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**BORDESLEY**  
**LOWER TRINITY STREET**

Scale	1:500
Sheet No.	1 of 1
Date	18 Jan 2007
Prepared By	sedward6
Plan No.	591/2



mapping services  
 1 Evershot Street  
 2nd Floor  
 LONDON NW1 2DN  
 DX 141520 Euston 7  
 Tel:  
 Fax

## EVENT RISK ASSESSMENT

Name of Premises: Arch 7

Address: Arch 7 Lower Trinity Birmingham B9 \$AG

Telephone Number: 1

Email Address: . . .

Completed by: Billy Chauhan

**Completing this document will enable police to give you appropriate support and advice to ensure a safe event. Full, honest disclosure forms part of the risk assessment and will not in itself jeopardise the event. Full co-operation is regarded as demonstrating positive and effective venue management.**

**PLEASE COMPLETE ALL SECTIONS.**

### PROMOTER / PROMOTION DETAILS

Event / Promotion Name		Tekno Disco	
Event Date (dd.mm.yyyy)		1 <sup>st</sup> December 2018	
Music style to be played / performed (e.g. House, R'n'B, Garage)		House	
Is the event...? (check relevant box)		Public Event - Ticket	
If private, how are the invitations being distributed?		n/a	
If private, who can attend? (e.g. people named on a mailing list, company employees, etc.)		n/a	
If public, how is the event being publicised? Details of website?		Facebook ---Flyers ---- posters	
How are tickets being sold?		Facebook	
Will tickets be sold on the door?		Yes	
What are the expected numbers?		300	
What is the age range?		18-30	
Is there a particular ethnic group attending?		No	If 'Yes', please state group:
Advertisements		Facebook <a href="https://www.facebook.com">https://www.facebook.com</a>	
Dress code		Casual – no hoodies	
		Other security <input type="checkbox"/>	
Please provide the name(s) of the security company/ies to be used:			
Contact Name of Security Company		Elite Birmingham security LTD	
Security Company		Registration No.	10783528      Email
Contact Nos. of Security Company		Landline	Mobile
If In-House Security used give		Name of Non-Front Line SIA Licence Holder      N/A	
		SIA Registration No.      N/A	
If other, please provide the name of the company			

Contact Name of Security Company	ABDUL MALIK		
Contact Nos. of Security Company	Landline		Mobile
In all cases give	Name of Head Door Supervisor on duty		
	Mobile No.		

Please list the last 3 venues (including addresses and dates) where this promotion has been held:

1. Lab 11
2. Hare and Hounds
3. n/a

Has the promoter run events at your venue before?

Previous events at this venue –

Previous events at this venue –



## Previous events at other venue's – see below for other venues

Lab 11

Hare and Hounds – Kings Heath

**Please list below ALL ARTISTES, THE ACTS / SOUND SYSTEMS / OTHER PROMOTERS performing. (DJs. MCs, etc. – show full name and aliases, address, contact numbers.) Please use a separate sheet if necessary.**

Elliot Adamson, mtbc

Have the proposed acts / sound systems appeared at your venue before – either alone or with others?

If 'Yes', please give details below of the numbers of persons attending, security arrangements used, problems (if any) identified both inside and outside the venue and any additional security measures you intend to implement in light of any of those issues.

N/A



Expected Capacity: 300

Music Style: HOUSE

The venue will have two entrances and two emergency exits

Do you have other knowledge of the acts or crowds attending that would need special considerations to be made to limit crime and disorder (e.g. problems at previous venues, the make up of the patrons, whether they are local or are expected to travel from long distances to the event, etc.)?

If 'Yes', please give details of such matters below.

No

Show any information you may have from any other source relating to events within the past 12 months by the promoters or sound systems shown above – positive and negative comments are beneficial.

N/A

As Designated Premises Supervisor for Arch 7 –From previous events at this venue I am fully satisfied that the event will be a success and will not cause any issues in opposition to the 4 Licensing Objectives

Prevention of Crime and Disorder – we will provide the required level of security and will ensure searching takes place and anyone under age , intoxicated or under the influence of drugs is refused entry

Protection of Children From Harm – We will strictly enforce our Proof of Age Policy (Challenge 25)

Public Safety – The safety of staff, sub-contractors and the public will be maintained before, during and after the event

Prevention of Public Nuisance – We will ensure that both customers leaving the venue and the entertainment provided during the event do not cause a nuisance to neighbours and the public

#### Show the Control Measure(s) to be employed

**Risk: Aggression leading to public disorder**

**Control:**

As the event is likely to be sold out in advance and all patrons attending will have tickets I do not foresee any issues with public disorder regarding entry to the event. We will maintain a SIA Door Supervisor presence on all entrances and ensure that all patrons attending are well behaved and appropriately informed of the venues policies. We have a dispersal policy in place and will ensure that at the end of the event all patrons will be asked to leave quietly and ensure that they are directed to appropriate taxi and transport away from the venue and surrounding areas.

**Risk: Weapons and / or drugs coming into the venue with customers**

**Control:**

It is not anticipated that there will be any issues with weapons and/or drugs coming into the premises – but we will carry out random searches to cover any eventuality. There will be prominently displayed posters informing customers that there is a search policy in place and that it is a condition of entry that all customers agree to be searched. All searches will be conducted inside of the venue in the area adjacent to the entrance and a male to male / female to female search procedure will be followed.

**Risk: Drug dealing inside and outside the venue**

**Control:**

Door Supervisors and management/DPS will monitor both internally and externally to identify any drug issues and act appropriately – including where necessary informing the police of dealing quantities seizures or identifying any persons involved. Any drugs confiscated or discovered will be placed in evidence bags with full details and placed in the drugs safe. Police will be informed and arrangements made to collect.



<p><b>Risk: Performers and / or entourage bringing drugs and / or weapons into the venue</b></p>	<p>All performers and members of the entourage must undergo a search every time they enter the venue.</p> <p>There will be no exceptions</p> <p>This will include clothing and record cases for DJ's</p> <p>The promoter and any performers will be informed that agreeing to these searches is a condition of them being allowed to perform at the venue on this event</p>
<p><b>Risk: Lack of crowd control / disorderly queuing</b></p>	<p>Barriers will be used to ensure that the queue is kept orderly and not causing any blockage of adjoining venues.</p> <p>The queue will be monitored constantly and personnel positioned outside the venue will keep in radio contact with the Head of Security to advise on any issues of concern</p> <p>Only the main entrance will be used and a ticket desk and search area will be located near to the main entrance</p>
<p><b>Risk: Underage patrons arriving expecting admission</b></p>	<p>This is an over 18s show. ID must be shown if requested. Failure to produce positive ID will result in admission being refused. This policy to be communicated during staff briefing</p> <p>The nature of the event is highly unlikely to attract any persons underage – but appropriate checks will be made regardless along with Challenge 25 policy</p> <p>The anticipated age range for the event is 18-30</p>

<p>Risk: <b>Excessive consumption of ALCOHOL leading to drunkenness and public disorder</b></p>	<p>DPS will brief staff and security to look out for people who may have had too much to drink and / or have taken drugs.</p> <p>Bar staff will be extra vigilant about serving people who appear to be intoxicated.</p> <p>Security to be extra vigilant for customers becoming irate or overly excitable due to drink and/or possibly drugs</p> <p>A qualified first aider will be on duty throughout the event.</p>
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### Security Detail and Deployment

Please note that all door supervisors used at this event **MUST** be registered with the Security Industry Authority (SIA). If any door supervisors used are unregistered both that person and the employer may be prosecuted and fined.

Customer Access	Main Entrance 2	
Number of door supervisors	Male: 3	Female: 1
<b>Door Supervisors</b> – based on near capacity attendance levels		
Main Room	1	

Stairs and Smoking Area	1
Ground Floor	
<b>Total Security Staff</b>	4
Performer / Artiste Security ( <i>show company name &amp; contact numbers</i> )	See promoter details – Main entrance security will search and brief all DJ's
<b>Suggested Pre-Opening Checks</b> ( <i>please check the relevant boxes to confirm these WILL take place</i> )	
• Radios charged	yes <input checked="" type="checkbox"/>
• Metal detector batteries operational	yes <input checked="" type="checkbox"/> Not required
• Megaphone – located at front of house / operational	Not required <input checked="" type="checkbox"/>
• Bodycam	Not required <input checked="" type="checkbox"/>
• Capacity monitoring device (e.g. Clickers) – located at front of house / operational	Yes – two sets – in/out <input checked="" type="checkbox"/>
• Pre-opening checklist completed	yes <input checked="" type="checkbox"/>
• Staff briefing to be held at	Yes at 11.45pm <input checked="" type="checkbox"/>

It is essential that the following items are supplied to police of the proposed event in order for a proper risk assessment to be carried out:

- (i) A fully completed Entertainment Venue Risk Assessment
- (ii) A copy of any promotional flyer / advert / ticket

I have read this document and understood its significance.

Signed .....

Billy Chauhan

( Head of Security )

(Designated Premises Supervisor/  
Personal Licence Holder)

(Head of Security)

Date



# Supporting Documents

H Chauhan

Sub Committee Hearing 27.11.2018

Dear PC Walker,

I am very disappointed to say the least, that for the second time you have not shown up for an agreed meeting to discuss your concerns you have at the Monastery, we find this even more frustrating that you still have not given an explanation to date,

It would be much appreciated if we can arrange a meeting at the earliest to move forward in addressing your concerns.

Kind Regards

Billy

On Nov 15, 2018, at 06:08 PM, Deano Walker <[redacted]>

Yes, that's fine.

Regards

Deano

PC 1 [redacted] Deano Walker

From: Billy Chauhan <[redacted]>  
Sent: 15 November 2018 14:50

**To:** Deano Walker; /  
**Subject:** Monastery Site Visit

Hi Deano,

from our telephone conversation a few minutes ago would you confirm that you are available on Tuesday 20th November at 12pm to discuss premises license and new application.

Patrick hope this time is also convenient for yourself.

Kind Regards

Billy



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Begin forwarded message:

**From:** [REDACTED]  
**Date:** October 16, 2018 11:47:57 AM  
**To:** 'Billy Chauhan'  
**Subject:** RE: TEN application

\*

Thanks Billy, all in order for this now.

\*

TEN 28/10/18.

Billy

Regards

Deano

[REDACTED]

**From:** Billy Chauhan  
**Sent:** 16 October 2018 10:05  
**To:** bw licensing  
**Cc:** Licensing; Pollution Team  
**Subject:** Re: TEN application

Dear Pc Walker,

please find plan as requested, I confirm the TEN is for internal under Arch 7 rear of the Monastery.

If you require further information please do not hesitate in contacting myself.

Kind Regards,

Billy

On Oct 16, 2018, at 08:56 AM, bw licensing  
wrote:

Hi Billy,

Can you get a better plan than the one you have sent in your risk assessment, It needs to show roads and grid reference because at the moment that plan could be for any building in Birmingham.

Also, can you confirm that the Ten is only for the outside area, under the archway at the rear of the Monastery?

Can I ask for this by tomorrow at 12pm due to time restraints?

Regards

Deano

[REDACTED]

**From:** Billy Chauhan [REDACTED]  
**Sent:** 12 October 2018 13:55  
**To:** Licensing; bw licensing; Pollution Team  
**Subject:** TEN application

Dear All,

find attached TEN application, Licensing please call for payment.

Kind Regards

Billy

# Arch 7

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## ROBUST EVENT RISK ASSESSMENT

THIS FORM MUST BE COMPLETED BY THE DPS/MANAGER IN CONSULTATION WITH THE PROMOTER

Name of Premises: Arch 7

Address: Arch 7 Lower Trinity Street B9 4AG

Telephone Number: 01273 591111

Email Address: info@arch7.co.uk

Designated Premises Supervisor: Hitesh Chauhan

Personal Licence Holder: Hitesh Chauhan

Amending this document will enable police to give you appropriate support and advice to ensure a safe event. Full, honest disclosure forms part of the risk assessment and will not in itself jeopardise the event. Full co-operation is regarded as demonstrating positive and effective venue management.

PLEASE COMPLETE ALL SECTIONS.

PROMOTER / PROMOTION DETAILS			
Event / Promotion Name	Charity After Party Dubgasm 5		
Event Date (dd.mm.yyyy)	28 <sup>th</sup> October 2018		
Music style to be played / performed (e.g. House, R'n'B, Garage)	House		
Start Time (HH:mm)	00:00	Finishing Time (HH:mm)	10:30
Promoter's Full Name (include any other names used)	Full Name of Promoter(s): Harry Jackson		
Contact Telephone Numbers	Landline		Mobile ):
Email Address	h.jackson@arch7.co.uk		
Contact Name (if different)			
Contact Telephone Numbers	Landline		Mobile
Contact Email Address			
Position held in Company	N/A		
Is the event...? (check relevant box)	Public Event – Ticket – Student		
If private, how are the invitations being distributed?	n/a		
If private, who can attend? (e.g. people named on a mailing list, company employees, etc.)	n/a		
If public, how is the event being publicised? Details of website?	Facebook — Fliers — posters — Charity networks		
How are tickets being sold?	Facebook — Ticket Agents		
Will tickets be sold on the door?	Yes		
What are the expected numbers?	300		
What is the age range?	18-50		
Is there a particular ethnic group attending?	No	If 'Yes', please state group:	



# Arch 7

7

Advertisements	Facebook		
Dress code	Casual – no hoodies		
	Other security <input type="checkbox"/>		
Please provide the name(s) of the security company/ies to be used:			
Contact Name of Security Company	Elite Birmingham security LTD		
Security Company	Registration No.	10783528	Email
Contact Nos. of Security Company	Landline		Mobile
If In-House Security used give	Name of Non-Front Line SIA Licence Holder		N/A
	SIA Registration No.		N/A
If other, please provide the name of the company			
Contact Name of Security Company	Abdul Malik		
Contact Nos. of Security Company	Landline		Mobile
In all cases give	Name of Head Door Supervisor on duty		
	Mobile No.		

Please list the last 3 venues where this promotion has been held:

1. Monastery
2. n/a
3. n/a

Has the promoter run events at your venue before?

Previous events at this venue –

Previous events at this venue –

Gelato

## Arch 7

Previous events at other venue's – see below for other venues

Please list below ALL ARTISTES, THE ACTS / SOUND SYSTEMS / OTHER PROMOTERS performing. (DJs, MCs, etc. – show full name and aliases, address, contact numbers.) Please use a separate sheet if necessary,

Sinteq, Vlbe Guys, Andrew Shay, Jake Whitehouse & MTBC

Have the proposed acts / sound systems appeared at your venue before – either alone or with others?

If 'Yes', please give details below of the numbers of persons attending, security arrangements used, problems (if any) identified both inside and outside the venue and any additional security measures you intend to implement in light of any of those issues.

N/A

# Arch 7

9

Do you have other knowledge of the acts or crowds attending that would need special considerations to be made to limit crime and disorder (e.g. problems at previous venues, the make up of the patrons, whether they are local or are expected to travel from long distances to the event, etc.)?

If 'Yes', please give details of such matters below.

No

Show any information you may have from any other source relating to events within the past 12 months by the promoters or sound systems shown above – positive and negative comments are beneficial.

N/A



# Arch 7

10

As Designated Premises Supervisor for Arch 7 –From previous events at this venue I am fully satisfied that the event will be a success and will not cause any issues in opposition to the 4 Licensing Objectives

Prevention of Crime and Disorder – we will provide the required level of security and will ensure searching takes place and anyone under age , intoxicated or under the influence of drugs is refused entry

Protection of Children From Harm – We will strictly enforce our Proof of Age Policy (Challenge 25)

Public Safety – The safety of staff, sub-contractors and the public will be maintained before, during and after the event

Prevention of Public Nuisance – We will ensure that both customers leaving the venue and the entertainment provided during the event do not cause a nuisance to neighbours and the public

## Show the Control Measure(s) to be employed

**Risk: Aggression leading to public disorder**

**Control:**

As the event is likely to be sold out in advance and all patrons attending will have tickets I do not foresee any issues with public disorder regarding entry to the event. We will maintain a SIA Door Supervisor presence on all entrances and ensure that all patrons attending are well behaved and appropriately informed of the venues policies. We have a dispersal policy in place and will ensure that at the end of the event all patrons will be asked to leave quietly and ensure that they are directed to appropriate taxi and transport away from the venue and surrounding areas.

**Risk: Weapons and / or drugs coming into the venue with customers**

**Control:**

It is not anticipated that there will be any issues with weapons and/or drugs coming into the premises – but we will carry out random searches to cover any eventuality. There will be prominently displayed posters informing customers that there is a search policy in place and that it is a condition of entry that all customers agree to be searched. All searches will be conducted inside of the venue in the area adjacent to the entrance and a male to male / female to female search procedure will be followed.

**Risk: Drug dealing inside and outside the venue**

**Control:**

Door Supervisors and management/DPS will monitor both internally and externally to identify any drug issues and act appropriately – including where necessary informing the police of dealing quantities seizures or identifying any persons involved. Any drugs confiscated or discovered will be placed in evidence bags with full details and placed in the drugs safe. Police will be informed and arrangements made to collect.

# Arch 7

11

<b>Risk: Performers and / or entourage bringing drugs and / or weapons into the venue</b>	<p>All performers and members of the entourage must undergo a search every time they enter the venue.</p> <p>There will be no exceptions</p> <p>This will include clothing and record cases for DJ's</p> <p>The promoter and any performers will be informed that agreeing to these searches is a condition of them being allowed to perform at the venue on this event</p>
<b>Risk: Lack of crowd control / disorderly queuing</b>	<p>Barriers will be used to ensure that the queue is kept orderly and not causing any blockage of adjoining venues.</p> <p>The queue will be monitored constantly and personnel positioned outside the venue will keep in radio contact with the Head of Security to advise on any issues of concern</p> <p>Only the main entrance will be used and a ticket desk and search area will be located near to the main entrance</p>
<b>Risk: Underage patrons arriving expecting admission</b>	<p>This is an over 18s show. ID must be shown if requested. Failure to produce positive ID will result in admission being refused. This policy to be communicated during staff briefing</p> <p>The nature of the event is highly unlikely to attract any persons underage – but appropriate checks will be made regardless along with Challenge 25 policy</p> <p>The anticipated age range for the event is 18-50</p>



# Arch 7

12

<p><b>Risk: Excessive consumption of ALCOHOL leading to drunkenness and public disorder</b></p>	<p>DPS will brief staff and security to look out for people who may have had too much to drink and / or have taken drugs.</p> <p>Bar staff will be extra vigilant about serving people who appear to be intoxicated,</p> <p>Security to be extra vigilant for customers becoming irate or overly excitable due to drink and/or possibly drugs</p> <p>A qualified first aider will be on duty throughout the event.</p>
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## Security Detail and Deployment

Please note that all door supervisors used at this event **MUST** be registered with the Security Industry Authority (SIA). If any door supervisors used are unregistered both that person and the employer may be prosecuted and fined

Customer Access	Main Entrance 2	
Number of door supervisors	Male: 3	Female: 1
<b>Door Supervisors – based on near capacity attendance levels</b>		
Main Room /ARCH	1	

# Arch 7

13

Stairs and Smoking Area	1
Ground Floor	
Total Security Staff	4
Performer / Artiste Security (show company name & contact numbers)	See promoter details – Main entrance security will search and brief all DJ's
<b>Suggested Pre-Opening Checks (please check the relevant boxes to confirm these WILL take place)</b>	
• Radios charged	yes <input checked="" type="checkbox"/>
• Metal detector batteries operational	yes <input checked="" type="checkbox"/> Not required
• Megaphone – located at front of house / operational	Not required <input checked="" type="checkbox"/>
• Bodycam	Not required <input checked="" type="checkbox"/>
• Capacity monitoring device (e.g. Clickers) – located at front of house / operational	Yes – two sets – in/out <input checked="" type="checkbox"/>
• Pre-opening checklist completed	yes <input checked="" type="checkbox"/>
• Staff briefing to be held at	Yes at 11.45pm <input checked="" type="checkbox"/>

When amended please e-mail this whole document to: \_\_\_\_\_

- (i) A fully completed Entertainment Venue Robust Risk Assessment
- (ii) A copy of any promotional flyer / advert / ticket

I have read this document and understood its significance.

Signed \_\_\_\_\_  
( for Promoter )

(Promoter/Hirer)

Hitesh Chauhan - DPS

(Designated Premises Supervisor/  
Personal Licence Holder)

( Head of Security )

(Head of Security)

Date \_\_\_\_\_

Received at the Licensing Unit:

Name (print) \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_



# Arch 7

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## ROBUST EVENT RISK ASSESSMENT

THIS FORM MUST BE COMPLETED BY THE DPS/MANAGER IN CONSULTATION WITH THE PROMOTER

Name of Premises: Arch 7

Address: Arch 7 Lower Trinity Street B9 4AG

Telephone Number: [REDACTED]

Email Address: [REDACTED]

Designated Premises Supervisor: Hitesh Chauhan

Personal Licence Holder: Hitesh Chauhan

Amending this document will enable police to give you appropriate support and advice to ensure a safe event. Full, honest disclosure forms part of the risk assessment and will not in itself jeopardise the event. Full co-operation is regarded as demonstrating positive and effective venue management.

PLEASE COMPLETE ALL SECTIONS.

PROMOTER / PROMOTION DETAILS			
Event / Promotion Name	Charity After Party Dubgasm 5		
Event Date (dd.mm.yyyy)	29 <sup>th</sup> September 2018		
Music style to be played / performed (e.g. House, R'n'B, Garage)	Hip Hop/Funk/Soul & Night: Reggae/Dub/Jungle/DnB		
Start Time (HH:mm)	16:00	Finishing Time (HH:mm)	10:00
Promoter's Full Name (include any other names used)	Full Name of Promoter(s): Jasimi Kiran Bangerh		
Contact Telephone Numbers	Landline		Mobile ): [REDACTED]
Email Address	[REDACTED]		
Contact Name (if different)			
Contact Telephone Numbers	Landline		Mobile [REDACTED]
Contact Email Address			
Position held in Company	N/A		
Is the event...? (check relevant box)	Public Event – Ticket - Student		
If private, how are the invitations being distributed?	n/a		
If private, who can attend? (e.g. people named on a mailing list, company employees, etc.)	n/a		
If public, how is the event being publicised? Details of website?	Facebook — Flyers — posters — Charity networks		
How are tickets being sold?	Facebook – Ticket Agents		
Will tickets be sold on the door?	Yes		
What are the expected numbers?	300		
What is the age range?	18-50		
Is there a particular ethnic group attending?	No	If 'Yes', please state group:	

# Arch 7

15

Advertisements	Facebook		
Dress code	Casual – no hoodies		
	Other security <input type="checkbox"/>		
Please provide the name(s) of the security company/ies to be used:			
Contact Name of Security Company	Elite Birmingham security LTD		
Security Company	Registration No.	10783528	Email
Contact Nos. of Security Company	Landline		Mobile
If In-House Security used give	Name of Non-Front Line SIA Licence Holder		N/A
	SIA Registration No.		N/A
If other, please provide the name of the company			
Contact Name of Security Company	Abdul Malik		
Contact Nos. of Security Company	Landline		Mobile
In all cases give	Name of Head Door Supervisor on duty		
	Mobile No.		

Please list the last 3 venues where this promotion has been held:

1. Monastery
2. n/a
3. n/a

Has the promoter run events at your venue before?

Previous events at this venue –

Previous events at this venue –

n/a



## Arch 7

16

Previous events at other venue's – see below for other venues

Amusement 13

PST

Monastery

Please list below ALL ARTISTES, THE ACTS / SOUND SYSTEMS / OTHER PROMOTERS performing. (DJs, MCs, etc. – show full name and aliases, address, contact numbers.) Please use a separate sheet if necessary.

Booked: Bust/DJ Escape, Tension, Jam Jah (Residents), Listening Sessions (Residents), Young Culture (Residents)  
MTBC

Have the proposed acts / sound systems appeared at your venue before – either alone or with others?

If 'Yes', please give details below of the numbers of persons attending, security arrangements used, problems (if any) identified both inside and outside the venue and any additional security measures you intend to implement in light of any of those issues.

N/A



## Arch 7

17

Do you have other knowledge of the acts or crowds attending that would need special considerations to be made to limit crime and disorder (e.g. problems at previous venues, the make up of the patrons, whether they are local or are expected to travel from long distances to the event, etc.)?

If 'Yes', please give details of such matters below.

No

Show any information you may have from any other source relating to events within the past 12 months by the promoters or sound systems shown above – positive and negative comments are beneficial.

N/A

# Arch 7

18

As Designated Premises Supervisor for Arch 7 – From previous events at this venue I am fully satisfied that the event will be a success and will not cause any issues in opposition to the 4 Licensing Objectives

Prevention of Crime and Disorder – we will provide the required level of security and will ensure searching takes place and anyone under age, intoxicated or under the influence of drugs is refused entry

Protection of Children From Harm – We will strictly enforce our Proof of Age Policy (Challenge 25)

Public Safety – The safety of staff, sub-contractors and the public will be maintained before, during and after the event

Prevention of Public Nuisance – We will ensure that both customers leaving the venue and the entertainment provided during the event do not cause a nuisance to neighbours and the public

Show the Control Measure(s) to be employed	
Risk: Aggression leading to public disorder	Control: As the event is likely to be sold out in advance and all patrons attending will have tickets I do not foresee any issues with public disorder regarding entry to the event. We will maintain a SIA Door Supervisor presence on all entrances and ensure that all patrons attending are well behaved and appropriately informed of the venues policies. We have a dispersal policy in place and will ensure that at the end of the event all patrons will be asked to leave quietly and ensure that they are directed to appropriate taxi and transport away from the venue and surrounding areas.
Risk: Weapons and / or drugs coming into the venue with customers	Control: It is not anticipated that there will be any issues with weapons and/or drugs coming into the premises – but we will carry out random searches to cover any eventuality. There will be prominently displayed posters informing customers that there is a search policy in place and that it is a condition of entry that all customers agree to be searched. All searches will be conducted inside of the venue in the area adjacent to the entrance and a male to male / female to female search procedure will be followed.
Risk: Drug dealing inside and outside the venue	Control: Door Supervisors and management/DPS will monitor both internally and externally to identify any drug issues and act appropriately – including where necessary informing the police of dealing quantities seizures or identifying any persons involved. Any drugs confiscated or discovered will be placed in evidence bags with full details and placed in the drugs safe. Police will be informed and arrangements made to collect.

# Arch 7

<p><b>Risk: Performers and / or entourage bringing drugs and / or weapons into the venue</b></p>	<p>All performers and members of the entourage must undergo a search every time they enter the venue.</p> <p>There will be no exceptions</p> <p>This will include clothing and record cases for DJ's</p> <p>The promoter and any performers will be informed that agreeing to these searches is a condition of them being allowed to perform at the venue on this event</p>
<p><b>Risk: Lack of crowd control / disorderly queuing</b></p>	<p>Barriers will be used to ensure that the queue is kept orderly and not causing any blockage of adjoining venues.</p> <p>The queue will be monitored constantly and personnel positioned outside the venue will keep in radio contact with the Head of Security to advise on any issues of concern</p> <p>Only the main entrance will be used and a ticket desk and search area will be located near to the main entrance</p>
<p><b>Risk: Underage patrons arriving expecting admission</b></p>	<p>This is an over 18s show, ID must be shown if requested. Failure to produce positive ID will result in admission being refused. This policy to be communicated during staff briefing</p> <p>The nature of the event is highly unlikely to attract any persons underage – but appropriate checks will be made regardless along with Challenge 25 policy</p> <p>The anticipated age range for the event is 18-50</p>



# Arch 7

20

<p><b>Risk: Excessive consumption of ALCOHOL leading to drunkenness and public disorder</b></p>	<p>DPS will brief staff and security to look out for people who may have had too much to drink and / or have taken drugs.</p> <p>Bar staff will be extra vigilant about serving people who appear to be intoxicated,</p> <p>Security to be extra vigilant for customers becoming irate or overly excitable due to drink and/or possibly drugs</p> <p>A qualified first aider will be on duty throughout the event.</p>
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## Security Detail and Deployment

Please note that all door supervisors used at this event **MUST** be registered with the Security Industry Authority (SIA). If any door supervisors used are unregistered both that person and the employer may be prosecuted and fined.

Customer Access	Main Entrance 2	
Number of door supervisors	Male: 2	Female: 1
<b>Door Supervisors – based on near capacity attendance levels</b>		
Main Room /ARCH	1	

# Arch 7

21

Stairs and Smoking Area	1
Ground Floor	
Total Security Staff	4
Performer / Artiste Security (show company name & contact numbers)	See promoter details – Main entrance security will search and brief all DJ's
<b>Suggested Pre-Opening Checks (please check the relevant boxes to confirm these WILL take place)</b>	
• Radios charged	yes <input checked="" type="checkbox"/>
• Metal detector batteries operational	yes <input checked="" type="checkbox"/> Not required
• Megaphone – located at front of house / operational	Not required <input checked="" type="checkbox"/>
• Bodycam	Not required <input checked="" type="checkbox"/>
• Capacity monitoring device (e.g. Clickers) – located at front of house / operational	Yes – two sets – in/out <input checked="" type="checkbox"/>
• Pre-opening checklist completed	yes <input checked="" type="checkbox"/>
• Staff briefing to be held at	Yes at 9.45pm <input checked="" type="checkbox"/>

When amended please e-mail this whole document to:

- (i) A fully completed Entertainment Venue Robust Risk Assessment
- (ii) A copy of any promotional flyer / advert / ticket

I have read this document and understood its significance.

Signed

( for Promoter ).

(Promoter/Hirer)

Hitesh Chauhan - DPS

(Designated Premises Supervisor/  
Personal Licence Holder)

( Head of Security )

(Head of Security)

Date

Received at the Licensing Unit:

Name (print)

Signed

Date



# THE MONASTERY

## AMENDED ROBUST EVENT RISK ASSESSMENT

THIS FORM MUST BE COMPLETED BY THE DPS/MANAGER IN CONSULTATION WITH THE PROMOTER

Name of Premises: The Monastery

Address: Arch 7 Lower Trinity Street B9 4AG

Telephone Number: 1

Email Address: 1

Designated Premises Supervisor: Hitesh Chauhan

Personal Licence Holder: Hitesh Chauhan

Amending this document will enable police to give you appropriate support and advice to ensure a safe event. Full, honest disclosure forms part of the risk assessment and will not in itself jeopardise the event. Full co-operation is regarded as demonstrating positive and effective venue management.

PLEASE COMPLETE ALL SECTIONS.

PROMOTER / PROMOTION DETAILS			
Event / Promotion Name	Monastery presents VOID and Reflect After Party		
Event Date (dd.mm.yyyy)	29 <sup>th</sup> July 2018,		
Music style to be played / performed (e.g. House, R'n'B, Garage)	House and Garage		
Start Time (HH:mm)	00:00	Finishing Time (HH:mm)	10:20
Promoter's Full Name (include any other names used)	Full Name of Promoter(s): JUSTIN CLIFFORD WOOLLEY		
Contact Telephone Numbers	Landline		Mobile ) 1
Email Address	1		
Contact Name (if different)			
Contact Telephone Numbers	Landline		Mobile
Contact Email Address			
Position held in Company	N/A		
Is the event...? (check relevant box)	Public Event – Ticket – Student		
If private, how are the invitations being distributed?	n/a		
If private, who can attend? (e.g. people named on a mailing list, company employees, etc.)	n/a		
If public, how is the event being publicised? Details of website?	Facebook — Fliers — posters		
How are tickets being sold?	Facebook		
Will tickets be sold on the door?	Yes		
What are the expected numbers?	400		
What is the age range?	18-29		
Is there a particular ethnic group attending?	No	If 'Yes', please state group:	

# THE MONASTERY

Advertisements	Facebook		
Dress code	Casual – no hoodies		
	Other security <input type="checkbox"/>		
Please provide the name(s) of the security company/ies to be used:			
Contact Name of Security Company	Elite Birmingham security LTD		
Security Company	Registration No.	10783528	Email
Contact Nos. of Security Company	Landline		Mobile
If In-House Security used give	Name of Non-Front Line SIA Licence Holder		N/A
	SIA Registration No.		N/A
If other, please provide the name of the company			
Contact Name of Security Company	Abdul Malik		
Contact Nos. of Security Company	Landline		Mobile
In all cases give	Name of Head Door Supervisor on duty		
	Mobile No.		

Please list the last 3 venues where this promotion has been held:

1. Monastery
2. n/a
3. n/a

Has the promoter run events at your venue before?

Previous events at this venue –

Previous events at this venue –



# THE MONASTERY

24

Previous events at other venue's – see below for other venues

N/A

Please list below ALL ARTISTES, THE ACTS / SOUND SYSTEMS / OTHER PROMOTERS performing. (DJs, MCs, etc. – show full name and aliases, address, contact numbers.) Please use a separate sheet if necessary.

Cause and Affect  
Barley Legal  
Reflect  
Escape

Have the proposed acts / sound systems appeared at your venue before – either alone or with others?

If 'Yes', please give details below of the numbers of persons attending, security arrangements used, problems (if any) identified both inside and outside the venue and any additional security measures you intend to implement in light of any of those issues.

N/A

# THE MONASTERY

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Do you have other knowledge of the acts or crowds attending that would need special considerations to be made to limit crime and disorder (e.g. problems at previous venues, the make up of the patrons, whether they are local or are expected to travel from long distances to the event, etc.)?

If 'Yes', please give details of such matters below.

No

Show any information you may have from any other source relating to events within the past 12 months by the promoters or sound systems shown above – positive and negative comments are beneficial.



# THE MONASTERY

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N/A

As Designated Premises Supervisor for Monastery – From previous events at this venue I am fully satisfied that the event will be a success and will not cause any issues in opposition to the 4 Licensing Objectives

Prevention of Crime and Disorder – we will provide the required level of security and will ensure searching takes place and anyone under age, intoxicated or under the influence of drugs is refused entry

Protection of Children From Harm – We will strictly enforce our Proof of Age Policy (Challenge 25)

Public Safety – The safety of staff, sub-contractors and the public will be maintained before, during and after the event

Prevention of Public Nuisance – We will ensure that both customers leaving the venue and the entertainment provided during the event do not cause a nuisance to neighbours and the public

## Show the Control Measure(s) to be employed

**Risk: Aggression leading to public disorder**

**Control:**

As the event is likely to be sold out in advance and all patrons attending will have tickets I do not foresee any issues with public disorder regarding entry to the event. We will maintain a SIA Door Supervisor presence on all entrances and ensure that all patrons attending are well behaved and appropriately informed of the venues policies. We have a dispersal policy in place and will ensure that at the end of the event all patrons will be asked to leave quietly and ensure that they are directed to appropriate taxi and transport away from the venue and surrounding areas.

# THE MONASTERY

<b>Risk: Weapons and / or drugs coming into the venue with customers</b>	<b>Control:</b> It is not anticipated that there will be any issues with weapons and/or drugs coming into the premises – but we will carry out random searches to cover any eventuality. There will be prominently displayed posters informing customers that there is a search policy in place and that it is a condition of entry that all customers agree to be searched. All searches will be conducted inside of the venue in the area adjacent to the entrance and a male to male / female to female search procedure will be followed.
<b>Risk: Drug dealing inside and outside the venue</b>	<b>Control:</b> Door Supervisors and management/DPS will monitor both internally and externally to identify any drug issues and act appropriately – including where necessary informing the police of dealing quantities seizures or identifying any persons involved. Any drugs confiscated or discovered will be placed in evidence bags with full details and placed in the drugs safe. Police will be informed and arrangements made to collect.
<b>Risk: Performers and / or entourage bringing drugs and / or weapons into the venue</b>	All performers and members of the entourage must undergo a search every time they enter the venue.  There will be no exceptions  This will include clothing and record cases for DJ's  The promoter and any performers will be informed that agreeing to these searches is a condition of them being allowed to perform at the venue on this event
<b>Risk: Lack of crowd control / disorderly queuing</b>	Barriers will be used to ensure that the queue is kept orderly and not causing any blockage of adjoining venues.  The queue will be monitored constantly and personnel positioned outside the venue will keep in radio contact with the Head of Security to advise on any issues of concern  Only the main entrance will be used and a ticket desk and search area will be located near to the main entrance

# THE MONASTERY

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<p><b>Risk: Underage patrons arriving expecting admission</b></p>	<p>This is an over 18s show. ID must be shown if requested. Failure to produce positive ID will result in admission being refused. This policy to be communicated during staff briefing</p> <p>The nature of the event is highly unlikely to attract any persons underage – but appropriate checks will be made regardless along with Challenge 25 policy</p> <p>The anticipated age range for the event is 18-21</p>
<p><b>Risk: Excessive consumption of ALCOHOL leading to drunkenness and public disorder</b></p>	<p>DPS will brief staff and security to look out for people who may have had too much to drink and / or have taken drugs.</p> <p>Bar staff will be extra vigilant about serving people who appear to be intoxicated.</p> <p>Security to be extra vigilant for customers becoming irate or overly excitable due to drink and/or possibly drugs</p> <p>A qualified first aider will be on duty throughout the event.</p>



# THE MONASTERY

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## Security Detail and Deployment

Please note that all door supervisors used at this event **MUST** be registered with the Security Industry Authority (SIA). If any door supervisors used are unregistered both that person and the employer may be prosecuted and fined.

Customer Access	Main Entrance 2	
Number of door supervisors	Male: 3	Female: 1
Door Supervisors – based on near capacity attendance levels		
Main Room /ARCH	1	
Stairs and Smoking Area	1	
Ground Floor		
Total Security Staff	4	
Performer / Artists Security (show company name & contact numbers)	See promoter details – Main entrance security will search and brief all DJ's	
Suggested Pre-Opening Checks (please check the relevant boxes to confirm these WILL take place)		
• Radios charged	yes <input checked="" type="checkbox"/>	
• Metal detector batteries operational	yes <input checked="" type="checkbox"/> Not required	
• Megaphone – located at front of house / operational	Not required <input checked="" type="checkbox"/>	
• Bodycam	Not required <input checked="" type="checkbox"/>	
• Capacity monitoring device (e.g. Clickers) – located at front of house / operational	Yes – two sets – in/out <input checked="" type="checkbox"/>	
• Pre-opening checklist completed	yes <input checked="" type="checkbox"/>	
• Staff briefing to be held at	Yes at 9.45pm <input checked="" type="checkbox"/>	

When amended please e-mail this whole document to:                     

- (i) A fully completed Entertainment Venue Robust Risk Assessment
- (ii) A copy of any promotional flyer / advert / ticket

I have read this document and understood its significance.

Signed

( for Promoter ).

(Promoter/Hirer)

Hitesh Chauhan - DPS

(Designated Premises Supervisor/  
Personal Licence Holder)

( Head of Security )

(Head of Security)



### 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 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.

<b>1. The personal details of premises user (Please read note 1)</b>			
<b>1. Your name</b>			
Title	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname	CHAUHAN		
Forenames	HITESH		
<b>2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)</b>			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname			
Forenames			
<b>3. Your date of birth</b>		Day	Month Year
<b>4. Your place of birth</b>			
<b>5. National Insurance Number</b>			
<b>6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)</b>			
Post town BIRMINGHAM		Postcode	
<b>7. Other contact details</b>			
Telephone numbers			
Daytime			
Evening (optional)			
Mobile (optional)			
Fax number (optional)			
E-Mail address (if available)			
<b>8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)</b>			
Post town		Postcode	
<b>9. Alternative contact details (if applicable)</b>			
Telephone numbers			
Daytime			
Evening (optional)			

Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	

<b>2. The premises</b>	
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)	
Arch 7 Lower Trinity Street B9 4AG	
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)	
Please describe the nature of the premises below. (Please read note 4)	
Arch	
Please describe the nature of the event below. (Please read note 5)	
High Heels / Dubgsm Charity After Party	

<b>3. The licensable activities</b>	
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)	
29.09.18 – 30.09.18	



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)		
16:00 – 10:00		
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)		300
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"/>

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (please read note 12)  N/A
---

4. Personal licence holders. (Please read note 13)		
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	BIRMINGHAM	
Licence number	17092	
Date of issue	10/10/2015	
Date of expiry	N/A	
Any further relevant details		

5. Previous temporary event notices you have given. (Please read note 14 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 checked="" type="checkbox"/>	No <input 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	26	
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 15 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 16)	
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 checked="" 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 checked="" 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 checked="" type="checkbox"/>
Made or enclosed payment of the fee for the application	<input type="checkbox"/>
Signed the declaration in Section 9 below	<input checked="" type="checkbox"/>


8. Condition (Please read note 17)
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 18)
---------------------------------------



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.	
Date	21.08.2018
Name of Person signing	HITESH CHAUHAN

For completion by the licensing authority

10. Acknowledgement (Please read note 19)	
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 (15 times in a calendar year);

Birmingham City Council, Licensing Section, P.O. Box 17013, Birmingham. B6 9ES

### 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.

<b>1. The personal details of premises user (Please read note 1)</b>			
<b>1. Your name</b>			
Title	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname	CHAUHAN		
Forenames	HITESH		
<b>2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)</b>			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname			
Forenames			
<b>3. Your date of birth</b>		Day	Month Year
<b>4. Your place of birth</b>			
<b>5. National Insurance Number</b>			
<b>6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)</b>			
Post town BIRMINGHAM		Postcode	
<b>7. Other contact details</b>			
Telephone numbers			
Daytime			
Evening (optional)			
Mobile (optional)			
Fax number (optional)			
E-Mail address (if available)			
<b>8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)</b>		<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">BCC REGULATION &amp; ENFORCEMENT LICENSING SECTION DATE RECEIVED <b>12 OCT 2018</b> REF NO <b>009487/000722</b> INITIALS <b>NW-K21-00</b></p> </div>	
Post town		Postcode	
<b>9. Alternative contact details (if applicable)</b>			
Telephone numbers:			
Daytime			
Evening (optional)			



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Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	

<b>2. The premises</b>	
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)	
Arch 7 Lower Trinity Street B9 4AG	
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)	
Please describe the nature of the premises below. (Please read note 4)	
Arch	
Please describe the nature of the event below. (Please read note 5)	
Gelato Halloween – After Party	

<b>3. The licensable activities</b>	
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)	
28.10.18	

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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)		
00:00 – 10:30		
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)		300
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"/>

<p>Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment. (please read note 12)</p> <p>N/A</p>
---

4. Personal licence holders (Please read note 13)		
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	BIRMINGHAM	
Licence number	17092	
Date of issue	10/10/2015	
Date of expiry	N/A	
Any further relevant details		

5. Previous temporary event notices you have given (Please read note 14 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 checked="" type="checkbox"/>	No <input 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	30	
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 15 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 16)	
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 checked="" 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 checked="" 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 checked="" type="checkbox"/>
Made or enclosed payment of the fee for the application	<input type="checkbox"/>
Signed the declaration in Section 9 below	<input checked="" type="checkbox"/>

8. Condition (Please read note 17)
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 18)
---------------------------------------



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	
Date	12.10.2018
Name of Person signing	HITESH CHAUHAN

For completion by the licensing authority

10. Acknowledgement (Please read note 19)	
I acknowledge receipt of this temporary event notice.	
Signature	On behalf of the licensing authority
Date	12.10.18
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 (15 times in a calendar year);

# Licensing Act 2003

## Temporary Event Notice Search Results

This table lists the results of your search for temporary event notices. To read a full report for the current state of a licence follow the link in the Ref. column

Ref.	Premises Name	Premises Address	Holder Name
1206	ARCH 7	Lower Trinity Street Birmingham B9 4AG	HITESH CHAUHAN
339	ARCH 7	Lower Trinity Street Birmingham B9 4AG	HITESH CHAUHAN
1017	ARCH 7	Lower Trinity Street Birmingham B9 4AG	HITESH CHAUHAN
858	ARCH 7	Lower Trinity Street Birmingham B9 4AG	HITESH CHAUHAN
419	ARCH 7	Lower Trinity Street Birmingham B9 4AG	HITESH CHAUHAN
809	ARCH 7	Lower Trinity Street Birmingham B9 4AG	HITESH CHAUHAN
315	ARCH 7	Lower Trinity Street Birmingham B9 4AG	HITESH CHAUHAN
743	ARCH 7	Lower Trinity Street Birmingham B9 4AG	HITESH CHAUHAN
400	ARCH 7	Lower Trinity Street Birmingham B9 4AG	HITESH CHAUHAN
474	ARCH 7	Lower Trinity Street Birmingham B9 4AG	HITESH CHAUHAN
720	ARCH 7	Lower Trinity Street Birmingham B9 4AG	JUSTIN WOOLEY
1211	ARCH 7	Lower Trinity Street Birmingham B9 4AG	HITESH CHAUHAN

Page: 1

### 1. Licence

Premises Name	ARCH 7
Premises Address	Lower Trinity Street Birmingham B9 4AG
Premises Type	ARCH
Applicant Name	HITESH CHAUHAN
Event Start Date	29/04/2018
Event End Date	29/04/2018
Event Type	CLUB NIGHT
Status	Granted

### 2. Activities

Activities Applied For	The sale by retail of alcohol The provision of regulated entertainment The provision of late night refreshment
Activity Hours	00:00 - 11:00

### 3. Events

Date	Event Description
12/04/2018	Application Received



## 1. Licence

Premises Name	ARCH 7
Premises Address	Lower Trinity Street Birmingham B9 4AG
Premises Type	ARCH
Applicant Name	HITESH CHAUHAN
Event Start Date	29/09/2018
Event End Date	30/09/2018
Event Type	AFTER PARTY
Status	Granted

## 2. Activities

Activities Applied For	The sale by retail of alcohol The provision of regulated entertainment The provision of late night refreshment
Activity Hours	29/09/2018 - 16:00 - 23:59 30/09/2018 - 00:00 - 10:00

## 3. Events

Date	Event Description
21/08/2018	Application Received

## 1. Licence

Premises Name	ARCH 7
Premises Address	Lower Trinity Street Birmingham B9 4AG
Premises Type	ARCH
Applicant Name	HITESH CHAUHAN
Event Start Date	29/09/2018
Event End Date	30/09/2018
Event Type	AFTER PARTY
Status	Granted

## 2. Activities

Activities Applied For	The sale by retail of alcohol The provision of regulated entertainment The provision of late night refreshment
Activity Hours	29/09/2018 - 16:00 - 23:59 30/09/2018 - 00:00 - 10:00

## 3. Events

Date	Event Description
21/08/2018	Application Received



## 1. Licence

Premises Name	ARCH 7
Premises Address	Lower Trinity Street Birmingham B9 4AG
Premises Type	ARCH
Applicant Name	HITESH CHAUHAN
Event Start Date	20/05/2018
Event End Date	20/05/2018
Event Type	CLUB NIGHT
Status	Granted

## 2. Activities

Activities Applied For	The sale by retail of alcohol The provision of regulated entertainment The provision of late night refreshment
Activity Hours	00.00 - 11:00

## 3. Events

## 1. Licence

Premises Name	ARCH 7
Premises Address	Lower Trinity Street Birmingham B9 4AG
Premises Type	ARCH
Applicant Name	HITESH CHAUHAN
Event Start Date	26/08/2018
Event End Date	26/08/2018
Event Type	SUMMER BY NIGHT PARTY
Status	Granted

## 2. Activities

Activities Applied For	The sale by retail of alcohol The provision of regulated entertainment The provision of late night refreshment
Activity Hours	04.00 - 12.00 19.00 - 10.00

## 3. Events

Date	Event Description
10/05/2018	Application Received

## 1. Licence

Premises Name	ARCH 7
Premises Address	Lower Trinity Street Birmingham B9 4AG
Premises Type	ARCH
Applicant Name	HITESH CHAUHAN
Event Start Date	05/05/2018
Event End Date	05/05/2018
Event Type	CLUB NIGHT
Status	Granted

## 2. Activities

Activities Applied For	The sale by retail of alcohol The provision of regulated entertainment The provision of late night refreshment
Activity Hours	00.00 - 11:00

## 3. Events

Date	Event Description
20/04/2018	Application Received

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## 1. Licence

Premises Name	ARCH 7
Premises Address	Lower Trinity Street Birmingham B9 4AG
Premises Type	ARCH
Applicant Name	HITESH CHAUHAN
Event Start Date	29/07/2018
Event End Date	30/07/2018
Event Type	AFTER PARTY
Status	Granted

## 2. Activities

Activities Applied For	The sale by retail of alcohol The provision of regulated entertainment The provision of late night refreshment
Activity Hours	00:00 - 10:20

## 3. Events

Date	Event Description
13/07/2018	Application Received

## 1. Licence

Premises Name	ARCH 7
Premises Address	Lower Trinity Street Birmingham B9 4AG
Premises Type	ARCH
Applicant Name	HITESH CHAUHAN
Event Start Date	01/06/2018
Event End Date	01/06/2018
Event Type	REFLECT SUMMER EVENT
Status	Granted

## 2. Activities

Activities Applied For	The sale by retail of alcohol The provision of regulated entertainment
Activity Hours	14:00 - 22:00

## 3. Events

Date	Event Description
16/05/2018	Application Received

## 1. Licence

Premises Name	ARCH 7
Premises Address	Lower Trinity Street Birmingham B9 4AG
Premises Type	ARCH
Applicant Name	HITESH CHAUHAN
Event Start Date	29/07/2018
Event End Date	30/07/2018
Event Type	AFTER PARTY
Status	Granted

## 2. Activities

Activities Applied For	The sale by retail of alcohol The provision of regulated entertainment The provision of late night refreshment
Activity Hours	00:00 - 10:20

## 3. Events

Date	Event Description
13/07/2018	Application Received

## 1. Licence

Premises Name	ARCH 7
Premises Address	Lower Trinity Street Birmingham B9 4AG
Premises Type	ARCH
Applicant Name	HITESH CHAUHAN
Event Start Date	13/05/2018
Event End Date	13/05/2018
Event Type	CLUB NIGHT
Status	Granted

## 2. Activities

Activities Applied For	The sale by retail of alcohol The provision of regulated entertainment The provision of late night refreshment
Activity Hours	00:00 - 11:00

## 3. Events

Date	Event Description
26/04/2018	Application Received

## 1. Licence

Premises Name	ARCH 7
Premises Address	Lower Trinity Street Birmingham B9 4AG
Premises Type	ARCH
Applicant Name	JUSTIN WOOLEY
Event Start Date	17/07/2018
Event End Date	17/07/2018
Event Type	AFTER PARTY
Status	Granted

## 2. Activities

Activities Applied For	The sale by retail of alcohol The provision of regulated entertainment The provision of late night refreshment
Activity Hours	05:00 - 10:00

## 3. Events

Date	Event Description
09/07/2018	Application Received



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PCC Ltd

Project Management, Training and Development

Progressive Concept Consultancy Ltd

24<sup>th</sup> November 2018

Dear Sirs,

**TO WHOM IT MAY CONCERN**

Re: Arch 7 – Lower Trinity Street, B9 4AG

I write this letter on the basis of an invitation by Mr. Hitesh Chauhan to inspect the above structure for structural safety and adequacy.

The inspection was conducted on Saturday the 25<sup>th</sup> of November 2018 and the structure was visually observed for defects and signs that may indicate inadequacy and instability.

The structure is a masonry arch structure that supports imposed superstructure loads on at the top. The unit which houses the Arch 7 plot is being proposed for use for social functions. On inspecting the structure, it was evident that there were no structural defects of concern. The space proposed for use within the structure is on the ground floor which is self-supporting. No major element was hanging off the walls or needing any structural assessment.

In the light of the above, I am very happy to advise that the structure appears to be structurally fit for the intended purpose. Any further alterations to the structure will need to be evaluated in the light of the proposed alterations of use and/or structural implications.

Yours Faithfully,



**Dr. David Oloke**  
BEng, MSc, PhD, CEng MICE MCIQB  
Principal Consultant



Progressive Concept Consultancy Ltd. – Maximising Possibilities, Expanding Horizons

UK Office: 

Website: [www.pcc-ltd.net](http://www.pcc-ltd.net)

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LOWER TRINITY STREET

Arch 7

Warehouse

Works

107.3m

### BORDESLEY LOWER TRINITY STREET

Scale	1:500
Sheet No	1 of 1
Date	18 Jan 2007
Prepared By	tedward9
Plan No	58102



Mapping includes  
1:500 scale  
outlines  
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