BIRMINGHAM CITY COUNCIL

PUBLIC REPORT

Report to:	**Licensing Sub Committee C**
Report of:	**Acting Director of Regulation & Enforcement**
Date of Meeting:	**Wednesday 22nd February 2017**
Subject:	**Licensing Act 2003 Premises Licence – Grant**
Premises:	**Jamaica Expat Association CIC Event (5th & 6th August 2017) @ Handsworth Park, Holly Road, Birmingham, B20 2BY**
Ward affected:	**Lozells and East Handsworth**
Contact Officer:	**David Kennedy, Principal Licensing Officer, 0121 303 9896, licensing@birmingham.gov.uk**

1. Purpose of report:

To consider relevant representations that have been made in respect of an application for a time limited Premises Licence which seeks to permit the Sale of Alcohol (for consumption on the premises) and the provision of Regulated Entertainment consisting of live music, recorded music and performances of dance, with all activities to take place outdoors, to operate from 10:00am until 8:30pm on Saturday 5th & Sunday 6th August 2017.

The premises / event to be open to the public from 10:00am until 8:30pm on the aforementioned dates.

2. Recommendation:

To consider the representations that have been made and to determine the application.

3. Brief Summary of Report:

On the 3rd January 2017 Jamaica Expat Association CIC applied for a time limited Premises Licence in respect of an event to take place in Handsworth Park, Holly Road, Birmingham, B20 2BY on the 5th & 6th August 2017.

Representations have been received from 3 Responsible Authorities and from other persons.

4. Compliance Issues:

4.1 Consistency with relevant Council Policies, Plans or Strategies:

The report complies with the City Council's Statement of Licensing Policy and the Council's Corporate Plan to improve the standard of all licensed persons, premises and vehicles in the City.

5. Relevant background/chronology of key events:

Jamaica Expat Association CIC applied on 3rd January 2017 for the grant of a time limited Premises Licence, for an event to take place at Handsworth Park, Holly Road, Birmingham, B20 2BY on the 5th & 6th August 2017.

Representations have been received from West Midlands Police, Trading Standards and West Midlands Fire Service as responsible authorities. See Appendices 1 – 3.

A representation has been received from Birmingham City Council Park Services, as other persons. See Appendix 4.

The application is attached at Appendix 5.

Site Location Plan at Appendix 6.

When carrying out its licensing functions, a licensing authority must have regard to Birmingham City Council's Statement of Licensing Policy and the Guidance issued by the Secretary of State under s182 of the Licensing Act 2003. The Licensing Authority is also required to take such steps as it considers appropriate for the promotion of the licensing objectives, which are:-

a. The prevention of crime and disorder;
b. Public safety;
c. The prevention of public nuisance; and
d. The protection of children from harm.

6. List of background documents:

Copy of the representations as detailed in Appendices 1 – 4
Application Form, Appendix 5
Site Location Plan, Appendix 6

7. Options available

To Grant the licence in accordance with the application.
To Reject the application.
To Grant the licence subject to conditions modified to such an extent as considered appropriate.
Exclude from the licence any of the licensable activities to which the application relates.
Refuse to specify a person in the licence as the premises supervisor.

Appendix 1

Entered N

From: Abdool Rohomon
Sent: 16 January 2017 10:44
To: Licensing
Subject: (Paul) License application - Jamaica Expats Association CIC

Dear Licensing

West Midlands Police are in receipt of the new premise licence submitted by the Jamaica Expat Association CIC. After careful consideration West Midlands Police object to this application on the grounds of crime and disorder and public safety. The applicant for this event was part of an event that took place in the same location last year. This event went through various Sag meetings and numerous reassurances were given to assist in the safe running of this event.

On the day of the event West Midlands Police officers who were in attendance as part of the local patrols, found deficiencies in what had been promised to what was being delivered. This lead to West Midlands Police officers becoming heavily involved in the running of this event on the day, which should not have happened. Officers struggled to get hold of the organisers, who were refusing to answer phone calls or return calls that were being made to them. Officers witnessed traffic congestion, alcohol getting into the venue, wristbands being passed from person to person, inaccurate numbers of people being recorded as being inside the location.

West Midlands Police officers had to assist with the security and safety of this event and officers had to be retained on duty and others brought into the area to assist.

West Midlands Police are not reassured that the measures that have been included in the application will be implemented to an extent that the crime and disorder and public safety objectives will be promoted.

West Midlands Police therefore object to this application and ask for a hearing to be arranged.

regards

Abs Rohomon

PC 4075 Rohomon
BWC Planning and Licensing
Police headquarters
Lloyd House
Colmore Circus
Birmingham
B4 6NQ

Website: www.west-midlands.police.uk
Twitter: www.twitter.com/brumpolice
Facebook: www.facebook.com/westmidlandspolice
YouTube: www.youtube.com/westmidlandspolice

Vision statement - Serving our communities, protecting them from harm

Appendix 2

ENTERED

Trading Standards Concerns

As the Chief Inspector of Weights and Measures I am able to make representations regarding the application of Mr Clifton Cameron, Director of Jamaica Expat Association CIC for the use of Handsworth Park for the 55th Jamaica Independence Celebration 2017.

Mr Cameron was heavily involved in the running of the event in 2016. There were a number of issues raised through the SAG process which were as a result of a poorly managed event.

Trading Standards also received a complaint regarding the way in which a complaint was dealt with which led to verbal altercations by security staff and event staff did not have control when dealing with the matter.

In view of matters raised and the current application I would make the following comments and ask for further information and assurances that these matters, under the licensing objectives referred to, be addressed.

I reserve the right to make representations to object to the application should such assurances not be made by 30 January 2017.

Prevention of crime and disorder

I am concerned that the security arrangements for the previous event fell very short and may have led to incidents.

Trading Standards received a complaint regarding the attitude of security staff on the day which could have resulted in the escalation of the situation that may have led to further verbal abuse and or physical abuse.

There needs to be a considered complaints procedure put in place that will deal with matters as they arise in a professional manner. This will avoid any potential for disorder arising from poorly handled complaints.

In the current application this is not referred to and I request further reassurances of the systems in place to ensure the prevention of all crime and disorder.

There was no control over the vendors/stall holders arriving. Trading Standards provides an advice pack for market stall holders that cover a range of issues. We would expect a full list of all vendors/stall holders in good time, prior to the event, to ensure that checks can be made and advice packs distributed.

Having shown a previous disregard for those attending had the potential to lead to crime in that alcohol could have been given to anyone with no control in place. The supply of alcohol to persons under eighteen is a criminal offence.

All those who sell any goods (including alcohol) should ensure that all goods are legal for sale in the UK and are fully traceable. This includes goods that are required to have excise duty paid.

Public Safety

There were concerns raised previously that require attention. The complaint made to Trading Standards also raised issues that due to the lack of supervision and leadership then public safety could have been affected.

There needs to be a clear line of command and a proper process for dealing with complaints to prevent incidents that could affect public safety.

Further information is required on how complaints will be dealt with.

The protection of children from harm

There are no provisions in the current application to ensure that age restricted products, especially Alcohol and Tobacco are not provided to persons under eighteen.

All persons engaged in the sale of alcohol should be trained in their responsibilities under the Licensing Act 2003 and other relevant legislation relating to age restricted products. A record of such training will need to be produced upon request.

A refusals book will be maintained by all sellers of age restricted products and kept on the premises/stall at all times. Staff will record all refusals of age restricted products. You shall operate a challenge 25 policy only accepting photo driving license passport or pass accredited ID card as valid proof of age.

You will need to demonstrate that there are controls in place to ensure that adults are not purchasing age restricted products and passing them to under eighteens. **This was further exacerbated last year as there were no controls on the vendors entering the event.**

All persons who wish to sell alcohol must display a challenge 25 poster requesting ID.

I look forward to hearing from you by 30 January 2017.

Donna Bensley
Chief Inspector of Weights and Measures
Birmingham City Council – Trading Standards Service

Appendix 3

Entered
BV

From: Mick Robinson
Sent: 17 January 2017 06:40
To: Licensing
Cc:
Subject: License application - Jamaica Expats Association CIC

Importance: High

Dear Licensing

West Midlands Fire Service are in receipt of the new premise licence submitted by the Jamaica Expat Association CIC. After careful consideration West Midlands Fire Service object to this application on the grounds of public safety.

The applicant/Organiser held an event, which took place in the same location last year. This event went through various Sag meetings and numerous reassurances were given to assist in the safe running of this event.

On the day of the event West Midlands Fire service, attended a pre event safety inspection. Who found deficiencies in what had been promised to what was being delivered.

- The boundary fencing was not secured in the agreed manner at SAG.
- A Fire Exit was not built as agreed at SAG, a requirement for numbers.
- Caterers were allowed to enter the event arena and set up where ever they liked with no control, or vehicle searching.
- Petrol generators were allowed on site, informed at SAG this was forbidden.
- Security who were intended to ensure safety of people arriving, were not even briefed, before 09.00, when most of the traders had already entered the event.
- Inaccurate numbers of people being recorded as being inside the location.

West Midlands Fire Service are not reassured that the measures that have been included in the application will be implemented. The SAG team spent a lot of time making sure the Organiser knew his responsibilities and aiding him to deliver this event but a lot of the hard work was ignored on the day.

West Midlands Fire service therefore object to this application and ask for a hearing to be arranged.

Regards

Mick Robinson
Fire Safety Licensing and Events Officer
Applications Team
West Midlands Fire Service Headquarters
Fire Safety Department
99 Vauxhall Road
Birmingham, B7 4HW

1

Appendix 4

From: Joe Hayden
Sent: 16 January 2017 17:28
To: Licensing
Subject: Cultural Festival, Jamaica Expat Association CIC

Dear Licensing

Please see email trail below concerning the request for a License for a Jamaica Expat Association Event in Handsworth Park on 6th August 2017.

As set out below (3rd email down from me) – acting on advice from members of last year's SAG (West Midlands Police, West Midlands Fire and Rescue, Birmingham City Council Events, Birmingham City Council Safety Services, and the local Birmingham City Council Park Manager) we have refused permission for this event to take place at Handsworth Park this year.

As a Parks Service we share the concerns raised by West Midlands Police and also highlight the fact that security assurances given at SAG were not honoured or in place on the day; staff were verbally abused; staff were allegedly racially abused; no provision for cleaning the site was put in place despite assurances this would take place, and the City Council is still waiting on payment for carrying out the subsequent clean-up despite an agreed payment plan and correspondence to chase.

Birmingham City council have refused the use of the park

Regards

Joe

Joe Hayden
Parks Services Manager
Birmingham City Council

Visit us at www.birmingham.gov.uk/parks

Helping make Birmingham a cleaner, greener and smarter City.

From: Abdool Rohomon
Sent: 16 January 2017 10:44
To: licensing@birmingham.gov.uk
Subject: License application - Jamaica Expats Association CIC

Dear Licensing

West Midlands Police are in receipt of the new premise licence submitted by the Jamaica Expat Association CIC. After careful consideration West Midlands Police object to this application on the grounds of crime and disorder and

1

public safety. The applicant for this event was part of an event that took place in the same location last year. This event went through various Sag meetings and numerous reassurances were given to assist in the safe running of this event.

On the day of the event West Midlands Police officers who were in attendance as part of the local patrols, found deficiencies in what had been promised to what was being delivered. This lead to West Midlands Police officers becoming heavily involved in the running of this event on the day, which should not have happened. Officers struggled to get hold of the organisers, who were refusing to answer phone calls or return calls that were being made to them. Officers witnessed traffic congestion, alcohol getting into the venue, wristbands being passed from person to person, inaccurate numbers of people being recorded as being inside the location.

West Midlands Police officers had to assist with the security and safety of this event and officers had to be retained on duty and others brought into the area to assist.

West Midlands Police are not reassured that the measures that have been included in the application will be implemented to an extent that the crime and disorder and public safety objectives will be promoted.

West Midlands Police therefore object to this application and ask for a hearing to be arranged.

regards

Abs Rohomon

PC 4075 Rohomon
BWC Planning and Licensing
Police headquarters
Lloyd House
Colmore Circus
Birmingham
B4 6NQ

Website: www.west-midlands.police.uk
Twitter: www.twitter.com/brumpolice
Facebook: www.facebook.com/westmidlandspolice
YouTube: www.youtube.com/westmidlandspolice

Vision statement - Serving our communities, protecting them from harm

From: Joe Hayden
Sent: Wednesday, November 23, 2016 10:00 AM
To: admin@
Cc: ParksEvents
Subject: FW: STAGE 1 - ST 8016705578, Handsworth Park, Cultural Festival, Jamaica Expat Association CIC, 06/08/2017, 10am - 8.30pm

Dear Mr Cameron

Re: Cultural Festival 6th August 2017

Further to your Use of Parks Application to use Handsworth Park to host a Cultural Celebration on 6th August 2017, I must inform you that your application has been refused following advice received from last year's Safety Advisory Group (SAG) members that were involved in the Jamaica Independence One Love Celebration Event planning and delivery.

I understand members of the SAG gave you feedback at that event de-brief last year, and given the number and scope of issues raised, before, during and after the event there is a serious lack of confidence held by West Midlands Police, West Midlands Fire Service, and Birmingham City Council Events Section, that you would be in a position to safely co-ordinate and deliver an event of this scale at this venue.

Whilst this will not be the response you wanted can I take this opportunity to assure you that each application for Use of Parks is taken on its individual merit and that this decision today should not deter you from submitting a further application in the future for a smaller community focused event.

Regards

Joe

Joe Hayden
Parks Services Manager
Birmingham City Council

Visit us at www.birmingham.gov.uk/parks

Helping make Birmingham a cleaner, greener and smarter City.

From: y **On Behalf Of** ParksEvents
Sent: Wednesday, November 16. 2016 9:08 AM
To: Joe Hayden; Lee Southall;
Subject: STAGE 1 - ST 8016705578, Handsworth Park, Cultural Festival, Jamaica Expat Association CIC, 06/08/2017, 10am - 8.30pm

Dear all

Please find an application for the following event

Cultural Festival at Handsworth Park on 6th August 2017

Your comments and views are welcome to help inform the approval process

Use Of Parks
Your details
Mr Clifton Cameron

admin@

Location
HANDSWORTH PARK,

GROVE LANE

Lozells and East Handsworth

3

BIRMINGHAM

B20 2HF

Use Of Parks

What is the name of the organisation holding the event?
Jamaica Expat Association CIC
Type of Event
Cultural festival
Event Description
We will be putting on a cultural event for the residents of Handsworth i. Handsworth Park on the 6 August, we will be using the bandstand, there will be live entertainment with local talent sing, poetry and dancing. There will be bouncy Castle, food and drinks.
Event website
www.jamaica-expat-association.co.uk
Where in the park will the event be held?
At the Band Stand in the park
Event Name
Handsworth Community day in the park
Setting Up Date
06 August 2017
Time of Arrival
06:00
Leaving Date
06 August 2017
Time of Departure
20:30
Event Start Date
06 August 2017
Event Start Time
10:00
Event End Date
06 August 2017
Event End Time
20:30
The maximum number of people that will attend the event
250-499
On what do you base this projection?
Consultation with residents
How will this event be marketed to the target audience?
Local Radio
Other
Please classify the organisation holding the event
Non Commercial
Is the event raising funds for charity?
true
What proportion of the proceeds will go to the charity? %
1
Name of Charity
Birmingham Community Development Scheme
Will this event be free of charge?
true
Please tell us how you propose to charge for admittance?
Please tell us how you will control access to this event
We will have stewards and volunteers supervising the event. It's a community event free of charge
Will food or drink be supplied?
true
Please tell us about all types of food and drink that will be supplied at your event
Burger, sassage, pizza, rice with peas and chicken, ice cream
Will a licensed bar be operated?
false
What is the name of the licensee?
What is the address of the licensee?
Please give us details of any car parking arrangements that you require
There will be car parking inside the park supervise by the stewards.
Will there be a Fun Fair at the event?
No
Will there be music, singing or dancing at the event?
No
Please provide details of the entertainment at the event

Will the music be amplified?
No
Will you be using generators at the event?
Yes
How many generators will you be using?
1
What is the total power (kva) of all generators?
14

Attachments

None

Automatic alerts

No alerts selected
Indemnity Insurance
* = required information
The organiser of any event shall indemnify Birmingham City Council and hold it harmless from and against all and any costs, expenses, claims, demands, damage, loss, damages and other liabilities whatsover which may arise from the holding of the event. For this purpose the organiser should take out insurance covering such risks with such level of cover as the City Council may reasonably require and produce the certificate for inspection to an authorised officer of the City Council when asked.
Adequate cover provided by such insurance policies is normally in the region of £5 million, and arranged through an insurance broker.
Confirm you will arrange this prior to your event taking place and produce evidence such insurance is in place at any time either prior to or during the event if called upon to do so.
*I acceptDeclaration
* = required information
I certify that all information provided in this application, and all information given in any documentation submitted in support of this application is truthful and accurate.
I undertake to notify Birmingham City Council of any changes in the event/organisation's circumstances that could affect this application.
Should the event be approved and subsequently cancelled I will advise Birmingham City Council of the cancellation.
I confirm that I have read the Terms and Conditions.
*I accept

Appendix 5

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

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand, please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

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

Part 1 – Premises Details

BCC
REGULATION & ENFORCEMENT
LICENSING SECTION
DATE RECEIVED
3 JAN 2017
REF NO 9661/600220
INITIALS DK CC £1100

Postal address of premises or, if none, ordnance survey map reference or description **Handsworth Park Holly Rd, Birmingham**			
Post town	Birmingham	Postcode	**B20 2BY**

Telephone number at premises (if any)	
Non-domestic rateable value of premises	**£0**

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

a) an individual or individuals * ☐ please complete section (A)

b) a person other than an individual *

i. as a limited company ☒ please complete section (B)

ii. as a partnership ☐ please complete section (B)

iii. as an unincorporated association or ☐ please complete section (B)

iv. other (for example a statutory corporation) ☐ please complete section (B)

c) a recognised club ☐ please complete section (B)

1

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr ☐	Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)	
Surname			**First names**		
I am 18 years old or over				☐ Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name Jamaica Expat Association CIC
Address Saturn Business Centre, 54-76 Bissell Street, Digbeth, Birmingham B5 7HP
Registered number (where applicable) 10226985
Description of applicant (for example, partnership, company, unincorporated association etc.) **Limited Company by Guarantee**
Telephone number (if any)
E-mail address (optional)

d)	a charity	☒	please complete section (B)
e)	the proprietor of an educational establishment	☐	please complete section (B)
f)	a health service body	☐	please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales	☐	please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England	☐	please complete section (B)
h)	the chief officer of police of a police force in England and Wales	☐	please complete section (B)

*** If you are applying as a person described in (a) or (b) please confirm:**

Please tick yes

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

I am making the application pursuant to a

statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr ☐	Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)	
Surname				**First names**	
I am 18 years old or over				☐ Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
0	5	0	8	2	0	1	7

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

DD		MM		YYYY			
0	6	0	8	2	0	1	7

Please give a general description of the premises (please read guidance note 1)

Handsworth Park is a compact green space that border Handsworth communities and can be access by Holley Head Road and Hinstock Road. The park is easily accessible by bus with the 73,74, 16 and 101. It's well maintain and pretty flowers display and shrubbery. Generally, it's a simple layout with few facilities. The leisure centre, cricket house with bar and playfield, a boat house and lake and the building that was used for childcare is all inside the park premises. In many ways Handsworth Park is a typical English park – modern but also ancient – medium size, flat with a little slope, a bridge over the train line, small children play area, flower beds and regularly spaced and fenced around.

These license activities are for two-day activity with two days setting up and one day pulling down.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend. 9,999

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment	Please tick any that apply
a) plays (if ticking yes, fill in box A)	☐
b) films (if ticking yes, fill in box B)	☐
c) indoor sporting events (if ticking yes, fill in box C)	☐
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	☐
e) live music (if ticking yes, fill in box E)	☒
f) recorded music (if ticking yes, fill in box F)	☒
g) performances of dance (if ticking yes, fill in box G)	☒
h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	☐
Provision of late night refreshment (if ticking yes, fill in box I)	☐
Supply of alcohol (if ticking yes, fill in box J)	☒

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			**Will the performance of a play take place indoors or outdoors or both – please tick** (please read guidance note 2)	Indoors	☐
				Outdoors	☐
				Both	☐
Day	Start	Finish	**Please give further details here** (please read guidance note 3)		
Mon					
Tue					
Wed			**State any seasonal variations for performing plays** (please read guidance note 4)		
Thur					
Fri			**Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list** (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			**Will the exhibition of films take place indoors or outdoors or both – please tick** (please read guidance note 2)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☐
Mon			**Please give further details here** (please read guidance note 3)		
Tue					
Wed			**State any seasonal variations for the exhibition of films** (please read guidance note 4)		
Thur					
Fri			**Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list** (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			**Please give further details** (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			**State any seasonal variations for indoor sporting events** (please read guidance note 4)
Wed			
Thur			**Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list** (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			**Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick** (please read guidance note 2)	Indoors	☐
				Outdoors	☐
				Both	☐
Day	Start	Finish	**Please give further details here** (please read guidance note 3)		
Mon					
Tue					
Wed			**State any seasonal variations for boxing or wrestling entertainment** (please read guidance note 4)		
Thur					
Fri			**Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list** (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			**Will the performance of live music take place indoors or outdoors or both – please tick** (please read guidance note 2)	Indoors	☐
				Outdoors	☒
				Both	☐
Day	Start	Finish	**Please give further details here** (please read guidance note 3)		
Mon					
Tue					
Wed			**State any seasonal variations for the performance of live music** (please read guidance note 4)		
Thur					
Fri			**Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list** (please read guidance note 5)		
Sat	10.00	20.30			
Sun	10.00	20.30			

F

Recorded music Standard days and timings (please read guidance note 6)			**Will the playing of recorded music take place indoors or outdoors or both – please tick** (please read guidance note 2)	Indoors	☐
				Outdoors	☒
				Both	☐
Day	Start	Finish	**Please give further details here** (please read guidance note 3)		
Mon					
Tue					
Wed			**State any seasonal variations for the playing of recorded music** (please read guidance note 4)		
Thur					
Fri			**Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list** (please read guidance note 5)		
Sat	10.00	20.30			
Sun	10.00	20.30			

G

Performances of dance Standard days and timings (please read guidance note 6)			**Will the performance of dance take place indoors or outdoors or both – please tick** (please read guidance note 2)	Indoors	☐
				Outdoors	☒
				Both	☐
Day	Start	Finish	**Please give further details here** (please read guidance note 3)		
Mon					
Tue					
Wed			**State any seasonal variations for the performance of dance** (please read guidance note 4)		
Thur					
Fri			**Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list** (please read guidance note 5)		
Sat	10.00	20.30			
Sun	10.00	20.30			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing
Day	Start	Finish	**Will this entertainment take place indoors or outdoors or both – please tick** (please read guidance note 2) Indoors ☐ Outdoors ☐ Both ☐
Mon			
Tue			**Please give further details here** (please read guidance note 3)
Wed			
Thur			**State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)** (please read guidance note 4)
Fri			
Sat			**Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list** (please read guidance note 5)
Sun			

I

Late night refreshment Standard days and timings (please read guidance note 6)			**Will the provision of late night refreshment take place indoors or outdoors or both – please tick** (please read guidance note 2)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☐
Mon			**Please give further details here** (please read guidance note 3)		
Tue					
Wed			**State any seasonal variations for the provision of late night refreshment** (please read guidance note 4)		
Thur					
Fri			**Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list** (please read guidance note 5)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 6)			**Will the supply of alcohol be for consumption – please tick** (please read guidance note 7)	On the premises	☒
				Off the premises	☐
				Both	☐
Day	Start	Finish	**State any seasonal variations for the supply of alcohol** (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur			**Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list** (please read guidance note 5)		
Fri					
Sat	10.00	20.30			
Sun	10.00	20.30			

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

Name: **Tamara Oldacre**
Address
Postcode
Personal licence number (if known)
Issuing licensing authority (if known)

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

This is a family event for members of the community to enjoy two days out and have fun with their children, relatives and friends. All entertainment, activities and dance will be controlled to not give rise to any concern in respect of children or residents' complaints. The Jamaica Expat Association, Birmingham Community Development Scheme and Birmingham Youth Empowerment Project took safeguarding of children and young people seriously, is BYEP Ofsted nominated person who will be managing the staff in the lost and found children tent.

L

Hours premises are open to the public
Standard days and timings (please read guidance note 6)

Day	Start	Finish
Mon		
Tue		
Wed		
Thur		
Fri		
Sat	10.00	20.30
Sun	10.00	20.30

State any seasonal variations (please read guidance note 4)

Non-standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)

M

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

All the arrangements and conditions agreed by SAG De-brief on 25/08/16 will be part of the condition of this license. The event organiser has put in place all the recommendation agreed at the SAG debrief meeting.

Only Licensing objective (e) applies to the current license. The event will be promoted via social media (Twitter) Facebook, Websites), leaflets distribute to residents, on the bus advertisement and radio channels.

b) The prevention of crime and disorder

Euro Guard is contracted to provide security for the event as was stated at SAG debriefing. Throughout the event we will have 50 SIA certified security personnel who will be present on site always and a group of ten securities as backup if required. The event will be control from a central point (Event Control) which will be staffed at all time during the event.

(1) One of the SAG de-brief recommendation which we will be putting in place is to search all vendors and vans coming into the park for contraband.
(2) We replace Leon Security which I informed the debrief that I did before they even mention it. Euro Guard is now responsible for security.
(3) We will be monitor the number of patrons coming into the park by ways of counting people coming into the venue in the park, which we took note of at the SAG meeting and will be putting in place for public safety.

c) Public safety

The organisers Birmingham Youth Empowerment Project and Jamaica Expat Association will maintain the safety of the public, staff and volunteers on the event site, so far as is reasonable practicable.

A high visibility Jacket or branded T-shirts will be provided volunteers and stewards as uniform which must be kept in good condition, and returned to the event management on leaving its employment as a steward. The Uniform must always be worn when on duty. The event will attract 15,000 patrons and we have address the security issue by putting in place another 20 security officers on the amount we used in 2016 to manned the event in 2017.

Stewards roles are specifically the following:

*Stewards will provide a warm welcome to customers and treat them with courtesy and respect always.

*Numeracy in cash handling are essential as all staff may be required to sell programmes, merchandise etc.

*Cleaning up after event will usually be required, including picking up litter from around the perimeter of the park and designated areas i.e. Food Stall, a cleaning company will be employed to pick up the rubbish (rubber gloves can be provided).

*Support the static security in the checking of tickets at entrance to event Area, VIP tent, Back Stage areas etc. to check that everyone has a valid ticket.

*Directing customers to Area (all staff must become familiar with seating layout VIP area).

*Ensure that non-smoking policy is upheld, by patrons within the event, back stage areas, VIP Tents etc. Please note that JEA, BYEP and BCDS staff are not allowed to smoke on duty.

*All staff must be fully conversant with emergency evacuation procedure and fire regulations. It is vital

that stewards are familiar with all emergency exit routes throughout the Park. There will be a briefing with all staff, volunteers and Stewarts before the event is open to the public

* Maintain a safe environment for all guests and staff, supporting the work of the SIA Security Personnel.

* Performing crowd management, access control and directional attendant duties as required/requested.

*Stewards are responsible for the regulation of access between various parts of the venues when necessary, e.g. preventing access backstage to unauthorised personnel.

*Staff will be required to be on duty from 6:00am until after the public have left the park unless otherwise directed by the Event Director or Assistant Director. Finishing times for the event is 8:30pm, dependent on duties flexibility is essential.

*If Operation of a cloakroom is required in VIP Area then a steward will be selected for this duty.

*Separate seats are provided for stewards in the event & VIP Area. These must always be used so that stewards are clearly visible.

*Standing for prolonged periods may be necessary, depending on duties and type of function.

* All complaints, however trivial, should be reported to the Assistant Director, Senior Security Staff and recorded in the Complaints Book.

d) The prevention of public nuisance

The organiser will be doing its best to reduce the public nuisance to the minimum by putting in place control measure such as monitoring the sound/noise continuously throughout the event to not exceed 65 dBs, make sure all the generators are diesel and silent. The neighbours will be provided with contact details, letters will be also deliver to 5,000 houses in the area, this will enable contact with the organiser throughout the event and all their concerns if any, all concern will be taken seriously and the organiser will do its best to solve any problem. The event will end at 8.30pm to reduce the public nuisance.

At our debrief on the 25 August 2016, there was no complaint about noise, we will also use a noise monitor loan to us by Birmingham City Council environmental protection unit-acoustic.

e) The protection of children from harm

The organiser has a detail lost and found children policy in place which is included in the event manual. The policy details the method for locating the parents/guardians, method for locating lost children, a facility that will be staff experienced in dealing with children and procedures for PA announcement. All the management team which includes the event organiser, security staff and 40 Stewards will work toward delivering a safe event for all participants.

It should be note that Birmingham Community Development Scheme (BCDS) and Birmingham Youth Empowerment Project (BYEP) will be managing the lost children facility because these organisations work with children daily and we are specialist in working with children and young people. Safeguarding is what we strive on for the record. BYEP is OFSTED registered.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where ☒

applicable.

- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☐
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒

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

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	20/12/16
Capacity	Company Director

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

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

Site Map: Jamaican Independence Celebration Village

July 5, 2016

LEGENDS

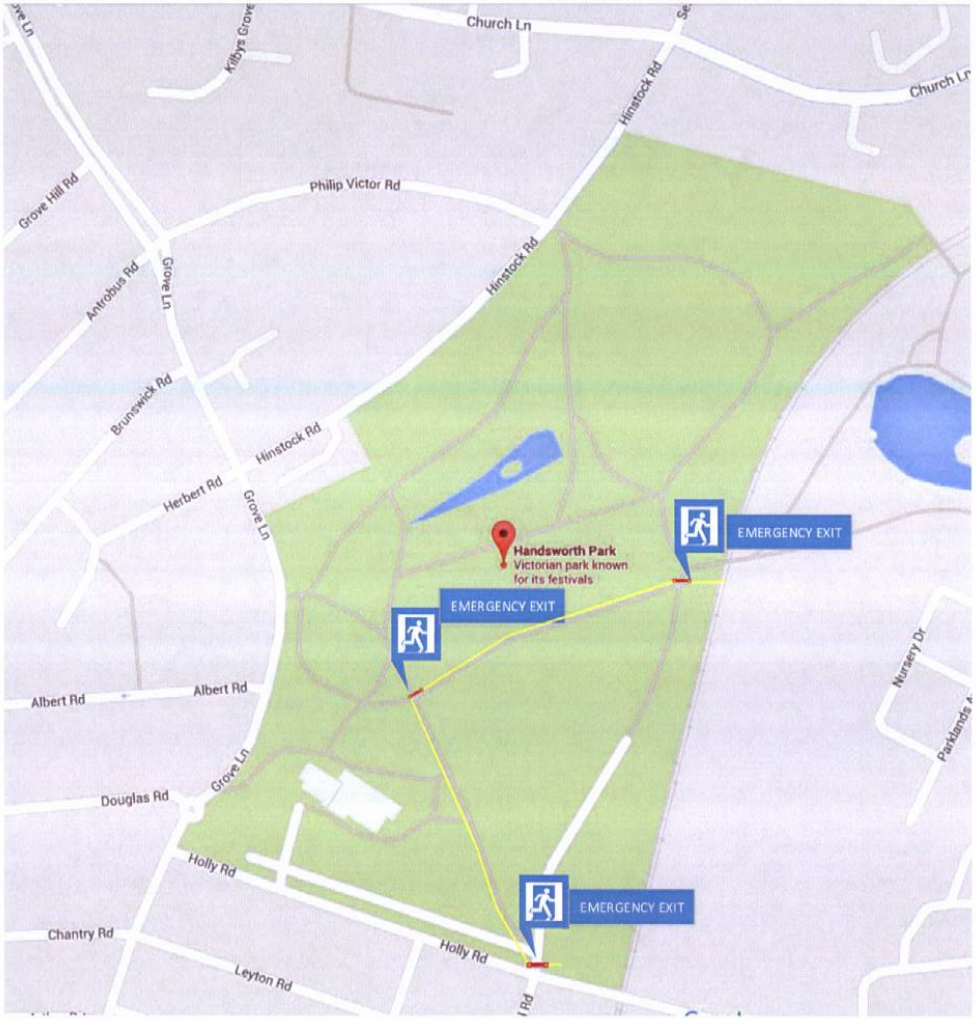
- Traffic Cones
- Car Park
- Customer Cars
- Stalls/Traders
- Food
- Marquee/Gazebo
- Drinks/Alcoholic Drinks
- Toilets
- Stage
- Stage Barrier
- Park Entrance Barrier
- Event Control/Lost & Found Children
- Running Water
- Fence
- Existing Fence
- Children Entertain/ Funfair
- 50 meters

Site Map

Site Map: Jamaican Independence Celebration Village

July 5, 2016

Emergency Map



Appendix 6

Birmingham City Council Map Created By:

Date of Map Creation: 13/02/2017

Notes

N

Scale: 1:7,000

(c) Crown copyright. All rights reserved. Birmingham City Council 100021326 (2016).
You are not permitted to copy, sub-licence, distribute or sell any of this data to third parties in any form.
(c) GeoPerspectives, supplied by Bluesky International Ltd
Cities Revealed® copyright by The GeoInformation® Group, 2014 and Crown Copyright © All right reserved