

Members are reminded that they must declare all relevant pecuniary and non-pecuniary interests relating to any items of business to be discussed at this meeting

BIRMINGHAM CITY COUNCIL

LICENSING SUB-COMMITTEE A

MONDAY, 11 DECEMBER 2017 AT 09:30 HOURS
IN COMMITTEE ROOM 1, COUNCIL HOUSE, VICTORIA SQUARE,
BIRMINGHAM, B1 1BB

Please note a short break will be taken approximately 90 minutes from the start of the meeting and a 30 minute break will be taken at 1300 hours.

A G E N D A

1 NOTICE OF RECORDING

Chairman to advise meeting to note that members of the press/public may record and take photographs except where there are confidential or exempt items.

2 APOLOGIES AND NOTIFICATION OF NOMINEE MEMBERS

3 MINUTES

3 - 8

To confirm and sign the Minutes of the meeting held on 22 November 2017.

4 OTHER URGENT BUSINESS

To consider any items of business by reason of special circumstances (to be specified) that in the opinion of the Chairman are matters of urgency.

4a LICENSING ACT 2003 TEMPORARY EVENT NOTICE UNIT 2, 77 UPPER TRINITY STREET, BIRMINGHAM, B9 4EG

9 - 80

Report of the Acting Director of Regulation & Enforcement.
N.B. Application scheduled to be heard at 12:30pm

5 EXCLUSION OF THE PUBLIC

That in view of the nature of the business to be transacted which includes exempt information of the category indicated the public be now excluded from the meeting:-

P R I V A T E A G E N D A

1 **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976,
TOWN POLICE CLAUSES ACT 1847, PRIVATE HIRE AND HACKNEY
CARRIAGE DRIVERS LICENSES**

Report of the Director of Regulation and Enforcement.

(Paragraphs 1 & 7)

2 **OTHER URGENT BUSINESS (EXEMPT INFORMATION)**

To consider any items of business by reason of special circumstances (to be specified) that in the opinion of the Chairman are matters of urgency.

BIRMINGHAM CITY COUNCIL

LICENSING SUB- COMMITTEE A, 22 NOVEMBER, 2017
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**MINUTES OF A MEETING OF THE
LICENSING SUB-COMMITTEE A HELD
ON THURSDAY, 22 NOVEMBER 2017 AT
1200 HOURS, IN COMMITTEE ROOM 1,
COUNCIL HOUSE, VICTORIA SQUARE,
BIRMINGHAM, B1 1BB**

PRESENT: - Councillor Dring in the Chair;

Councillors Beauchamp and Buchanan.

ALSO PRESENT

Sanjeev Bhopal – Legal Services
David Kennedy – Licensing Section
Louisa Nisbett – Committee Manager

**NUVO, 11 BRINDLEY PLACE, BIRMINGHAM, WEST MIDLANDS,
B1 2LP – LICENSING ACT 2003 – AS AMENDED BY THE VIOLENT
CRIME REDUCTION ACT 2006 – CONSIDERATION OF
REPRESENTATIONS IN RESPECT OF THE INTERIM STEPS
IMPOSED ON 9 NOVEMBER, 2017**

The following report of the Director of Regulation and Enforcement was submitted:-

(See document No. 1)

Those Making Representations

PC Rohoman – West Midlands Police

On behalf of the Premises Licence Holder

Christopher Papachristoforou – Director, Nuvo.
Leonard Coppage – Security Officer, Freedom Security
Joshua Hadley – Co-Director, Freedom Security

Netin Yusuf – Proposed DPS
Scott Hyde – Premises Operational Manager
Heath Thomas - Solicitor

Following introductions the Chairman, explained the hearing procedure to consider representations against the interim steps imposed at the expedited review in respect of the licence.

The main points of the report were outlined by David Kennedy, Licensing Section. It was noted that since copies of the new proposed Interim Steps had been distributed further amendments had been made to the document. Copies of the amended document were given out.

(See document No, 2 - final amended copy)

Heath Thomas made the following points in support of the representations in respect of the interim steps imposed on 9 November, 2017 and in response to questions from Members:-

1. They had held extensive consultation and attended meetings with West Midlands Police resulting in some agreed conditions. Measures had been put forward at the earlier review however it was considered that there was insufficient time to review the details.
2. During the time the licence had been suspended they had sufficient time to review the documents. They recognised that there needed to be a stronger DPS in place. Netin Yusuf was being put forward as the proposed DPS. He was an experienced DPS and had been appointed to the position.
3. There were 15 interim steps in the document. Heath Thomas requested that the Sub-Committee agree to impose them as interim steps pending the full review on 30 November, 2017. There was one weekend prior to that date that they hoped to trade.
4. West Midlands Police and the Licence Holder had agreed the position. In terms of the document, they had amended it together this morning and all parties were in agreement with the contents. Copies of the final version had been given to the Sub-Committee.
5. Heath Thomas invited the Sub-Committee to consider the documents and policies. They would be attending the full review on 30 November, 2017 and will have considered the final conditions together with West Midlands Police.

6. Councillor Dring said that the close proximity of the VIP Lounge to the public area was a matter of concern. She continued that there should be a separation of the 2 areas.
7. Heath Thomas replied that the deployment plan took this matter into consideration. It sets out plans for the SIA and door supervisors and where they will be positioned in the premises. Separation for the areas would be considered for the future. They had reached an agreed position with all parties and this was reflected in the management of the premises. They had taken this on board together with West Midlands Police before the meeting and it would be more formal in the full review.
8. In reply to a query from Councillor Dring regarding how bottles were secured, Heath Thomas explained that the bottles would be on the table manned by a member of staff. Scott Hyde had researched how bottles were secured and looked at the system used by some London Clubs. The Sub-Committee was shown a picture of the cuff system to be used. The cuff would be fixed to the bottle and the chain secured to the table. The bottle will be secured in such a way that it could not be moved from that area.
9. P C Rohoman welcomed the addition of a condition in relation to the bottles and undertook to go and look at the system.
10. An additional condition had been added to the weapons policy, that if any firearm was found the doorstaff should retreat into the premises immediately, secure the doors, call 999 immediately and remove customers away from any front windows.
11. Training will be delivered to staff on everything in the policy. 2 senior members of Freedom Security were present. The document had been prepared in conjunction with the Premises, the police and the security.
12. Also included in the Dispersal policy was that door staff should not leave the premises until authorised by the DPS. Heath Thomas said that all persons will be searched on entry, including those returning from the smoking area.
13. In reply to a question from Sanjeev Bhopal, Legal Service about proposals when the DPS was not on the premises to authorise staff to leave, Heath Thomas answered that the DPS would nominate a person to act in his absence to authorise staff to leave.

P C Rohoman made the following points with regards to the representations and in response to questions from Members:-

1. P C Rohoman clarified that from the police position, it was perfectly adequate for the DPS to nominate someone to act in their absence.
2. Page 2 of the interim steps, no. 5 should read no later than 3 days before the event. This had been agreed with PC Rohoman.
3. P C Rohoman confirmed that he had taken the time to look through all of the policies and reviewed them again today. West Midlands Police were satisfied with the proposals and in agreement with them. They were happy for the suspension of the licence to be lifted and for the matter to be dealt with at the full review.
4. Heath Thomas added that a full document setting out the policies with be provided by 30 November, 2017.
5. Councillor Dring reminded everyone that the responsibility for the licence was with the Premises Licence Holder.
6. It was noted by the Councillors that the previous DPS was still employed by the premises and it should be ensured that he was not one of the designated persons nominated in the absence of the new DPS. P C Rohoman also agreed that this should not happen. This was added to the conditions.

At 1245 hours the Chairman requested all present, with the exception of the Members, the Committee Lawyer and the Committee Manager withdraw from the meeting.

After an adjournment and at 1327 hours all parties were recalled to the meeting and the decision of the Sub-Committee was announced as follows:-

1/221117

RESOLVED:-

That, having considered the representations made on behalf of Athina Caterers Limited the premises licence holder for **NUVO, 11 BRINDLEY PLACE, BIRMINGHAM, WEST MIDLANDS, B1 2LP** in respect of the interim steps imposed on Thursday 9th November 2017, this Sub-Committee hereby determines to modify the Interim Step of suspension imposed on the 9 November 2017 and replace this with the Interim Steps agreed between the Premises Licence Holder and West Midlands Police (as set out within a written document signed and dated the 22 November 2017 and handed to the Committee Lawyer at

approximately 12.55pm a copy of which is annexed to this decision notice).

The Sub Committee noted that the Premises Licence Holder had applied to vary the Premises Licence to nominate Mr Metin S Yusuf to be the Designated Premises Supervisor and general manager of the premises with immediate effect.

The Sub Committee noted that although the parties had come to Committee with an agreed position on the issue of modified Interim Steps, they nevertheless expected the parties to clarify the position of the actual Premises Licence Holder in the management of the premises at the Full Review, given that the legal responsibility to comply with the provisions of the Licensing Act 2003 rests with them.

In reaching this decision, the Sub-Committee has given due consideration to the City Council's Statement of Licensing Policy, the Guidance issued under Section 182 of the Licensing Act 2003 by the Secretary of State, the Application and Certificate issued by West Midlands Police under Section 53A of the Licensing Act 2003, the written representations and the submissions made at the hearing by the premises Licence Holder, their legal representative, and West Midlands Police.

All parties are advised that there is no right of appeal to a magistrates' court against the decision of the Licensing Authority at this stage. Where the licensing authority has already held a hearing to consider representations against the interim steps, the holder of the licence may only make further representations if there has been a material change in circumstances.

OTHER URGENT BUSINESS

2/060916 There was no other urgent business.

The meeting ended at 1330 hours.

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CHAIRMAN

Report to:	Licensing Sub Committee A
Report of:	Acting Director of Regulation & Enforcement
Date of Meeting:	Monday 11th December 2017
Subject:	Licensing Act 2003 Temporary Event Notice
Premises:	Unit 2, 77 Upper Trinity Street, Birmingham, B9 4EG
Ward affected:	Nechells
Contact Officer:	David Kennedy, Principal Licensing Officer 0121 303 9896 licensing@birmingham.gov.uk

1. Purpose of report:
To consider the objection to a Temporary Event Notice (TEN), which seeks to permit the sale of alcohol (for consumption on the premises only), the provision of regulated entertainment and the provision of late night refreshment on Friday 15 th December 2017 to 17 th December 2017 to operate from 8.00pm until 02.00am.

2. Recommendation:
To consider the objection notice made by West Midlands Police.

3. Brief Summary of Report:
A Temporary Event Notice was received on 29 th November 2017 in respect of Unit 2, 77 Upper Trinity Street, Birmingham, B9 4EG.
An objection notice has been received from West Midlands Police.

4. Compliance Issues:
When carrying out its licensing functions, a licensing authority must have regard to the Guidance issued by the Secretary of State under section 182 of the Licensing Act 2003.
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.

<p>5. Relevant background/chronology of key events:</p> <p>Olivia Rhoden submitted on 29th November 2017 a Temporary Event Notice in respect of Unit 2, 77 Upper Trinity Street, Birmingham, B9 4EG.</p> <p>The Temporary Event Notice, including supporting documents, is attached at Appendix 1.</p> <p>An objection notice has been received from West Midlands Police, see Appendix 2.</p> <p>Site location plans are attached, see Appendix 3.</p> <p>Under the licensing system of TENs, no actual permission is required to carry out a licensable activity on a temporary basis. An applicant must merely give notice of his intentions to operate a licensable activity to the licensing authority.</p> <p>However, the police or local authority exercising environmental health functions may intervene to prevent such an event taking place or agree a modification of the proposed arrangements, and their intervention may in some cases result in the licensing authority imposing conditions on a TEN.</p> <p>Where a TEN is submitted, the licensing authority must consider the objection(s) at a hearing before a counter notice, or a notice including a statement of conditions can be issued.</p> <p>Conditions may only be applied if the TEN's are in connection with licensable activities at licensed premises. It must be noted a Premises Licence is not currently in force for Unit 2, 77 Upper Trinity Street, Birmingham, B9 4EG.</p> <p>When giving a TEN, consideration should be given to the following four licensing objectives:</p> <ol style="list-style-type: none"> 1. The prevention of crime and disorder 2. public safety 3. The prevention of public nuisance; and 4. The protection of children from harm

<p>6. List of background documents:</p> <p>Temporary Event Notice and supporting documents, attached at Appendix 1.</p> <p>Objection Notice from West Midlands Police, attached at Appendix 2.</p> <p>Site location plans, Appendix 3.</p>

<p>7. Options available</p> <p>To issue the TEN</p> <p>To issue a Counter Notice</p>



Birmingham
Temporary Event Notice
Licensing Act 2003

For help contact
licensingonline@birmingham.gov.uk
 Telephone: 0121 303 9896

* required information

Section 1 of 9

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

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

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

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

First name

Family name

E-mail address

Main telephone number

Include country code.

Other telephone number

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

Are you:

☐ Applying as a business or organisation, including as a sole trader

☒ Applying as an individual

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

Continued from previous page...

Your Address

Address official correspondence should be sent to.

Building number or name	<input type="text" value="Unit 2"/>
Street	<input type="text" value="77 Upper Trinity Street"/>
District	<input type="text"/>
City or town	<input type="text" value="Birmingham"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="B9 4EG"/>
Country	<input type="text" value="United Kingdom"/>

Section 2 of 9

APPLICATION DETAILS (See also guidance on completing the form, general notes and note 1)

Have you had any previous or maiden names?

☐ Yes

☒ No

Your date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>
dd	mm	yyyy

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

Correspondence Address

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

☐ Yes

☒ No

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

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>

Continued from previous page...

Additional Contact Details

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

☒ Yes

☐ No

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

E-mail

Telephone number

Other telephone number

Section 3 of 9

THE PREMISES

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

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). [\(See also guidance on completing the form, note 2\)](#)

Does the premises have an address?

☒ Yes

☐ No

Address

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

☒ Yes

☐ No

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

Building number or name

Unit 2, 77

Street

Upper Trinity Street

District

City or town

Birmingham

County or administrative area

Postcode

B9 4EG

Country

United Kingdom

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

☒ Neither

☐ Premises licence

☐ Club premises certificate

Location Details

Provide further details about the location of the event

converted warehouse space located in the Digbeth. COMMUNITY HUB for Art, Music & Digital arts

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below [\(see also guidance on completing the form, note 3\)](#)

Areas not in use will be securely segregated and monitored by staff.

Continued from previous page...

Describe the nature of the premises below (see also guidance on completing the form, note 4)

Describe the nature of the event below (see also guidance on completing the form, note 5)

Retro Music, Gaming and Movies, (80-90's)

Section 4 of 9

LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises
(see also guidance on completing the form, note 6):

- ☒ The sale by retail of alcohol
- ☐ The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- ☒ The provision of regulated entertainment
- ☒ The provision of late night refreshment
- ☐ The giving of a late temporary event notice

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.
(See also guidance on completing the form, note 7).

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

(see also guidance on completing the form, note 8)

Event start date / /
 dd mm yyyy

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

Event end date / /
 dd mm yyyy

Continued from previous page...

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

20.00-02.00

(see also guidance on completing the form, note 9)

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

200

Note that the maximum number of people cannot exceed 499.

(see also guidance on completing the form, note 10)

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

(see also guidance on completing the form, note 11):

- ☒ On the premises only
☐ Off the premises only
☐ Both

Section 5 of 9

RELEVANT ENTERTAINMENT (See also guidance on completing the form, note 12)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

Regulated entertainment
Music 22.00-02.00,
Silent Movies 20.00-00.00

Section 6 of 9

PERSONAL LICENCE HOLDERS (See also guidance on completing the form, note 13)

Do you currently hold a valid personal licence? ☒ Yes ☐ No

Provide the details of your personal licence below.

Issuing licensing authority Birmingham City Council

Licence number

Date of issue

dd mm yyyy

Date of expiry

dd mm yyyy

Continued from previous page... Any further relevant details

Section 7 of 9

PREVIOUS TEMPORARY EVENT NOTICES (See also guidance on completing the form, note 14)

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

☐ No

State the number of temporary event notices you have given for events in that same calendar year

12

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 ☐ Yes

☒ No

b) Begins 24 hours or less after the event period proposed in this notice?

Section 8 of 9

ASSOCIATES AND BUSINESS COLLEAGUES (See also guidance on completing the form, note 15)

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

☒ No

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 ☐ Yes

☒ No

b) Begins 24 hours or less after the event period proposed in this notice?

Continued from previous page...

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

☒ No

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:

☐ Yes

☒ No

- a) Ends 24 hours or less before; or
- b) Begins 24 hours or less after the event period proposed in this notice?

Section 9 of 9

CONDITION (See also guidance on completing the form, note 17)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

This formality requires a fixed fee of £21

DECLARATION (See also guidance on completing the form, 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 connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to 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 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

☒ Ticking this box indicates you have read and understood the above declaration

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

Full name

Olivia Rhoden

Capacity

Manager & DPS

Date

29 / 12 / 2017
dd mm yyyy

Continued from previous page...

Add another signatory

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

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/birmingham/apply-1> to upload this file and continue with your application.

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

OFFICE USE ONLY

Applicant reference number	<input type="text" value="QHJ/2017.12"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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Evacuation plan	

Friday - Saturday 15th 16th December 2017

Unit 1

77 Upper Trinity Street

Digbeth

B9 4EG

Summary

Temporary event is a practical assessment of our proposed long term licensable activity operational procedures.

The TEN applications is for: In house event

Maximum attendance is: 200 people including staff.

Friday 15th December 8pm till 2am

Saturday 16th December 8pm to 2am

Retro Weekend Christmas

Main Event Details:

Event Times:	Door open, 9pm
Dj's -	80's -90's Music
Food	Vegan Food stalls
Stalls	Record and Holistic Health
Last Entry:	11pm
Event end time:	2am

Key assessment areas:

- Smoking area sound levels & security

Ten operational hours

The operational hours are in place to establish accurate noise assessment readings for the duration of 10 hours. Sound monitoring devices will be installed 8 hours prior licensable activity until 2 hours post licensable activity operation.

Observation schedule

- Regular location noise levels
- Installation noise levels
- Entrance & queuing noise levels
- Regulated entertainment noise levels
- Smoking area noise levels
- Dispersal noise levels
- Dispersal duration
- Post activity noise levels

RISK ASSESSMENT

EVENT TITLE: Retro weekend	DATE: 15/12/17
NAME OF PREMISES: Quantum exhibition Centre	
EVENT MANAGER DETAILS: Tom Jenkins	Mobile Number (
EVENT DETAILS: Expected Number: 200 Age Range: 25-45 Organised by In house event/ Cleon Smith	ROOMS IN USE Unit 1 /NO Unit 2 Yes/ Meeting Room NO /
	Is Catering involved Yes Where indoor Numbers: 2 Type/Style vegan food
Entry £4 Ticket Other (please specify) Pay on the door	Type of Entertainment : Djs/ silent movie, retro gaming Background music Live Vocalist/ Other (please specify)
SECURITY CONTRACTOR EMPLOYED Leon Security Name of Manager : Michel Younis Have security staff been issued with instructions (inc Fire) for the event	Yes/ Numbers employed inc Supervisor 4 Time From: 8pm Time To: 2pm Locations see event manual 1/ External Que 2/ Entrance Lobby 3/ Unit 2 4/ Smoking Area 5/ 6/ 7/ 8/ 9/ 10/
What outdoors facilities are to be used at this Event For what purpose	
Noise Control Measures employed Internally	Internal Sound Limiters/Settings : 85 db all frequencies Hand held Monitoring devises

Quantum Temporary event manual

Externally	<p>None</p> <p>Log attached of db readings, locations & times</p> <p>_____</p> <p>_____</p>
SAFETY CHECKS	ACTION TAKEN
1/Staging properly erected, protected	
2/Have all decorations been treated so as to be flame retardant.	Yes
3/ Are any other installations (games inflatable sect) safely sited and installed. Have PAT test records, methods statement, risk assessment and public liability records been seen	Insurance certificate attached /No
4/Area free from tripping hazards	Yes
5/Are all escape routes clear and free from obstructions	Yes
6/ Are all final emergency exit doors clear	Yes
7/ have additional Fire Fighting equipment been deployed and properly sited.	Yes
8/ Have contents of First Aid boxes been checked	Yes
9/ Have all security and Fire warning devices been checked.	Yes
10/ Other	N/A
COMPLAINTS ON THE NIGHT	<p>How Many _____</p> <p>From _____</p> <p>Times _____</p> <p>Action Taken _____</p> <p>_____</p>
Signed Event Manager	Date 28/11/17
Bar Manager	
Security Supervisor	

RISK ASSESSMENT

EVENT TITLE: Retro weekend	DATE: 15/12/17
NAME OF PREMISES: Quantum exhibition Centre	
EVENT MANAGER DETAILS: Tom Jenkins	Mobile Number
EVENT DETAILS: Expected Number: 200 Age Range 35-65 Organised by In house event/ Cleon Smith	ROOMS IN USE Unit 1 /NO Unit 2 Yes/ Meeting Room NO /
	Is Catering involved Yes Where indoor Numbers: 2 Type/Style vegan food
Entry £4 Ticket Other (please specify) Pay on the door	Type of Entertainment : Djs/ silent movie, retro gaming Background music Live Vocalist/ Other (please specify)
SECURITY CONTRACTOR EMPLOYED Leon Security Name of Manager : Michel Younis Have security staff been issued with instructions (inc Fire) for the event	Yes/ Numbers employed inc Supervisor 4 Time From: 8pm Time To: 2pm Locations see event manual 1/ External Que 2/ Entrance Lobby 3/ Unit 2 4/ Smoking Area 5/ 6/ 7/ 8/ 9/ 10/
What outdoors facilities are to be used at this Event For what purpose	Smoking area only
Noise Control Measures employed Internally	Internal Sound Limiters/Settings : 85 db all frequencies Hand held Monitoring devises

Externally	None Log attached of db readings, locations & times _____ _____
SAFETY CHECKS	ACTION TAKEN
1/Staging properly erected, protected	
2/Have all decorations been treated so as to be flame retardant.	Yes
3/ Are any other installations (games inflatable sect) safely sited and installed. Have PAT test records, methods statement, risk assessment and public liability records been seen	Insurance certificate attached /No
4/Area free from tripping hazards	Yes
5/Are all escape routes clear and free from obstructions	Yes
6/ Are all final emergency exit doors clear	Yes
7/ have additional Fire Fighting equipment been deployed and properly sited.	Yes
8/ Have contents of First Aid boxes been checked	Yes
9/ Have all security and Fire warning devices been checked.	Yes
10/ Other	N/A
COMPLAINTS ON THE NIGHT	How Many _____ From _____ Times _____ Action Taken _____ _____
Signed Event Manager Bar Manager Security Supervisor	Date 28/11/17

Noise Management Policy

Assessment of Noise

An acoustic assessment of noise from the premises has been completed, which has been produced by a competent acoustic consultant. Particular attention has been paid to the assessment and control of low frequency noise (bass beat) from entertainment.

Sound monitoring equipment and limiters will be used and acoustic levels periodically checked in correspondence with Environmental Health Department. Readings will be taken as spot checks and documented from fixed points will be allocated to enable the Duty Manager to take readings at an event both internally and externally.

These points as follows:

- **Unit 1 and 2**
- **Outside Main Entrance**
- **Corner of Upper Trinity Street and Adderley Street**

Specification, selection and operation of amplified music equipment

Actions to be taken to ensure noise and vibration from regulated entertainment shall be inaudible at the nearest noise sensitive property.

Other measures include:

- Reducing the bass content of the music
- The location, direction and number of speakers
- Mounting speakers on rubber or similar material to reduce transmission into the main building structure.
- Performers made aware of any noise problems and associated controls and monitor their compliance
- Security Staff will be employed after the event ends to make sure dispersal takes place in an orderly and proper manner.
- Verbal announcements prior to dispersal will be made at the end of each night
- Notices will be displayed on external doors asking customers to leave the premises in a quiet and orderly fashion to show respect to local neighbours
- Trained staff used to patrol the surrounding area to help control noise from patrons.
- An agreement is made with local cab firms drivers use **TEXT BACK** service to collect their passengers.
- Acoustic sound curtains to be placed in rooms in specific weak parts to dampen sound leakage
- Limit any late night event to 1000 people.
- Staggered closing of rooms to help with footfall outside venue (after 1 am).
- Exit after 1am will be through the smoking area and on to the car park on Barn Street.
- 2/3 SIA trained Marshalls will be placed on car park to help the loitering of customers to either get in a taxi or move up the road away from residents and the exhibition centre (to minimise any noise to residents or business).
- Smoking area is to the rear of the building and is a separate fenced off area.
- Work closely with the EHO and the police to enforce a zero tolerance on any noise or public nuisance.
- CCTV to be installed in the smoking area and exit to safeguard the venue its staff and its customers.

External

- Refuse and empty bottle/barrel storage areas will be positioned away from front entrance
- Deliveries and collections scheduled during the day.

All managers will be fully aware and conversant with the Noise Management Plan.

Staff will take a pro active approach to noise management including checking noise levels as set out above.

Liaison with Local Residents

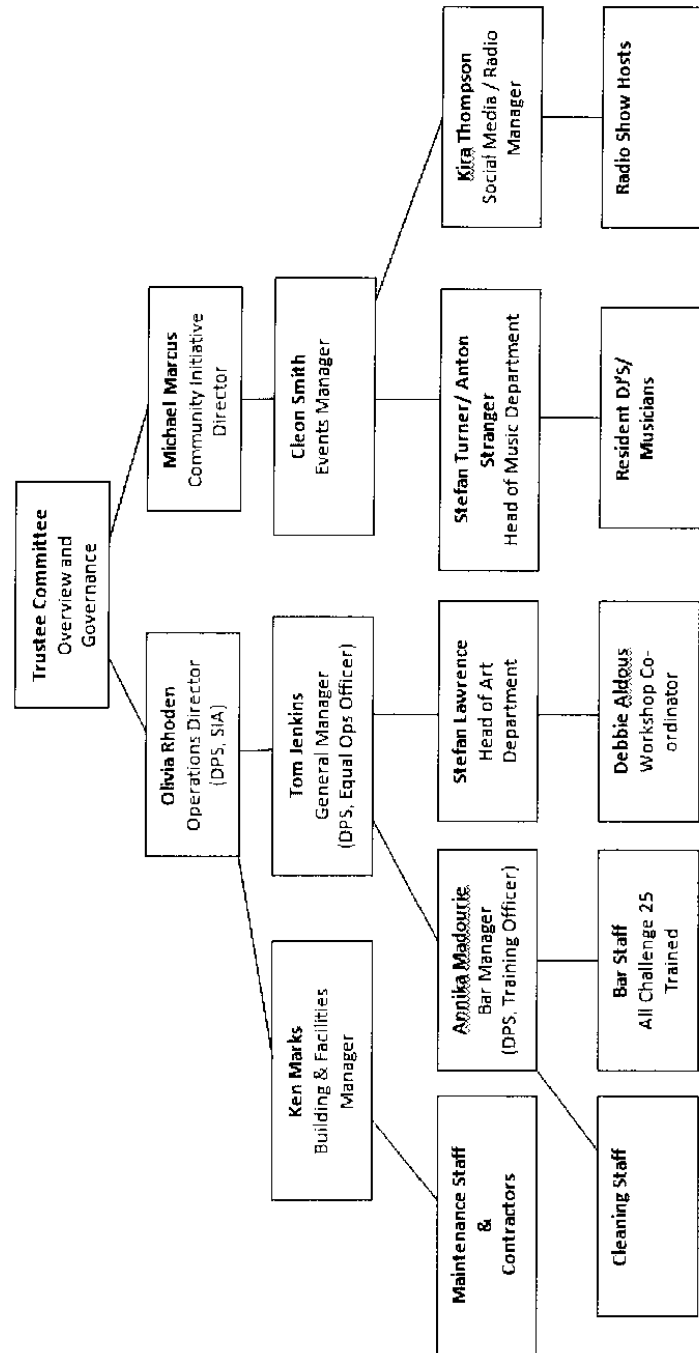
We endeavour to build and maintain a good working relationship with local people and are proactive about controlling noise from the premises.

Complaints Procedure

All complaints relating to the venue should be documented immediately. If the complaint relates to the venue, the Duty Manager will investigate the issue and take appropriate action to locate and remove the source and will then monitor the outcome. The Duty Manager will then advise Environmental health officers of actions taken.

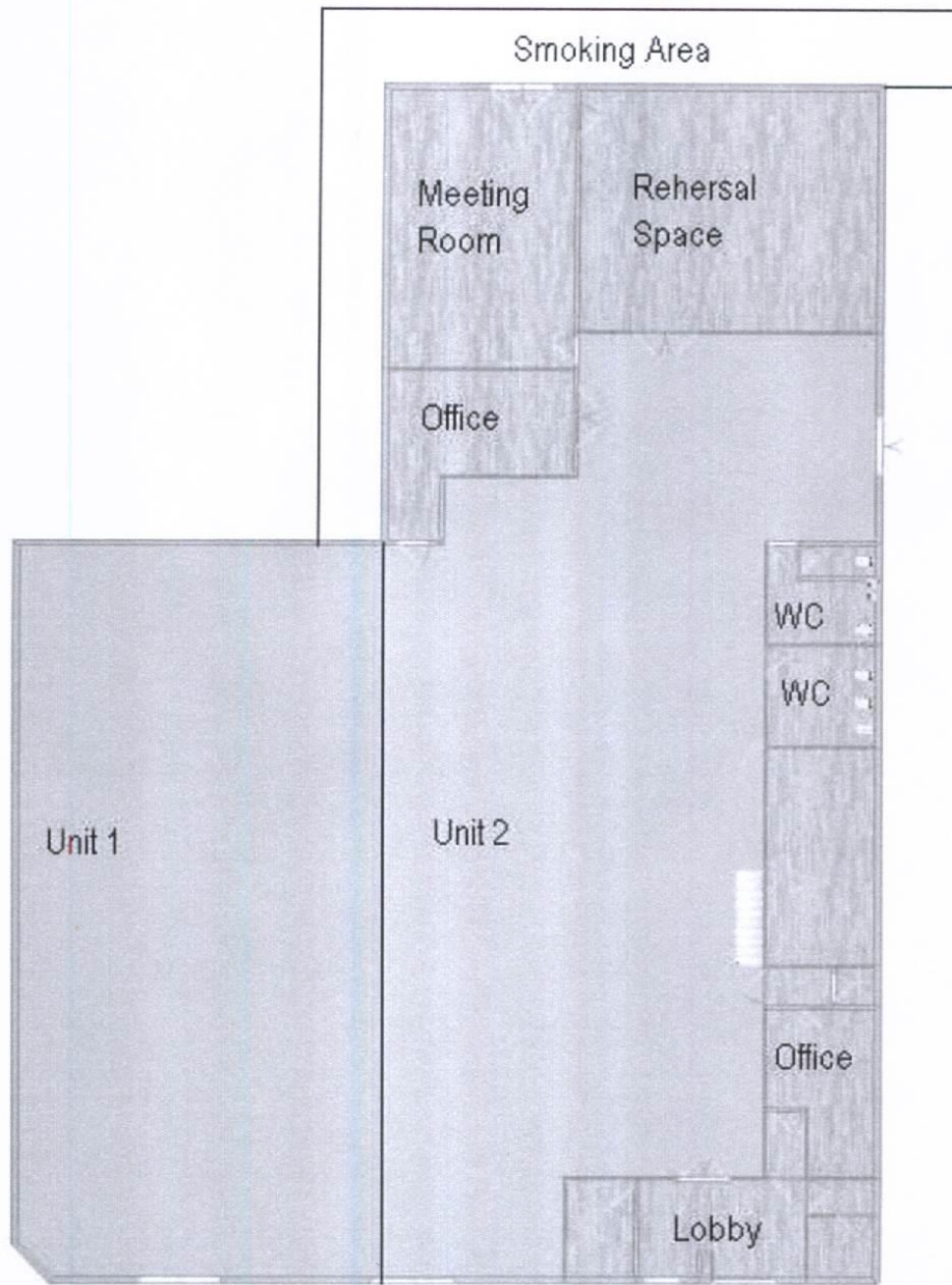
Staff Training

Staff are provided with training on noise control measures and made aware of internal procedures for assessing and controlling noise and dealing with complaints.



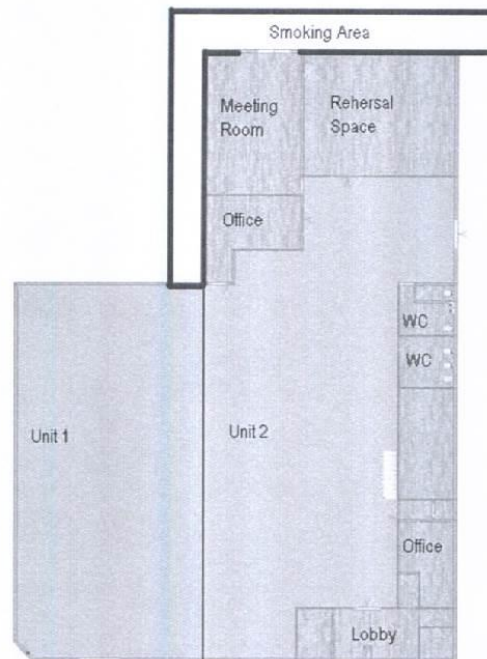
Entrance & Queuing system

- The queuing system will be located down Upper Trinity Street, Facing South.
- SIA security staff will maintain : Queuing area, Smoking area walkway, control people numbers and maintain a sterile area
- Last entry time 11pm
- Specialist access control barriers will be utilised in the unit 1. To control the flow of queues and maintain a sterile area
- Emergency Fire gates located within barrier system for emergency use/exit.



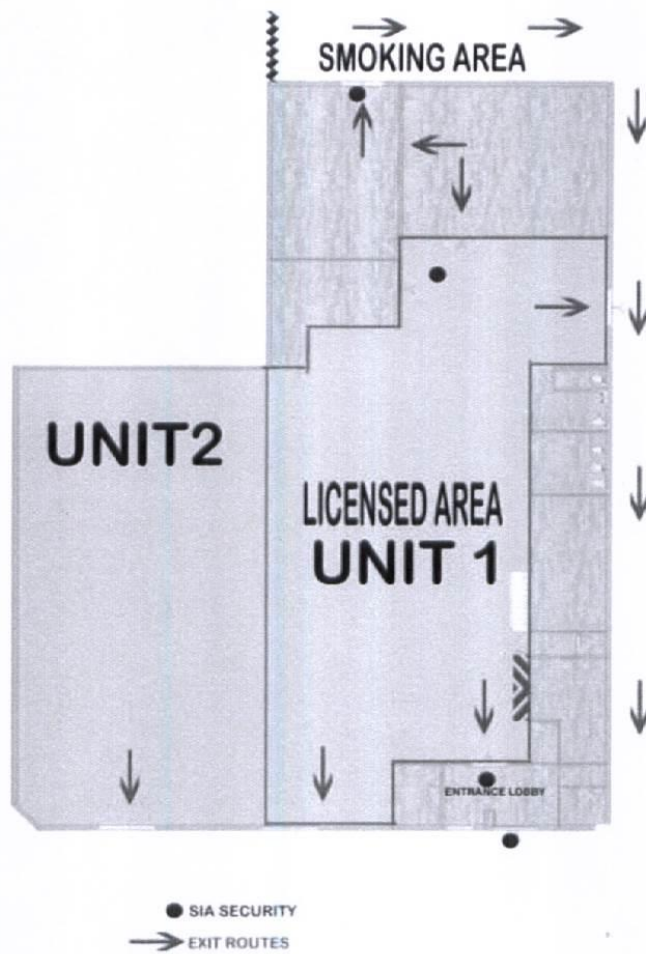
Smoking Area policy

- Smoking area will be located outside the rear of the building in a self contained space.
- The smoking area will be manned by SIA licensed security officers at all times.
- Smoking area capacity 20 persons, manned by SIA licensed security officers at all times.
- Lighting and CCTV coverage of the smoking area will be maintained at all times.



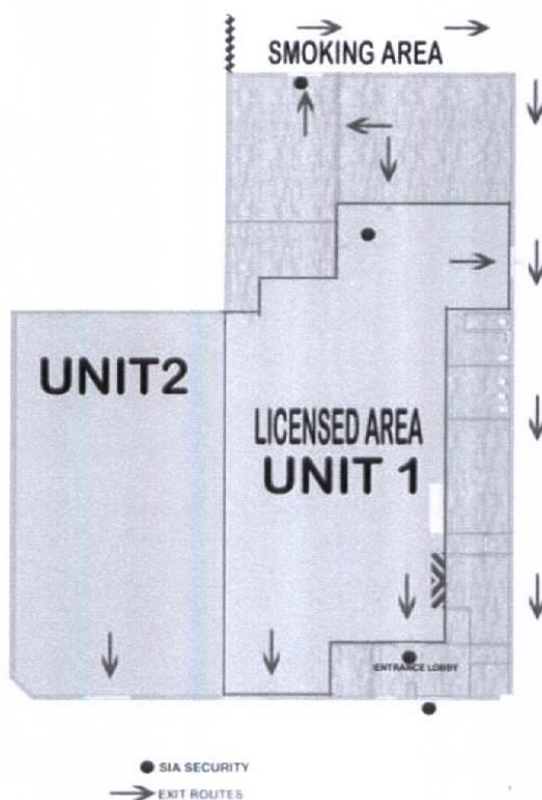
Egress procedure

- Prior to the end of the event, the pedestrian barriers at the front of the venue and the smoking area will be reconfigured to funnel customers away from the venue towards Adderley Street, north from Upper Trinity Street
- Security personnel from inside the venue will be reassigned to external positions to assist with the managed dispersal of crowds and to discourage loitering and / or anti social behaviour.



Security plan staff location details:

1. 1 x staff on entrance to unit 1 queuing area highlighted pink on floor plan
2. 1 x staff for security search on entrance to unit 1
3. 1x staff by fire door by foyer exit into meeting room 1
4. 1x staff Smoking area Main Exit/Egress gate



Fire Emergency Evacuation Procedures

Emergency plan

This plan includes:

- the action to be taken by staff in the event of fire
- the evacuation procedure
- the arrangements for calling the fire brigade
- the location of assembly points

The plan is posted in prominent positions where staff can become familiar with it. More detailed plans are available in areas identified as being at higher risk from fire.

Raising the alarm

On discovering a fire, raise the alarm activating the nearest push-glass fire alarm call-point (small red box, close to major exits and staff only areas).

If safe to do so, use an appropriate fire extinguisher to tackle the fire, but only if your exit is clear.

Leave the building by the nearest exit.

Call the Fire & Rescue Service on 999 and state location as the Quantum Exhibition Centre: The Works, 77A Upper Trinity Street, Digbeth, B9 4EG

Report location of fire: unit number to the Fire Safety Manager attending the Fire System Panel in the Reception Foyer or to the Fire Marshal at your Assembly Point.

If the site requires evacuation for any other reason, the designated supervisor or building manager will authorise the activation of the alarm via a fire panel.

Evacuation procedure:

Staff

If you hear a continuous siren leave the building immediately by the nearest exit. Escort any visitors/contractors from the building.

If an intermittent alarm is heard, there is a fire alert that requires investigation. Be prepared to leave if this becomes a continuous siren.

Appropriate Assembly Points:

Assembly Point One – Underneath Bridge on Adderley Street

Assembly Point Two – Pirate Studios Car Park

Report missing persons or those in difficulty to the Fire Safety Manager, or assembly point. Fire Marshal will relay information to the Fire and Rescue Service on arrival.

Fire Marshals

If alarm is sounded, the Fire Safety Manager or deputy will attend the fire system panel. Identifying the location of the alert.

Main Entrance: Prevent public access to the site, and direct any attending emergency services.

Upper Trinity Street: keep evacuating personnel moving towards assembly points. Direct emergency services if required until evacuation is completed.

Upper Trinity Street, Adderley St junction: Keep evacuated personnel stationed at assembly points. Direct emergency services if required.

Adderley Street: keep evacuating personnel moving towards assembly points. Direct emergency services and assist Marshal if required.

Fire Marshals (two in number) will attend the assembly point directly.

Any remaining Fire Marshals to be deployed as necessary to ensure buildings and roadways are clear before the arrival of emergency services and to prevent entry or re-entry to buildings before an official 'all clear' by the emergency services or Fire Safety Manager.

Fire Wardens

Quantum Exhibition Centre uses Fire Wardens to assist in the evacuation during an emergency. Fire Wardens are familiar with the area they are responsible for clearing, including all escape routes.

Fire precautions

Quantum Exhibition Centre will ensure that adequate fire precautions are in place throughout areas under its control.

This will be achieved by:

- assessing the fire risks in the workplace
- ensuring that a fire can be detected in a reasonable time and that people can be warned
- ensuring that people who may be in the venue can get out safely
- providing appropriate fire-fighting equipment
- ensuring that staff in the venue know what to do if there is a fire
- ensuring that fire safety equipment is checked and maintained

Risk assessment

Fire Wardens will use a Fire Safety Checklist for the risk assessment of areas under their control.

Responsibilities

Staff will ensure materials are not stored in gangways, corridors or stairways or where they may obstruct exit doors.

Smoking

Smoking is not permitted in Quantum Exhibition Centre (or in close proximity to external entrances and exits) except in designated smoking areas.

Training and instruction

Staff and visitors must be aware of the risks of fire associated with their work. All staff will be told during their induction process:

- how to warn others of the fire including the operation of the fire-warning system
- the location and use of escape routes
- to assist or direct visitors or members of the public from the workplace
- the location of assembly points
- how to summon the fire service
- the location and use of fire safety equipment (where appropriate)
- the arrangements for calling the fire brigade
- All staff will undergo periodic fire safety training, including an annual evacuation procedure.

Maintenance and testing of fire safety equipment

The Fire Safety Manager will ensure that fire safety equipment, including fire-fighting equipment, detection and warning systems, means of escape and emergency lighting, are regularly checked and maintained.

Additional Information:

Smoking area:

Smoking area will be located at the rear of the meeting room in a self enclosed area.

Waste management:

The bins will be located on Upper Trinity Street. Additional wheelie glass bottle bins will be deployed & filled at the bar locations.

Appendix 2

From: bw licensing <
Sent: 01 December 2017 12:31
To: Licensing Online; Pollution Team
Cc:
Subject: RE: Online TEN Application – Quantum Exhibition Centre, 77 Upper Trinity St Ref: 554947

Licensing,

West Midlands Police formally make representation to this Temporary Events Notice (TEN) being granted to the applicant on the 15th to 17th December 2017 2000hrs to 0200hrs.

Grounds –

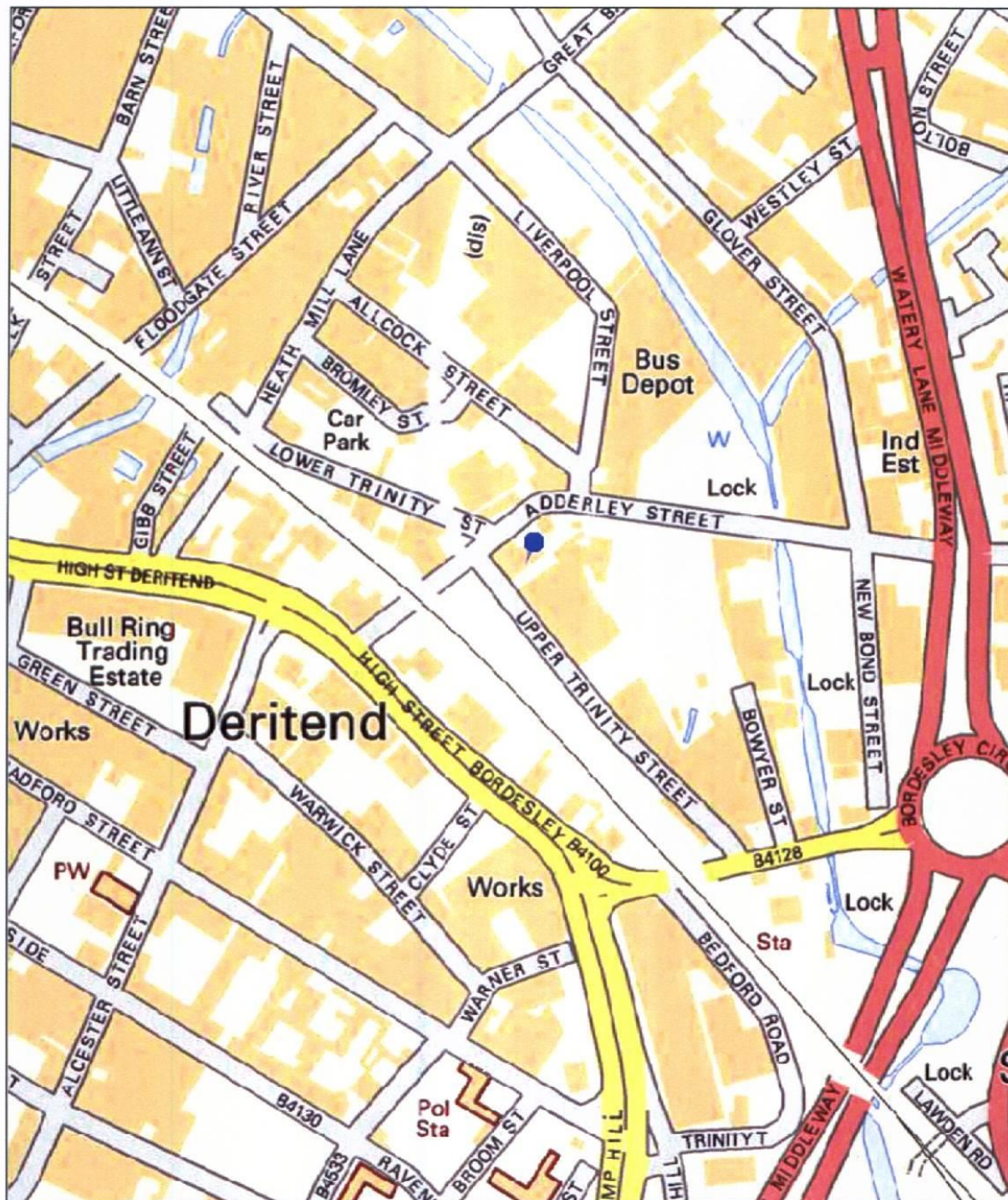
- West midlands Police received the application on Wednesday the 29th November 2017. Initial checks gave West Midlands Police no reason to believe the licensing objectives would not be promoted.
- However, on Friday the 1st December 2017 West Midlands Police received information that gave the police concerns that the licensing objectives would not be promoted.
- Due to previous dealings with this applicant/operator West Midlands Police believe that there will be crime and disorder and public nuisance if this event is allowed to go ahead.
- Attempts have been made to contact the applicant but have yet to return the call.

Regards

Deano

PC 1978 Deano Walker
Birmingham Police Central Licensing Team
Birmingham Partnerships
Lloyd House
Federation Health & Safety Lead.

–
–



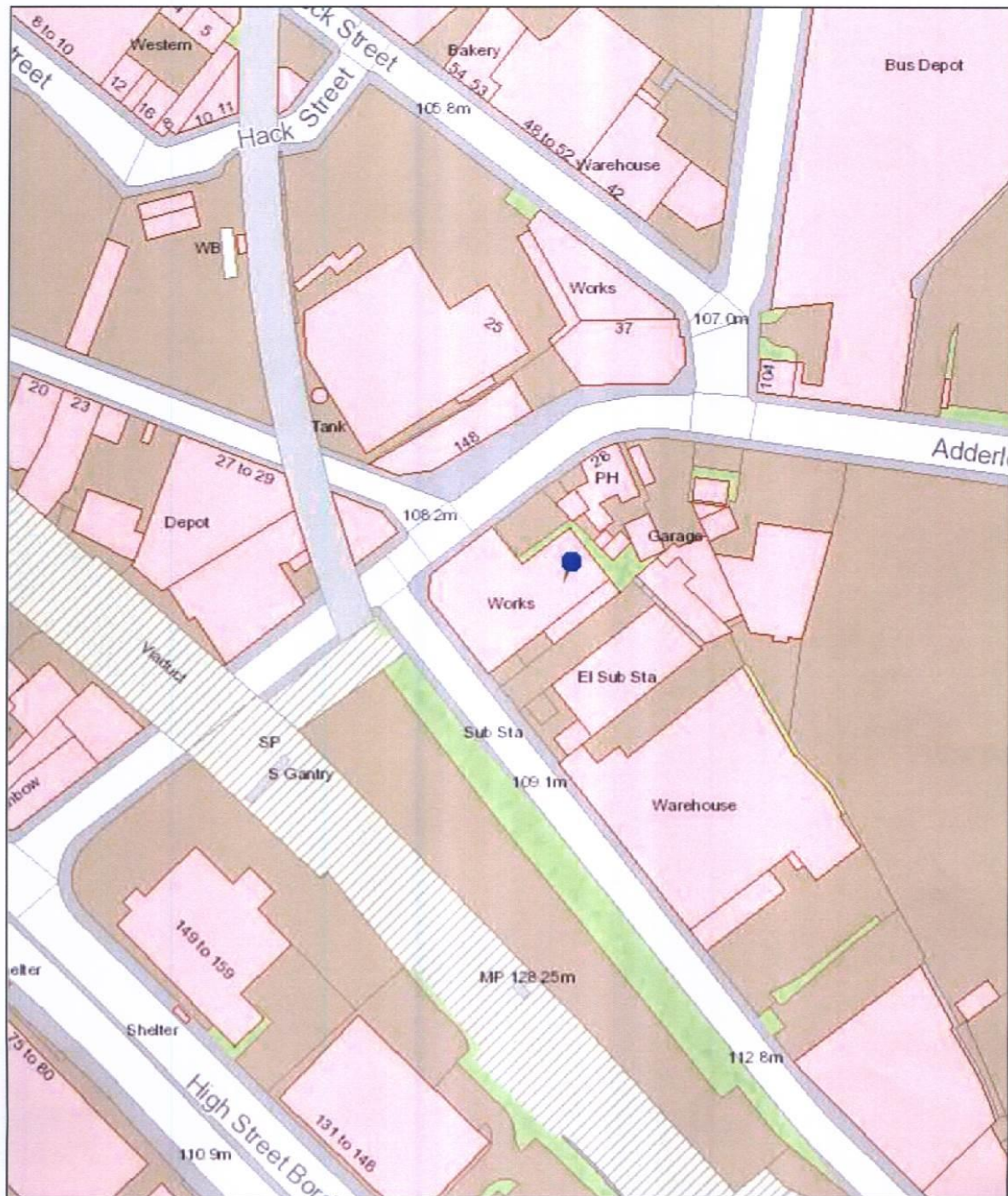
Map Created By:

Notes

Date of Map Creation: 01/12/2017

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Scale:
 1:4,000



Birmingham City Council

Map Created By:

Date of Map Creation: 01/12/2017

Notes



Scale:
1:1,250

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West Midlands Police

v

**Quantum Exhibition
Centre**

(New Location)

**77 Upper Trinity Street,
Digbeth, B9 4EG**



Application for Temporary Event Notice

**The following is the application for a TEN by
Olivia Rhoden.**

**Also includes the full risk assessment completed
by Tome Jenkins for the same event.**

Deano Walker

From: Wendy Gayle <Wendy.Gayle@birmingham.gov.uk> on behalf of Licensing Online <licensingonline@birmingham.gov.uk>
Sent: 29 November 2017 15:22
To: bw licensing; Pollution Team
Subject: Online TEN Application - Quantum Exhibition Centre, 77 Upper Trinity St Ref: 554947
Attachments: Quantum Exhibition Centre TEN 554947.pdf

Good Afternoon

Please find attached the above, sent for your consideration.

Kind Regards

Wendy Gayle
Licensing Officer
Birmingham City Council
Licensing Section
P.O. Box 17013
Birmingham
B6 9ES
0121 303 9896

"Locally accountable and responsive fair regulation for all - achieving a safe, healthy, clean, green and fair trading city for residents, business and visitors"

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* required information

Section 1 of 9

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

System reference

Not Currently In Use

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

Your reference

QH/2017.12

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

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

First name

Olivia

Family name

Rhoden

E-mail address

Main telephone number

Include country code.

Other telephone number

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

Are you:

☐ Applying as a business or organisation, including as a sole trader

☒ Applying as an individual

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

Continued from previous page...

Your Address

Address official correspondence should be sent to.

Building number or name	<input type="text" value="Unit 2"/>
Street	<input type="text" value="77 Upper Trinity Street"/>
District	<input type="text"/>
City or town	<input type="text" value="Birmingham"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="B9 4EG"/>
Country	<input type="text" value="United Kingdom"/>

Section 2 of 9

APPLICATION DETAILS (See also guidance on completing the form, general notes and note 1)

Have you had any previous or maiden names?

☐ Yes

☒ No

Your date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>
dd	mm	yyyy

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

Correspondence Address

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

☐ Yes

☒ No

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

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>

Continued from previous page...

Additional Contact Details

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

☒ Yes

☐ No

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

E-mail

Telephone number

Other telephone number

Section 3 of 9

THE PREMISES

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

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). [\(See also guidance on completing the form, note 2\)](#)

Does the premises have an address?

☒ Yes

☐ No

Address

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

☒ Yes

☐ No

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

Building number or name

Unit 2, 77

Street

Upper Trinity Street

District

City or town

Birmingham

County or administrative area

Postcode

B9 4EG

Country

United Kingdom

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

☒ Neither

☐ Premises licence

☐ Club premises certificate

Location Details

Provide further details about the location of the event

converted warehouse space located in the Digbeth. COMMUNITY HUB for Art, Music & Digital arts

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below [\(see also guidance on completing the form, note 3\)](#)

Areas not in use will be securely segregated and monitored by staff.

Continued from previous page...

Describe the nature of the premises below (see also guidance on completing the form, note 4)

Describe the nature of the event below (see also guidance on completing the form, note 5)

Retro Music, Gaming and Movies, (80-90's)

Section 4 of 9

LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises

(see also guidance on completing the form, note 6):

- ☒ The sale by retail of alcohol
- ☐ The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- ☒ The provision of regulated entertainment
- ☒ The provision of late night refreshment
- ☐ The giving of a late temporary event notice

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

(See also guidance on completing the form, note 7).

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

(see also guidance on completing the form, note 8)

Event start date

15	/	12	/	2017
dd		mm		yyyy

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

Event end date

17	/	12	/	2017
dd		mm		yyyy

Continued from previous page...

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

20.00-02.00

(see also guidance on completing the form, note 9)

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

200

Note that the maximum number of people cannot exceed 499.

(see also guidance on completing the form, note 10)

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

(see also guidance on completing the form, note 11):

- ☒ On the premises only
☐ Off the premises only
☐ Both

Section 5 of 9

RELEVANT ENTERTAINMENT (See also guidance on completing the form, note 12)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

Regulated entertainment
Music 22.00-02.00,
Silent Movies 20.00-00.00

Section 6 of 9

PERSONAL LICENCE HOLDERS (See also guidance on completing the form, note 13)

Do you currently hold a valid personal licence?

☒ Yes ☐ No

Provide the details of your personal licence below.

Issuing licensing authority

Birmingham City Council

Licence number

Date of issue

____ / ____ / ____
dd mm yyyy

Date of expiry

____ / ____ / ____
dd mm yyyy

Continued from previous page... Any further relevant details

Section 7 of 9

PREVIOUS TEMPORARY EVENT NOTICES (See also guidance on completing the form, note 14)

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

☐ No

State the number of temporary event notices you have given for events in that same calendar year

12

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

☐ Yes

☒ No

b) Begins 24 hours or less after the event period proposed in this notice?

Section 8 of 9

ASSOCIATES AND BUSINESS COLLEAGUES (See also guidance on completing the form, note 15)

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

☒ No

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

☐ Yes

☒ No

b) Begins 24 hours or less after the event period proposed in this notice?

Continued from previous page...

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 ☒ No

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: ☐ Yes ☒ No

a) Ends 24 hours or less before; or
b) Begins 24 hours or less after the event period proposed in this notice?

Section 9 of 9

CONDITION (See also guidance on completing the form, note 17)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

This formality requires a fixed fee of £21

DECLARATION (See also guidance on completing the form, 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 connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to 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 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
- ☒ Ticking this box indicates you have read and understood the above declaration

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

Full name

Capacity

Date / /
dd mm yyyy

Continued from previous page...

Add another signatory

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

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/birmingham/apply-1> to upload this file and continue with your application.

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

OFFICE USE ONLY

Applicant reference number	<input type="text" value="QH/2017.12"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

< Previous 1 2 3 4 5 6 7 8 9 Next >

Deano Walker

From: Tom Jenkins
Sent: 29 November 2017 13:12
To: licensing@birmingham.gov.uk; pollution.team@birmingham.gov.uk; bw licensing
Subject: birmingham-554947 Manual
Attachments: Event Manual - 15.16 Dec17.pdf

Please find attached the relevant manual with risk assessment for Ten Application 554947

Unfortunately our landline has not been reactivated at our new property please contact myself or Olivia Via our mobile numbers.

Thank you

Tom Jenkins .

General Manager

Quantum Gateway (Non-for-Profit) /Quantum Exhibition Centre Ltd / Silk City Radio
The Works, 77A Upper Trinity Street
Birmingham
B5 5SA

www.quantumexhibitioncentre.co.uk

Quantum Gateway is designed to promote & celebrate talent, provide a safe and understanding community space, engage youth culture and provide a platform and funding for arts in the West Midlands.

QUANTUM
EXHIBITION CENTRE



QUANTUM
DIGITAL

Charity Partners: Papyrus, Birmingham Children's Hospital, WildinArt, Break Mission, Silk City Radio, Nightlife Outreach & more.

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CONTENTS

Event Schedule

Risk Assessment

Noise Management policy

Staff Management Structure

Entrance & queuing System

Smoking area policy

Egress procedure

Security Plan

Fire emergency Evacuation procedure

Evacuation plan

Friday - Saturday 15th 16th December 2017

Unit 1

**77 Upper Trinity Street
Digbeth
B9 4EG**

Summary

Temporary event is a practical assessment of our proposed long term licensable activity operational procedures.

The TEN applications is for: In house event

Maximum attendance is: 200 people including staff.

Friday 15th December 8pm till 2am

Saturday 16th December 8pm to 2am

Retro Weekend Christmas

Main Event Details:

Event Times:	Door open, 9pm
Dj's -	80's -90's Music
Food	Vegan Food stalls
Stalls	Record and Holistic Health
Last Entry:	11pm
Event end time:	2am

Key assessment areas:

- Smoking area sound levels & security

Ten operational hours

The operational hours are in place to establish accurate noise assessment readings for the duration of 10 hours. Sound monitoring devices will be installed 8 hours prior licensable activity until 2 hours post licensable activity operation.

Observation schedule

- Regular location noise levels
- Installation noise levels
- Entrance & queuing noise levels
- Regulated entertainment noise levels
- Smoking area noise levels
- Dispersal noise levels
- Dispersal duration
- Post activity noise levels

RISK ASSESSMENT

EVENT TITLE: Retro weekend	DATE: 15/12/17
NAME OF PREMISES: Quantum exhibition Centre	
EVENT MANAGER DETAILS: Tom Jenkins	Mobile Number
EVENT DETAILS: Expected Number: 200 Age Range: 25-45 Organised by In house event/ Cleon Smith	ROOMS IN USE Unit 1 /NO Unit 2 Yes/ Meeting Room NO /
	Is Catering involved Yes Where indoor Numbers: 2 Type/Style vegan food
Entry £4 Ticket Other (please specify) Pay on the door	Type of Entertainment : Djs/ silent movie, retro gaming Background music Live Vocalist/ Other (please specify)
SECURITY CONTRACTOR EMPLOYED Leon Security Name of Manager : Michel Younis Have security staff been issued with instructions (Inc Fire) for the event	Yes/ Numbers employed inc Supervisor 4 Time From: 8pm Time To: 2pm Locations see event manual 1/ External Que 2/ Entrance Lobby 3/ Unit 2 4/ Smoking Area 5/ 6/ 7/ 8/ 9/ 10/
What outdoors facilities are to be used at this Event For what purpose	
Noise Control Measures employed Internally	Internal Sound Limiters/Settings : 85 db all frequencies Hand held Monitoring devises

Externally	<p>None</p> <p>Log attached of db readings, locations & times</p> <hr/> <hr/>
SAFETY CHECKS	ACTION TAKEN
1/Staging properly erected, protected	Yes
2/Have all decorations been treated so as to be flame retardant.	Insurance certificate attached /No
3/ Are any other installations (games inflatable sect) safely sited and installed. Have PAT test records, methods statement, risk assessment and public liability records been seen	
4/Area free from tripping hazards	Yes
5/Are all escape routes clear and free from obstructions	Yes
6/ Are all final emergency exit doors clear	Yes
7/ have additional Fire Fighting equipment been deployed and properly sited.	Yes
8/ Have contents of First Aid boxes been checked	Yes
9/ Have all security and Fire warning devices been checked.	Yes
10/ Other	N/A
COMPLAINTS ON THE NIGHT	<p>How Many _____</p> <p>From _____</p> <p>Times _____</p> <p>Action Taken _____</p> <hr/>
<p>Signed Event Manager</p> <p>Bar Manager</p> <p>Security Supervisor</p>	<p>Date 28/11/17</p>

RISK ASSESSMENT

EVENT TITLE: Retro weekend	DATE: 15/12/17
NAME OF PREMISES: Quantum exhibition Centre	
EVENT MANAGER DETAILS: Tom Jenkins	Mobile Number
EVENT DETAILS: Expected Number: 200 Age Range 35-65 Organised by In house event/ Cleon Smith	ROOMS IN USE Unit 1 /NO Unit 2 Yes/ Meeting Room NO /
	Is Catering involved Yes Where indoor Numbers: 2 Type/Style vegan food
Entry £4 Ticket Other (please specify) Pay on the door	Type of Entertainment : Djs/ silent movie, retro gaming Background music Live Vocalist/ Other (please specify)
SECURITY CONTRACTOR EMPLOYED Leon Security Name of Manager : Michel Younis Have security staff been issued with instructions (inc Fire) for the event	Yes/ Numbers employed inc Supervisor 4 Time From: 8pm Time To: 2pm Locations see event manual 1/ External Que 2/ Entrance Lobby 3/ Unit 2 4/ Smoking Area 5/ 6/ 7/ 8/ 9/ 10/
What outdoors facilities are to be used at this Event For what purpose	Smoking area only
Noise Control Measures employed Internally	Internal Sound Limiters/Settings : 85 db all frequencies Hand held Monitoring devises

Externally	None Log attached of db readings, locations & times <hr/> <hr/>
SAFETY CHECKS	ACTION TAKEN
1/Staging properly erected, protected	
2/Have all decorations been treated so as to be flame retardant.	Yes
3/ Are any other installations (games inflatable sect) safely sited and installed. Have PAT test records, methods statement, risk assessment and public liability records been seen	Insurance certificate attached /No
4/Area free from tripping hazards	Yes
5/Are all escape routes clear and free from obstructions	Yes
6/ Are all final emergency exit doors clear	Yes
7/ have additional Fire Fighting equipment been deployed and properly sited.	Yes
8/ Have contents of First Aid boxes been checked	Yes
9/ Have all security and Fire warning devices been checked.	Yes
10/ Other	N/A
COMPLAINTS ON THE NIGHT	How Many _____ From _____ Times _____ Action Taken _____ <hr/>
Signed Event Manager Bar Manager Security Supervisor	Date 28/11/17

Noise Management Policy

Assessment of Noise

An acoustic assessment of noise from the premises has been completed, which has been produced by a competent acoustic consultant. Particular attention has been paid to the assessment and control of low frequency noise (bass beat) from entertainment.

Sound monitoring equipment and limiters will be used and acoustic levels periodically checked in correspondence with Environmental Health Department. Readings will be taken as spot checks and documented from fixed points will be allocated to enable the Duty Manager to take readings at an event both internally and externally.

These points as follows:

- **Unit 1 and 2**
- **Outside Main Entrance**
- **Corner of Upper Trinity Street and Adderley Street**

Specification, selection and operation of amplified music equipment

Actions to be taken to ensure noise and vibration from regulated entertainment shall be inaudible at the nearest noise sensitive property.

Other measures include:

- Reducing the bass content of the music
- The location, direction and number of speakers
- Mounting speakers on rubber or similar material to reduce transmission into the main building structure.
- Performers made aware of any noise problems and associated controls and monitor their compliance
- Security Staff will be employed after the event ends to make sure dispersal takes place in an orderly and proper manner.
- Verbal announcements prior to dispersal will be made at the end of each night
- Notices will be displayed on external doors asking customers to leave the premises in a quiet and orderly fashion to show respect to local neighbours
- Trained staff used to patrol the surrounding area to help control noise from patrons.
- An agreement is made with local cab firms drivers use **TEXT BACK** service to collect their passengers.
- Acoustic sound curtains to be placed in rooms in specific weak parts to dampen sound leakage
- Limit any late night event to 1000 people.
- Staggered closing of rooms to help with footfall outside venue (after 1 am).
- Exit after 1am will be through the smoking area and on to the car park on Barn Street.
- 2/3 SIA trained Marshalls will be placed on car park to help the loitering of customers to either get in a taxi or move up the road away from residents' and the exhibition centre(to minimise any noise to residents or business).
- Smoking area is to the rear of the building and is a separate fenced off area.
- Work closely with the EHO and the police to enforce a zero tolerance on any noise or public nuisance.
- CCTV to be installed in the smoking area and exit to safeguard the venue its staff and its customers.

External

- Refuse and empty bottle/barrel storage areas will be positioned away from front entrance
- Deliveries and collections scheduled during the day.

All managers will be fully aware and conversant with the Noise Management Plan.

Staff will take a pro active approach to noise management including checking noise levels as set out above.

Liaison with Local Residents

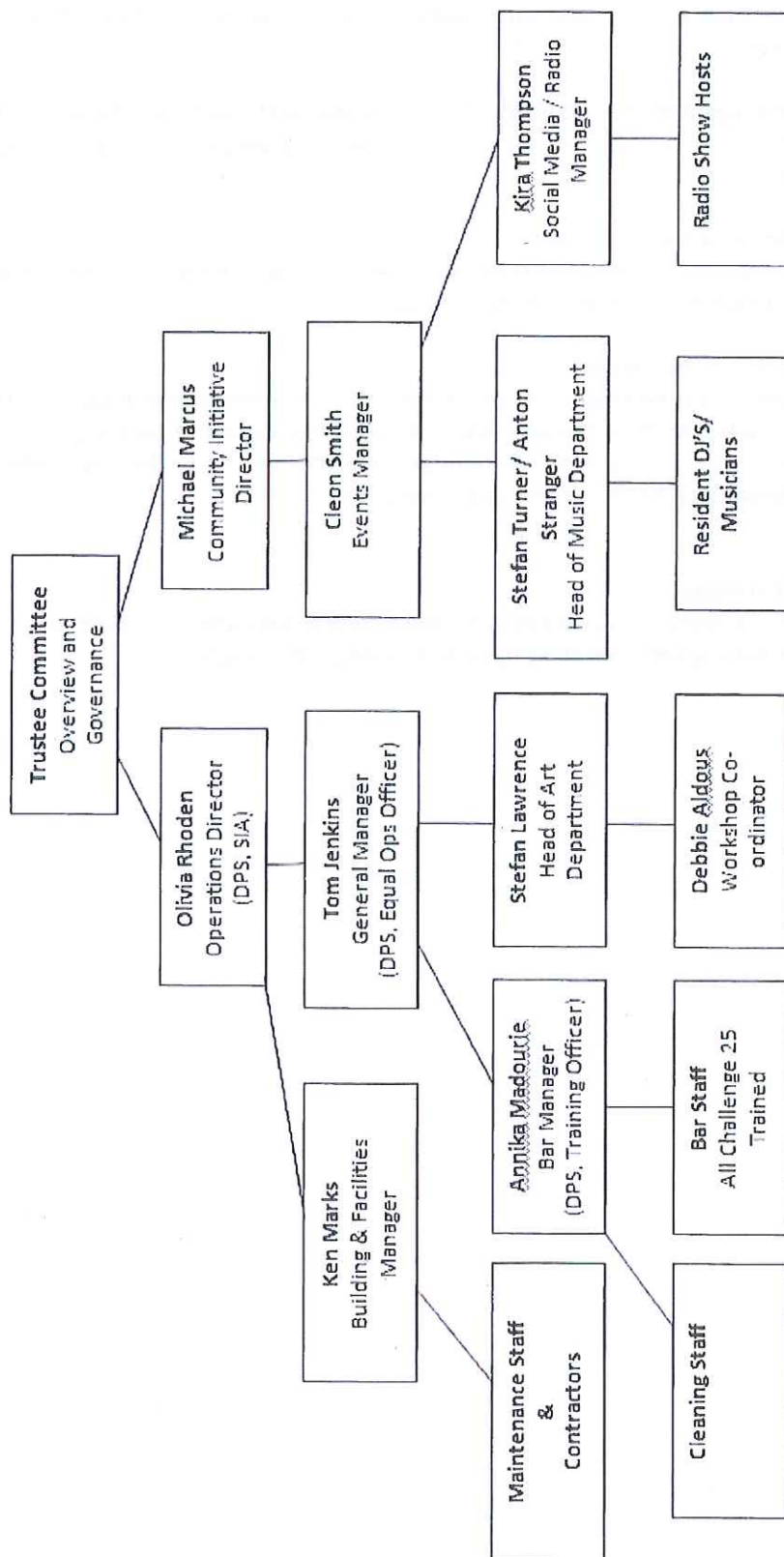
We endeavour to build and maintain a good working relationship with local people and are proactive about controlling noise from the premises.

Complaints Procedure

All complaints relating to the venue should be documented immediately. If the complaint relates to the venue, the Duty Manager will investigate the issue and take appropriate action to locate and remove the source and will then monitor the outcome. The Duty Manager will then advise Environmental health officers of actions taken.

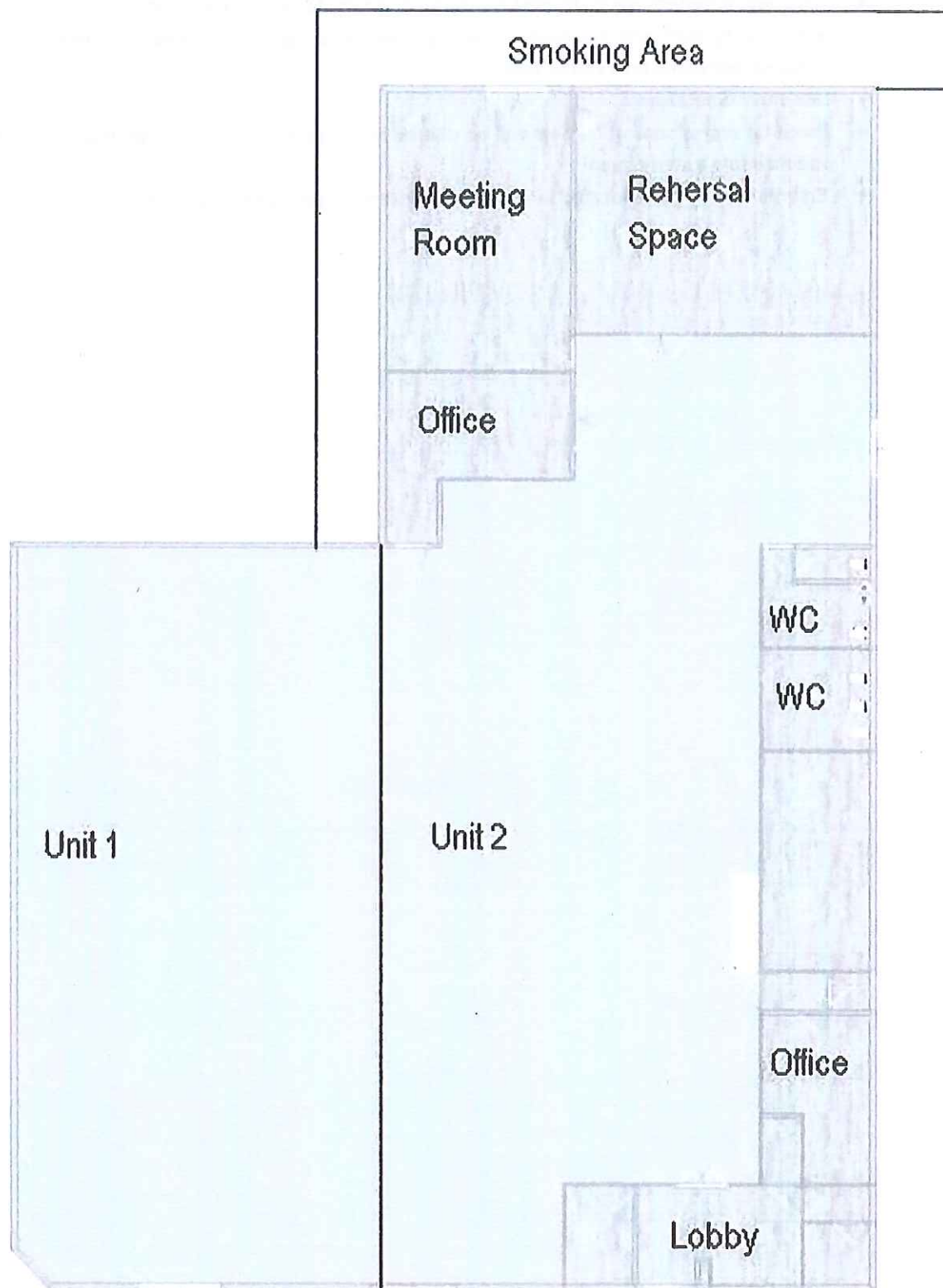
Staff Training

Staff are provided with training on noise control measures and made aware of internal procedures for assessing and controlling noise and dealing with complaints.



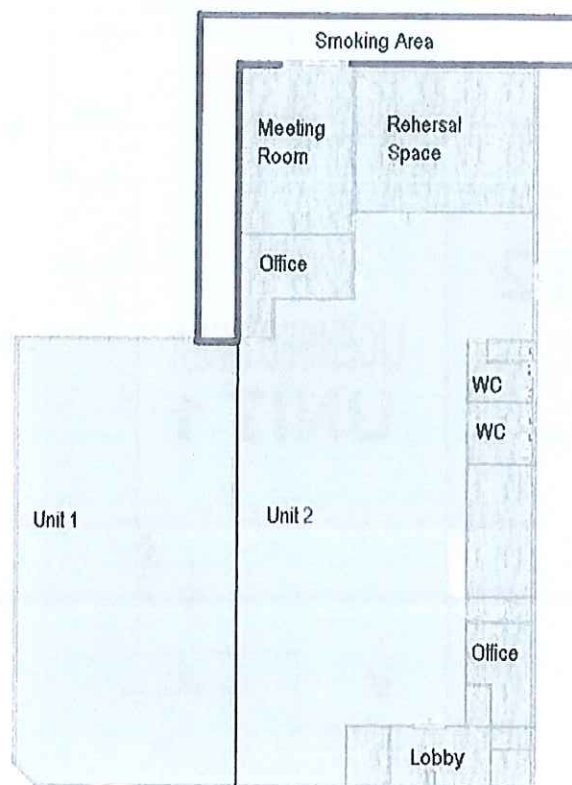
Entrance & Queuing system

- The queuing system will be located down Upper Trinity Street, Facing South.
- SIA security staff will maintain : Queuing area, Smoking area walkway, control people numbers and maintain a sterile area
- Last entry time 11pm
- Specialist access control barriers will be utilised in the unit 1. To control the flow of queues and maintain a sterile area
- Emergency Fire gates located within barrier system for emergency use/exit.



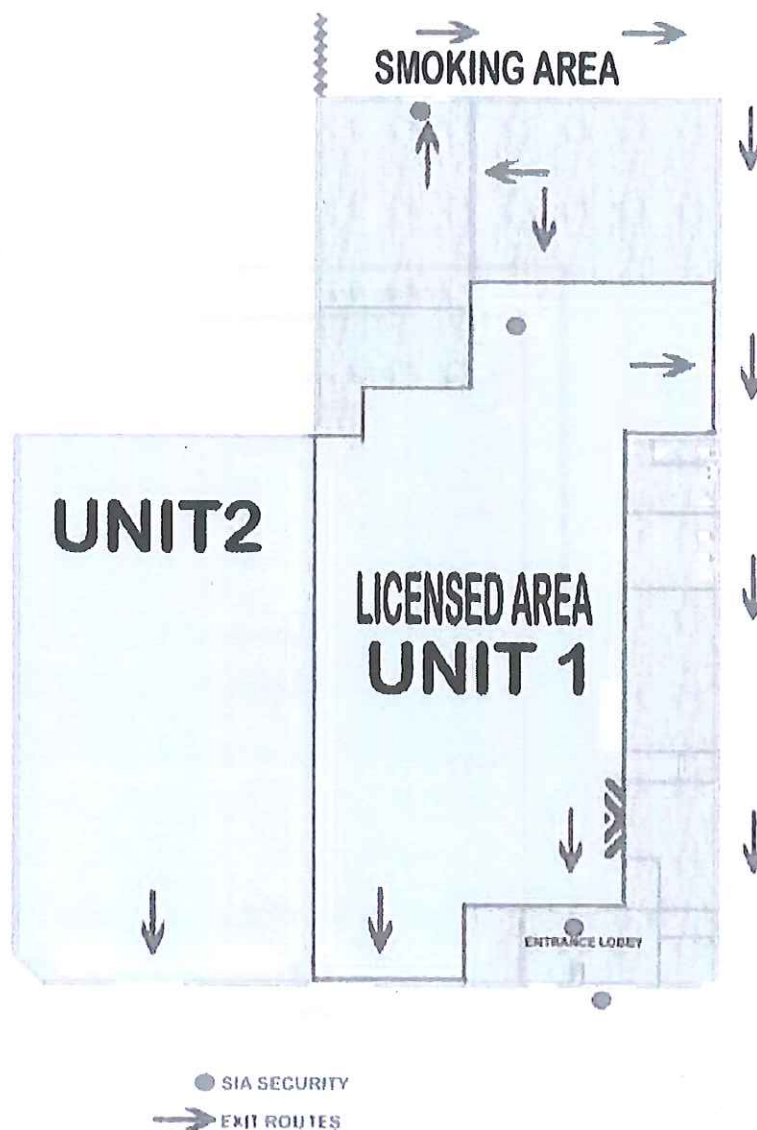
Smoking Area policy

- Smoking area will be located outside the rear of the building in a self contained space.
- The smoking area will be manned by SIA licensed security officers at all times.
- Smoking area capacity 20 persons, manned by SIA licensed security officers at all times.
- Lighting and CCTV coverage of the smoking area will be maintained at all times.



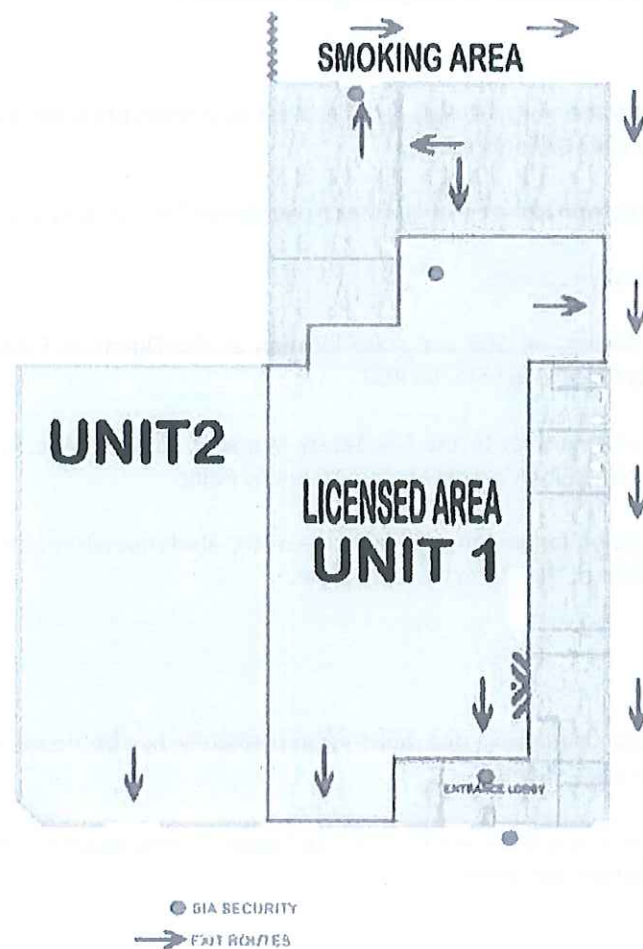
Egress procedure

- Prior to the end of the event, the pedestrian barriers at the front of the venue and the smoking area will be reconfigured to funnel customers away from the venue towards Adderley Street, north from Upper Trinity Street
- Security personnel from inside the venue will be reassigned to external positions to assist with the managed dispersal of crowds and to discourage loitering and / or anti social behaviour.



Security plan staff location details:

1. 1 x staff on entrance to unit 1 queuing area highlighted pink on floor plan
2. 1 x staff for security search on entrance to unit 1
3. 1x staff by fire door by foyer exit into meeting room 1
4. 1x staff Smoking area Main Exit/Egress gate



Fire Emergency Evacuation Procedures

Emergency plan

This plan includes:

- the action to be taken by staff in the event of fire
- the evacuation procedure
- the arrangements for calling the fire brigade
- the location of assembly points

The plan is posted in prominent positions where staff can become familiar with it. More detailed plans are available in areas identified as being at higher risk from fire.

Raising the alarm

On discovering a fire, raise the alarm activating the nearest push-glass fire alarm call-point (small red box, close to major exits and staff only areas).

If safe to do so, use an appropriate fire extinguisher to tackle the fire, but only if your exit is clear.

Leave the building by the nearest exit.

Call the Fire & Rescue Service on 999 and state location as the Quantum Exhibition Centre: The Works, 77A Upper Trinity Street, Digbeth, B9 4EG

Report location of fire: unit number to the Fire Safety Manager attending the Fire System Panel in the Reception Foyer or to the Fire Marshal at your Assembly Point.

If the site requires evacuation for any other reason, the designated supervisor or building manager will authorise the activation of the alarm via a fire panel.

Evacuation procedure:

Staff

If you hear a continuous siren leave the building immediately by the nearest exit. Escort any visitors/contractors from the building.

If an intermittent alarm is heard, there is a fire alert that requires investigation. Be prepared to leave if this becomes a continuous siren.

Appropriate Assembly Points:

Assembly Point One – Underneath Bridge on Adderley Street

Assembly Point Two – Pirate Studios Car Park

Report missing persons or those in difficulty to the Fire Safety Manager, or assembly point. Fire Marshal will relay information to the Fire and Rescue Service on arrival.

Fire Marshals

If alarm is sounded, the Fire Safety Manager or deputy will attend the fire system panel. Identifying the location of the alert.

Main Entrance: Prevent public access to the site, and direct any attending emergency services.

Upper Trinity Street: keep evacuating personnel moving towards assembly points. Direct emergency services if required until evacuation is completed.

Upper Trinity Street, Adderley St junction: Keep evacuated personnel stationed at assembly points. Direct emergency services if required.

Adderley Street: keep evacuating personnel moving towards assembly points. Direct emergency services and assist Marshal if required.

Fire Marshals (two in number) will attend the assembly point directly.

Any remaining Fire Marshals to be deployed as necessary to ensure buildings and roadways are clear before the arrival of emergency services and to prevent entry or re-entry to buildings before an official 'all clear' by the emergency services or Fire Safety Manager.

Fire Wardens

Quantum Exhibition Centre uses Fire Wardens to assist in the evacuation during an emergency. Fire Wardens are familiar with the area they are responsible for clearing, including all escape routes.

Fire precautions

Quantum Exhibition Centre will ensure that adequate fire precautions are in place throughout areas under its control.

This will be achieved by:

- assessing the fire risks in the workplace
- ensuring that a fire can be detected in a reasonable time and that people can be warned
- ensuring that people who may be in the venue can get out safely
- providing appropriate fire-fighting equipment
- ensuring that staff in the venue know what to do if there is a fire
- ensuring that fire safety equipment is checked and maintained

Risk assessment

Fire Wardens will use a Fire Safety Checklist for the risk assessment of areas under their control.

Responsibilities

Staff will ensure materials are not stored in gangways, corridors or stairways or where they may obstruct exit doors.

Smoking

Smoking is not permitted in Quantum Exhibition Centre (or in close proximity to external entrances and exits) except in designated smoking areas.

Training and instruction

Staff and visitors must be aware of the risks of fire associated with their work. All staff will be told during their induction process:

- how to warn others of the fire including the operation of the fire-warning system
- the location and use of escape routes
- to assist or direct visitors or members of the public from the workplace
- the location of assembly points
- how to summon the fire service
- the location and use of fire safety equipment (where appropriate)
- the arrangements for calling the fire brigade
- All staff will undergo periodic fire safety training, including an annual evacuation procedure.

Maintenance and testing of fire safety equipment

The Fire Safety Manager will ensure that fire safety equipment, including fire-fighting equipment, detection and warning systems, means of escape and emergency lighting, are regularly checked and maintained.

Additional Information:

Smoking area:

Smoking area will be located at the rear of the meeting room in a self enclosed area.

Waste management:

The bins will be located on Upper Trinity Street. Additional wheelie glass bottle bins will be deployed & filled at the bar locations.



Supporting Evidence

**The following evidence was found on Google
searching the event on Friday 1st December 2017**

18+



URBANTHROWBACK
URBANTHROWBACK
URBANTHROWBACK
URBAN_THROWBACK

THROWBACK



LAUNCH PARTY HOSTED BY **AYOLA LEE**
FRIDAY 15TH DECEMBER 2017

11PM TILL LATE / 2AM LAST ENTRY

DJ DEMZ DJ DAYDAY DJ NAYRAW DJ UNPRONOUNCEABLE

90'S & EARLY 00'S, RNB, HIP-HOP, GARAGE
+ GAMES - CONNECT 4, TWISTER, RETRO CONSOLES | LIMBO COMPETITION AT 1AM
BBQ JERK BY BRAMMIES | DRESS CODE 90'S

FREE ENTRY TO SAGITTARIANS WITH VALID ID

£4 EARLY BIRD, £7 STANDARD TICKET, £10 ON THE DOOR
FROM TICKETSELLERS OR BRAMMIES + FREE PROMO MIX

NEW LOCATION: QUANTUM EXHIBITION CENTRE
77 UPPER TRINITY STREET
DIGBETH, BIRMINGHAM
B9 4EG
(OPPOSITE RAINBOW WAREHOUSE)



Urban throwback at Q

www.theticketsellers.co.uk/tickets/urban-throwback/1004551

the ticketsellers

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Bog Contact Us Login Basket

Urban throwback

Quantum exhibition centre upper Timmy Street b9 4ag West Midlands

	Face Value*	Booking Fee	Total	Ticket Type	Quantity
Early Bird	£4.00	£0.50	£4.50		0
Standard Ticket	£7.00	£1.00	£8.00		0

Subtotal £0.00

Add to Basket

These are e-tickets delivered by text & email. Click here for more info *Transaction charge from 50p to £0.80 will be added on the next page

Details

Date	Fri, 15th Dec 17
Doors Open	11:00 pm
Last Entry	2:00 am
Event Ends	4:00 am - Sat, 16th Dec 17
Age Restriction	18 and over
Dress Code	Fancy dress
Event Organiser	Urban throwback

Headline Acts

DJ Demz (Hot 92) DJ DAY DAY DJ nayraw DJ unpronounceable

Social networking

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Testimonials

Your security

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Urban throwback at Q
www.theticket sellers.co.uk/tickets/urban-throwback/100-45351

Your security

Your privacy and the way we collect data is very important to us. The site is fully secure and so are your details.

Secure delivery

Whether your tickets are e-tickets or paper tickets we will ensure that they are delivered to you promptly and securely.

£4 EARLY BIRD, £7 FROM TICKETS

0844 870 0000 (24hr) info@theticket sellers.co.uk

Calls cost up to 7p per minute plus your phone company's access charge.

Site links

- Home
- Meet the team

Customers

- Log in
- Delivery

Promoters

- Log in
- Sell tickets

DJ Demz (Hot 92) DJ DAY DAY DJ nayraw DJ unpronounceable

Description

THIS IS THE ULTIMATE THROWBACK PARTY! DEDICATED TO THOSE PEOPLE WHO WANT TO JOG BACK DOWN MEMORY LANE AND STRICTLY LISTEN TO OLD SKOOL MUSIC ALL NIGHT LONG!

*IN ROOM 1- WILL BE STRICTLY 90'S & EARLY 00'S IN HIP HOP GARGAE AND RNB "THAT REAL MUSIC"

*ROOM 2- WILL BE A SELECTION OF GAMES THAT WILL TAKE YOU BACK TO YOUR CHILDHOOD SUCH AS RETRO CONSOLES A TWISTER MAT CONNECT 4 AND MORE!

*A PRIZE WILL BE REWARDED TO THE LIMBO CHAMPION. COMPETITION STARTS AT 1AM

BBO JERK WILL BE AVAILABLE ON THE NIGHT PROVIDED BY BRAMMIES FOR THOSE WHO PREVIOUSLY BOUGHT TICKETS CAN USE THEM HAS ENTRY TO THIS EVENT!

**TICKETS CAN ALSO BE FOUND AT BRAMMIES EVERY TICKET SOLD COMES WITH A FREE PRIMO MIX!!

NEW LOCATION Quantum exhibition centre 77 Upper Trinity Street Digbeth Birmingham B9 4eg (Opposite rainbow warehouse)

BBQ JERK B

FREE ENT

Urban throwback at Q

www.theticket sellers.co.uk/tickets/urban-throwback/100-45351

0844 870 0000 (24hr) info@theticket sellers.co.uk

Calls cost up to 7p per minute plus your phone company's access charge.

Site links: Home, Meet the team

Customers: Log in, Delivery

Promoters: Log in, Sell tickets

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Supporting Evidence

**The following evidence was found on Google
searching the event on Monday the 4th
December 2017**

-  Subscribe to our weekly email of upcoming events.
-  DanceDeets Mobile App (/mobile_apps) helps you find events and tutorials on the go.

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 Birmingham, United Kingdom  Any style, event type, etc

 Start Date → End Date

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ad-words.google.com

URBAN THROWBACK'S LAUNCH PARTY



(<https://flyers.dancedeets.com/1646706518727102/>)

Description

Select Language ▼

DO YOU MISS THE OLD SCHOOL MUSIC ?

URBAN THROWBACK IS THE PLACE TO BE ON THE FRIDAY 15TH DECEMBER!

* IN ROOM 1- WILL BE STRICTLY 90'S & EARLY 00'S MUSIC IN HIP HOP, GARGAE AND RNB. *THAT REAL MUSIC *🎧

ROOM 2- WILL BE A SELECTION OF GAMES THAT WILL TAKE YOU BACK TO YOUR CHILDHOOD SUCH AS RETRO CONSOLES, A TWISTER MAT, CONNECT 4 AND MORE!

*A PRIZE WILL BE REWARDED TO THE LIMBO CHAMPION, COMPETITION AT 1AM.


BBQ JERK WILL BE AVAILABLE ON THE NIGHT BY BRAMMIES


Start Download - View PDF


Click it from Doc to PDF
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The Free Online App!


Details


 Source: Facebook Event
(<https://www.facebook.com/1646706518727102/>)

 Hip-Hop, Competition

 Friday, December 15, 2017
11.00 PM

 Add to Calendar
(<https://www.google.com/calendar/render?action=TEMPLATE&text=URBAN%20THROWBACK%E2%80%99S%20LAUNCH%20PARTY&dates=20171215T230000Z%2F20171216T003000Z&details=Event%20Details%3A%0Ahttps%3A%2F%2Fwww.dancedeets.com%2Fevents%2F1646706518727102%2Furban-throwbacks-launch-party&location=Quantum%2C%20Unit%205%20Trinity%20Street%2C%20Birmingham%2C%20United%20Kingdom&sf=true&output=xml>)

 26 attending, 58 maybe

 Tickets: www.theticketsellers.co.uk
(<https://www.theticketsellers.co.uk/tickets/urban-throwback-launch-party>)

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Organizer:

- Urban throwback
(<https://www.facebook.com/507891396216791>)

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Quantum
(<https://www.facebook.com/414287022092259>)
Unit 5 Trinity Street
Birmingham, United Kingdom

Open in Google Maps (<http://maps.google.com/?daddr=52.4754336,-1.8825622>)



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- [Website: www.dancedeets.com](#)
- [Email: info@dancedeets.com](#)
(mailto:info+event-1646706518727102@dancedeets.com) (If you're emailing about an event, please message the event's Organizers instead)
- [Or find us in the clubs of New York](#)

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