 Adverse Weather Precautions

The weather shall be monitored on the days leading up to the event and appropriate action taken if issues are identified:

- High Temperatures – Free water to be readily available,
- High Winds – Staging and Gazebos secured appropriately and weighed down.
- Heavy Rain - if flooding, then event may need to be cancelled or relocated into the Church Hall / Gazebos will be located in the fenced off area.

If cancellation is required prior to the event, this will be communicated to the public using Local and Social Media.

6.15 Waste Disposal

Tumbler collectors will ensure there areas are tidy and free from a build up of litter and all litter will be placed in the Wheelie Bin.

Additional bins have been sourced for the event.

6.16 Sanitary Arrangements

The following will be available within the Main Arena:

- Male: 2 cubicles / 2 toilets
- Female: 3
- Disabled: 1

Toilets will be monitored by The Main Stage Staff to ensure they are operating correctly and clean.

Roaming Security will also monitor the toilets every 30 minutes and report back any issues to Event Manager.

6.17 Manual Handling

Any instances of manual handling should be detailed in the risk assessments. In any event, adequate numbers of staff will be made available to achieve the safe and practical movement of equipment.

6.18 Electrical Equipment (EAW)

All electrical equipment should be fit and appropriate for the job. The Event Manager reserves the right to refuse the use of any equipment they deem unfit for use. Any remedial work required to be carried out will be done by a qualified person.

Responsibly for Electrical Power; [REDACTED]

Electrical sign off certificate for the event to be provided by the designated service provider, when all equipment is setup and has been tested ready for use.

All cables will be routed overhead, no trailing cables and out of reach of the public.

6.19 Other Important Hazards

All Staff must remain vigilant and report any hazards to the Management Team as necessary.

When "On-Site" it is the duty of the person with overall responsibility to inform the staff of all the identified risks they may encounter.

7. Emergency Plan

7.1 Evacuation

The Evacuation process shall be co-ordinated by Event Manager and assisted by all key managers.

On evacuating the Stage and Dressing Rooms the Assistant Stage Manager will be in charge of ensuring those areas are empty before departure from that area.

Bar Manager will be responsible to ensure Main Stage & Arena is evacuated.

Staff will be alerted to the situation by Event Manager via Radio and the Evacuation plan as detailed in this document will then be carried out.

In the event of an evacuation: all staff and performers are to make their ways to the Assembly point (opposite Central Bar) where a count of staff will be done and cross referenced to the Event log-in sheet.

7.2 Evacuation Procedure

1. Any decision made to evacuate the event will be made by Management Team, as this covers the four key areas of the event. If time permitting this decision will be made with the key Public Services.
2. This will be communicated via Radio to all staff, using the radio code word and appropriate message. Once alerted all members of staff (with radios) should maintain radio silence unless asked to speak by the announcer.
3. Avoiding any locations which have been reported as being dangerous.
4. The security team will be allocated one zone each (Staged Area, Garden, The Main Arena) and will ensure these areas are cleared.
5. Bar staff are responsible for opening fire exits and directing members of public away from the event ensuring they make their way to the assembly point.
6. Staff should remain in radio contact at all times. The radios should be used for critical information only.

Category 1 responders (e.g. Ambulance, police, fire, local authority) can access the staged area, via a double gate, which will be opened in the event of an emergency.

7.3 Stage Evacuation Announcement:

1. Stage Manager should stop any performances that are taking place. An announcement should be made to clear the public out of the garden & arena:

“Ladies and gentleman your attention please. I am sorry to announce 'that we have to clear the area (state the area)' or 'leave the event via exits as directed' due to an emergency incident. Please leave calmly as directed by staff”.

Repeat as necessary.

It is important that the message is delivered in a clear and calm way. We do not want to cause a stampede.

The P.A. systems at the staged area and Bar should be used to address the public.

On evacuation, the Mailcoach staff will man the exits for the event and shall open them so as to let the public have easy egress.

2. Performers and staff should assemble at the front of Main Stage Bar). The Event Manager will be responsible for advising that the Premises have been cleared.
3. The Event Manager in consultation with the emergency services and/or other official bodies dealing with the situation will decide how to proceed depending on the situation.

This procedure only considers the most important part of the evacuation, which is the safe removal of people from the site. There will be no re-entry into the site for the general public after a full evacuation, the event will not resume.

7.4 Media Response (Critical/Major Incident)

In the event of a critical or major incident at the event, all communication with external media will be via the Event Manager only.

The following statement will be released *“An Incident has occurred, and as such we are working in partnership with other Agencies, further details will be released in due course”*.

No other responses from within the team or elsewhere should be deemed as official. Any Media representatives will be directed to the Event Manager who will release the above statement.

Under no circumstances should any of the Event team speak to the Media or release information on social media sites.

8. Emergency Services:

8.1 Blue Route

Category 1 responders have vehicular access to the event using established access route via Windsor Lane

Communications with the emergency services will in the first instance be by the Event Manager.

8.2 Transfer of Authority

If the emergency services declare an emergency / major incident onsite at the event, all of the event personnel and resources will work under the command of the police.

Any transfer of Authority will be logged by the Event Manager.

9. Debrief

The Event Manager will debrief the staff at the event as previously stated

Appendix A: Radio Call Signs

<u>Position</u>	<u>Call sign</u>
Event Manager	Event
Bar Manager	Bar M
Security Manager	SM
Stage Manager	Stage
First Aid	Medic
Roamer 1	Rome
Runner 1	Runner 1
Runner 2	Runner 2
Inside Bar	Bar 1
Stage Area Main Bar	Bar 2
Stage 2 nd Bar	Bar 3
Church Bar Inside	Bar 4
Total Radios to be issued:	12 plus 2 spare

Radio training will be provided to all users either prior to event or at the event (dependent on experience).

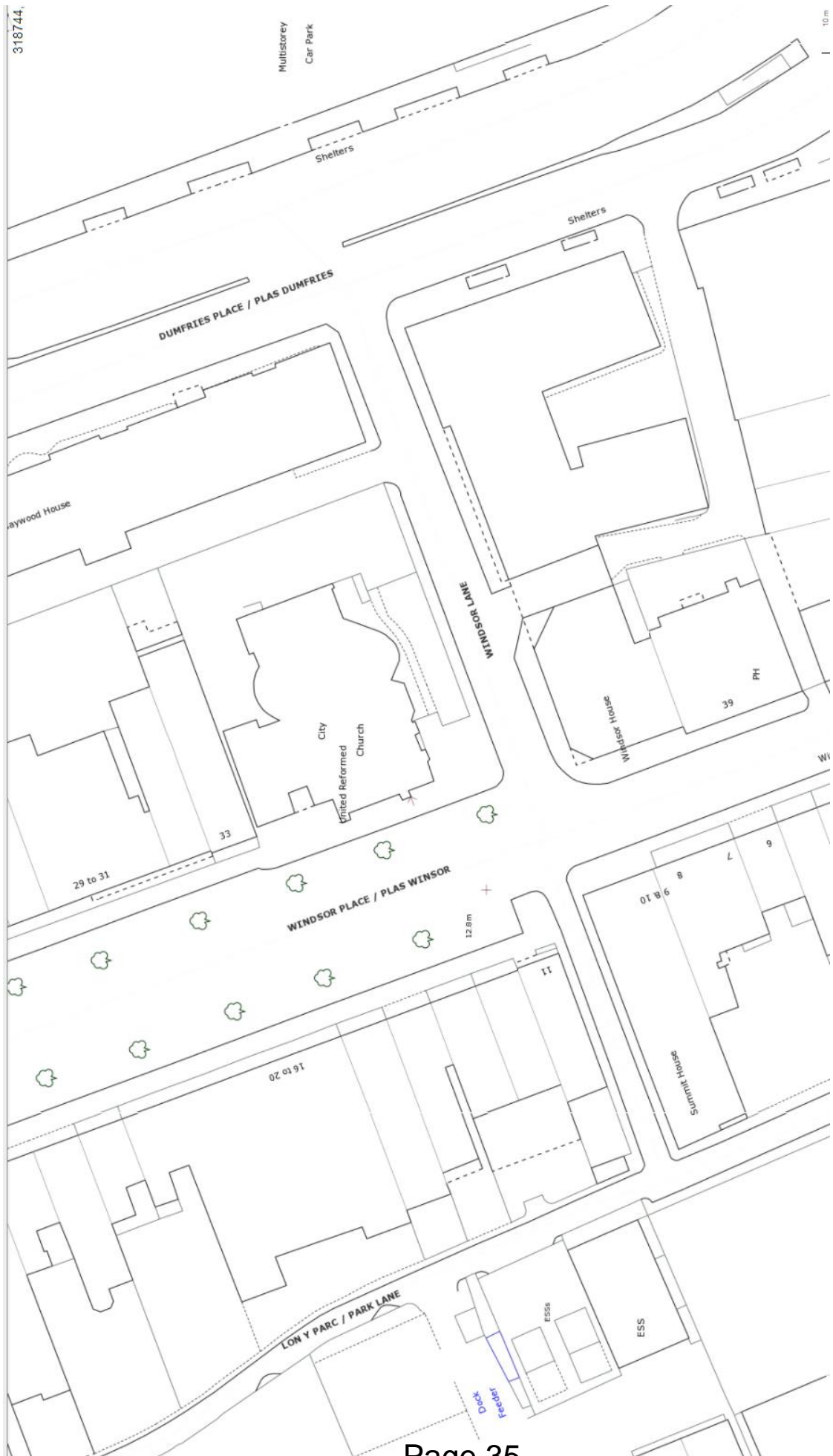
Radios will be signed out and back to the Event Manager. It is your responsibility to report any damage on your allocated Radio – Misuse (verbally / physically) of Radio will mean that the you will requested to return the Radio

Appendix B: Radio Code Words

The following code words will be used on the comms systems so as not to alarm the public (who may overhear) and to convey the message as quickly and as simply as possible.

Radio Codes (Abrv)	Definition/use
Code 1	A crowd-control or security issue . Require assistance from extra security.
Code 2	A suspect package has been reported.
Code 3	An incident on-site has Emergency Services in attendance. They have priority control over the situation.
Code 4	Emergency evacuation - Area or complete.
All-clear	Situation all-clear
<i>Foxtrot Message</i>	Important call coming through – everyone to pay attention to radio calls. No non-essential calls to be made.
<i>Over</i>	Ends transmission, prompts reply (if any).
<i>Message Received</i>	Acknowledges transmission, and confirms that it was understood.

Code words may be used with additional information to outline the situation.



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From: Rob.Gunstone@south-wales.police.uk <Rob.Gunstone@south-wales.police.uk>

Sent: 19 July 2021 11:22

To: Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu)
<licensing@cardiff.gov.uk>; martinwindon@outlook.com

Subject: Application for a TEN-United Reform Church. Windsor Place Cardiff 27082021.

To whom it may concern,

Please be advised that South Wales Police raise an objection to the grant of a Temporary Event Notice in relation to the proposed event at the United Reform Church which is scheduled to take place on the weekend commencing the 27th August 2021.

This objection is made due to concerns held by South Wales Police that the holding of the event as presented in the application and supporting documentation would lead to the undermining of the following Licensing Objectives, namely;

The Prevention of Crime and Disorder.

Public Safety.

The Prevention of Public Nuisance.

In addition, South Wales Police hold concerns regarding the management of numbers of patrons attending the event in accordance with Sec 7.35 of the Revised Guidance issued under Sec 182 of the Licensing Act 2003, namely;

7.35 Such cases might arise because of concerns about the scale, location, timing of the event or concerns about public nuisance – even where the statutory limits on numbers are being observed. The premises user who signs the form is legally responsible for ensuring that the numbers present do not exceed the permitted limit at any one time. In cases where there is reason to doubt that the numbers will remain within the permitted limit the premises user should make clear what the nature of the event(s) is and how they will ensure that the permitted persons limit will not be exceeded. For example, where notices are being given for TENs simultaneously on adjacent plots of land it may be appropriate for door staff to be employed with counters. In each case it is important that licensing authorities and relevant persons can consider whether they believe that the premises user intends to exceed the 499 person limit, or will be unable to control or know whether the limit will be exceeded. Where the planned activities are likely to breach the statutory limits or undermine the licensing objectives, it is likely to be appropriate for the police or EHA to raise objections.

Yours sincerely,

Rob Gunstone 

Cwnstabl yr Heddlu 3487 / Police Constable 3487.

Adran Drwyddedu / Licensing Department

Heddlu De Cymru / South Wales Police

URS y Dwyrain / Eastern BCU

Gorsaf yr Heddlu Bae Caerdydd / Cardiff Bay Police Station

Stryd James / James Street

Bae Caerdydd / Cardiff Bay

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