

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"/>

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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.

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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

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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"/>

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



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

Quantum Temporary event manual

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

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 /
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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)
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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
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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

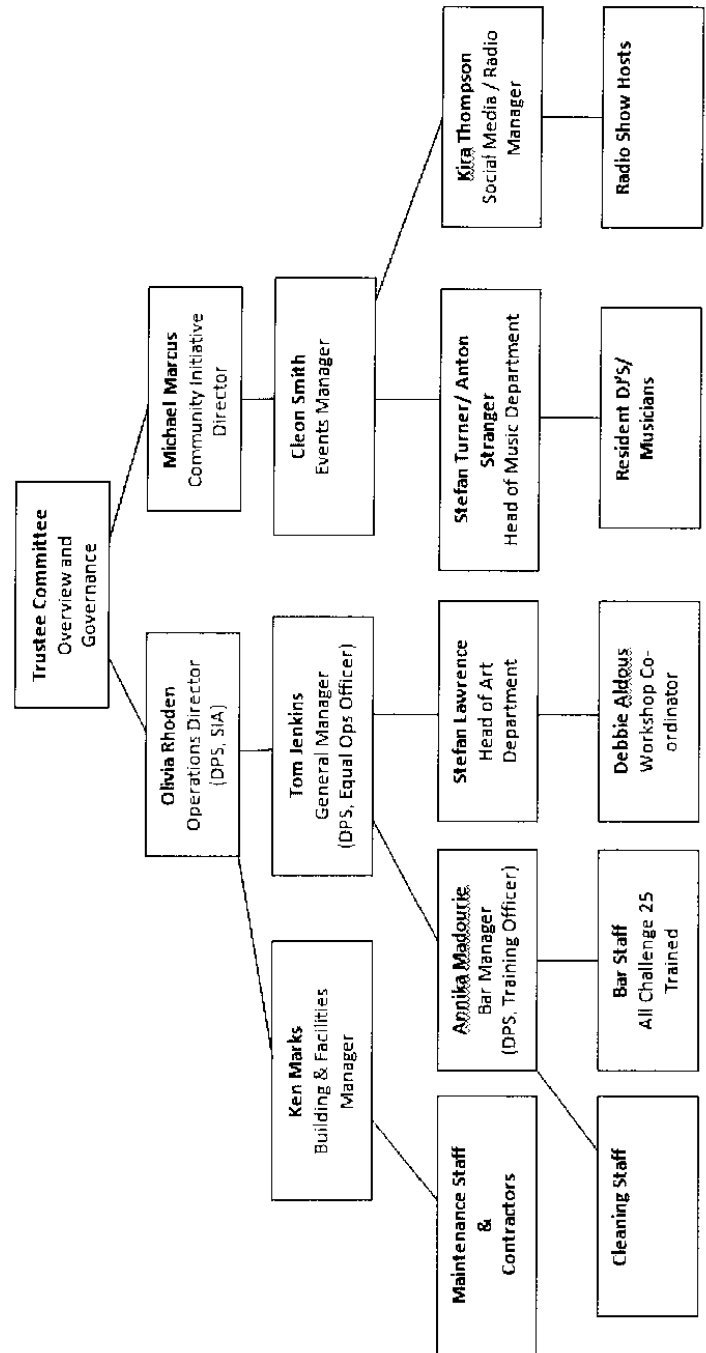
We endeavour to build and maintain a good working relationship with local people and are proactive about controlling noise from the premises.

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.

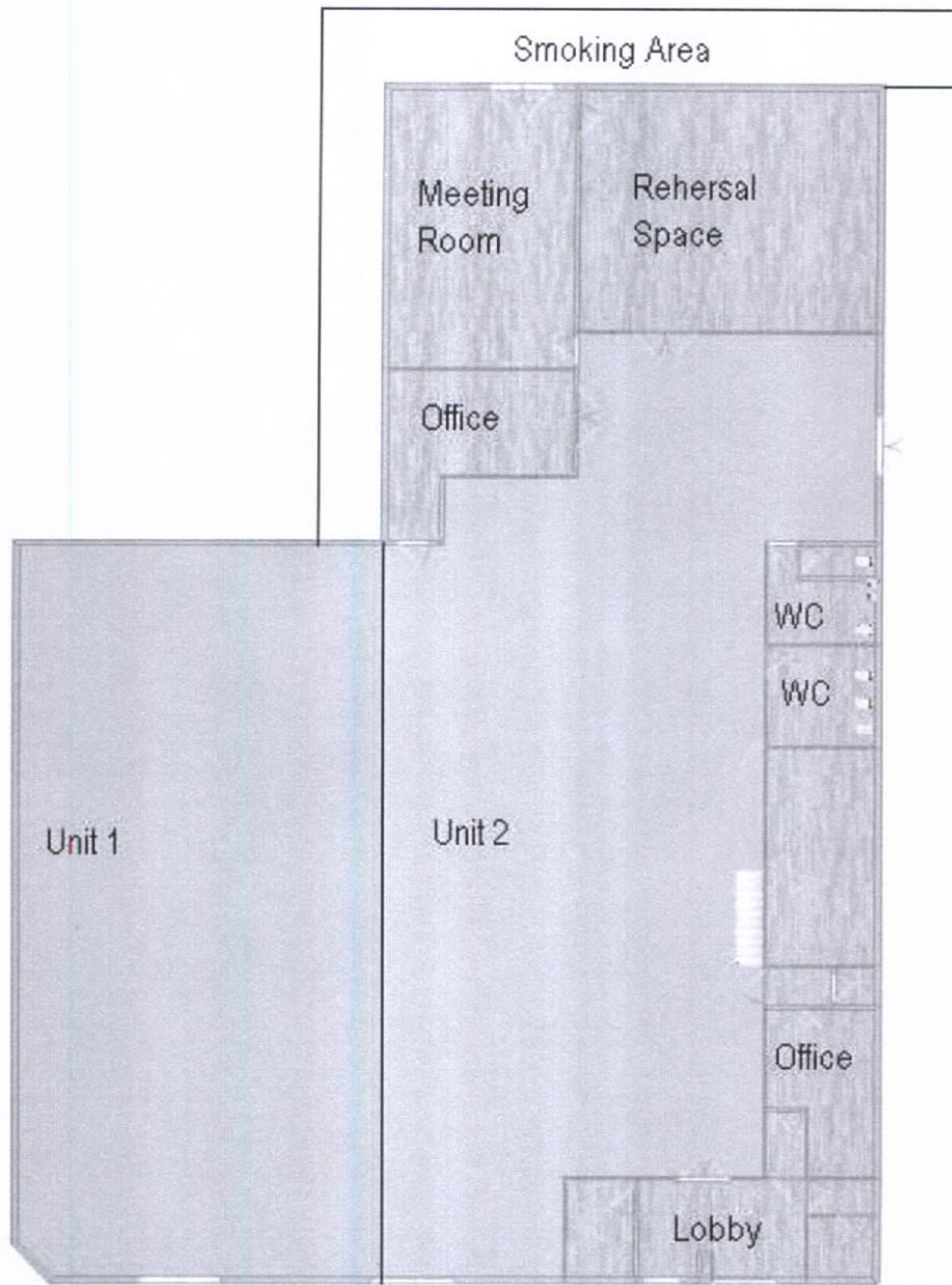
Staff Training

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



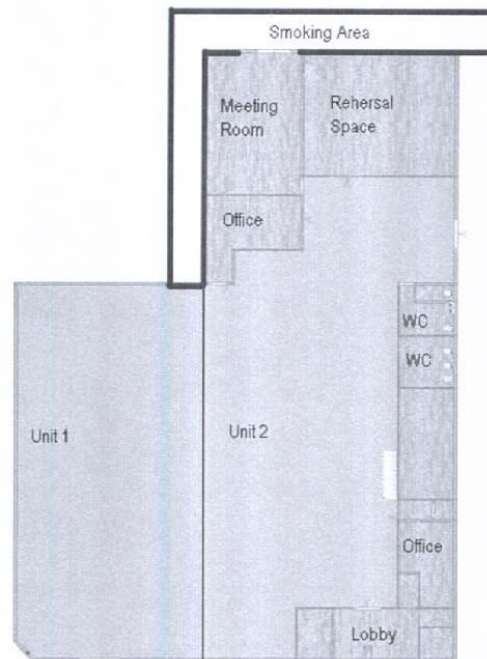
Entrance & Queuing system

- 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.



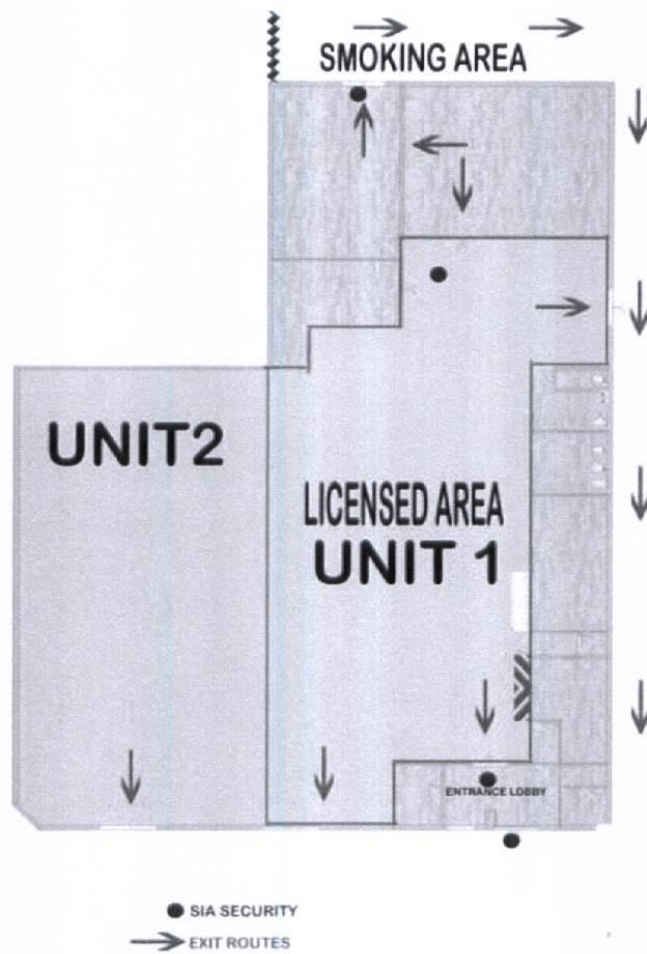
Smoking Area policy

- 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.



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- The floor plan shows Unit 1 and Unit 2. Unit 1 is the larger area on the right, and Unit 2 is the smaller area on the left. A 'SMOKING AREA' is located at the top right. An 'ENTRANCE LOBBY' is at the bottom right. Exit routes are indicated by arrows pointing outwards from the units. SIA security points are marked with black dots: one in the Smoking Area, one in the central part of Unit 1, and one in the Entrance Lobby. A legend at the bottom identifies the black dot as 'SIA SECURITY' and the arrow as 'EXIT ROUTES'.

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.

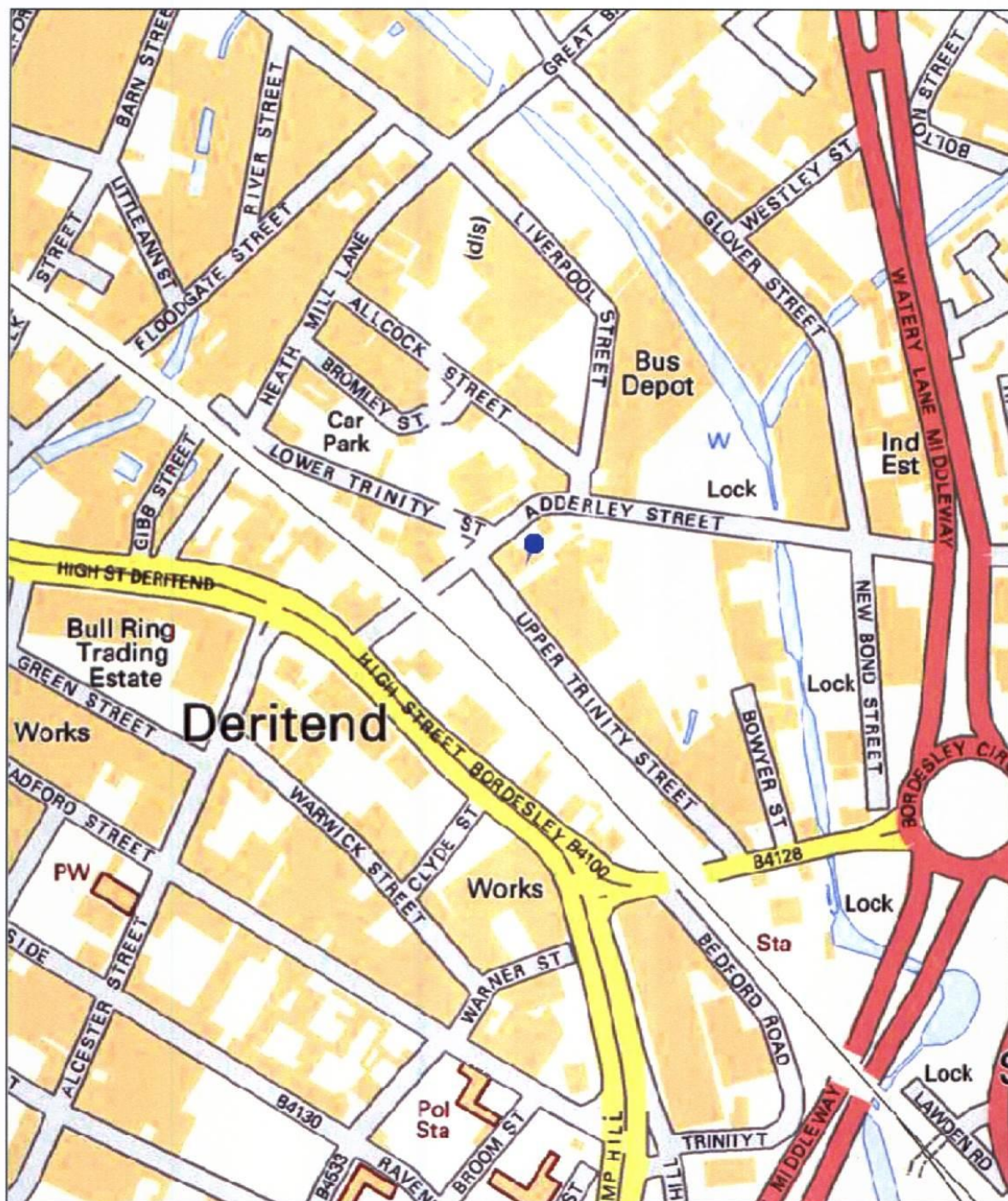
Regards

Deano

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

–
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Appendix 3



Map Created By:

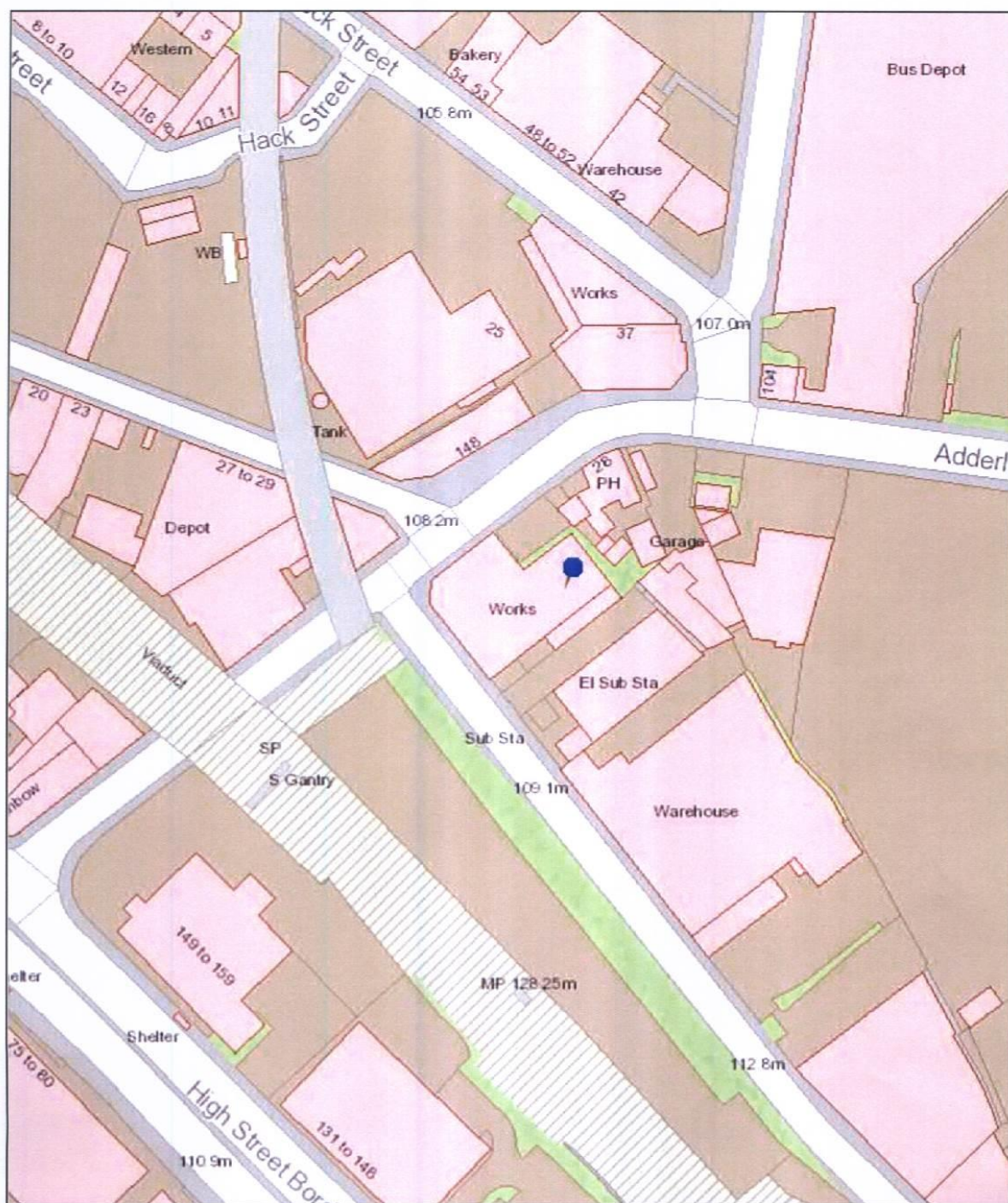
Notes

Date of Map Creation: 01/12/2017



Scale:
1:4,000

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Birmingham City Council

Map Created By:

Notes

Date of Map Creation: 01/12/2017



Scale:
1:1,250

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