



City of Westminster

Licensing Sub-Committee Report

Item No:	
Date:	6 October 2016
Licensing Ref No:	16/08044/LIPN - New Premises Licence
Title of Report:	Leicester Square Gardens Leicester Square London WC2H 7LE
Report of:	Director of Public Protection and Licensing
Wards involved:	St James's
Policy context:	City of Westminster Statement of Licensing Policy
Financial summary:	None
Report Author:	Miss Susan Patterson Senior Licensing Officer
Contact details	Telephone: 020 7641 2207 Email: spatterson@westminster.gov.uk

1. Application

1-A Applicant and premises			
Application Type:	New Premises Licence, Licensing Act 2003		
Application received date:	29 July 2016		
Applicant:	Underbelly Ltd		
Premises:	Leicester Square Gardens		
Premises address:	Leicester Square London WC2H 7LE	Ward:	St. James's
		Cumulative Impact Area:	West End
Premises description:	<p>The premises licence will operate seasonally as follows: 11/11/2016 - 08/01/2017 10/11/2017 - 07/01/2018 09/11/2018 - 06/01/2019, under the name Christmas at Leicester Square. A similar operation has been undertaken at a site on the Southbank for ten years. The event comprises a 600 seater Spiegel tent, 37 craft stalls, a Santa's grotto and a bar within the Leicester Square Gardens.</p>		
Premises licence history:	<p>The area has not been licensed as a standalone venue, although it is licensed as part of the West End Licence, and also there is a licence for Leicester Square Gardens, both are attached at the history Appendix A3.</p>		
Applicant submissions:	<p>The applicant has provided a draft noise management, alcohol management and fire risk assessment and evacuation plan, along with proposed conditions and location and site plans. An updated operating plan was provided on 22.06.2016, dated 13.09.2016, along with 1 revised map of Leicester Square Gardens, dated 24.08.2016. A noise survey and acoustic assessment were also received on 29.09.2016. Finally a combined set of conditions were supplied on 29.09.2016 including conditions as a result of discussions with Environmental Health Services and the Metropolitan Police Service.</p>		

1-B Proposed licensable activities and hours							
Regulated Entertainment: Plays and Performance of Dance				Indoors, outdoors or both			Indoors
Day:	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Start:	10:00	10:00	10:00	10:00	10:00	10:00	10:00
End:	23:00	23:00	23:00	23:00	00:00	00:00	22:30
Seasonal variations/ Non-standard timings:	From the end of permitted hours on New Years Eve to 02:00 on New Year's Day						

Regulated Entertainment: Films, Live Music, Recorded Music, Anything of a similar description to Live Music, Recorded Music or Performance of Dance				Indoors, outdoors or both			Both
Day:	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Start:	10:00	10:00	10:00	10:00	10:00	10:00	10:00
End:	23:00	23:00	23:00	23:00	00:00	00:00	22:30
Seasonal variations/ Non-standard timings:			From the end of permitted hours on New Years Eve to 02:00 on New Year's Day				

Sale by retail of alcohol				On or off sales or both:			On
Day:	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Start:	10.00	10.00	10.00	10.00	10.00	10.00	12:00
End:	23:00	23:00	23:00	23:0	00:00	00:00	22:30
Seasonal variations/ Non-standard timings:			From the end of permitted hours on New Year's Eve to 02:00 on New Year's Day				

Hours premises are open to the public							
Day:	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Start:	12:00	12:00	12:00	12:00	12:00	10.00	10.00
End:	23:30	23:30	23:30	23:30	00:00	00:00	23:00
Seasonal variations/ Non-standard timings:			From the end of permitted hours on New Years Eve to 02:00 on New Year's Day				
Adult Entertainment:			According to the application some performances in the Spiegeltent will contain ancillary material of an adult nature Appropriate age restrictions will be: (a) imposed; (b) advertised on all related marketing material; (c) made clear at the point of sale of tickets; and (d) enforced at the point of entry to the Spiegeltent.				

2. Representations

2-A Responsible Authorities	
Responsible Authority:	Environmental Health Service
Representative:	Sally Thomas
Received:	11 August 2016

1.The Supply of Alcohol may have the likely effect of causing an increase in Public Nuisance in the cumulative impact area and may impact on Public Safety.

2.The provision of Regulated Entertainment may have the likely effect of causing an increase in Public Nuisance in the cumulative impact area and may impact on Public Safety.

3.The seasonal variations may have the likely effect of causing an increase in Public Nuisance in the cumulative impact area.

The applicant has proposed conditions within the operating schedule which are being considered. Further conditions may be proposed by Environmental Health in order to help prevent Public Nuisance and protect Public Safety.

The granting of the new Premises Licence as presented would have the likely effect of causing an increase in Public Nuisance in the cumulative impact area and may impact on Public Safety.

Conditions were proposed by Environmental Health Services, and are included in Appendix Das discussed, amended and adopted by the applicant.. Several questions were asked by the Environmental Services Officer and the responses received, **are in bold** , below.

Noise Spiegeltent - Questions from EH

- The sound levels from the Spiegeltent have been described as this in the NMP eAmplified noise levels within the Spiegeltent structure shall be restricted so as not to exceed 85dB(A)Leq over any 15--]minute period when measured at the mixing desk.
- You will need to demonstrate how this will impact on the nearest noise sensitive premises as there is no detail regarding the receptor.
- The location of the nearest residential/commercial window that may be affected by noise from the proposed activity. Indicate the distance of the window from the source in metres
- The background noise level assessment (LA90 15 minutes) over the proposed hours of operation including the time, date and weather conditions, instrumentation and calibration, noise sampling locations and a copy of the noise survey data ? this is not necessarily required, however it will give a good idea of current noise levels both background and ambient and how the activity will impact on this.
- Calculations for the predicted noise level 1 metre from the window of the nearest residential/commercial property. Include any proposed attenuation measures.

Answer from Sarah Fleming – Applicant in bold

We are currently carrying out a background noise survey and will create a report to be submitted later this week. *Now provided in applicant submissions, 29.9*

Noise Outdoor entertainment – Question from EH

- What entertainment is proposed in the external areas? How do you propose on not causing a nuisance with this entertainment? Similar comments to above.

Answer from Sarah Fleming – Applicant in bold

We will have low level distributed Christmas music over the Event. This will be from 1 source and will not be audible from outside the Gardens. However there will be no other outdoor entertainment.

WC provisions - Question from EH

- Can you confirm how the proposed WCs numbers were determined Was the event safety guide used or specification from the British Standard?

Answer from Sarah Fleming – Applicant in bold

Based upon the Purple Guide's temporary toilet table, what we have proposed and drawn will allow us to provide sanitary provision for approx. 1000 men and 1000 women (not including the disabled access toilet), which we think is more than adequate for the Event. It breaks down as below -

For events with a gate opening time of 6 hours or more, with alcohol and food served in quantity

Women, 1 toilet per 75 (2 x 7 cubicle Portaloo units proposed) = 1050

Men, 1 toilet per 400, plus 1 urinal per 100 (1 x 3 cubicle and 10 urinal units proposed = 1200 (cubicle), 1000 (urinal)

Street Trading - Questions from EH

- Has contact been made with the Street Trading team?
- Where are the cooking stalls located?

Answer from Sarah Fleming – Applicant in bold

The stalls are as per the table at 10.6 which has numbered stalls which correspond to the attached drawing. However the larger hot food stalls are stalls 1 and 2 which are on the west side next to the bar. Ollie will be in touch with the street trading team once the licence has been granted.

Capacity - Questions from EH

- I know a capacity will be set in the Spiegel tent. However what is the safe capacity of the Gardens and how will this be controlled?

Answer from Sarah Fleming – Applicant in bold

The turnover of public within the square is expected to be high due to the walk-through nature of the site. Because of this it is unrealistic to work to a numbered capacity obtained from "clickers". Further to this, a set capacity for the site does

not take account of the crowd movement within the site.

The capacity of the site will be assessed continually by both site management and security staff to ensure it remains a pleasant and safe environment. As previously detailed, gate control and an entry policy will be put in place if the density of people is at risk of increasing to an uncomfortable level. With this method of dynamic assessment, we can also allow for eventualities like a show coming to an end, and adjust levels to suit in advance.

Other - Questions from EH

- Spiegel tent alcohol - will alcohol only be sold in the lobby area of the tent? Or is there a proposal for mobile sellers?
- The bar located in the Gardens is against the Licensing policy and further thought needs to be given on how the Licensing objectives will be upheld. I imagine this will be one of the main talking points at LSC.
- The proposed hours of the performances are shorter than of those in the application, I would advise that the application is amended to mirror the times that are actually required.
- Will the site be fenced at all?
- What fuel is being stored next to the generators?

Answer from Sarah Fleming – Applicant in bold

There is a main bar in the lobby area of the tent. A small amount of the VIP seats are serviced by table service, where orders are taken and delivered from the bar in the foyer.

Regarding the proposed hours discrepancy - I will ask Alun to amend.

The existing gardens fence is being used. However our back of house areas will have compound walls around them.

What fuel is being stored next to the generators?

Diesel fuel is stored next to the generators.

END

Additionally on 29.9 after receiving the conditions back from the applicant, EH sent an email to the applicant, as below:-

Please note and for the benefit of the Committee, the conditions in Tilly's document include my proposed conditions.

Can I add the following condition to Tilly's document. Tilly please confirm if you agree this condition.

'The licence holder shall ensure that any queuing for the Spiegeltent performances shall take place within the licensed area.'

There will be need for discussion over the following:

- The outside bar and the proposal of spirits in this area and the size of this unit – as stated in previous emails this against the licensing policy.*
- Whether a capacity is required for the outside space – the condition for a capacity has remained but this may not be necessary if the capacity is continually reviewed.*
- The proposal of New Year's Eve.*
- I will review the calculations of the WCs before LSC and confirm how many are required. This is currently a condition and will be confirmed by Thursday or TBA prior to the event.*
- I will also review the maximum of the capacity of the Spiegeltent. This is currently a condition and will be confirmed by Thursday TBA prior to the event.*

I will also review the latest Operating Schedule and the latest Noise Management Plan and have comments ready for LSC.

Responsible Authority:	Metropolitan Police
Representative:	Paul Hoppe
Received:	5 August 2016

The venue/ premises is in the West End Cumulative Impact Area, an area of higher than the Borough average of crime related to licensable activities. There has been a forced uplift in Policing in the area (known as Impact Zone Officers) in an attempt to Prevent Crime and Disorder in this immediate area.

- The application does not demonstrate promotion of the Licensing Objectives - Prevention of Crime and Disorder, Public Nuisance.
- The application does not provide a full explanation of the planned event for Police to make an informed decision on the operation.
- The operational plan in regards to alcohol sales, security provision including searching and prompt dispersal does not demonstrate promotion of the Licensing Objectives.

For these reasons Police are objecting to this application.

Responsible Authority:	Licensing Authority
Representative:	Steven Rowe
Received:	26 August 2016

As a responsible authority under section 13 (4) of the Licensing Act 2003 as amended under the Police and Social Responsibility Act 2011 the Licensing Authority have considered your application in full. The Licensing Authority has concerns in relation to this application and how the premises would promote the Licensing Objectives:

The applicant has provided an information pack with their application with proposed conditions. However, as it stands the application does contravene Westminster's Statement of Licensing Policies CIP1, HRS1, MD2, PB2 and OS2. The premises is

located inside the Cumulative Impact Area.

Policy CIP1 states (i) It is the Licensing Authority's policy to refuse applications in the Cumulative Impact Areas for: pubs and bars, fast food premises, and premises offering facilities for music and dancing; other than applications to vary hours within the Core Hours under Policy HRS1. However part (ii) states: Applications for other licensable activities in the Cumulative Impact Areas will be subject to other policies, and must demonstrate that they will not add to cumulative impact in the Cumulative Impact Areas.

Policy HRS1 states at paragraph 2.3.2: "It is the intention to generally grant licences... where the hours when customers are permitted to be on the premises are within the 'core hours' as set out in Policy HRS1. This is not a policy to refuse applications for longer hours than the core hours and consideration will in all cases be given to the individual merits of an application. Where a proposal is made to operate outside these core hours each application will be considered on its merits against the criteria as set out in paragraph (ii) (of Policy HRS1)".

The current application is beyond core hours on a Sunday 2 hours before 'core hour' of midday. **(Since the applicant solicitors amendment on 30.08 this is no longer the case)**

Policy MD2 which relates to music and dancing entertainment within the CIA states 'It is the Licensing Authority's policy to refuse applications in the Cumulative Impact Areas, other than applications to vary hours within the Core Hours, under Policy HRS1'.

Policy PB2 which relates to public houses and bars within the CIA states 'It is the Licensing Authority's policy to refuse applications in the Cumulative Impact Areas other than applications to vary hours within the Core Hours under Policy HRS1'.

Policy OS2 which relates to off sales of alcohol within the CIA states 'Applications will be granted subject to the relevant criteria in Policies CD1, PS1, PN1 CH1 and HRS1 and other policies in this Statement, provided it is demonstrated that they will not add to cumulative impact in the Cumulative Impact Areas.

The applicants have stated in their application form that 'some performances in the Spiegeltent will contain ancillary material of an adult nature'. The Licensing Authority will need to discuss the proposals with the applicant.

2-B Other Persons			
Name:		Mr Murray Sharp	
Address and/or Residents Association:		Flat 4 Longs Court 35A St.Martins Street London WC2H 7HN	
Status:	Valid	In support or opposed:	Opposed
Received:	DATE 24 August 2016		
This venue would completely impose on my life, the noise would echo up to my flat and			

resonate extremely loudly, i have no double glazed windows either. Leicester Square was years ago donated to the residents for their peaceful enjoyment with no loud music permitted. There is no way this should be permitted, you might find this restrictive covenant worth a read, one of many that may be produced if this heads any further <http://www.nsbs.org/archives/CLESNS/140.pdf>

I notice when the square was rebuilt several years ago this was not part of the governments own concept, so it better not be now.

Perhaps because this application has been submitted in August when many people are on vacation, and also many foreign residents who may be short term, i am long term and am completely against this .Where on earth did the concept of taking over a london landmark actually come from and what on earth is it even doing on the table, please inform me how it came about that somebody in bureaucracy feels they can rent the square out and please let me know the amount of money involved, this is scandalous, and if the square is available to rent where can i find these details, this is almost conspiritorial. I very much need this information so the appropriate channels can look into this.

3. Policy & Guidance

The following policies within the City Of Westminster Statement of Licensing Policy apply:

Policy CIA1 applies:	<p>(i) It is the Licensing Authority's policy to refuse applications in the Cumulative Impact Areas for: pubs and bars, fast food premises, and premises offering facilities for music and dancing; other than applications to vary hours within the Core Hours under Policy HRS1.</p> <p>(ii) Applications for other licensable activities in the Cumulative Impact Areas will be subject to other policies, and must demonstrate that they will not add to cumulative impact in the Cumulative Impact Areas</p>
Policy HRS1 applies:	<p>(i) Applications for hours within the core hours set out below in this policy will generally be granted, subject to not being contrary to other policies in the Statement of Licensing Policy.</p> <p>(ii) Applications for hours outside the core hours set out below in this policy will be considered on their merits, subject to other relevant policies.</p>
Policy PB2 applies	It is the Licensing Authority's policy to refuse applications in the Cumulative Impact Areas other than applications to vary hours within the Core Hours under Policy HRS1.
Policy MD2 applies:	It is the Licensing Authority's policy to refuse applications in the Cumulative Impact Areas, other than applications to vary hours within the Core Hours, under Policy HRS1.
Policy COMB1	(i) Where a premises proposes to operate as a combined use

applies:	<p>premises applications will be considered on their merits with regard to each of the relevant policies e.g. Policies CD1, PS1, PN1 CH1 CIP1 and HRS1.</p> <p>(ii) The Licensing Authority will take into account the current and proposed use of the premises when considering what weight is to be given to the relevant uses and policies.</p> <p>It will take into account what is the primary use of the premises, if any, and which licensable activities are proposed outside the core hours (see policy HRS1).</p> <p>(iii) It will consider any premises which include any pub or bar use or provide facilities for fast food and drink or for music and dancing primarily under the policies specific to those uses e.g. PB1&PB2, FFP1 & FFP2, MD1 & MD2.</p>
----------	--

4. Appendices

Appendix 1	Premises plans
Appendix 2	Applicant supporting documents, Noise Management Plan, Alcohol Management Plan, Fire Risk Assessment Plan and Operating Plan and a Noise Survey and Assessment
Appendix 3	Premises history
Appendix 4	Proposed conditions
Appendix 5	Residential map and list of premises in the vicinity

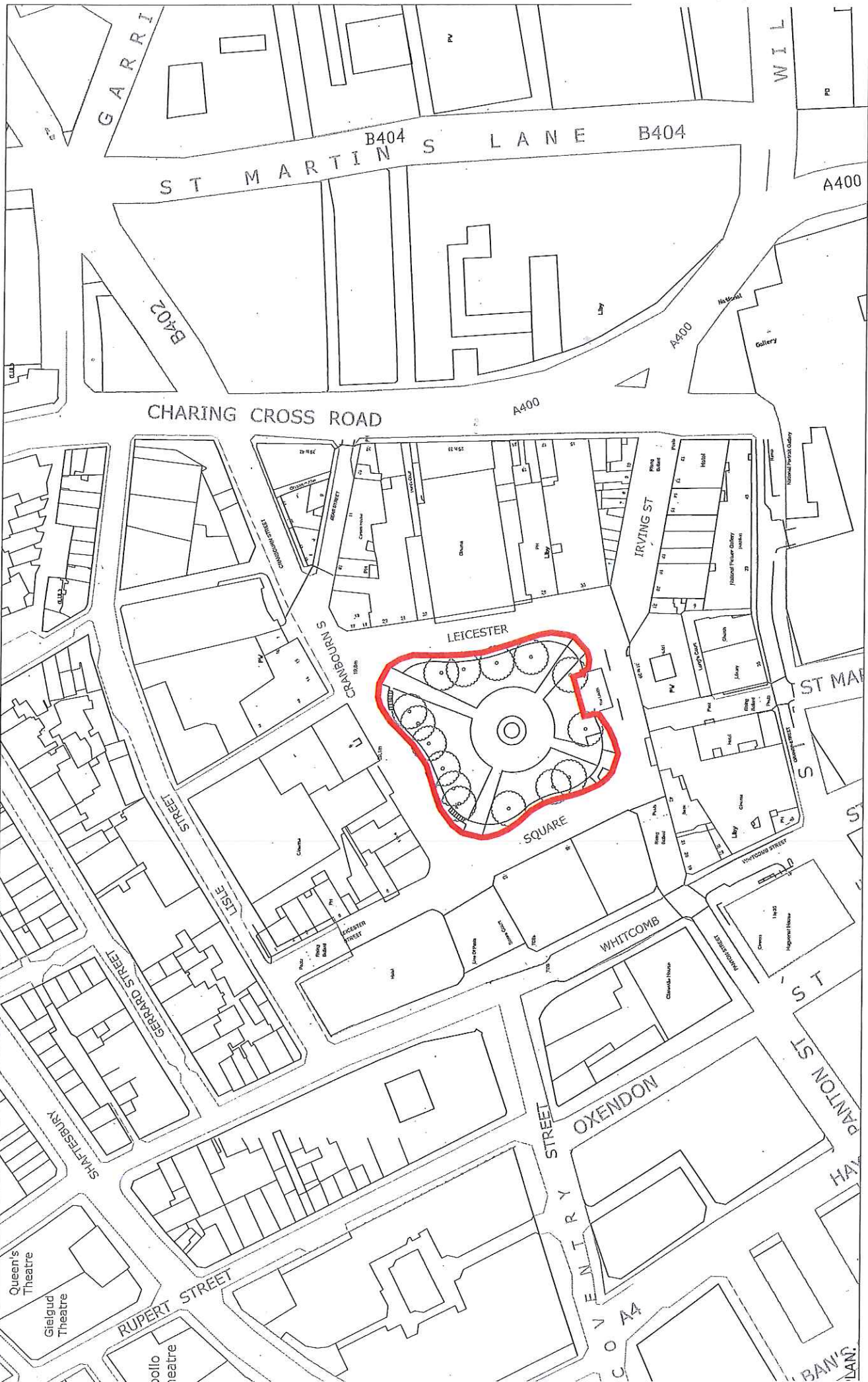
Report author:	Miss Susan Patterson Senior Licensing Officer
Contact:	Telephone: 020 7641 2207 Email: spatterson@westminster.gov.uk

If you have any queries about this report or wish to inspect one of the background papers please contact the report author.

Background Documents – Local Government (Access to Information) Act 1972		
1	Licensing Act 2003	N/A
2	City of Westminster Statement of Licensing Policy	7 January 2016
3	Amended Guidance issued under section 182 of the Licensing Act 2003	March 2015
4	Application Form	29 July 2016
5	Environmental Health Representation	11 August 2016
6	Police Representation	5 August 2016

7	Licensing Authority Representation	26 August 2016
8	Environmental Health proposed conditions	6 September 2016
9	Applicant amending aspects of the application	30 August 2016
10	Resident, Mr Sharp Representation	24 August 2016
11	Applicants amended conditions	29 September
12	EH amended conditions request	29 September
13	Applicants answers to EH questions	29 September

Plan 1: Site Location and Ambit of Licensable Activities

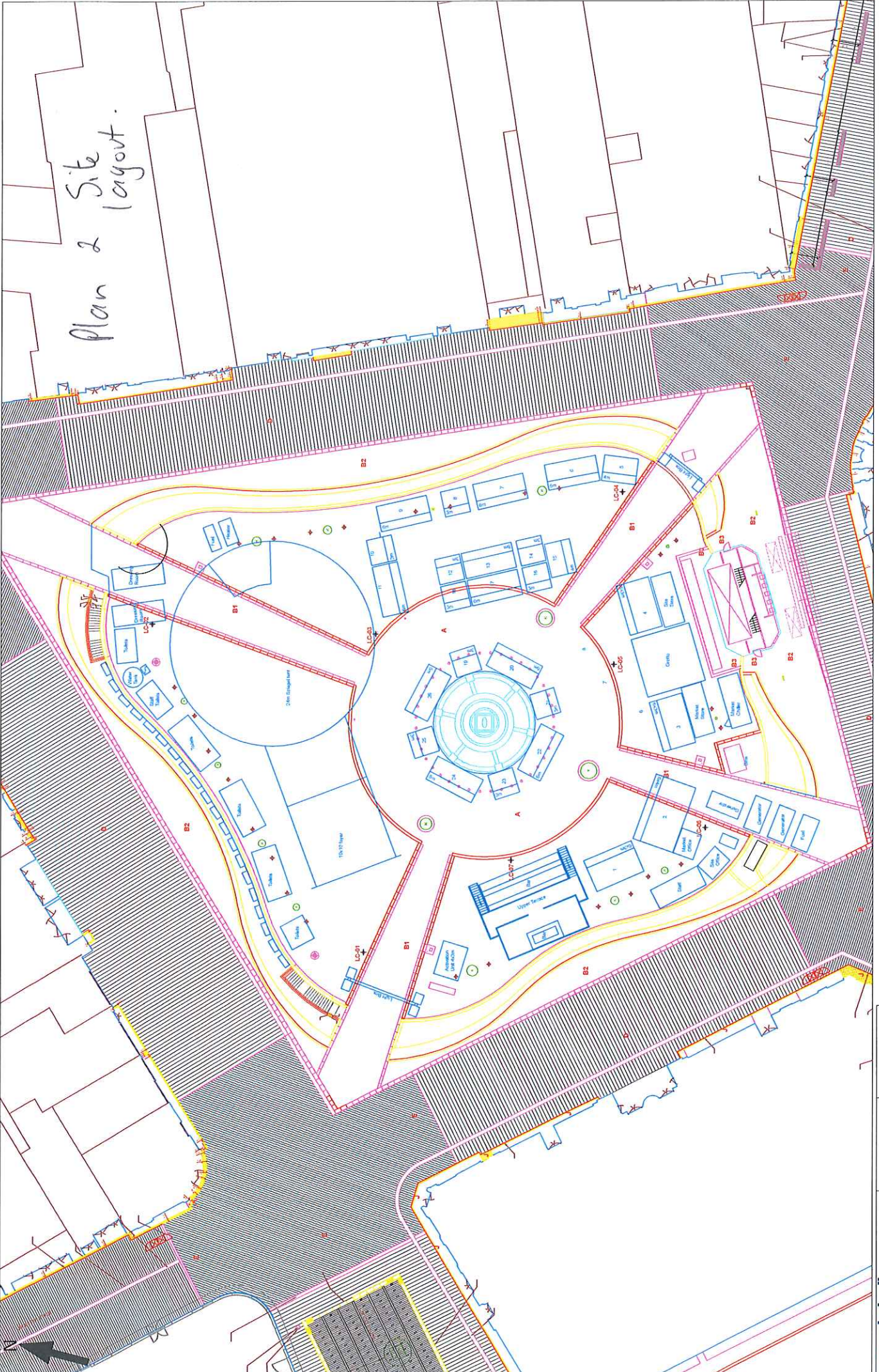



KEY:

— Ambit Of site and licensable activities

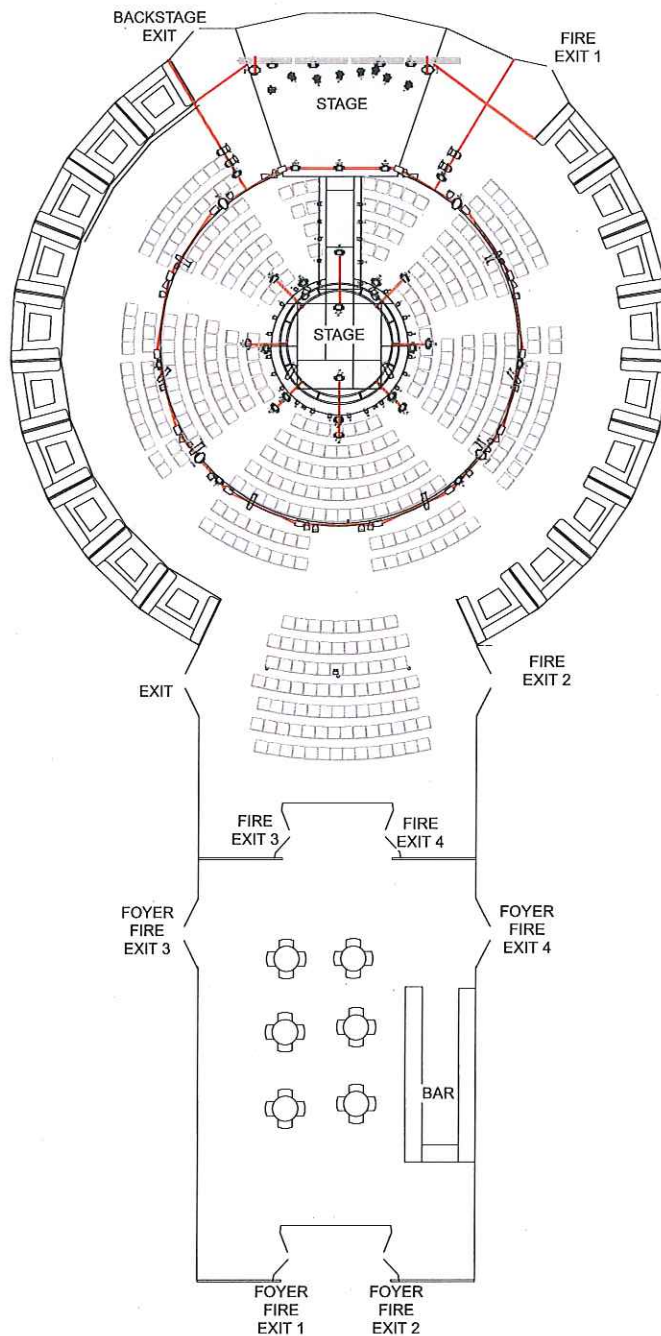
indēbely 100-1000 WITTON 01203 600000 0000 - 0000 www.indebely.com	Drawing Number: UB/LSG 16 001
	Drawing Scale: 1:1250 @ A3
Drawing Title: Leicester Square winter festival 2016	Drawing Revised: 23/05/2016 KE
Drawing Date: 23/05/2016 KE	Drawing Date: 23/05/2016 KE

Plan 2 Site layout.



 <small>100 The Piazza - London, W1J 3JH Tel: 0207 307 4000 • Fax: 0207 307 4001 • Web: www.underbelly.co.uk</small>	Drawing Number: UB/LS 16001
	Drawing Title: Leicester Square DRAFT 4
Drawing Revised: 24/08/2016 KE	Drawing Scale: NTS @ A3
Drawing Date: 31/03/2016	

Plan 3: Detail: Internal Layout of Spiegeltent



DO NOT SCALE FROM DRAWING
 Check all dimensions on this before starting work or
 ordering. Submit a site-specific order form or
 order the requirements, or contact our
 suppliers.

22/15

Leicester Square Christmas

22/15/16

Proposed Seating Layout
 Spiegeltent in Leicester Square 2016

1:200	A3	27/07/16	SJF
-------	----	----------	-----

22/15/16

Please attached fire risk assessment for details of fire equipment.

Appendix 2

Christmas in Leicester Square Leicester Square, London, WC2

Noise Management Plan

May 2016

Underbelly Noise Management Plan

Underbelly takes the possibility of noise pollution from the Spiegeltent and the remainder of the Leicester Square site very seriously and wishes to ensure that noise and vibrations do not disturb local residents and businesses. We are particularly aware of the following factors: live and amplified music and other noise; people noise including customers; plant and machinery; and contractors and in-house crew on Site.

There are seven key points to the Underbelly Noise Management Plan:

1. Build and Strike Periods
2. Programming
3. Sound Design
4. Sound Levels & Sound Checks
5. Plant Equipment & Machinery
6. Site Control & People Management
7. Communications with Residents

1. Build and Strike Periods

- The build (set-up) and strike (de-installation) periods will run daily from 08.00 to 20.00. The only plant equipment on site will be a telehandler and cherry picker. This plant equipment causes minimal noise and will not cause a disturbance.

2. Programming

- With the programme of events within the Spiegeltent structures being the main source of amplified sound within the Site, the primary method of providing minimal noise pollution is to manage the programme of events. The programme within the Spiegeltent has been structured to ensure that there is no minimal noise pollution at anti-social times.
- The latest times that the programme will end each day are as follows:

Sunday	22:00
Monday	23:00
Tuesday	23:00
Wednesday	23:00
Thursday	23:00
Friday	00:00
Saturday	00:00

- If an event requires a sound check within the Spiegeltent structure, then the sound check will always be carried out before 19.00.

3. Sound Design

- The Spiegeltent structure has been sited similarly for the WEL events so that the PA system is directed away from any noise sensitive areas.
- The Spiegeltent structure has a wooden surround with a heavy internal fabric to attenuate sound levels. This attenuation is then regulated by the setting of sound levels as specified in paragraph 4 below.
- The external music is designed to be fed from many smaller speakers, rather than one large one. All music will come from one central source so be the same throughout the site. This eliminates conflicting sounds and therefore allows for a low level amplification. Again this PA system can be directed away from any noise sensitive areas of the Square.
- All systems are to be managed in-house. For all performances, all visiting in-house engineers and technicians will be briefed on the noise management plan and possible enforcement actions. In-house

technicians and the duty stage manager will supervise visiting engineers and technicians.

4. Sound Levels & Sound Checks

- **Underbelly will agree sound levels, the procedure for setting such sound levels and the method for ensuring that they are adhered to in accordance with the Licensing Authority.**
 - Amplified noise levels within the Spiegeltent structure shall be restricted so as not to exceed 85dB(A) Leq over any 15-minute period when measured at the mixing desk.
 - A sound meter will be installed and data records of the sound levels will be kept, monitored and made available to the Noise Pollution team for inspection.
 - Sound levels are measured at the sound desk and controlled by the venues' sound engineers.
 - There shall be no amplified sound, speech or music which is audible outside the Spiegeltent structure between the hours of 00:00 and 09:00 the day.

6. Plant Equipment & Machinery

Build and Strike Periods

- During the Build and Strike periods, work will be carried out on Site daily between 08.00 and 20.00. The only plant equipment on site will be a telehandler and cherry picker. This plant equipment causes minimal noise and will not cause a disturbance.

Run Period

- The plant equipment in use during the Run Period will be the electrical generators. These operate within quietly to ensure that they do not disturb performances within the Spiegeltent and Grotto structures. There may also be an air handler/heater for the Spiegeltent, which is used to regulate the temperature within the structure. The limited noise that it will produce will not cause any disturbance to neighbours. In addition, there are also chilled units and fridges for the bar area, which run silently.

7. Site Control & People Management

- Signs will be placed at all exits asking customers to leave the Site quietly and without causing a disturbance. Signs will also be placed around the Site to encourage audiences and other customers always to be aware of and considerate to the local residents.
- As all drinks are served into plastic glasses/returnable containers, the amount of glass on site is limited. However, the Duty Manager is to ensure that glassware and bottles are not be disposed of into the waste facilities after 9pm.
- During the Run period, bar deliveries and collections of refuse will be made between 08.00 and 11.00. There are no other significant deliveries expected to be made to the Site during the operational period.

8. Communications with Residents

- Prior to the Event, Underbelly will write to nearby residents and inform them about the Event, including the programme of events.
- Residents will also be informed of a mobile number and a landline by which residents and other stakeholders can communicate with the Duty Manager in respect of noise and any other concerns with the operation of the Event.

ALCOHOL MANAGEMENT PLAN

1. EVENT OVERVIEW

1.1. Christmas in Leicester Square is a temporary event to celebrate Christmas, from Friday 11 November 2016 to Sunday 8 January 2017. The Event principally comprises a 24m diameter, 600-seat Spiegel tent theatre space (a travelling tent, constructed in wood and canvas and traditionally used as an entertainment venue), a Christmas Market, and a Santa's Grotto.

1.2. Site Opening Hours 2016

Day	Opening – Closing Time
Monday	12:00 – 22:00
Tuesday	12:00 – 22:00
Wednesday	12:00 – 22:00
Thursday	12:00 – 22:00
Friday	12:00 – 22:00
Saturday	10:00 – 22:00
Sunday	10:00 – 22:00

1.3. External Bars

Day	Time
Monday – Friday	12:00 – 22:00
Saturday & Sunday	10:00 – 22:00

1.3.1. Last orders will be given 30 minutes prior to the relevant closing time and all customers vacate the premises within 20 minutes of service ceasing.

1.4. Spiegeltent Bar

Day	Time
Tuesday - Thursday	19:00 - 22:00
Friday & Saturday	18:00 - midnight
Sunday	18:00 - 21:00
Monday	Day Off

1.4.1. Last orders will be given 30 minutes prior to end of the final show with customers encouraged to vacate the premises as soon as the show ends.

2. MANAGEMENT STRUCTURE

2.1. Underbelly will have day-to-day responsibility for the operation of the Site and the Event.

2.2. Underbelly's main point of contact is the Operations Manager, Sarah Fleming. She will have overall responsibility for the Site and will delegate to the Duty Manager and the Bar Manager. The Operations Manager will ensure that all operational, security and safety management processes are incorporated into the Event and are followed by all staff and sub-contractors.

2.3. The Bar Manager, Bertie Woodhouse, will be the Designated Premises Supervisor and will have day-to-day responsibility for the management of the bar and catering operation.

3. QUALIFICATIONS AND TRAINING

3.1. We will ensure that there is always a Personal License holder on site during operational hours.



3.2. All staff involved in the sale or service of alcohol will be trained prior to beginning work and a record of the training will be kept by the Bars Office for inspection.

4. COMPLIANCE WITH LICENSING OBJECTIVES

4.1. Preventing Crime and Disorder

- We will employ a suitable number of SIA qualified security for the size and demographic of expected audience. Fully trained security staff will patrol and control access to the site and be on duty 24 hours per day. Security Personnel will hold door supervisor licences and will be SIA registered. All security staff will be required to sign in and out when coming onto site and to show their SIA badge prior to starting work to enable checking on the SIA website. Regular meetings will be held with the contracted security company to ensure maintenance of high standards.
- Security and stewards will be able to communicate over radio.
- Local residents and business will be distributed a phone number for a phone held by our site management and this will be monitored 24 hours a day.
- Entrances and exits to/from the site will be monitored at all times during operational hours.
- Entrance to the indoor performances will be by ticket only.
- Signs will be placed at all entrances and exits requesting all customers to leave quietly and to be aware of neighbours when customers are on site.
- All draught and bottled products will be served in plastic glasses except bottles of wine, which will be served with four plastic glasses.
- No money to be left in the box office or in any concessions overnight.
- Any suspicious behaviour will be monitored and dealt with in a suitable manner.
- Staff will be trained in the relevant legislation applying to the sale of alcohol.
- There will no tolerance to any criminal behaviour and if any crimes occur then the police will be contacted immediately.
- The opening hours will be strictly followed.
- Customers who are intoxicated will be refused service at the bar and a refusal book will be kept onsite.
- Last orders will be called 30 minutes prior to the closing of the bar.

- Signage will be placed around our sites asking people to ensure all personal property should be looked after and with them at all times. Staff will ensure all unattended bags are reported to duty management immediately.
- All marketing material will be aimed at creating a family environment.

4.2. Securing Public Safety

- Comprehensive Risk Assessments have been undertaken.
- Security and stewards will be able to communicate over radio.
- Local residents and business will be sent a phone number and an email address to contact site management and which will be monitored 24 hours a day.
- There will be adequate medical provision during operational hours. Any injuries that do occur will be recorded in an accident book and also emailed to H&S@underbelly.co.uk to ensure that all relevant parties are informed of accidents or incidents.
- Should there be the need to evacuate the site or request emergency service assistance, this will be immediately communicated to surrounding neighbours.
- Consultation will take place with all relevant authorities.
- All draught and bottled products will be served in plastic glasses except bottles of wine, which will be served with four plastic glasses.
- There will be appropriate levels of staffing, including security and other stewarding staff. All staff will receive relevant training.
- All security staff will be SIA registered and their badges will be regularly checked on the SIA website.
- All our sites and venues will be accessible for the disabled and there will be accessible toilet facilities at each venue.
- There will be full compliance with all relevant Health and Safety legislation.
- The Licensee will ensure that all venues are fit for purpose and safe to work in. All relevant PPE will be worn when building/taking down venues.
- Staff will be trained when performing tasks that have a certain amount of risk, i.e. a member of staff will be trained to use a ladder before using one.
- Capacities will be carefully monitored and managed.
- All staff will be trained in the evacuation procedure.
- All staff will be trained in the use of fire extinguishers.

- All marketing material will be aimed at creating a family environment

4.3. Preventing Public Nuisance

It is not anticipated that any of the events in connection with the Licence will cause any problems or public nuisance.

- A comprehensive Noise Management Plan will be in place.
- At every exit customers are asked to leave quietly.
- Waste will be stored and disposed of so as to avoid causing public nuisance.
- Rubbish/Litter: Throughout the day each site will have designated cleaners who will ensure to keep the site clear of rubbish.
- Litter will be collected on site and customers requested not to take packaging off site but to dispose of it in bins provided. Bins will be provided at entrances and exits.
- The event will produce a detailed dispersal policy.
- All marketing material will be aimed at creating a family environment.

4.4. Protecting Children from Harm

- Proof of age/challenge U25 policy. The venue will operate a strict challenge Under 25 Policy and anyone who looks under 25 will be asked for identification. The only forms of acceptable identification are a Driving Licence or Passport. Clear signage will be on every bar.
- Staff will be trained in, and fully aware of, the law relating to sales of alcohol to those under the age of 18.
- Security and stewards will be able to communicate over radio.
- A detailed Lost/Found Children and Vulnerable Adult policy will be in place.
- All staff that work on the event will be over 18 years old.
- Shows containing explicit content: Young persons will not be allowed access to any shows that contain any unsuitable content. All shows with any content that is unsuitable for young persons will have warnings to people who are booking tickets.
- Some performances will contain ancillary material of an adult nature
Appropriate age restrictions will be:

- (a) imposed;
 - (b) advertised on all related marketing material;
 - (c) made clear at the point of sale of tickets; and
 - (d) enforced at the point of entry to our performance spaces.
- All marketing material will be aimed at creating a family environment.

5. RISK ASSESSMENT

RISK	LEVEL OF RISK	RISK OF COMPONENTS	STRATEGIES	ACTIONS	RESPONSIBILITY	KPIs/MEASURES
INTOXICATION	HIGH	PATRONS ARRIVE INTOXICATED	REFUSE ENTRY	SIA BADGED SECURITY AT ENTRY POINTS TO BE BRIEFED ON RECOGNISING DRUNK PATRONS	SECURITY PROVIDER	Intoxicated patrons refused entry
			COMMUNICATION	COMMUNICATION BETWEEN ENTRY POINTS	SECURITY PROVIDER	Radio communication between security staff
			SET EXPECTATIONS	INFORMATION AND SIGNAGE	UNDERBELLY	Information and signage are present

CHRISTMAS AT LEICESTER SQUARE 2016
ALCOHOL MANAGEMENT PLAN

MODERATE	PATRONS SMUGGLE ALCOHOL INTO VENUE	BAG SEARCH AT ENTRY POINT IF SECURITY HAVE DUE CAUSE TO BE SUSPICIOUS PATRONS MAY BE CARRYING ALCOHOL	REFUSE ENTRY	SECURITY PROVIDER	Alcohol is not brought into the venue
		SET EXPECTATIONS	INFORMATION AND SIGNAGE	UNDERBELLY	Information and signage are present
HIGH	PATRONS DRINK EXCESSIVELY	CONTROL SALE AND SUPPLY	MONITOR FOR EXCESSIVE DRINKING	SECURITY PROVIDER AND BAR STAFF	There are no intoxicated patrons in the venue
			MONITOR FOR INTOXICATED PATRONS	SECURITY PROVIDER AND BAR STAFF	Barstaff and security have received licensing training and briefings
			PROMOTE NON AND LOW ALCOHOL DRINKS	UNDERBELLY AND BAR STAFF	Barstaff have received licensing training
			REMOVE INTOXICATED PATRONS FROM VENUE	SECURITY PROVIDER	Adequate security provision with regular patrolling of licensed area by bar management, tasked security and operator staff
			CLOSE BARS	UNDERBELLY AND POLICE	



CHRISTMAS AT LEICESTER SQUARE 2016
ALCOHOL MANAGEMENT PLAN

			INFORMATION AND SIGNAGE	LICENSEE	Information and signage are present
			BAR STAFF HAVE RECEIVED ADEQUATE TRAINING	LICENSEE	Bar staff have received licensing training
			PROVIDE A SAFE AREA FOR INTOXICATED PATRONS	LICENSEE SUPPORTED BY SITE MANAGER	Intoxicated patrons are not harmed and duty of care to patrons fulfilled
	PATRONS DRINK HAVING NOT EATEN	LOW	PROMOTE SUBSTANTIAL AND VARIED ACCESSIBLE FOOD	LICENSEE AND UNDERBELLY	Food is readily available
	MINORS ACCESS LICENSED AREA AND PURCHASE ALCOHOL	HIGH	EFFECTIVE ID SYSTEM CHALLENGE 25	LICENSEE	Information and signage are present and barstaff have received licensing training
UNDERAGE DRINKING	OTHER PATRONS SUPPLY ALCOHOL TO MINORS	MODERATE	MONITOR FOR SUPPLY TO MINORS WITH PATROLLING OF LICENSED AREAS BY PLHs, TASKED SECURITY AND OPERATOR STAFF	LICENSEE/PLH AND SECURITY PROVIDER	Information and signage are present and no minors are supplied with alcohol by other patrons
INJURY FROM DRINK	TRIP HAZARDS	LOW	CONTROL DRINK CONTAINERS	LICENSEE SUPPORTED	Venue areas are clear of rubbish

CONTAINERS		LICENSED AREAS		BY SITE MANAGER
LOW	BROKEN GLASS	NO GLASS ALLOWED FOR DRINKS DISPENSE		LICENSEE
				No glass is used
HIGH	INTOXICATED PATRONS	USE REPUTABLE COMPANIES AND ENSURE STAFF ARE PROPERLY TRAINED	ENSURE STAFF ARE PROPERLY MANAGED	LICENSEE AND UNDERBELLY
	SALES TO MINORS			
HIGH	ALCOHOL LEAVING PREMISES	MONITOR EXITS	SIA BADGED SECURITY AT EXIT POINTS	SECURITY PROVIDER
	UNSPECIFIED DRINKS BEING SOLD	CONTROL SALE AND SUPPLY	PLH PRESENT IN LICENSED AREA ALL TIMES	LICENSEE AND PLH
BREACH OF LICENSE CONDITIONS				No alcohol leaves premises No unspecified drinks are sold

FIRE RISK ASSESSMENT

1. Shown below is the method used for giving numerical quantification to specific risks:

X	Likelihood				
Severity	1	2	3	4	5
	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25

For the purposes of this document a risk rating has been used to determine the level of control measure required. The Risk Rating is calculated by taking the **Likelihood** of a particular hazard occurring and multiplying it by the **Severity** of the potential outcome of that particular hazard.

- Risks with a rating of 15 or more (red) are considered to need immediate remedial action or an alternative method of provision in that area.
- Risks with a rating of 8 to 12 (amber) require constant monitoring and review.
- Risks with a rating below 8 (green) will be occasionally monitored.
- We are aware of the recent changes to RIDDOR but choose to use the three-day rule as a guide to how to deal with incidents and injuries.
- The Event Liaison Team (ELT) will be able to provide rapid decision-making on site with regard to arising hazards, incidents and emergencies.



CHRISTMAS AT LEICESTER SQUARE 2016
FIRE RISK ASSESSMENT

HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	RATING	CURRENT CONTROLS	FURTHER PRECAUTIONS	NEW RATING	WHO
F1	All staff and visitors	Fire hazard due to faulty equipment or smoking materials.	2	All equipment will be tested. No Smoking in sensitive areas or venues. Appropriate signage for any internal areas.	Ensure appropriate fire fighting equipment is available (CO2 for electrics and AFFF for all other hazards; Dry Powder in any Generator compound), and that London Fire Brigade are aware of the event	1	UB
F2	All staff and visitors	Risk of fire spreading due to combustible materials.	2	All waste and rubbish will be removed from site before it accumulates. No combustibles kept on site.	Ensure suitable rubbish storage or collection of waste before and during the event.	1	UB
F3	All staff and visitors	Risk of fire in the stage area.	3	Fire point available (Water and CO2; Dry Powder for Generator).	Regular checks by Production Manager.	1	UB
F4	All staff and visitors	Fire service unable to gain access to the site in an emergency.	2	All emergency routes will be pre-planned. Fire Service will be familiar with the site.	All areas of the site will be appropriately labeled and all agencies will work from the same site plan. An agreed RV point will be identified either in advance or by dynamic risk assessment.	1	UB
F5	All staff and visitors	Fire hazard through contractors.	2	All contractors to provide risk assessments and	All fire fighting equipment specified or	1	UB

F6	Fire	All staff and visitors	Any Fire on site	3	5	15	certificates for their equipment. Additional extinguishers to be strategically placed around site. Staff to be trained in Fire Extinguisher use prior to public admittance. Procedure to be documented	requested to be checked on site.	2	5	1	0	UB
----	------	------------------------	------------------	---	---	----	---	----------------------------------	---	---	---	---	----

General Information

Materials used on site:

- All Fabric materials, for example umbrella covers etc., are durably flame retardant.
- All timber constructions have framing made from timber with half hour fire protection.
- All materials used for cladding of timber constructions are treated with a flame protection product.
- No materials without inherent flame fire protection, or treatment with a flame protection product, shall be used on site.

These materials mean that the risk of fire outbreak or spread is low.

Fire Prevention:

- There will be water/foam and CO2 extinguishers placed around the site as necessary.
- There will also be fire blankets at any catering unit and behind the bar.
- All staff will be trained in the use of fire extinguishers and will all be fully briefed on the fire procedures for the site.

Escape Routes

- As shown on the internal Spiegelteint structure plan, the escape routes are one direction only and provide a means of escape from all points of less than 15m. All escape routes provide a minimum width of 1200mm.
- The 2 double doorway exit points at front of Spiegelteint are both 1950mm high and 1500mm wide. The two back double door emergency exits are both 1950mm high and 2500mm wide. All doors open outward. Wheelchair users will be positioned in the stalls exit via any of the Exits from the Spiegelteint structure.
- Post-show patrons will exit the Spiegelteint structure using both Entrances SA and SB. Wheelchair users will use either Entrance. In an emergency evacuation, Exits SC and SD may also be used.
- All routes will be kept free of obstructions. Floor is hardwood surface and provides an even and smooth finish with no trip hazards. All stairs are marked on the edge in white and well lit.
- Emergency Lighting is provided at all exits.

Seating

- The seating with a capacity of up to 605 can be configured in a variety of ways. With a minimum seatway of 400mm, the maximum number of seats per row to a gangway is 13 seats if single a gangway is used to access or 24 seats if there is a gangway at either end. There are also built in booth seating which seat up ten and open straight out to the gangway exit.
- All gangways are minimum 1200mm.
- Up to 6 wheelchair spaces will be provided. On the boardwalk at the back of the stalls.

Fire Retardant Fabrics

- All PVC Fabrics used in the Structure are Ferrari Preconstraint 502 or equivalent fire retardant material.
- The serge drapes within the Spiegelteint structure are all durably treated flame-retardant material.
- The booth seating will be made of fully treated flame retardant materials; all other seating is made of hardwood.

Fire Evacuation – The Spiegeltent, Leicester Square Christmas, London

Overview:

The Spiegeltent is a temporary theatre space with a flexible layout. The space has one main entrance (2 double doors) and also a variety of exits to allow for maximum flexibility.

Within the space there is a bar, and end of stage (band stage) and for certain shows a central stage. The maximum seating capacity is 620 seats. A layout plan is shown at the end of this document.

In preparation of this document we are mindful of the evacuation plan for the wider site, and the publication Technical Standards for place of Entertainment. We have also across checked calculations against the RRO Guidance to Fire Risk Assessment.

Technical Standards C1 Horizontal:

To calculate the maximum capacity based on the exit width available we have used the formula:

$$((E-1) \times W) / 5 = N$$

Where E = Number of Exits
W = Width of the smallest exit in mm
N = maximum number of people.

The Spiegeltent Leicester is being operated with 4 fire exits, 2 at the front, one at the side, and one towards the rear of the venue.

Exit 1: 1420mm
Exit 2: 1420mm
Exit 3: 2350mm
Exit 4: 2350mm

This gives: $((4 - 1) \times 1420\text{mm}) / 5 = 852$ max capacity.

It could be argued that that front doors are to close together to be counted as two separate exits so the calculation has also been done on the basis of this:

Exit 1 (A+B): 2840mm
Exit 2: 2350mm
Exit 3: 2350mm

This gives: $((3 - 1) \times 2350\text{mm}) / 5 = 940$ max capacity.

Given the two results above, the capacity of 620 is understood to be suitable with the exits provided:

Front of tent - 2 doors at 1420mm each.
Side of tent - Double doors at 2350mm
Rear of tent - Double doors at 2350mm

Technical Standards C2 Seating and Gangways:

Within the Spiegeltent seat-ways are between 350mm and 374mm as a minimum. As such, there is no row which contains more than 9 seats, with an aisle at only one end, or any row which contains more than 18 seats, with an aisle and each end.

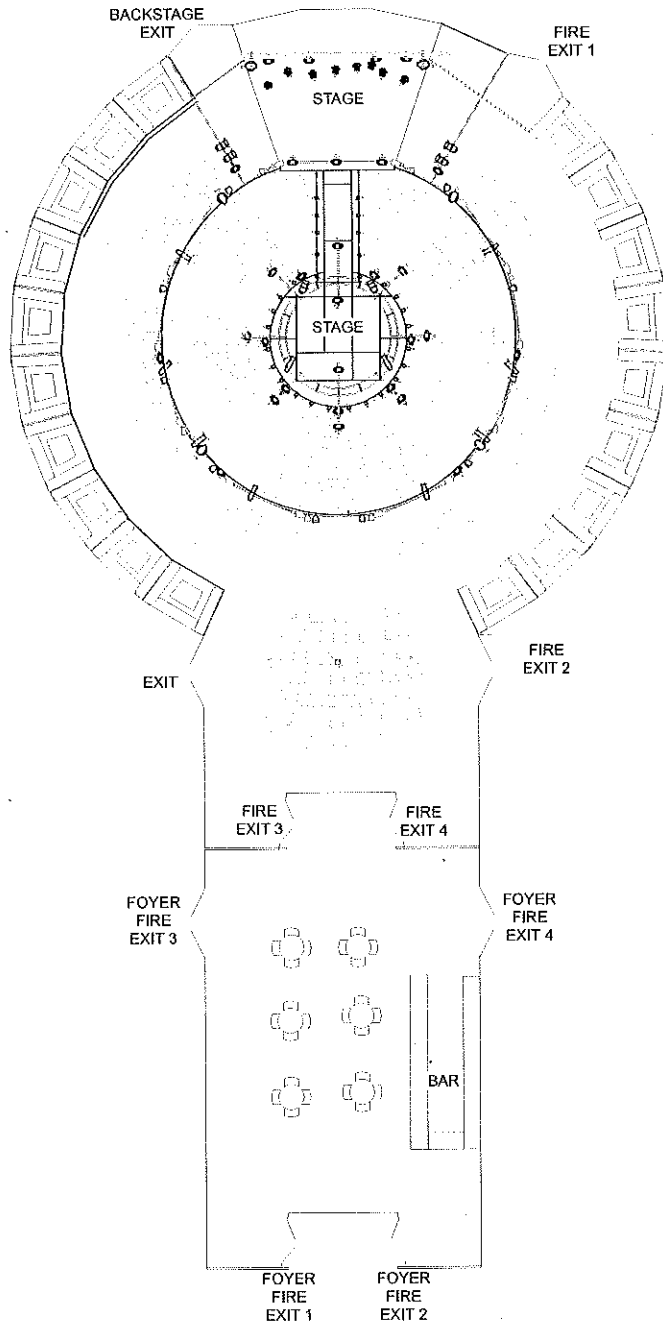
Technical Standards C3 Vertical Escape:

The maximum suggested travel distance to an exit is shown as 32m. A distance of under this is achievable throughout the whole Spiegel Tent.

Escape Times – RRO Guidance:

The RRO Guidance states that in "Normal Risk" premises (which we deem this Spiegel tent to be) 200 persons can escape through an exit of 1050mm in the standard time of 2.5 mins.

From this we can confirm that: 620 people (venue capacity) require 3 x 1050mm of exit space to safely evacuate in 2.5 mins. As you will see from above, we have more width than required, even if one exit is discounted.



Lecolier Square Cinema		
Proposed Seating Layout		
Siteplan in Lecolier Square 2016		
1:200 M.A.S.	27/07/16	S.J.F.



**Christmas in Leicester Square
Leicester Square, London, WC2**

Operating Plan

13/09/2016

VS2

Last amended by Sarah Fleming



Table of Contents

1.0	Introduction	3
2.0	Opening Times.....	3
3.0	Attractions and Shows	5
4.0	The Site and the Surrounding Area	5
5.0	The Producers	6
6.0	Management Structure	6
7.0	Staffing	7
8.0	Staff Training	7
9.0	Stakeholder Engagement	8
10.0	The Market.....	10
11.0	Spiegeltent	12
12.0	Access.....	12
13.0	Amenity and Dispersal	12
14.0	Cleaning and Waste.....	13
15.0	Noise Management.....	14
16.0	Alcohol Management and Licensing Objectives.....	14
17.0	Security and Crowd Management.....	18
18.0	Medical.....	22
19.0	Power & Lighting	22
20.0	Sanitation and Welfare	22
21.0	Deliveries.....	23
22.0	Ticketing	23
23.0	Customer Service and Complaints	23
24.0	Lost Property	24
25.0	Accreditation and Passes.....	24
26.0	Health and Safety and Risk Assessments	25
27.0	Daily Risk Assessing	25
28.0	Duty Manager Report.....	26
29.0	Incident and near miss report.....	27
30.0	Evacuation Plan and Emergency Procedures	28
31.0	Protecting children from harm.....	31
32.0	Ecology and Reinstatement.....	35
33.0	Sustainability Policy.....	35
Appendix A.	Vehicle access to and around Leicester Square	36
Appendix B.	UNDERBELLY DISPERSAL PLAN.....	38



1.0 Introduction

- 1.1 Underbelly Ltd is to use Leicester Square as an event space for the Christmas period. The event accommodates a Spiegeltent (a 600 seat theatre), a Christmas Market, Santa's Grotto and Westminster Winter Windows.
- 1.2 The event will be operational from 11th November to 8th January 2017.
- 1.3 The installation will commence on 31 October 2016.
- 1.4 The de-installation will end on 15 January 2017.
- 1.5 The opening hours of the site and the market will be: Weekdays: Midday to 10pm. Weekends 10am to 10pm.
- 1.6 The opening hours of the Grotto will be: Weekdays: Midday to 7:30pm. Weekends 10am to 7:30pm.
- 1.7 The event will support the winter experience in London and will attract visitors and shoppers to the West End.
- 1.8 The development is of a temporary nature and the site and surrounds will be returned to their former state at the end of the period.

2.0 Opening Times

2.1 Site Opening Hours 2016

Day	Market Opening – Closing Time	Spiegeltent /Site Closing Time
Monday	12:00 – 22:00	N/A
Tuesday	12:00 – 22:00	22:00
Wednesday	12:00 – 22:00	22:00
Thursday	12:00 – 22:00	22:00
Friday	12:00 – 22:00	00:00
Saturday	10:00 – 22:00	00:00
Sunday	10:00 – 22:00	21:00

The Underbelly Duty Manager may decide to close the Site earlier at his/ her discretion.

2.2 Programming

The Grotto will be open at the following times:

Day	Time
Monday - Friday	Midday – 19:30
Saturday – Sunday	10:00 – 19:30

'La Soiree' performances in the Spiegeltent will take place at the following times:

Day	Time
Tuesday – Thursday	20:00 – 22:00
Friday – Saturday	19:00 – 21:00, and 22:00 – midnight
Sunday	19:00 – 21:00
Monday	Day off (except Boxing Day)
New Year's Eve	19:00 – 21:00, and 22:00 – 02:00



2.3 Provision of Food and Drink

Supply of Alcohol and Refreshment – External Bar

Day	Time
Monday – Friday and Sunday	12:00 – 22:00
Saturday	10:00 – 22:00

Last orders will be given 30 minutes prior to closing time and the last drink will be ordered at 21:45.

Supply of Alcohol and Refreshment - Spiegeltent Bar

Day	Time
Tuesday – Thursday	19:00 – 22:00
Friday & Saturday	18:00 – midnight
Sunday	18:00 – 22:00
Monday	Day Off
NEW YEARS EVE – 31 st December	18:00 – 02:00

Last orders will be given 30 minutes prior to closing time and the last drink will be ordered 15 mins from closing time.



3.0 Attractions and Shows

- 3.1 There are four key components to the event.
- o The Spiegeltent theatre hosting Olivier awarding winning, *La Soiree*.
 - o Santa's Grotto
 - o Christmas Market
 - o Westminster Winter Windows
- 3.2 The Spiegeltent is a 24m theatrical tent, very similar to the one Underbelly successfully sited in Leicester Square for West End Live in 2014 and 2015. With a capacity of approximately 550 people, it will house a limited season run of award winning show, *La Soiree*. The Spiegeltent may also be used for ad-hoc events and functions in conjunction with, or for, local stakeholders, businesses and WCC.
- 3.3 The Santa's Grotto is a custom made wooden cabin that will sit on the southern side of the Square. Sessions are group sessions and will begin every 30 minutes. Tickets will be bought at the ticket booth next to Santa's Grotto or in advance online. Entry price is £9 per child which includes up to 2 accompanying adults.
- 3.4 The high quality Christmas market will have up to 27 wooden cabins. These will be placed around the central fountain and then in a fan spanning the east, south and west sides of the Square. Stallholders will be hand-picked to offer variety and quality. Some of the stalls will sell foods to be consumed on site but the majority will sell handmade gifts and foods to take home. All stalls will look tasteful, smart and authentic, made from a dark wood and decorated with lights and authentic ornaments. Included in the number of stalls, on the west side of the Square will be a mulled wine and hot toddy bar made of wood and in keeping with the look and feel of an authentic Christmas market design. This will tie into the look and feel of the market and create a cosy and welcoming social destination. The bar will not overly dominate the square nor will it directly compete with other licensed businesses in the area. The bar will be run by Underbelly who have extensive experience at running high profile bar concessions in city centre locations including London's Southbank, Edinburgh's Christmas and Hogmanay celebrations and the Edinburgh Festival Fringe.
- 3.5 Westminster Winter Windows. 20 schools (primary and secondary) will run internal competitions to select a pupil to design a stained glass window with a winter or Christmas theme. The window designs are enlarged to A0 and rear lit and will be displayed on the north side of the Square as a free exhibition. All participants will be invited to a reception in the Spiegeltent where they will be presented with certificates and commendations from leaders of Westminster City Council and take part in an official photo call next to their pieces of art. Winter Windows is a rewarding project for schools and art teachers, providing schools with a project to base art classes on and for children, it is an exciting opportunity to see their work publicly exhibited and lauded.

4.0 The Site and the Surrounding Area

- 4.1 The site is situated within the West End in the City of Westminster. The site is defined by the fencing around Leicester Square Gardens.
- 4.2 The immediate surrounding area is a pedestrianised square with limited vehicular access.
- 4.3 This world renowned square is in the heart of the West End and is surrounded by many famous theatres and cinemas and high end hotels, restaurants and bars.



- 4.4 The Square lies within an area bound by Lisle Street, to the north; Charing Cross Road, to the east; Orange Street, to the south; and Whitcomb Street, to the west. The garden at the centre of the Square is bound by Cranbourn Street, to the north; Leicester Street, to the east; Irving Street, to the south; and a section of road designated simply as Leicester Square, to the west. It is within the City of Westminster, north of Trafalgar Square, east of Piccadilly Circus, west of Covent Garden, and south of Cambridge Circus.
- 4.5 The nearest tube station is Leicester Square tube station. London bus routes 24, 29 and 176 run on nearby Charing Cross Road.
- 4.6 The focal point of the garden is the statue of William Shakespeare standing on a pedestal flanked by dolphins at the centre of a fountain.
- 4.7 TKTS has a booth selling tickets for London Theatres to the south of the Square.
- 4.8 The site is located in close proximity to a variety of modes of public transport and as such has excellent public transport accessibility (PTAL score of 6b).
- 4.9 The overall ambition is to deliver a site and attraction that is (a) world class in its quality, look and feel and (b) enhances the local area.
- 4.10 Please review Appendix A for full details on vehicular access to the square for deliveries and servicing.

5.0 The Producers

- 5.1 Underbelly is a live entertainment and event production company based in London. We already work with partners including Westminster City Council, City of Edinburgh Council, Mayor of London and Greater London Authority, Richmond Council, Southbank Centre and the University of Edinburgh to produce and manage high quality, large scale events in sensitive city centre locations. These events include West End Live, Underbelly at the Edinburgh Festival Fringe, Pride in London, Underbelly Festival and London Wonderground on the Southbank, Edinburgh's Christmas & Hogmanay and Underbelly Festival in Hong Kong. In 2015 Underbelly sold over 1.3 million tickets and welcomed over 5 million people to the events and festivals that it operated.
- 5.2 We have produced Edinburgh's Christmas over the last three years. Princes Street Gardens is the most central site to Edinburgh. We have a footfall through it at Christmas of 2.8m people. There is a footfall past it (along Princes St) of approx. 8m over the same period. We operate 8 bars in the site. We have had zero cases of anti-social behaviour at the event in 3 years of our operation. We promote the event as a family friendly event, with emphasis on it enhancing the Christmas experience of families in Edinburgh.
- 5.3 Underbelly will be operating the bar in Leicester Square and inside the Spiegeltheater theatre. Underbelly have extensive experience at running high profile bar concessions in city-centre locations including London's Southbank, Edinburgh's Christmas and Hogmanay celebrations and the Edinburgh Festival Fringe.
- 5.4 The Christmas Market is run by Spiku. Spiku have been operating high quality, attractive metropolitan Christmas markets in Edinburgh and London for several years. Their traditional Christmas markets contain lovingly decorated and atmospherically lit log cabins with a wide range of traders offering artisanal goods and crafts. Their food traders provide a diverse and extensive mix of gastronomic delights, including numerous international specialties.

6.0 Management Structure

- 6.1 Underbelly will have day-to-day responsibility for the operation of the Site and the Event.



- 6.2 Underbelly's main point of contact is the Project Manager, Ollie Hester. He will have overall responsibility for the Site and will delegate to the Duty Manager and the Bar Manager. The Project Manager will ensure that all operational, security and safety management processes are incorporated into the Event and are followed by all staff and sub-contractors.
- 6.3 One of Underbelly's full time production managers, James Oakley, will be in charge of the get-in and get-out of the event, Health and Safety and day-to-day management of the site management team.
- 6.4 Underbelly's Head of Bars, Bertie Woodhead, will be the Designated Premises Supervisor and will have day-to-day responsibility for the management of the bar operation.
- 6.5 La Soiree in the Spiegeltent will provide their own FOH and box office team. They will be fully trained in Underbelly procedures.

7.0 Staffing

- 7.1 The basic staffing structure for the Event for staff other than security will be as follows, subject to capacities and additional events:

Staff	No.	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Site Manager or Assistant Site Manager (inc Power and Distro)	1 or 2	09.30-22.30	11.30-22.30	11.30-22.30	11.30-22.30	11.30-22.30	11.30-00.30	09.30-00.30
Medical	1	10:00-22.00	11.30-22.30	11.30-22.30	11.30-22.30	11.30-22.30	11.30-00.30	10:00-00:00
Cleaning Team	1 to 2	10:00-22.00	11.30-22.00	11.30-22.00	11.30-22.00	11.30-22.00	10:00-00.30	10:00-00.30
Grotto Manager	1	09:30-20.30	11:00-20.30	11:00-20.30	11:00-20.30	11:00-20.30	11:00-20.30	09:30-20.30
Grotto Staff	2/3	09:30-20.30	11:00-20.30	11:00-20.30	11:00-20.30	11:00-20.30	11:00-20.30	09:30-20.30
Bar Manager	1	09.30-22.30	11.30-22.30	11.30-22.30	11.30-22.30	11.30-22.30	11.30-00.30	09.30-00.30
Bar Staff	Variable	09.30-22.30	11.30-22.30	11.30-22.30	11.30-22.30	11.30-22.30	11.30-00.30	09.30-00.30

8.0 Staff Training

A handbook and site induction will be made available to all staff and bar staff, and they will receive additional Training, including:

- Command structure.
- Emergency protocols & Evacuation Procedures.
- Fire equipment training (as necessary).
- Procedures for checking ID.
- Procedures for liaising with Security.
- Procedures for opening and closing the Site.
- Any other training to accommodate conditions given by police, licensing and other authorities.
- Health and Safety in the workplace training and outline obligations.



9.0 Stakeholder Engagement

- 9.1 Underbelly is committed to engaging with communities and businesses affected by our events. Two drop-in meetings were held on 10th August in the Hippodrome Casino for Underbelly to explain the project to local businesses.
- 9.2 Stakeholder engagement is managed in-house by the Operations department, who are responsible for planning, coordinating and delivering engagement activity for each event in our portfolio. For Christmas in Leicester Square, the primary relationship with residents, businesses and stakeholders is managed by Ollie Hester, Project Manager.
- 9.3 Key stakeholders at the organisation level are shown in **Table 1**. Together they are responsible for planning the programme of events that Underbelly undertakes. They also take on roles in the initial and detailed planning and operation of individual events.

9.4 Table 1. Organisation Level Stakeholders

Role	Description	Needs/Expectations
Underbelly Directors	<i>Ed Bartlam & Charlie Wood</i> Responsible for overall decision making within the company including all strategy and long-term planning and decision making with regard projects and events.	<ul style="list-style-type: none"> - Overall company sustainability - Upholding and expanding Underbelly's reputation for high quality event management and production - Ability to continue managing existing events and expand event management portfolio - Increased productivity - Compliance with all regulations and legal requirements (including Health & Safety)
Head of Production	<i>Dave Watson</i> Oversight over planning of production element of all events and detailed planning and implementation of production elements at specific events.	<ul style="list-style-type: none"> - Health & Safety performance - Sustainable management of project costs and budgets - Knowledge and compliance with regulations and legal requirements particularly with respect to noise, structures, licencing - Compliance of contractors and suppliers
Operations Manager	<i>Sarah Fleming</i> Responsible for over-all planning and implementation of operational aspects for all events including; networking, staffing, security, first aid, waste.	<ul style="list-style-type: none"> - Health & Safety performance - Environmental performance - Knowledge and compliance with regulations and legal requirements particularly with respect to staffing, waste, licencing and security
Project Manager	<i>Ollie Hester</i> Responsible for planning and implementation of all aspects for the event including. Liaising with all stakeholders. Producing Winter Windows and Grotto.	<ul style="list-style-type: none"> - Health & Safety performance - Environmental performance - Knowledge and compliance with regulations and legal requirements particularly with respect to staffing, waste, licencing and security - Compliance of contractors and suppliers
Production Manager(s)	<i>James Oakley,</i> Responsible for detailed planning and implementation of production elements at specific events.	<ul style="list-style-type: none"> - Health & Safety performance - Knowledge and compliance with regulations and legal requirements particularly with respect to noise, structures, licencing - Compliance of contractors and suppliers
Head of Marketing	<i>Nicki Marsh</i> Responsible for planning and provision of all marketing, print and signage for events	<ul style="list-style-type: none"> - Compliance of contractors, suppliers and other associated companies (e.g. print suppliers, marketing companies)
Head of Ticketing	<i>Andrew Ladd</i> Responsible for planning and provision of ticketing and box office services	-
Head of Bars and Catering	<i>Bertie Woodhead</i> Responsible for planning and provision of bar and catering services	-

- 9.5 Table 2 contains the relevant stakeholders for Christmas in Leicester Square as defined by Underbelly. Stakeholders have been determined considering:

Role	Description	Needs/Expectations
------	-------------	--------------------

Event Manager – Underbelly Ltd	Responsible for planning and/or managing the event on behalf of the event owner. Responsible for overall management of the event including management of the budget. For Christmas in Leicester Square, this role will be undertaken by Underbelly.	<ul style="list-style-type: none"> - Compliance with all regulations and legal requirements - Sustainable management of the event budget - Attendee and community approval of the event
Event Owner – Underbelly Ltd	Responsible for the high level vision for the event. Responsible for approval of the event concept and budget. For Christmas in Leicester Square, this role will be undertaken by Underbelly.	<ul style="list-style-type: none"> - Compliance with all regulations and legal requirements - A economically sustainable event - Requirement for the event to be managed in compliance with ISO 20121 – when applicable.
Event Producer – Underbelly Ltd	Responsible for producing the event on behalf of the event manager or event owner. For Christmas in Leicester Square, this role will be undertaken by Underbelly.	<ul style="list-style-type: none"> - Compliance with all regulations and legal requirements. - Often sustainable management of aspects of the event budget on behalf of the event manager/ owner.
Contractors	Contracted by event manager to provide specific service.	<ul style="list-style-type: none"> - Compliance with all regulations and legal requirements - Safe and comfortable working conditions - Clear and consistent processes and procedures under which to work onsite
Suppliers	Contracted by event manager to provide specific goods and supplies.	<ul style="list-style-type: none"> - Compliance with all regulations and legal requirements - Sustainable transport costs (minimum costs)
Staff	Underbelly staff including both full-time and contract staff.	<ul style="list-style-type: none"> - Clear and consistent processes and procedures under which to work - Safe and comfortable working conditions
Health and Safety Manager	Contracted by event manager/owner to manage health and safety onsite. Include ensuring compliance with all applicable legislation. For Christmas in Leicester Square, this role will be undertaken by Sygma Saftey.	<ul style="list-style-type: none"> - Compliance with all regulations and legal requirements - Clear and consistent processes, procedures and documentations for working onsite
Event Participants/ Performers	People participating in the event, including performers, producers.	<ul style="list-style-type: none"> - Safe and comfortable working conditions - Successful event
Traders	People trading at the event. A full list of traders can be found in the Event Management Plan.	<ul style="list-style-type: none"> - Safe and comfortable working conditions - Successful events
Attendees	People attending the event.	<ul style="list-style-type: none"> - Safe and comfortable event - High quality event
Regulatory Bodies	Regulatory bodies with authority over one of more aspect of the event, including councils, licencing bodies and other authorities.	<ul style="list-style-type: none"> - Compliance with all regulations and legal requirements
Community	The community in general in the vicinity of the event, who may be affected by the event in any way.	<ul style="list-style-type: none"> - Event that provides benefits to the community - No lasting damage/effects to the environment at the event site or elsewhere - Minimal disruption to day-to-day community activities

9.6 Stakeholder Engagement

All stakeholders will also have access to Underbelly's dedicated sustainability email address (sustainability@underbelly.co.uk) and an online form to provide feedback. Information from both these channels can then be utilised in post event and periodic reviews.

9.7 Table 2. Engagement to be undertaken with key stakeholders

Stakeholder	Engagement techniques
Ongoing Underbelly Staff	<ul style="list-style-type: none"> - All provided with copy of the event sustainability policy and sustainability management system - All invited to be part of review process - Input to risk assessments as required
Event Manager	<ul style="list-style-type: none"> - Regular meetings
Event Owner	<ul style="list-style-type: none"> - Regular meetings - Provision of event sustainability policy as part of Event Management Plan
Contractors	<ul style="list-style-type: none"> - Commitment to sustainability and relevant sustainability objectives and risks identified in contractor documentation - Selection process considers sustainability credentials
Suppliers	<ul style="list-style-type: none"> - Commitment to sustainability and relevant sustainability objectives and risks identified in contractor documentation - Selection process considers sustainability credentials
Staff	<ul style="list-style-type: none"> - Compliance with sustainability policy and objectives a key requirement in staff contracts - All staff provided with staff handbook including key sections of sustainability policy, actions and objectives - Staff briefings
Health and Safety Manager – Sygma Safety	<ul style="list-style-type: none"> - Provided with event sustainability policy, objectives and risks - Part of key event team asked to contribute to event risks - Invited to be part of review process



Event Participants/ Performers	<ul style="list-style-type: none"> - Provided with key sections of the policy and objectives affecting their work onsite - Invited to provide feedback and suggestions on any aspects of the sustainability of the event
Traders – full list available in Event Management Plan	<ul style="list-style-type: none"> - Provided with key sections of the policy and objectives affecting their work onsite - Compliance with sustainability objectives a key part of their contract - Invited to provide feedback and suggestions on any aspects of the sustainability of the event
Attendees	<ul style="list-style-type: none"> - Can provide feedback on any aspects of the event to event staff or stewards or via email or phone, this can include comments or feedback on sustainability of event when applicable
Regulatory Bodies	<ul style="list-style-type: none"> - As required by regulations and legislation
Community	<ul style="list-style-type: none"> - Community briefings - Underbelly will send out a letter to local residents and businesses which will outline the event - The letter will also provide a site phone number and email address to local community, local authorities and others likely to be affected so that they can contact event operation staff with any concerns - Post-event surveys to gather feedback

10.0 The Market

- 10.1 The event will include 27 market stalls positioned in and around the event site. The layout takes into account stewarding and pedestrian flow, will be sensitive to the use of the space, and seek to minimise disruption to businesses and account for other issues such as noise management and waste disposal.
- 10.2 Access to the market will only be restricted if crowd density requires it.
- 10.3 The market will be overseen by Underbelly Site Management.
- 10.4 The market is organised by Spiku who have been operating high quality, attractive metropolitan Christmas markets in Edinburgh and London for several years. Their traditional Christmas markets contain lovingly decorated and atmospherically lit log cabins with a wide range of traders offering artisanal goods and crafts. Their food traders provide a diverse and extensive mix of gastronomic delights, including numerous international specialties. **Please note that only the bar will be selling alcoholic drinks. No other traders will be selling alcoholic drinks for on-sale or off-sale consumption.**
- 10.5 Schedule of Traders
- 10.6 The proposed traders are as follows:

Product Type	Vendor	Type	Stall Size	Stall Number
Grilled specialities.	Festive Flame Grill	Food	6m	1
BBQ, Food, Soft drinks.	The Capital BBQ Ltd	Food	8m	2
Mini pancakes.	I love Puffers (Mini Pancakes)	Food	6m	3
Haribo Pick'n'Mix.	Continental Sweets	Food	6m	4
Fresh fruits dipped in original Belgian hot chocolate.	All in Chocolate	Trade	4m	5
Handmade British Christmas goods, decorative dried fruits, garlands	Drastic Plastic	Trade	6m	6
Christmas decorations.	Seasons and Partner Ltd.	Trade	6m	7
Pencil cases, wash bags, passport holders, bus pass holder, coin purses, wallets.	Poppydaisy Ltd	Trade	3m	8
Pictures and frames.	Paintings Frames Etc Ltd.	Trade	6m	9
Fake snow and jewellery.	Top Products Ltd	Trade	3m	10
Hats, gloves, headbands, accessories, jumpers, "elephant" gifts.	Putu Clothing Co. Ltd T/A LOUD	Trade	6m	11



Crystal decorations.	Crystal Selection	Trade	3m	12
Premium tea & tea accessories from all over the world.	London Tea Exchange	Trade	6m	13
Leather bound books and bags / wool scarves & jewellery & Christmas decoration.	Leather Bound	Trade	3m	14
French cheese, charcuterie.	The French Comté	Food	4m	15
Leather bags and belts, headbands, earmuffs.	Chaos	Trade	3m	16
Wooden handcrafts and candle decorations.	Torsten Menkens	Trade	6m	17
Wind spinners and spiral tails.	TWS Trading Limited (Weston Trade)	Trade	3m	18
Crystal decorations.	Crystal Selection	Trade	3m	19
Wooden handcrafts and candle decorations.	Frank Hehl	Trade	6m	20
Jewellery	Riccardo Gallinaro	Trade	3m	21
Wooden handcrafts and candle decorations.	Torsten Menkens	Trade	6m	22
Handmade chocolate tools and creations; produced in Italy with Belgian Chocolate.	A.M.Schoko	Trade	3m	23
Wooden handcrafts and candle decorations.	Frank Hehl	Trade	6m	24
Fake snow and jewellery.	Top Products Ltd	Trade	3m	25
French cheese, charcuterie.	The French Comté	Food	6m	26
Hot toddies, mulled cider and wine, beer, cider, wine, soft drinks and hot drinks (tea, coffee, hot chocolate).	Underbelly	Bar and Hot Drinks	TBC	27



11.0 Spiegeltent

- 11.1 The La Soiree performance schedule will be: Tuesday – Thursday 8pm, Friday and Saturday 7pm and 10pm, Sunday 7pm, with no performances on Mondays (except for Boxing Day).
- 11.2 On Tuesday to Thursday (and Monday if there is a performance) all performances will be finished by 11pm; on Friday and Saturday by Midnight; and on Sundays by 10pm.
- 11.3 A special extended performance will take place on New Year's Eve until 2am.
- 11.4 There may be a small programme of some events in conjunction with local stakeholders, businesses and Westminster City Council. These will all be pre-agreed with Westminster City Council.
- 11.5 Admission to La Soiree and the Grotto will be by ticket only with a box office located in the Spiegeltent. Access to the rest of the site is free and non-ticketed.

12.0 Access

- 12.1 Public access to and through the Gardens will be maintained during opening hours. This will be through the North West and South West Gates only.
- 12.2 The site is located in close proximity to Leicester Square underground station as well as numerous bus stops. As such, it has a PTAL of 6b, demonstrating its excellent public transport accessibility. It is anticipated that the majority of visitors will arrive by public transport.
- 12.3 The scheme will provide level access in accordance with Part M of the building regulations.
- 12.4 The Event location is fortunate in that has many option options for public transport including taxi ranks, many bus routes, national rail and the London underground.
- 12.5 Staff are trained to give advice to customers on the best options for transport from the Event.

13.0 Amenity and Dispersal

- 13.1 This proposal seeks to create a family orientated attraction. The hours of operation are restricted and the Event will be managed to ensure it will not have a detrimental impact on the amenity of adjoining premises or residents. There will be a security operation in place at all times.
- 13.2 The scale of the Event and positioning of associated activities will mean that visitor numbers will be maintained so as not to impact on local amenities in terms of either noise or other disturbance.
- 13.3 Transport
 - The Event location is fortunate in that has many option options for public transport including taxi ranks, many bus routes, national rail and the London Underground. Underbelly will offer leaflets to patrons leaving the site that outline the various transport options available to get home safely.
 - Local taxi numbers will be available at the bar for customers enquiring, in addition to being printed on the leaflets that are distributed to patrons as they leave the site. In addition to handing out leaflets, all staff will be trained to give verbal advice to customers on the best options for transport from the Event.
- 13.4 Staffing

During the last half hour of service at the bar, the service points are reduced and some staff are reallocated to collect glasses and cleaning duties on the site. This assists customer departure and reduces potential for people to carry plastic cups or other litter out of site.



13.5 Music and Lighting

At the end of trading, background music will be turned off. Lighting and music levels are reduced to encourage the gradual dispersal of customers during the 20 minutes from last orders being called.

13.6 Minimising Noise on Exit

- Signs will be placed at all exits asking customers to leave the Event quietly and without causing a disturbance. Signs will also be placed around the Event to encourage audiences and other customers to be constantly aware of and considerate to the local residents.
- At the closing time of the Event, all patrons are directed to exit the Square via the North West corner gate of the Square, which is the closest exit to the Spiegeltent.

13.7 Bottles and plastic glasses

Well-placed and well-lit signage makes clear that customers will not be allowed to leave the premises with drinks. This policy is supported with vigilant security staff at the exits searching customers where necessary. Bins are also provided at the exits for use by customers.

13.8 Litter

Staff will perform a 'Rubbish Patrol' following closure. This patrol will pick up bottles, flyers, food wrapping etc. in the immediate vicinity of the premises. As well as clearing rubbish, the patrol acts as another set of eyes and ears identifying potential disorder. Their activity, particularly sweeping the pavement, will also encourage customers to vacate the area outside the premises.

13.9 Site security and door staff

- All security and door staff will have an appropriate SIA licence and be fully trained. Security staff will be on duty until the site closes.
- The security staff will play a key role in the implementation of dispersal:
 - encouraging customers to drink-up and progress to the exit throughout the latter part of drinking up time;
 - drawing attention of exiting customers to the notices on the exits and asking them to be considerate;
 - ensuring the removal of all plastic glasses and bottles from departing customers;
 - dispensing maps providing information about local transportation and taxi numbers;
 - actively encouraging customers not to congregate outside the Event (This is to prevent customers becoming victims of crime in the immediate area and having confidence to head towards transport hubs), and;
 - directing customers to the nearest taxi ranks or other transportation away the area.

13.10 Communications with Residents

- Prior to the Event, Underbelly will write to nearby residents and businesses and inform them about the Event, including the programme of events.
- Residents and businesses will also be informed of a mobile number and a landline by which residents can communicate with the Duty Manager with respect to noise and any other concerns with the operation of the Site.

14.0 Cleaning and Waste



- 14.1 Waste will be separated where possible for recycling.
- 14.2 Trade waste bins will be kept in an enclosure within the site and emptied daily at times allowed within the over management plan of Leicester Square.
- 14.3 There will be a dedicated cleaning team ensuring toilets are clean and well presented.
- 14.4 We will work with the cleansing team to ensure that site and surrounding area is kept litter free.
- 14.5 There will be enforced disposal of any alcoholic drinks as people leave the event, reducing any waste that might have been irresponsibly discarded.

15.0 Noise Management

- 15.1 Please see separate noise management plan.

16.0 Alcohol Management and Licensing Objectives.

- 16.1 Underbelly will be operating and managing the bar operation.
- 16.2 The market bar will sell hot toddies, mulled cider and wine, beer, cider, wine, soft drinks and hot drinks (tea, coffee, hot chocolate). The bar will not sell any straight spirits.
- 16.3 There will be no seating provided in the outside area. There will be some standing (poser style) tables for people to place food and drinks on.
- 16.4 There will be a full bar, including spirits, in the Spiegel tent. This will be for ticket holders only.
- 16.5 Qualifications and training
 - Underbelly will ensure that there is always a Personal Licence holder on site during operational hours.
 - All staff involved in the sale or service of alcohol will be trained prior to beginning work and a record of the training will be kept by the Bars Office for inspection.
- 16.6 Key points of our alcohol management plan are:
 - Underbelly operate a challenge 25 policy. This means anyone who looks 25 or under will be asked for ID. Only recognised identification will be accepted. Clear signage will be on every bar.
 - All staff undertake a minimum 2 hours licensing and responsible alcohol service training.
 - Alcohol sold from the bars will be for consumption on site only. Security staff will be at all gates to prevent people leaving with open alcoholic drinks.
 - Drinks will be served in plastic or paper cups. With the only omission being in the Spiegel tent where a bottle of wine will be served with four plastic glasses.
 - No happy hours or time limited price promotions will be run.
 - No quantity based price promotions will be run. For example, no buy one, get one free.
 - Beer will be available in 1/2 pint and 1 pint vessels only. No steins will be available.
 - Wine will be available in 125 ml measures.
 - All ABV's and prices will be clearly displayed.
 - Free drinking water will be readily available.
 - SIA security staff will be onsite at all operational hours.
 - Signs will be placed at all entrances and exits requesting all customers to leave quietly and to be aware of neighbours when customers are on site.



- There will no tolerance to any criminal behaviour and if any crimes occur then the police will be contacted immediately
- Customers who are intoxicated will be refused service at the bar and a refusal book will be kept onsite
- Last orders will be called 30 minutes prior to the closing of the bar, with last service 15 minutes prior to closing time.
- Capacities will be carefully monitored and managed by the site manager.

16.7 COMPLIANCE WITH LICENSING OBJECTIVES

16.8 Preventing Crime and Disorder

- Underbelly will employ a suitable number of SIA qualified security for the size and demographic of expected audience. Fully trained security staff will patrol and control access to the site and be on duty 24 hours per day. Security Personnel will hold door supervisor licences and will be SIA registered. All security staff will be required to sign in and out when coming onto site and to show their SIA badge prior to starting work to enable checking on the SIA website. Regular meetings will be held with the contracted security company to ensure maintenance of high standards.
- Security and stewards will be able to communicate over radio.
- Local residents and business will be distributed a phone number for a phone held by our site management and which will be monitored 24 hours a day.
- The premises will install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system will continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings will be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings will be made available immediately upon the request of Police or an authorised officer throughout the entire 31 day period.
- A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member will be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
- Entrances and exits to/from the site will be monitored at all times during operational hours.
- Entrance to the performances in the Grotto and Spiegel tent will be by ticket only.
- Signs will be placed at all entrances and exits requesting all customers to leave quietly and to be aware of neighbours when customers are on site.
- All draught and bottled products will be served in plastic glasses except bottles of wine, which will be served with four plastic glasses.
- No money to be left in the box office or in any concessions overnight.
- Any suspicious behaviour will be monitored and dealt with in a suitable manner.
- Staff will be trained in the relevant legislation applying to the sale of alcohol.
- There will no tolerance to any criminal behaviour and if any crimes occur then the police will be contacted immediately.
- The opening hours will be strictly followed.
- No happy hours or time limited price promotions will be run.
- No quantity based price promotions will be run. For example, no buy one, get one free's.
- Beer will be available in 1/2 pint and 1 pint vessels only. No steins will be available.
- Wine will be available in 125 ml measures.
- All ABV's and prices will be clearly displayed.
- Customers who are intoxicated will be refused service at the bar and a refusal book will be kept onsite.
- Last orders will be called 30 minutes prior to the closing of the bar.
- Signage will be placed around our sites asking people to ensure all personal property should be looked after and with them at all times. Staff will ensure all unattended bags are reported to duty management immediately.
- All marketing material will be aimed at creating a family environment.



16.9 Securing Public Safety

- Comprehensive Risk Assessments will be undertaken.
- The premises will install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system will continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings will be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings will be made available immediately upon the request of Police or an authorised officer throughout the entire 31 day period.
- A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member will be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
- Security and stewards will be able to communicate over radio.
- Local residents and business will be sent a phone number and an email address to contact site management and which will be monitored 24 hours a day.
- There will be adequate medial provision during operational hours. Any injuries that do occur will be recorded in an accident book and also emailed to H&S@underbelly.co.uk to ensure that all relevant parties are informed of accidents or incidents.
- Should there be the need to evacuate the site or request emergency service assistance, this will be immediately communicated to surrounding neighbours.
- Consultation will take place with all relevant authorities.
- All draught and bottled products will be served in plastic glasses except bottles of wine, which will be served with four plastic glasses.
- There will be appropriate levels of staffing, including security and other stewarding staff. All staff will receive relevant training.
- All security staff will be SIA registered and their badges will be regularly checked on the SIA website.
- All our sites and venues will be accessible for the disabled and there will be accessible toilet facilities at each venue.
- There will be full compliance with all relevant Health and Safety legislation.
- The Licensee will ensure that all venues are fit for purpose and safe to work in. All relevant PPE will be worn when building/taking down venues.
- Staff will be trained when performing tasks that have a certain amount of risk, i.e. a member of staff will be trained to use a ladder before using one.
- Capacities will be carefully monitored and managed.
- All staff will be trained in the evacuation procedure.
- All staff will be trained in the use of fire extinguishers.
- All marketing material will be aimed at creating a family environment.

16.10 Preventing Public Nuisance

It is not anticipated that any of the events in connection with the Licence will cause any problems or public nuisance.

- A comprehensive Noise Management Plan will be in place.
- At every exit, customers are asked to leave quietly.
- The premises will install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system will continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings will be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings will be made available immediately upon the request of Police or an authorised officer throughout the entire 31 day period.



- A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member will be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
- Waste will be stored and disposed of so as to avoid causing public nuisance.
- Rubbish/Litter: Throughout the day each site will have designated cleaners who will ensure to keep the site clear of rubbish.
- Litter will be collected on site and customers requested not to take packaging off site but to dispose of it in bins provided. Bins will be provided at entrances and exits.
- No happy hours or time limited price promotions will be run.
- No quantity based price promotions will be run. For example, no buy one, get one free.
- Beer will be available in 1/2 pint and 1 pint vessels only. No steins will be available.
- There is a detailed dispersal policy.
- All marketing material will be aimed at creating a family environment.

16.11 Protecting Children from Harm

- Proof of age/challenge U25 policy. The venue will operate a strict challenge Under 25 Policy and anyone who looks under 25 will be asked for identification. The only forms of acceptable identification are a Driving Licence or Passport. Clear signage will be on every bar.
- Staff will be trained in, and fully aware of, the law relating to sales of alcohol to those under the age of 18.
- Security and stewards will be able to communicate over radio.
- The premises will install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system will continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings will be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings will be made available immediately upon the request of Police or an authorised officer throughout the entire 31 day period.
- A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member will be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
- A detailed Lost/Found Children and Vulnerable Adult policy will be in place.
- All staff that work on the event will be over 18 years old.
- Shows containing explicit content: Young persons will not be allowed access to any shows that contain any unsuitable content. All shows with any content that is unsuitable for young persons will have warnings to people who are booking tickets.
- Some performances will contain ancillary material of an adult nature
- Appropriate age restrictions will be:
 - (a) imposed;
 - (b) advertised on all related marketing material;
 - (c) made clear at the point of sale of tickets; and
 - (d) enforced at the point of entry to our performance spaces.
- All marketing material will be aimed at creating a family environment.



17.0 Security and Crowd Management

- 17.1 There will be adequate levels of SIA security on the site at all times. This will be 24 hours from the beginning of the build to the last day of breakdown.
- 17.2 The premises will install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system will continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings will be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings will be made available immediately upon the request of Police or an authorised officer throughout the entire 31 day period.
- 17.3 A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member will be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
- 17.4 The site is free and non-ticketed to enter. Underbelly will only restrict access where crowd density requires it.
- 17.5 Shows in the Spiegeltent and the Grotto will be ticketed to manage and ensure capacity within the venues.
- 17.6 The bar located on the west of the site will be selling hot toddies, mulled wine and cider, beer, cider and wine. There will be no straight spirits. As there is no seated furniture Underbelly do not expect it to have any capacity issues, as essentially it serves the site and market. However, if deemed necessary there will be a "one-in, one-out" instigated.
- 17.7 The nature of the Event will encourage people to browse through the Site unless they have tickets for the Spiegeltent or Grotto and so we believe it will be very unlikely for the Site to reach capacity. However, in the unlikely event that it does, Underbelly would manage the gates into the Gardens to allow for a "one-in, one-out" policy until the volume of people decreased. Sufficient security will be deployed to facilitate this if necessary.

17.8 Security Deployment Plan:

Location Number	Location Description	Function and Duties	Who	Time
1	Entrance / Exit North West Gate	<ul style="list-style-type: none"> • Constant manning of gate • Control and direction of members of the public entering and leaving the site • Observation for and recognition of potential suspect packages. Report any findings to the supervisor, site manager or police officer. • Bag search where necessary • Observation for the prevention of overcrowding • Provide information and directions to the public • Deter/prevent any drunk person entering the venue • Deter/prevent anyone removing alcohol from the venue, unless from authorised supplier in sealed container • Ensure there are no unaccompanied children after 2100 hours. Unrestricted access for young person's (16/17 year olds). • Observe any children in the venue and ensure they do not consume alcohol • Encouraging customers to drink-up and progress to the exit throughout the latter part of drinking up time; • Drawing attention of exiting customers to the notices on the exits and asking them to be considerate; • Ensuring the removal of all plastic glasses and bottles from departing customers; • Actively encouraging customers not to congregate outside the Event; and • Directing customers to the nearest taxi ranks or other transportation away the area. • Directing Spiegeltent customers out of the gate and to the nearest transport link. 	SIA security staff	All opening hours until show finished. 11:45 to 22:15 Monday - Friday 09:45 to 22:15 Saturday and Sunday



--	--	--	--	--	--



Location Number	Location Description	Function and Duties	Who	Time
2	Entrance / Exit South East Gate	<ul style="list-style-type: none"> • Constant manning of gate • Control and direction of members of the public entering and leaving the site • Observation for and recognition of potential suspect packages. Report any findings to the supervisor, site manager or police officer. • Bag search where necessary • Observation for the prevention of overcrowding • Provide information and directions to the public • Deter/prevent any drunk person entering the venue • Deter/prevent anyone removing alcohol from the venue, unless from authorised supplier in sealed container • Ensure there are no unaccompanied children after 2100 hours. Unrestricted access for young person's (16/17 year olds). • Observe any children in the venue and ensure they do not consume alcohol • Encouraging customers to drink-up and progress to the exit throughout the latter part of drinking up time; • Drawing attention of exiting customers to the notices on the exits and asking them to be considerate; • Ensuring the removal of all plastic glasses and bottles from departing customers; • Actively encouraging customers not to congregate outside the Event; and • Directing customers to the nearest taxi ranks or other transportation away the area. 	SIA security staff	All opening hours. (Gate closes before Show finishes)11:45 to 22:15 Monday - Friday 09:45 to 22:15 Saturday and Sunday
3	Bar / Floating Position	<ul style="list-style-type: none"> • Patrol whole site and provide support where needed • Observation for and recognition of potential suspect packages. Report any findings to the supervisor, site manager or police officer. • Bag search where necessary • Observation for the prevention of overcrowding • Provide information and directions to the public • Deter/prevent any drunk person entering the venue • Deter/prevent anyone removing alcohol from the venue, unless from authorised supplier in sealed container • Ensure there are no unaccompanied children after 2100 hours. Unrestricted access for young person's (16/17 year olds). • Observe any children in the venue and ensure they do not consume alcohol • Encouraging customers to drink-up and progress to the exit throughout the latter part of drinking up time; • Drawing attention of exiting customers to the notices on the exits and asking them to be considerate; • Ensuring the removal of all plastic glasses and bottles from departing customers; • Actively encouraging customers not to congregate outside the Event; and • Directing customers to the nearest taxi ranks or other transportation away the area. 	SIA security staff	17:00 - 22:15 Monday - Friday 09:45 to 22:15 Saturday - Sunday & 21, 22, 23 Dec
4	Spiegeltent / Floating Position	<ul style="list-style-type: none"> • Patrol whole site and provide support where needed • Observation for and recognition of potential suspect packages. Report any findings to the supervisor, site manager or police officer. • Bag search where necessary • Observation for the prevention of overcrowding • Provide information and directions to the public • Deter/prevent any drunk person entering the venue • Deter/prevent anyone removing alcohol from the venue, unless from authorised supplier in sealed container • Ensure there are no unaccompanied children after 2100 hours. Unrestricted access for young person's (16/17 year olds). • Observe any children in the venue and ensure they do not consume alcohol • Encouraging customers to drink-up and progress to the exit throughout the latter part of drinking up time; • Drawing attention of exiting customers to the notices on the exits and asking them to be considerate; • Ensuring the removal of all plastic glasses and bottles from departing customers; • Actively encouraging customers not to congregate outside the Event; and • Directing customers to the nearest taxi ranks or other transportation away the area. 	SIA security staff	17:00 - 22:15 Monday - Friday 09:45 to 22:15 Saturday - Sunday & 21, 22, 23 Dec



17.9 Draft Security Schedule, all staff to be SIA:

	Shift Start	Shift End	No. SIA Security Staff	Location Number
Monday	06:00	11:45	1	3
	11:45	17:00	3	1, 2, 3
	17:00	22:30	6	1, 2, 3, 4
	22:30	06:00	2	1, 4
Tuesday	06:00	11:45	1	3
	11:45	17:00	3	1, 2, 3
	17:00	23:00	6	1, 2, 3, 4
	23:00	06:00	2	1, 4
Wednesday	06:00	11:45	1	3
	11:45	17:00	3	1, 2, 3
	17:00	23:00	6	1, 2, 3, 4
	23:00	06:00	2	1, 4
Thursday	06:00	11:45	1	3
	11:45	17:00	3	1, 2, 3
	17:00	23:00	6	1, 2, 3, 4
	23:00	06:00	2	1, 4
Friday	06:00	11:45	1	3
	11:45	17:00	3	1, 2, 3
	17:00	01:00	6	1, 2, 3, 4
	01:00	06:00	2	1, 4
Saturday	06:00	09:45	1	3
	09:45	17:00	5	1, 2, 3, 4
	17:00	01:00	6	1, 2, 3, 4
	01:00	06:00	2	1, 4
Sunday	06:00	09:45	1	3
	09:45	17:00	5	1, 2, 3, 4
	17:00	23:00	6	1, 2, 3, 4
	23:00	06:00	2	1, 4
XMAS EVE DAY 24 Dec	06:00	09:45	1	3
	09:45	17:00	5	1, 2, 3, 4
	17:00	23:00	6	1, 2, 3, 4
	23:00	06:00	2	1, 4
XMAS DAY 25 Dec	06:00	18:00	2	3
	18:00	06:00	2	3
NEW YEARS EVE	06:00	09:45	1	3
	09:45	17:00	5	1, 2, 3, 4
	17:00	03:00	7	1, 2, 3, 4
	03:00	06:00	3	1,2,3



18.0 Medical

- 18.1 There will be a dedicated and qualified first aider onsite during all operational hours.
- 18.2 Each incident will be logged and the necessary paperwork will be filed out. This paperwork consists of an accident report book, accident Log which will be seen by the Site Manager at the end of the day to spot any abnormal trends, a casualty form will be filled out in the event of an ambulance being called. Anything more than a minor plaster injury should be reported daily to H&S@underbelly.co.uk
- 18.3 Serious injuries may be reportable to RIDDOR. In this case the Site Manager along with the Operational manager will fill in a F2508 form. This will be sent to Westminster Council Environmental Health Officers and the HSE as soon as possible. Internal investigations and a full incident report will be carried out by the site manager and the production manager.

19.0 Power & Lighting

- 19.1 Power will be delivered through the use of “super-hush” diesel generators which are configured to run in such a way that if one fails, the load will be taken by a back-up system.
- 19.2 The system will be installed, inspected and tested in line with BS7909.
- 19.3 We will be installing some additional decorative lighting which will include festoon and localised flood lights. In the event of festival power failure, the permanent square lighting will remain on as it is powered from the grid.

20.0 Sanitation and Welfare

- 20.1 There are existing public toilets in Leicester Square.
- 20.2 There will be temporary toilets installed into the square with minimum of:
 - 1 Disabled toilet with baby changing facilities
 - 14 Ladies cubicles
 - 3 Men’s cubicles
 - 8 Urinals
 - 3 Staff cubicles and
 - 2 Staff urinals.



21.0 Deliveries

- 21.1 Deliveries will only be allowed out of hours of the event. All deliveries will be coordinated and cleared through the site office.
- 21.2 Deliveries made to Christmas in Leicester Square are to adhere to the Westminster Council cited agreed deliveries process. The deliveries window is from 0600 - 1000 each day, with each delivery being agreed in advance with the Underbelly Production Manager and Site Manager.
- 21.3 Build and Strike periods - During the build and strike periods, the Underbelly Production Manager and Site Manager will inform the Westminster City Council Wardens team of the deliveries schedule. Any further/special delivery requirements outside of the agreed deliveries windows will be planned and agreed in advance by the Underbelly Production Manager and Westminster City Council Wardens team.
- 21.4 Operational period - During the operational period, any special delivery requirements that do not fall into the standard deliveries window will be reported to the Wardens Team on a day to day basis.
- 21.5 All deliveries made to Leicester Square must enter/exit from A400 Charring Cross Road. Entrance is via Cranbourne Street and exit via Irving Street. All deliveries will inform the Underbelly Production Manager or Christmas and Leicester Square Site Manager before their arrival on site. All articulated vehicles will be monitored up arrival and departure.
- 21.6 All deliveries will be in accordance with the rules as set out in Appendix A.

22.0 Ticketing

- 22.1 Ticketing for La Soirée will be provided by Encore. They will have a ticketing system in the Spiegel tent foyer, that will be for collections and sales prior to the performance each day.
- 22.2 Grotto tickets will be sold through on www.christmasinleicestersquare.com, as well as over the phone. We anticipate most of these being purchased in advance with a small amount being sold on the day by the "Elves" manning the door.

23.0 Customer Service and Complaints

- 23.1 Underbelly prides itself on the quality of its festivals and events and our relationship with our customers and audiences. Underbelly believes that customers make an event and therefore actively engages with audiences throughout the event lifecycle.
- 23.2 Prior to the event and in conjunction with City of Westminster Council, Underbelly will write to nearby residents and inform them about the event, including giving them a programme and schedule of events.
- 23.3 Residents will be given the mobile number and email address for our site manager. Residents can communicate with the site manager in respect of noise and any other concerns with the operation of the event. Our site manager will be required to carry this mobile phone at all times.



- 23.4 Feedback can take two forms - either directly from a customer via email, or by completing a Underbelly customer comment and feedback form, which is then transposed into an email and forwarded on to a dedicated feedback email address. All email enquiries to this address are checked twice daily during office hours and all complaints are logged in a central database. From the database, our customer service or administration teams are able to respond with either an automatic message for general enquiries, or manually for a more in-depth, detailed response, depending on the nature of the comment. Where feedback is unable to be answered by the first-line response, team members are able to mark the enquiry for the attention of a more senior member of staff, or another department member. This process is automated and will immediately notify the member of staff that they have a new message to respond to. Underbelly will aim to respond to all enquiries within 48 hours through this process, although urgent emails will be acted on immediately. Where necessary, an investigation will take place. Depending on the outcome of the investigation, new procedures may be put in place. The customer is always contacted as soon as possible and kept informed at all stages.

24.0 Lost Property

- 24.1 Underbelly will operate a lost/found property facility. Any lost property will be taken to the site office and/or handed in to a member of Underbelly staff. The site office will keep a log of any lost property that is handed in. All valuables, wallets and passports will be kept in the site office and will be kept until the end of the season.
- 24.2 Any lost property queries over the phone or in person will be logged with contact details. The log will be kept online in the cloud, so enquires coming from various sources can be registered.
- 24.3 Underbelly will clearly advertise the contact details for lost/found property enquiries on the Christmas in Leicester Square website (www.christmasinleicestersquare.com) as well as at all access/egress routes to the site. All staff will be fully briefed as to the lost/found property process and will be able to assist patrons in locating their lost/found items.
- 24.4 Any passports will be taken to the local police station at the end of the event. All other lost/found items will be retained by Underbelly for a period of two weeks after the event. A member of Underbelly's customer service team will proactively attempt to reunite lost/found items with their owner during this period. Any remaining items that are not personally identifiable documents (i.e. driving licences, bank cards etc) will be taken to a local charity shop.

25.0 Accreditation and Passes

- 25.1 With a diverse mix of traders, contractors, public, performers and production staff on site, robust accreditation arrangements are vital to ensure a safe and secure site.
- 25.2 During the construction phase, all staff will be issued with temporary wristbands, in line with CDM 2015. These wristbands will be issued to each staff member when signing in at the site reception each day.
- 25.3 During the operational period the following passes will be issued:

Level	Who
Access All Areas	Underbelly senior staff
Crew	Visiting contractors and suppliers
Trader	Market staff
Artist/La Soiree staff	Performers/staff within the Spiegel tent and performers in the Grotto
Underbelly staff (licenced)	Underbelly bar staff with PLH training
Underbelly staff	Underbelly staff



26.0 Health and Safety and Risk Assessments

- 26.1 Underbelly is committed to ensuring the safe operation of their sites.
- 26.2 We not only adhere to Health and Safety laws and legislations, but embraced the spirit of the acts.
- 26.3 The staff handbook provides all employees with clear guidelines on how to implement our the H&S policy and that everyone shares the responsibility for safety at work.
- 26.4 Prior to the start of the setup of the event, a full set of risk assessments and method will be carried out and produced.
- 26.5 All traders and artists will provide us with risk assessment and method statements. They will also be provided with information in their pack to positively promote the key messages of this paperwork to their staff.
- 26.6 We utilise the following policies and documents as reference for Health and Safety best practice:
- Health and Safety at Work Act 1974
 - The Regulatory Reform (Fire Safety) Order 2005
 - HSE Managing Crowds Safely
 - Event Safety (Purple) Guide
 - The Four Licensing Objectives as per the Licensing Act 2003
 - Cabinet Office Guidance on Crowd Safety
- 26.7 All Health and Safety at Christmas in Leicester Square 2016 will be the responsibility of the Underbelly Production Manager and Site Manager, working with Sygma Health & Safety. All risk assessments and method statements will be assessed and administered by Underbelly and Sygma Health & Safety in accordance with Health and Safety legislation and good working practice.
- 26.8 Build and Strike periods - For build and strike periods, the site will only be accessible by personnel who have read and signed the site safety memo in accordance with the site rules. All staff, contractors and visitors during these periods must adhere to these rules or leave the site with immediate effect.
- 26.9 Operational period - During the operational period, all staff and contractors must adhere to the site health and safety plan as outlined in the operations plan. Any disregard for this plan will be dealt with on a case by case process. The Site Management team will produce a daily site report with reference to all activities on site and any incidents/accidents that need to be reported.

27.0 Daily Risk Assessing

- 27.1 It is the responsibility of all key positions on site (i.e. Site Manager, Technical Manager, Production Manager, Grotto Manager, Box Office Manager, Security, Bar Manager etc.) to be constantly looking for any potential risks and hazard during the event.



28.0 Duty Manager Report

Duty Manager Report – Leicester Square Christmas

Date: /11/2016

DUTY MANAGER	DAY	EVENING
NAME:		

SITE OPEN TIME	SITE CLOSE TIME

SAFETY & SECURITY	
Security Supervisor Name	
Fire Escapes Checked?	

ATTRACTIONS	OPEN	CLOSE	COMMENTS
Market			
Bar			
Spiegelent			
Grotto			

REPORT ON SERVICES AND ISSUES CONCERNING SITE	
WEATHER	
SITE POWER	
WATER	
BOX OFFICE	
SECURITY	
CROWD CONTROL & QUEUING	
FIRST AID	
BAR	
FOOD CONCESSIONS	
TOILETS	
WASTE SERVICES	
CLEANING	
OTHER	

ATTACHMENTS	
Detail any additional incident reports or other information that should be attached to this report.	



30.0 Evacuation Plan and Emergency Procedures

Fire Evacuation – The Spiegeltent, Leicester Square Christmas, London

Overview:

The Spiegeltent is a temporary theatre space with a flexible layout. The space has one main entrance (2 double doors) and also a variety of exits to allow for maximum flexibility.

Within the space there is a bar, and end of stage (band stage) and for certain shows a central stage. The maximum seating capacity is 620 seats. A layout plan is shown at the end of this document.

In preparation of this document we are mindful of the evacuation plan for the wider site, and the publication Technical Standards for place of Entertainment. We have also across checked calculations against the RRO Guidance to Fire Risk Assessment.

Technical Standards C1 Horizontal:

To calculate the maximum capacity based on the exit width available we have used the formula:

$$((E-1) \times W) / 5 = N$$

Where E = Number of Exits
W = Width of the smallest exit in mm
N = maximum number of people.

The Spiegeltent Leicester is being operated with 4 fire exits, 2 at the front, one at the side, and one towards the rear of the venue.

Exit 1: 1420mm
Exit 2: 1420mm
Exit 3: 2350mm
Exit 4: 2350mm

This gives: $((4 - 1) \times 1420\text{mm}) / 5 = 852$ max capacity.

It could be argued that that front doors are to close together to be counted as two separate exits so the calculation has also been done on the basis of this:

Exit 1 (A+B): 2840mm
Exit 2: 2350mm
Exit 3: 2350mm

This gives: $((3 - 1) \times 2350\text{mm}) / 5 = 940$ max capacity.

Given the two results above, the capacity of 620 is understood to be suitable with the exits provided: Front
of tent - 2 doors at 1420mm each.

Side of tent - Double doors at 2350mm
Rear of tent - Double doors at 2350mm

Technical Standards C2 Seating and Gangways:

Within the Spiegeltent seat-ways are between 350mm and 374mm as a minimum. As such, there is no row which contains more than 9 seats, with an aisle at only one end, or any row which contains more than 18 seats, with an aisle and each end.

Technical Standards C3 Vertical Escape:

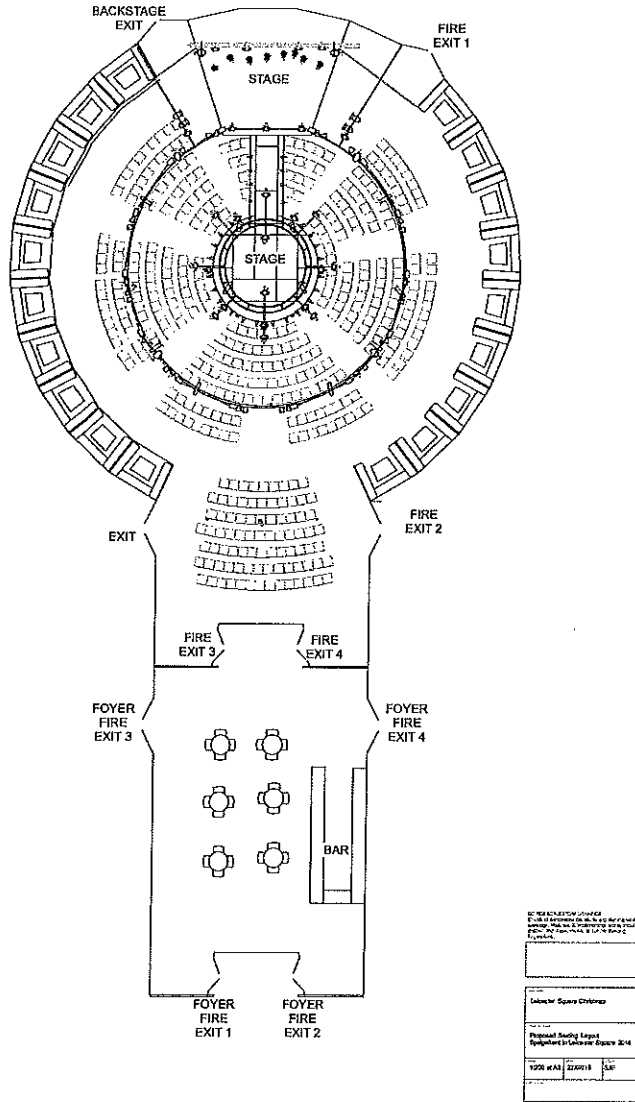
The maximum suggested travel distance to an exit is shown as 32m. A distance of under this is achievable throughout the whole Spiegel Tent.

Escape Times – RRO Guidance:



The RRO Guidance states that in "Normal Risk" premises (which we deem this Spiegel tent to be) 200 persons can escape through an exit of 1050mm in the standard time of 2.5 mins.

From this we can confirm that: 620 people (venue capacity) require 3 x 1050mm of exit space to safely evacuate in 2.5 mins. As you will see from above, we have more width than required, even if one is exit is discounted.



<small>© 2014 Underbelly Live Ltd All rights reserved. No part of this document may be reproduced or transmitted in any form or by any means electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system, without permission in writing from Underbelly Live Ltd.</small>		
Underbelly Super Centre		
<small>Proposed Seating Layout Supplement to Licence Ref: SPC/14</small>		
1000 KVA	22/01/18	SW



Evacuation Procedure

Action on Discovering a Fire/Suspected Package/Event of an evacuation:

	<u>On Underbelly Site</u>	<u>In a Surrounding Building/Sites</u>
Discovering a Fire/ Suspected Package/ Event of an evacuation :	<p>On discovering a Fire on site, the onsite Duty/Site Manager will be called by radio and one of the following actions will be taken:</p> <ul style="list-style-type: none"> - If the fire is the size of a waste paper basket or less, and there are no other surrounding circumstances to suggest that the fire may spread unusually quickly, the fire will be extinguished by trained staff. After the event this will be reported by way of a written report to Underbelly Management so that appropriate action can be taken to avoid a repeat of the incident. - If the fire is larger or looks as though it is going to spread quickly, the Duty Manager will immediately order an evacuation of the Site and then call the fire brigade. The Duty /Site Manager will then call site security and Duty/Site Management so that a controlled evacuation of the surrounding buildings/site can be undertaken, steering people away from the fire area. 	<p>On discovering a Fire in a surrounding building, we request that site security or Duty/Site Manager inform our Duty/Site Manager immediately so that an evacuation of the Site and Venue can be undertaken.</p>

Call to Emergency Services and Site Security and Duty Management:

As detailed above, the onsite Duty/Site Manager will call the emergency services immediately. The Duty/Site Manager will then call Site Security and Duty/Site Management to inform them of the problem.

Method of Evacuation:

If the Duty/Site Manager issues the instruction for Evacuation, the Underbelly FOH staff and Bar Staff will, having had training on the routes and assembly points, initiate the evacuation of the Sites. The main exit point from the square is through the north west gate. Patrons will also be exited via the South East exit.

The assembly point where people are directed to outside M&M world.

The Site Manager will control the evacuations in conjunction with the venue staff.

Bar staff will be briefed and trained on the emergency exits. From the Bar manager's assessment, they will allocate bar staff to create pathways and direction to Emergency Exits. They will assist with accessibility patrons.

Training and Monitoring

All FOH and Bar staff will be trained in evacuation procedures. The Duty/Site Managers will control the evacuations in conjunction with the venue Technicians. Evacuation procedures will be reassessed as the flow of people is monitored. This document will be updated as necessary.

Line of Command

Any member of FOH or bar Staff should inform the site manager in the case of a suspect package, fire or any other threat. In the case that the site manager is not available the FOH manager will take control. Where neither the FOH manager nor any other management are present the member of staff should proceed with the evacuation where necessary and call the



emergency services.

LSQ Evacuation Procedure

Evacuation
<ol style="list-style-type: none"> 1. In the event of a fire the Front of House Manager will make an announcement. You will be aware of the decision to evacuate by the Duty/Site Manager who will make the following announcement over the radio. 2. Attention all Front of House Staff we have a MR SANDS in the ...(location)...prepare to evacuate. 3. At this point staff should move to positions, open your appointed door, ensure that exit routes are completely clear and be ready to evacuate people. 4. The Front of Manager will make an announcement on stage saying, "Ladies and Gentlemen there is a need to evacuate the tent. Please leave following the instructions of our staff" 5. At the conclusion of this announcement, in a loud, clear voice begin shouting "This way out Ladies and Gentlemen" 6. Continue to shout this and encourage people to move swiftly but calmly out of the tent until it is clear. 7. Ensure they are moving away from the tent and into the assembly point – Outside M&M world. 8. No staff or member of the public should be readmitted into the venue/site until it is checked and confirmed safe by a Fire Officer.
Staff positions/individual duties – Spiegeltent
<p>Duty Manager/ Front of House Manager – If neither are available, then the technician, Initiate announcements from the microphone at the tech desk, to evacuate venues then direct customers to the nearest exit, if clear, from the middle of the stage.</p>
<p style="text-align: center;">Usher 1 & 2</p> <p>Ensuring front doors are clear and open, Usher 1 standing inside, Usher 2 standing outside. Physically and vocally directing people towards the front exit of the site, assisting with accessibility patrons.</p>
<p style="text-align: center;">User 3</p> <p>Ensure stage right back fire door of the Spiegel is clear and open, physically and vocally directing people towards the front exit of the site, assisting with accessibility patrons.</p>
<p style="text-align: center;">Stage Manager</p> <p>Enters from backstage to the middle of the stage to physically and vocally encourage and direct patrons towards the front exit.</p>
<p style="text-align: center;">Technician 1</p> <p>On standby at the end of the isle by the stage, encouraging and directing people safely towards the exit.</p>
<p style="text-align: center;">Technician 2</p> <p>To attend back stage area and dressing room to ensure they are clear of performers, patrons and hazards.</p>

31.0 Protecting children from harm

31.1 This section explains how Christmas in Leicester Square (the "Event") aims to carry out its duties relating to the protection of children and vulnerable adults from harm.

31.2 Under 16s

- All stewards and security staff will be briefed to be extra vigilant with regards to any under 16s on site. We are highly likely to attract a younger audience and the security team should help ensure that we provide a safe environment for all on site.

31.3 Facilities for young adults aged 16 and 17

- Welfare services



- All facilities that are mentioned throughout the Event Management Plan are available to young adults aged 16 and 17.
- It is recognised that they are potentially a more vulnerable group than the over 18s as they may be more prone to encountering difficulties such as being separated from their friends, missing transport home and losing items.
- Film projection certification
 - Whilst it is not anticipated that any films will be shown as part of the Event, any films that are shown on site will have a U certificate, or will be exempt from classification.
- Disclosure and barring service
 - Specific security personnel shall be designated to look after children and they shall have been SIA licensed which incorporates a CRB/DBS check. They shall work in teams of at least two and they shall ensure that paperwork is completed for all lost and found children/vulnerable adults.

31.4 Lost/found children and vulnerable adults

- The goal of the lost/found children and vulnerable adults policy is to reunite each lost/found child or vulnerable adult with its parent(s), guardian(s) or personal assistant. On site there shall be links to medical provision and possible local police as well as other onsite services and facilities.

31.5 DBS/CRB checks

- Because of the nature of the work, the staff that run the lost children service and other child friendly areas on Site are not exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and are not therefore entitled to withhold information about any convictions including those which for other purposes are “spent” under the provisions of the act and they must disclose any convictions when applying for the position. The security contractor will ensure suitable checked staff are available.
- There shall be both male and female welfare staff that will have been subject to the appropriate checks as outlined above to ensure that there is the ability to look after lost children by welfare staff of the same sex. The lost/found children policy shall also extend to looking after the parents/guardians and siblings of lost/found children.

31.6 Staff practices

- Staff shall be trained in the potential problems relating to inappropriate handling or touching of children and vulnerable adults and staff shall be conversant with procedures for discipline and dealing with uncooperative children or their parents. Practices that threaten, frighten or humiliate children or vulnerable adults shall not be used under any circumstances.

Procedure to be followed by Underbelly staff and contractors on Site. This procedure covers:

- Location of lost/found child and vulnerable adult meeting points.
- Safety points.
- If a child/vulnerable adult is found but missing their guardian.
- If someone reports that a child/vulnerable adult in their care is missing.
- Contact numbers.
- Schedule A – lost/found child and vulnerable adult incident report.

i. Location of lost/found child and vulnerable adult meeting points

- By welfare and information area.

ii. Safety points

- For your own safety and theirs, always:
 - Remain in a public area with the child/vulnerable adult until the guardian is located.
 - Escort the child/vulnerable adult to the welfare and information area within the Site.



- Entrust child/vulnerable adult to welfare staff.
- Keep physical contact to a minimum. Do not engage in contact that could be misconstrued as inappropriate.
- Do not restrain unless to prevent physical injury to yourself, other visitors, property or to prevent a criminal offence.
- Do not accompany a child or vulnerable adult to a public toilet unless absolutely necessary and accompanied by another member of staff.
- Do not announce the lost/found child or vulnerable adult to the general public.
- Ensure that the child/vulnerable adult is not left in the presence of only one member of staff.

iii. If a child/vulnerable adult is found but missing their guardian

- **Obtain as many details as possible:**
 - Get down to their level.
 - Explain who you are.
 - Ask their name.
 - Ask the name of their guardian and if they have any contact details for them.
 - Physical description of their guardian (clothing/colour of hair/identifiable features).
 - Reassure them that their guardian will be found.
- **Attempt to locate:**
 - The guardian in the immediate vicinity. Ask around for the **guardian by name**. Do not announce to the general public that a child/vulnerable adult has been found.
 - **Radio or contact** Control for a “badged” steward to meet you and head towards the welfare area. Staff to say, “A found child/vulnerable adult has been located on Site”. Your call will be logged.
 - If a child/vulnerable adult is reluctant to come with you, explain that you are going to look for their guardian, but try to keep them in sight whilst doing so.
 - If necessary, call for help and stay with the child/vulnerable adult until they have been re-united with someone that the child/vulnerable adult recognises and is willing to be with.
- **On arrival at the welfare area**
 - Ensure someone takes responsibility for the child/vulnerable adult.
 - Provide details of the child/vulnerable adult/guardian.
 - Time of incident.
 - Where you found the child/vulnerable adult.
 - The lost child/vulnerable adult form must be filled out.
 - Before returning to your duties, inform Control that you have handed the child/vulnerable adult over.
- **Welfare steward will then**
 - **Inform Duty Manager** of lost/found child/vulnerable adult incident. The Duty Manager may make an announcement for the guardian to contact them or a member of staff. Under no circumstances should it be announced that a child/vulnerable adult has been found.
 - **Conduct** an extensive search in order to locate the guardian including mobilising external patrol guards.
 - **Call the police** to report the lost/found child/vulnerable adult incident.
 - **Continue to reassure** them that their guardian will be found.
- Welfare staff are responsible for the child/vulnerable adult until their guardian is located and will remain at the welfare area in the Site. The Underbelly Site Manager should complete the lost/found child and vulnerable adult incident report (Schedule 1) and hand a copy of the form to Control who will ensure they are dealt with properly.
- Any lost/found child and vulnerable adult incident report should not be left on display for data protection purposes.
- If you are approached by a guardian, then establish the identity of the guardian before releasing the child/vulnerable adult into their care. Ensure the child/vulnerable adult and guardian know each other by asking questions and establish the guardian’s identity e.g. bus pass, credit card.



- The bottom section of the lost/found child and vulnerable adult incident report should be signed by the person collecting the child/vulnerable adult. If you are not sure about handing the child/vulnerable adult over, contact Control who will liaise with the police.
- Once a child/vulnerable adult has been reunited with their parent or guardian, all agencies that have been involved shall be informed.

iv. If someone reports that a child/vulnerable adult in his or her care is missing

- **Obtain as many details as possible**
 - Ask their name.
 - Ask the name of the child/vulnerable adult.
 - Physical description of the child (clothing/colour of hair/identifiable features).
 - Ask age of child/vulnerable adult.
 - Full contact details of family/home/school.
 - Ask where the child/vulnerable adult was last seen, what they were doing e.g. taking part in an event/activity.
 - Reassure them that their child/vulnerable adult will be found.
- **Attempt to locate** the child/vulnerable adult in the immediate vicinity. Ask around for the **child/vulnerable adult by name.**
- **Radio or contact** Control to say, “A missing child/vulnerable adult has been located on Site” and ask them to come to the welfare office on Site.
- **On arrival of welfare staff provide:**
 - Details of the child/vulnerable adult guardian.
 - Time of incident.
 - Where the child/vulnerable adult was last seen.
- **Welfare staff will then:**
 - **Inform Duty Manager** of lost/found child/vulnerable adult incident.
 - **Escort** the guardian to the security office on Site.
 - **Conduct** an extensive search in order to locate the child/vulnerable adult.
 - **Call the police** to report the lost/found child/vulnerable adult incident.
 - **Continue to reassure** them that their child/vulnerable adult will be found.

The Underbelly Site Manager should complete the lost/found child and vulnerable adult incident report (Schedule 1) and hand it to Control for their records.

- **Major incident plan and associated arrangement – procedures for children/vulnerable adults:**
 - For all children/vulnerable adults the emergency procedures are the same as for an adult and are as details in the major incident plan and associated arrangements. It is assumed that the child shall be accompanied by their parent or guardian. If this is not the case, then they shall be treated according to the lost/found children/vulnerable adult policy outlined above and the emergency procedures shall therefore be run in conjunction with

LOST/FOUND CHILD AND VULNERABLE ADULT INCIDENT REPORT

Date and time of incident	
Location of incident	
Incident reported by	
Police called (Y/N)	



Name of child/vulnerable adult	
Name of guardian	
Contact details of guardian	
Type of identification provided by guardian (e.g. credit card)	
Time child/vulnerable adult/guardian reunited	

32.0 Ecology and Reinstatement

- 32.1 All reasonable measures will be taken to minimise ecological damage. This includes damage to trees and existing foliage. Protective Material will be laid on all turf to ensure minimum damage to grass.
- 32.2 Underbelly will ensure the de-installation period is as short as practicably possible, to allow for reinstatement of grass and other foliage.

33.0 Sustainability Policy

- 33.1 Underbelly is a UK-based live entertainment company that runs several festivals and events across the country.

Underbelly understands that the events that it manages have environmental, social and economic impacts. It is therefore committed to the development, implementation and continual improvement of a sustainable event management system to minimise any negative impacts of its operations.

Underbelly's approach is to embed sustainable management principles across all events for which it is responsible.

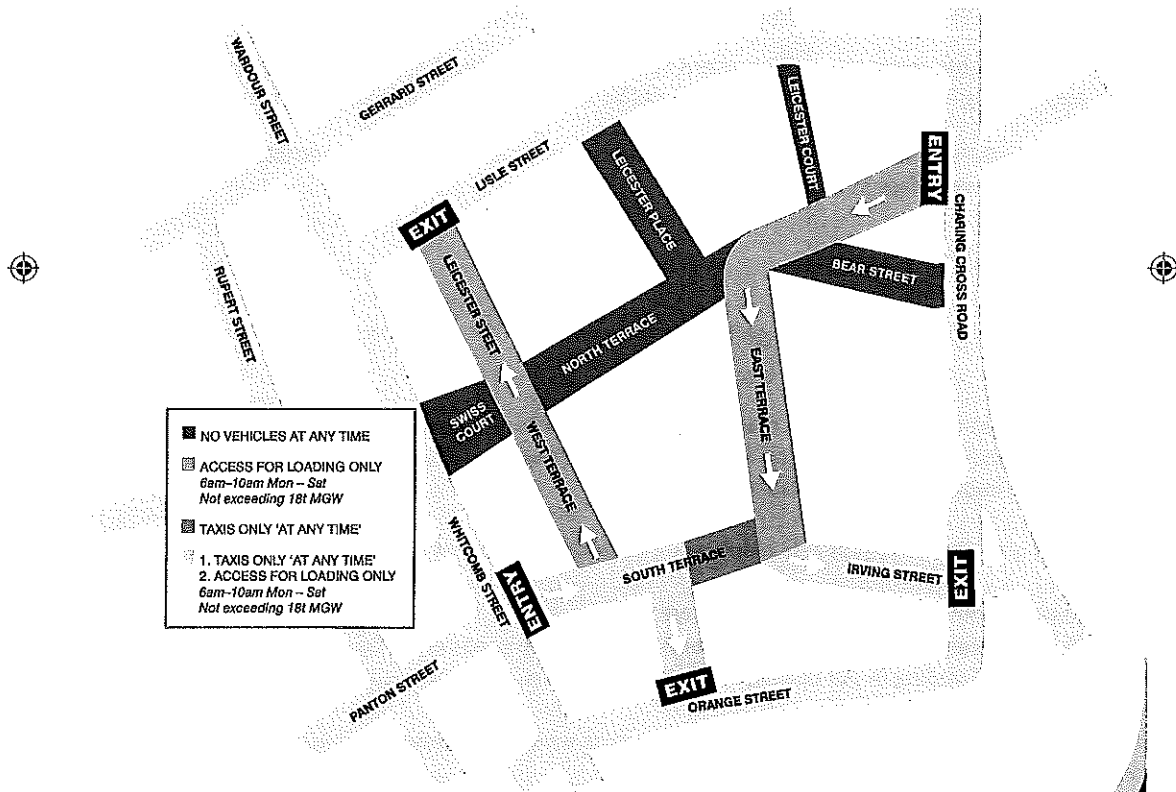
Underbelly's sustainable event management principles are:

- **Integrity & Ethical Behaviour:** To act ethically and with integrity in our event operations with regard for the law and without bias, including in our dealings with our employees, customers, suppliers and towards society and the environment.
- **Inclusivity & Accessibility:** To produce high quality events which are inclusive and accessible to people of all ages, backgrounds and abilities.
- **Environmental Performance:** To minimise the impact of events on the environment.
- **Collaboration & Transparency:** To collaborate and build relationships with stakeholders and the general public and to ensure that all stakeholders have access to all relevant information about event operations.
- **Legality:** To meet and exceed all applicable legal and regulatory requirements in all activities.
- **Stewardship:** To show leadership and best practice in sustainable event management.

Underbelly is committed to continuous improvement and will monitor its performance against agreed sustainability objectives.

Appendix A. Vehicle access to and around Leicester Square

Vehicle access to and around the new Leicester Square



Do you or your business **deliver to or service Leicester Square?**

From May 23rd, you'll need to be aware of the following changes:

- ✦ Access for deliveries or servicing is between **6am – 10am only** (*Mon to Sat*)
- ✦ Entry to the Square is via Cranbourn Street or Panton Street **only** – a one way system is now in operation (*see map*)
- ✦ No access is allowed across the North Terrace, as well as Leicester Court, Leicester Place, Swiss Court and Bear Street – access across the South Terrace is for taxis **only**
- ✦ A vehicle weight limit of 18t (maximum gross weight) is in place

Access will not generally be permitted before 6am or after 10am, as priority will be given over to pedestrians.

If you need to carry out works to premises in the Square or require access for servicing, our Traffic Marshals are here to help. Contact marshals@westminster.gov.uk at least 24 hours in advance to prearrange access.

Visit www.westminster.gov.uk/marshals or ask a Marshal in the Square for more information.

www.westminster.gov.uk/marshals


City of Westminster
PARK RIGHT



Appendix B. UNDERBELLY DISPERSAL PLAN

Christmas in Leicester Square is a temporary event to celebrate Christmas, from Friday 11 November 2016 to Sunday 8 January 2017. The Event principally comprises a 24m diameter, 600-seat Spiegeltent theatre space (a travelling tent, constructed in wood and canvas and traditionally used as an entertainment venue), a Christmas Market, and a Santa's Grotto.

The purpose of this document is to provide a plan for dispersal of customers from our Event. It sets out the steps we will take at the end of a trading session to minimise the potential for disturbance as customers leave the premises.

There are eleven key points to the Underbelly's **Dispersal Plan**:

1. Opening Times
2. Programming
3. Provision of food and drink
4. Transport
5. Staffing
6. Music and Lighting
7. Minimising Noise on Exit
8. Bottles and glasses
9. Litter
10. Door Staff
11. Communications with Residents

1. Opening Times

1.1. Site Opening Hours 2016

Day	Market Opening – Closing Time	Spiegeltent /Site Closing Time
Monday	12:00 – 22:00	N/A
Tuesday	12:00 – 22:00	22:00
Wednesday	12:00 – 22:00	22:00
Thursday	12:00 – 22:00	22:00
Friday	12:00 – 22:00	00:00
Saturday	10:00 – 22:00	00:00
Sunday	10:00 – 22:00	21:00

The Underbelly Duty Manager may decide to close the Site earlier at his/ her discretion.

2. Programming

2.1. The Grotto will be open at the following times:

Day	Time
Monday - Friday	Midday – 19:30
Saturday – Sunday	10:00 – 19:30



2.2. 'La Soiree' performances in the Spiegeltent will take place at the following times:

Day	Time
Tuesday – Thursday	20:00 – 22:00
Friday – Saturday	19:00 – 21:00, and 22:00 – midnight
Sunday	19:00 – 21:00
Monday	Day off (except Boxing Day)

3. Provision of Food and Drink

3.1. Supply of Alcohol and Refreshment – External Bars

Day	Time
Monday – Friday	12:00 – 22:00
Saturday & Sunday	10:00 – 22:00

3.1.1. Last orders will be given 30 minutes prior to the relevant closing time and all customers vacate the premises within 20 minutes of service ceasing.

3.2. Supply of Alcohol and Refreshment - Spiegeltent Bar

Day	Time
Tuesday – Thursday	19:00 – 22:00
Friday & Saturday	18:00 – midnight
Sunday	18:00 – 21:00
Monday	Day Off

3.2.1. Last orders will be given 30 minutes prior to end of the final show with customers encouraged to vacate the premises as soon as the show ends.

4. Transport

4.1. The Event location is fortunate in that has many option options for public transport including taxi ranks, many bus routes, national rail and the London underground.

4.2. Local taxi numbers are available at the bar for customer's enquiring. Staff are trained to give advice to customers on the best options for transport from the Event.

5. Staffing

5.1. During the last half hour of service at the bar, the service points are reduced and some staff are reallocated to collect glasses and cleaning duties on the site. This assists customer departure and reduces potential for people to carry plastic cups or other litter out of site.

6. Music and Lighting

6.1. At the end of trading, background music must be turned off. Lighting and music levels are reduced to encourage the gradual dispersal of customers during the 20 minutes from last orders.

7. Minimising Noise on Exit

7.1. Signs will be placed at all exits asking customers to leave the Event quietly and without causing a



disturbance. Signs will also be placed around the Event to encourage audiences and other customers to be constantly aware of and considerate to the local residents.

7.2. At the closing time of the Event, all patrons are directed to exit the Square via the North West corner gate of the Square, which is the closest exit to the Spiegeltent.

8. Bottles and plastic glasses

8.1. Signage makes clear that customers will not be allowed to leave the premises with drinks. This policy is supported with vigilant security staff at the exits searching customers where necessary. Bins are also provided at the exits for use by customers.

9. Litter

9.1. Staff will perform a 'Rubbish Patrol' following closure. This patrol will pick up bottles, flyers, food wrapping etc in the immediate vicinity of the premises. As well as clearing rubbish, the patrol acts as another set of eyes and ears identifying potential disorder. Their activity, particularly sweeping the pavement, will also encourage customers to vacate the area outside the premises.

10. Site security and door staff

10.1. All security and door staff will be trained and have an appropriate SIA licence.

10.2. The security staff will play a key role in the implementation of this dispersal policy:

- encouraging customers to drink-up and progress to the exit throughout the latter part of drinking up time;
- drawing attention of exiting customers to the notices on the exits and asking them to be considerate;
- ensuring the removal of all plastic glasses and bottles from departing customers;
- dispensing maps providing information about local transportation and taxi numbers;
- actively encouraging customers not to congregate outside the Event (This is to prevent customers becoming victims of crime in the immediate area and having confidence to head towards transport hubs), and;
- directing customers to the nearest taxi ranks or other transportation away the area.

11. Communications with Residents

11.1. Prior to the Event, Underbelly will write to nearby residents and inform them about the Event, including the programme of events.

11.2. Residents will also be informed of a mobile number and a landline by which residents can communicate with the Duty Manager with respect to noise and any other concerns with the operation of the Site.



CHRISTMAS IN LEICESTER SQUARE LEICESTER SQUARE

Noise Survey and Acoustic Assessment

21st September 2016



This document was prepared by James Oakley, Production Manager for Underbelly Ltd. It is the property of Underbelly Ltd. and its use is subject to permission from Underbelly Ltd. Where reproduced, the document shall be reproduced in full. Any other use shall be subject to the prior written permission of Underbelly Ltd.



Contents

- 1. Introduction**
- 2. Entertainment Noise Criteria**
- 3. Baseline Noise Survey**
- 4. Noise Predications**
- 5. Appendix A. Survey Weather Conditions**

1. Introduction

Underbelly has undertaken a Noise Survey to assist in the management of sound in Paradiso Spiegeltent (the venue) and the site at Christmas in Leicester Square 2016. The purpose of this document is to accompany the Noise Management Plan and present predicted operational noise levels at noise sensitive receiver locations identified later in this survey.

The practical measures that will be adopted to achieve compliance with proposed noise conditions are described in the Noise Management Plan as part of the Event Management Plan for Christmas in Leicester Square 2016.

The intention of this survey is for it to inform the operational management of the site and steer the 'live document' format of the Noise Management Plan, allowing an on-going dialogue with Westminster City Council and Underbelly Ltd as promoter.

2. Entertainment Noise Criteria

The established guidance for noise from outdoor music events is contained in the Noise Council's Code of Practice on Environmental Noise Control at Concerts (1995). The recommended noise limits contained within the Code of Practice for events held between the hours of 0900 and 2300 are summarised below:

Daytime Noise Guidance – Recommended Noise Limits

Concert days per calendar year, per venue	Venue Category	Guidelines
1 to 3	Urban Stadia or Arenas	The MNL should not exceed 75 dB(A) over a 15 minute period
1 to 3	Other Urban and Rural Venues	The MNL should not exceed 65 dB(A) over a 15 minute period
4 to 12	All Venues	The MNL should not exceed the background noise level by more than 15 dB(A) over a 15 minute period

The guidance above, although primarily for concerts, provides a good basis for presenting a case for noise limits at the nearest noise sensitive receiver for this type of event.

This survey demonstrates that similar noise levels can be achieved at the nearest noise sensitive receiver based on an indicative front of house level of 90dB(A).

3. Baseline Noise Survey

In general, there are two performance slots within the Spiegeltent; early evening performances Tuesday to Sunday, and additional later evening performances on Fridays and Saturdays. Two separate baseline noise surveys were carried out, one to cover each of these performance slots. The surveys were undertaken on what we believe to be the quietest day of the week for each time slot, therefore giving the quietest background noise readings. They are:

Early evening noise survey: Sunday 18th September 18:30 to 21:53

Later evening noise survey: Saturday 17th September 21:30 to 00:53

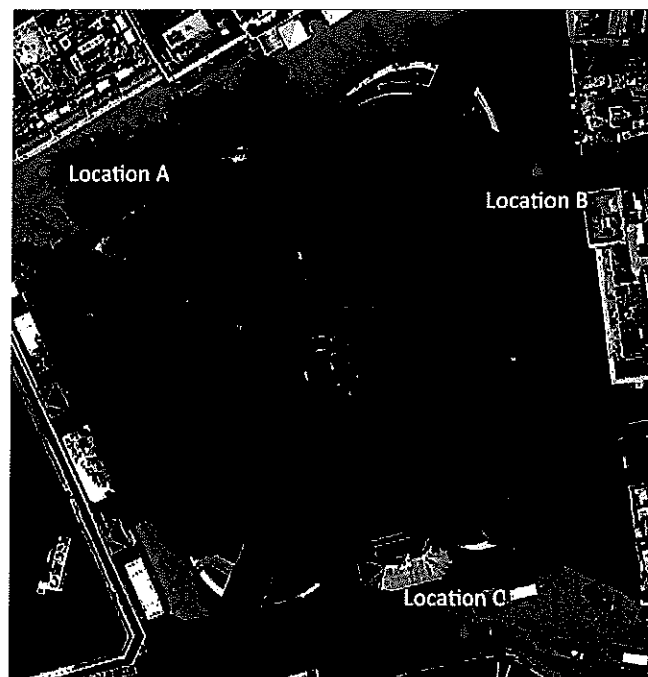
Three survey locations were identified and monitored for five-minute intervals on rotation. The results of these surveys are presented below. The three locations identified represent commercial, hotel and residential premises. The measurements were conducted approx. 1m from the nearest premises window. The locations are:

Location A – North West Corner (Leicester Street/Leicester Square)

Location B – North East Corner (outside Chiquito restaurant)

Location C – South East Corner (outside Radisson Blu Hampshire hotel)

Location map below:



These locations were chosen as we believe them to be the most noise sensitive locations around the square.

The weather conditions throughout the survey were suitable for undertaking acoustic measurements and a summary of the conditions are presented in Appendix A.

The two noise survey results of the three locations are presented below:



Table 1

Background Noise Level Assessment

Site: Leicester Square
 Period: Saturday late show period - 2130 - 0053
 Date: 17th September 2016
 Equipment: Nti Audio XL2 Acoustic Analyzer
 Name: Matt Tarbuck

Period Summary, dB levels

Time ID	LAeq, 5min	LA90, 5min	Notes
Location A			
21:30	70	68.3	Shop facing North Terrace playing music
21:35	70.3	68.6	
21:40	70.5	68.7	
22:23	71.9	71.1	Shop facing North Terrace playing music
22:28	71.9	70.9	
22:33	72.4	71.6	
23:16	71.2	70.6	Shop facing North Terrace playing music
23:21	71.3	70.6	
23:26	70.8	70.1	
00:09	70.7	68.7	Shop Closed
00:14	70.5	68.6	
00:19	70.1	68.3	
LAeq, Avg.		LA90, Avg.	
71		70	

Location B			
21:47	70.9	69.8	Busker, N E corner, 25m away, facing North, small PA, crowd at approx 75
21:52	70.2	69.1	Crowd at approx 75
21:57	70.1	69	
22:40	70.4	69.3	No Busker
22:45	70.5	69.4	Cinema audience exiting
22:50	70.7	69.7	Cinema audience exiting
23:33	69	67.9	
23:38	68.3	67.2	
23:43	67.9	66.8	
00:26	68	66.9	
00:31	67.9	66.8	
00:36	67.7	66.6	
LAeq, Avg.		LA90, Avg.	
69		68	

Location C			
22:04	65.2	64.8	No noticeable noise source
22:09	64.1	63.7	
22:14	65.1	64.7	
22:57	67	66.6	
23:02	66.9	66.5	
23:07	66.6	66.1	
23:50	69.9	69.4	
23:55	68.3	67.9	
00:00	67.8	67.4	
00:43	64.6	64.2	
00:48	64.1	63.7	
00:53	64	63.6	
LAeq, Avg.		LA90, Avg.	
66		66	

Location B - 2 mins from Location A
 Location C - 2 mins from Location B
 Location A - 4 mins from Location C



Table 2

Background Noise Level Assessment

Period Summary, dB levels

Site: Leicester Square
 Period: Sunday early show period - 1830 - 2153
 Date: 18th September 2016
 Equipment: Nti Audio XL2 Acoustic Analyzer
 Name: Matt Tarbuck

Time ID	LAeq, 5min	LA90, 5min	Notes
Location A			
18:30	80.1	79.2	Busker, NW corner, facing North, 15m from location, small PA, approx 70
18:35	80.2	79.3	Shop facing North Terrace playing music
18:40	80.6	80.1	Crowd of approx 20
19:23	76.5	76.1	Different Busker, NW corner, facing North, 15m from location small PA
19:28	75.7	75.3	Crowd of Approx 150 at maximum
19:33	75.5	74.8	
20:16	76.6	76.1	As Above
20:21	76.5	75.8	
20:26	76.7	76.3	
21:09	67.2	66.8	No Buskers
21:14	67.3	66.9	
21:19	66.9	66.4	
LAeq, Avg.		LA90, Avg.	
75		74	

Location B			
18:47	68.4	67.2	Busker, NW corner, facing North approx 25m from location
18:52	69.5	68.3	Crowd approx 70
18:57	69.7	68.5	
19:40	70.5	69.3	As Above
19:45	71.7	69.9	
19:50	71.2	69.5	
20:33	70.4	69.7	As Above
20:38	71.2	69.9	
20:43	71	69.8	
21:26	70.3	68.4	As Above
21:31	70.1	68.1	Crowd approx 20
21:36	69.8	67.9	
LAeq, Avg.		LA90, Avg.	
70		69	

Location C			
19:04	66.8	66.5	
19:09	67	66.6	
19:14	66.6	66.1	
19:57	70.3	68.4	Busker, NW corner, facing North, 15m from location, small PA, no crowd
20:02	73.1	72.1	
20:07	74	72.7	
20:50	77.7	75.3	As Above
20:55	76.7	74.8	
21:00	75.6	73.4	
21:43	64.2	63.7	No Buskers
21:48	64.1	63.6	
21:53	64.2	63.7	
LAeq, Avg.		LA90, Avg.	
70		69	
Notes			

Location B - 2 mins from Location A
 Location C - 2 mins from Location B
 Location A - 4 mins from Location C

4. Noise Predictions

Due to the Spiegeltent being the most likely source of noise, a survey of the structure was carried out. Measurements have been undertaken on the **same** structure previously erected on the Southbank, as part of the London Wonderground Festival, to help ascertain the attenuation due to the structure. The walls of the Spiegeltent are wooden and the roof is a PVC cover. The inside of the tent is lined with a heavy velvet roof drape.

The attenuation results are presented below:

Measured Attenuation from Spiegeltent (Southbank, London 2016)

Location	LAeq, 2 min	63Hz	125Hz	250Hz	500Hz	1KHz	2KHz	4KHz
2m above ground (inside tent)	95	103	97	89	87	90	87	86
2m above roof	82	101	94	86	76	71	64	57
Attenuation	13	2	3	3	11	19	23	29
2m from inside wall	95	103	97	89	87	90	87	86
2m from outside wall	75	96	86	74	67	67	62	57
Attenuation								

All measurements undertaken using the same test track

The majority of the noise sensitive receivers would overlook the structure; therefore the weakest part of the venue would be the tented roof. The predictions contained below therefore only take account of the attenuation offered by the roof and the distance.

The predicted noise levels take into account the assumptions made above. They are:

Noise Predictions to Nearest Noise Sensitive Receivers

Location	Distance from Source (m)	Distance to Sensitive Receiver (m)	Front of House Level (dB)	Distance Attenuation (dB)	Screening from Roof (dB)	Sensitive Receiver Level (dB)
A	10	59	90	-15	-10	65
B	10	31	90	-10	-10	70
C	10	69	90	-17	-10	64

10dB Attenuation from the roof has been assumed to account for a conservative estimate based on the testing contained in Measured Attenuation of the Spiegeltent 2016.

The baseline noise survey was recorded at what is expected to be the quietest periods in the week (Saturday late performance time, 2200 – 0000 and Sunday early performance time, 1900 - 2100). At other times in the week, the noise levels are expected to increase with Friday (2000 – 2200) and Saturday (1900 – 2100) performance times likely to give the loudest background level due to increased pedestrian/tourist footfall and local commercial premises producing increased background noise (amplified music, etc.).



The predictions in the table below have been assessed against the background noise level assessment at each of the locations as specified in Tables 1 and 2. These are:

Predicted Entertainment Noise against Existing Background Noise Levels

**Sat. Late
17th Sept.**

Location	Ambient LAeq	Front of House Level (dB)	Predicted Entertainment Noise Level (dB)	Background Noise Level (LA90, dB)	Difference +/- (dB)
A	71	90	65	70	-5
B	69	90	70	68	+2
C	66	90	63	66	-3

**Sun. Early
18th Sept.**

Location	Ambient LAeq	Front of House Level (dB)	Predicted Entertainment Noise Level (dB)	Background Noise Level (LA90, dB)	Difference +/- (dB)
A	75	90	65	74	-9
B	70	90	70	69	+1
C	70	90	63	69	-6

The results presented above show the entertainment noise level at 90dB within the venue would be within the limits outlined in the Noise Council's Code of Practice on Environmental Noise Control at Concerts (1995). It is therefore considered appropriate to set a front of house limit of 90dB (over five minutes).



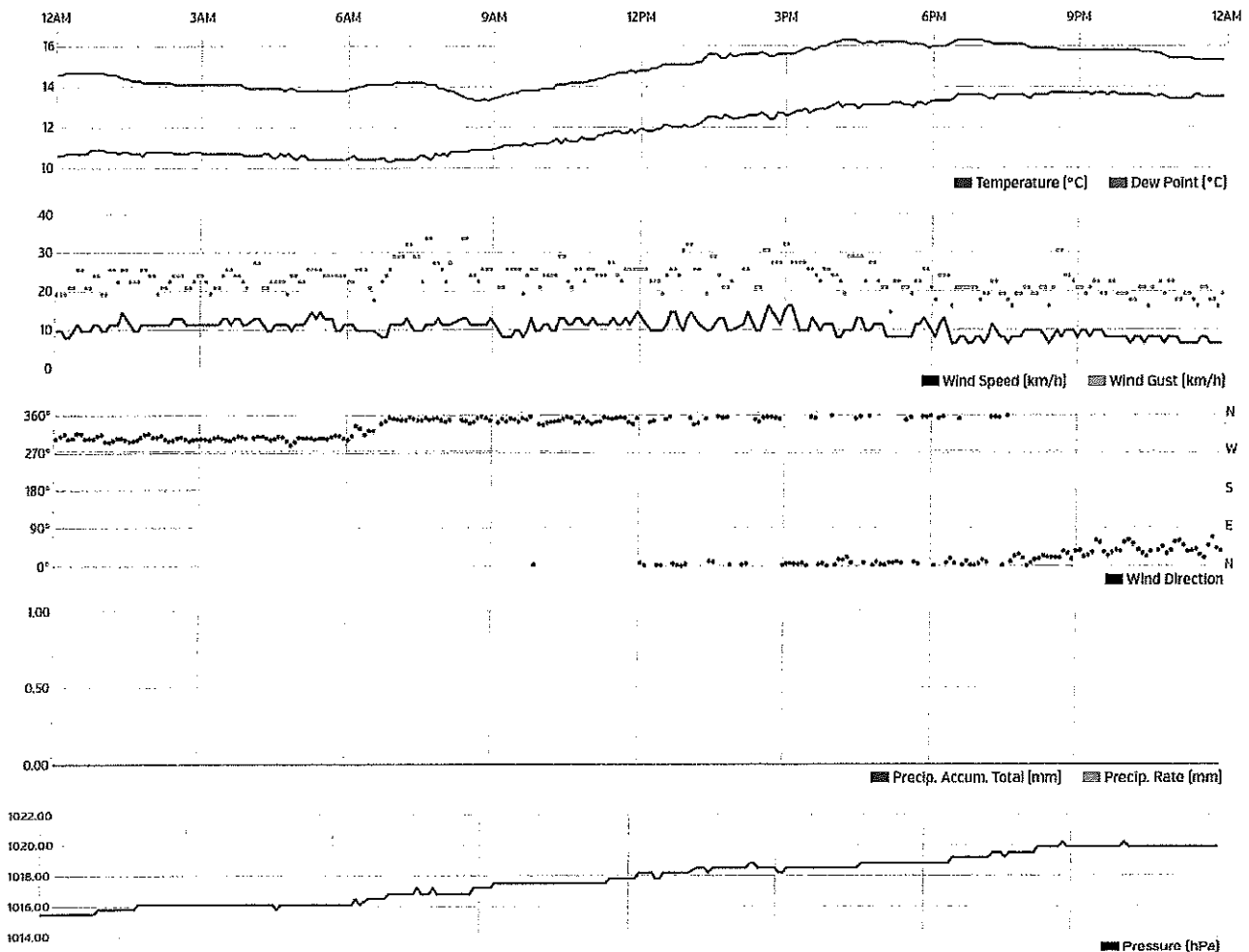
5. Appendix A. Survey Weather Conditions

Source: Wunderground.com
 Station ID: IGREATER13

Summary September 17, 2016

	High	Low	Average
Temperature	16.3 °C	13.3 °C	14.9 °C
Dew Point	13.7 °C	10.3 °C	11.9 °C
Humidity	89%	77%	83%
Precipitation	0 mm	--	--
	High	Low	Average
Wind Speed	16 km/h	--	10 km/h
Wind Gust	34 km/h	--	--
Wind Direction	--	--	NNW
Pressure	1020 hPa	1015 hPa	--

Weather History Graph
 September 17, 2016

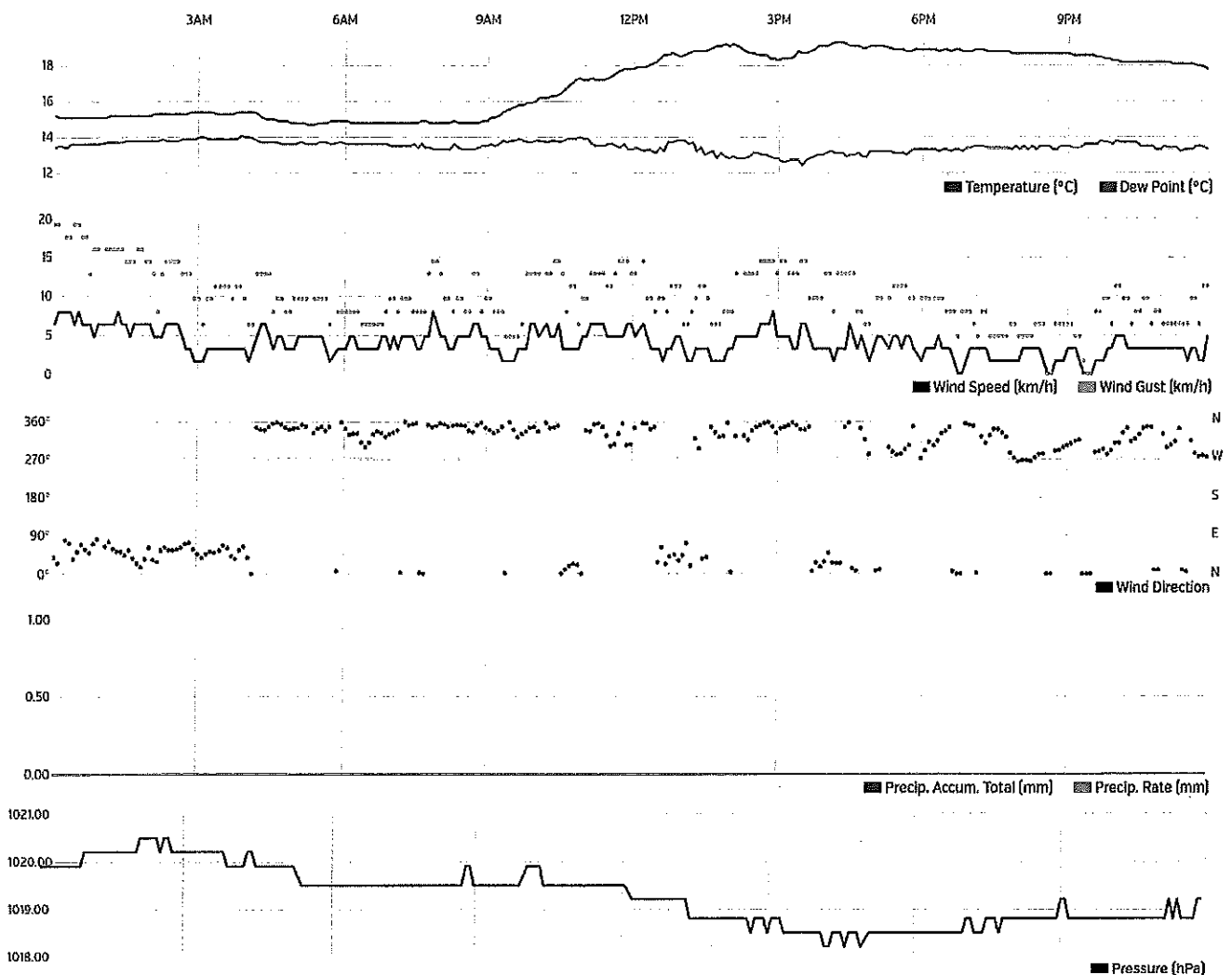




Summary September 18, 2016

	High	Low	Average
Temperature	19.3 °C	14.7 °C	17.1 °C
Dew Point	14.1 °C	12.4 °C	13.4 °C
Humidity	93%	67%	80%
Precipitation	0 mm	--	--
	High	Low	Average
Wind Speed	10 km/h	--	4 km/h
Wind Gust	19 km/h	--	--
Wind Direction	--	--	North
Pressure	1021 hPa	1018 hPa	--

Weather History Graph
September 18, 2016



There is no licence or appeal history for the premises.

However the area is licensed under the general West End Area licence, and Leicester Square Gardens Licence, both attached here.



Schedule 12
Part A

WARD: West End
UPRN: 010033548584

City of Westminster

64 Victoria Street, London, SW1E 6QP

Premises licence

Regulation 33, 34

Premises licence number:

14/04368/LIPDPS

Original Reference:

06/09916/LIPN

Part 1 – Premises details

Postal address of premises:

West End Area
Oxford Street
London

Telephone Number: 020 7641 5929

Where the licence is time limited, the dates:

Not applicable

Licensable activities authorised by the licence:

Performance of Dance
Provision of facilities for Dancing
Exhibition of a Film
Provision of facilities for making Music
Indoor Sporting Event
Performance of Live Music
Playing of Recorded Music
Provision of facilities for entertainment of a similar description to making music or dancing
Anything of a similar description to Live Music, Recorded Music or Performance of Dance
Performance of a Play
Sale by Retail of Alcohol

The times the licence authorises the carrying out of licensable activities:

Performance of Dance

Monday to Sunday: 10:00 to 21:00 (Performance times 12:00 to 20:00)

Provision of facilities for Dancing

Monday to Sunday: 10:00 to 21:00 (Performance times 12:00 to 20:00)

Exhibition of a Film

Monday to Sunday: 18:00 to 23:00 (Short Introductory & Longer feature presentation)

Non-standard Timings: Performance times in Winter - 19:00 to 22:00 & in Summer - 21:00 to 23:00

Provision of facilities for making Music

Monday to Sunday: 10:00 to 21:00 (Performance times 12:00 to 20:00)

Indoor Sporting Event

Monday to Sunday:	10:00 to 21:00 (Performance times 12:00 to 20:00)
Performance of Live Music	
Monday to Sunday:	10:00 to 21:00 (Performance times 12:00 to 20:00)
Playing of Recorded Music	
Monday to Sunday:	10:00 to 21:00 (Performance times 12:00 to 20:00)
Provision of facilities for entertainment of a similar description to making music or dancing	
Monday to Sunday:	10:00 to 21:00 (Performance times 12:00 to 20:00)
Anything of a similar description to Live Music, Recorded Music or Performance of Dance	
Monday to Sunday:	10:00 to 21:00 (Performance times 12:00 to 20:00)
Performance of a Play	
Monday to Sunday:	10:00 to 21:00 (Performance times 12:00 to 20:00)
Sale by Retail of Alcohol	
Monday to Sunday:	12:00 to 20:30

The opening hours of the premises:	
Monday to Sunday:	00:00 to 00:00

Where the licence authorises supplies of alcohol, whether these are on and/or off supplies:	
Alcohol is supplied for consumption both on and off the Premises.	

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence:
Westminster City Council Westminster City Hall 64 Victoria Street London SW1E 6QP

Registered number of holder, for example company number, charity number (where applicable)
N/A

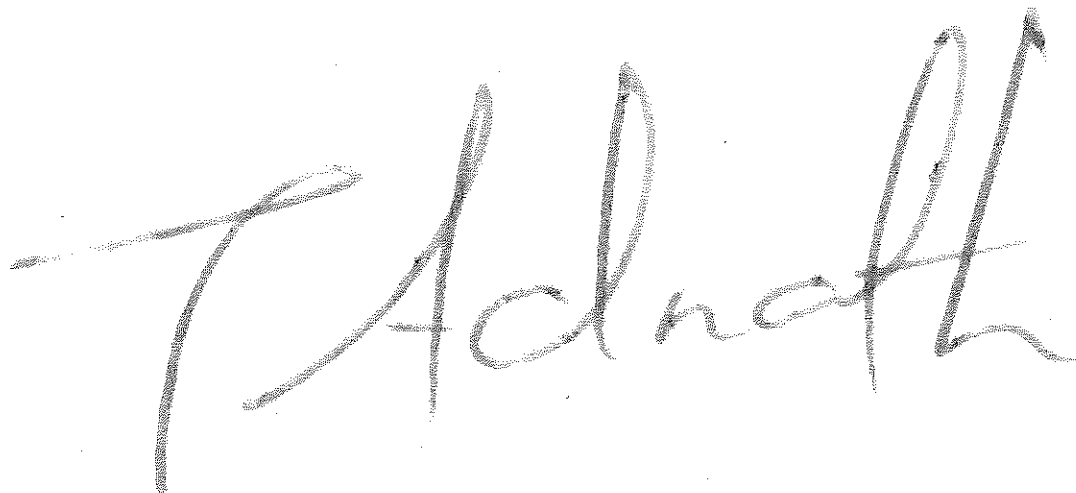
Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol:
Name: Mr Tim Owen
<i>Please note: It is the policy of the Licensing Authority not to display the address details of a designated premises supervisor.</i>

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol:

Licence Number: N/A
Licensing Authority:

Date: 16 June 2014

Signed: pp

A handwritten signature in black ink, appearing to read 'T Adnath'. The signature is written in a cursive style with a large initial 'T' and a long horizontal stroke.

Operational Director - Premises Management

Annex 1 – Mandatory conditions

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purposes of the condition set out in paragraph 1—

(a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979(6)

(b) "permitted price" is the price found by applying the formula—

$$P = D+(D \times V)$$

where—

(i) P is the permitted price,

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence—

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994(7)

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

5. No supply of alcohol may be made at a time when there is no designated premises supervisor in respect of this licence.

6. No supply of alcohol may be made at a time when the designated premises supervisor does not hold a personal licence or the personal licence is suspended.

7. Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.

8. (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children;
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to;
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
 - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on;
 - (i) the outcome of a race, competition or other event or process, or
 - (ii) the likelihood of anything occurring or not occurring;
 - (e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
9. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
10. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
11. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
 - (2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.
12. The responsible person shall ensure that;
 - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures;

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures.

A responsible person in relation to a licensed premises means the holder of the premise licence in respect of the premises, the designated premises supervisor (if any) or any individual aged 18 or over who is authorised by either the licence holder or designated premises supervisor. For premises with a club premises certificate, any member or officer of the club present on the premises in a capacity that which enables him to prevent the supply of alcohol.

13. Admission of children to the premises must be restricted in accordance with the film classification recommended by the British Board of Film Classification or recommended by this licensing authority as appropriate.
14. All persons guarding premises against unauthorised access or occupation or against outbreaks of disorder or against damage (door supervisors) must be licensed by the Security Industry Authority.

Annex 2 – Conditions consistent with the operating Schedule

None

Annex 3 – Conditions attached after a hearing by the licensing authority

15. All event plans for public events with licensable activities agreed through the Licensing, Operational and Safety Planning Group (LOSPG) process requesting the on site or off site sales of alcohol shall be subject to the veto of the Metropolitan Police Service.
16. All event plans for public events with licensable activities that pass through the Licensing, Operational and Safety Planning Group process shall have had 'no objection' raised by the representatives on the LOSPG.
17. The Licensing, Operational and Safety Planning Group (LOPSG) shall be chaired by a representative of the City Council's Special Event team.
18. Membership of the Licensing, Operational and Safety Planning Group shall normally consist of invited representatives of the designated event organiser, the Metropolitan Police Service, officers of the Council, the Environmental Health Consultation Team and any other appropriate and specialist advice as required by the chairman of the LOSPG to achieve 'no objection' and to meet the objectives of the Licensing Act.
19. For events likely to have large impact on the life of the communities in the West End Area and central London, the LOSPG will also invite representatives from Transport for London, the London Fire and Emergency Planning Authority and British Transport Police and any other appropriate or specialist advice or agency as required by the chairman of the LOSPG to achieve 'no objection' and to meet the objectives of the Licensing Act.
20. Representatives of the agencies on the LOSPG shall be determined by the individual agencies and departments in accord with their own statutory duties, duty of care to the public and operational requirements
21. All event plans for public events with licensable activities notified to the City Council's Special Event Team that pass through the Licensing, Operational and Safety Planning Group process shall be incorporated in the three monthly programme of events issued to the LOSPG representatives of each agency for strategic operational planning purposes
22. There will be a maximum of 80 events in a calendar year with licensable activities within the West End Area premises licence facilitated or supported by the City Council. These will be limited to:
 - 15 occasions where Oxford Street, Bond Street, Marylebone High Street, or other thoroughfares may be closed to vehicular traffic; for example : Oxford Street Festival, 'Bond Night'; Marylebone Summer Fayre, or similar public events with licensable activities; for the Christmas Light switch on; to allow for a short notice occasion of City Council or national importance; and, to be able to continue to facilitate requests during the calendar year which the City Council wishes to support;
 - 20 occasions in addition to the closures of Oxford Street, Bond Street, Marylebone High Street, or other thoroughfares where public events with licensable activities may occur with larger impact, but which may or may not have roads closed to vehicular traffic; for example : South Moulton Street, or St. Christopher Place; to allow for music events such as 'Jazz on the Street' or similar themed pan Westminster public events with licensable activities; and, to be able to continue to facilitate requests during the calendar year which the City Council wishes to support;
 - 45 occasions where public events with licensable activities may occur with lesser impact on the community : for example : new shop or businesses, local community

events; and, to be able to continue to facilitate requests during the calendar year which the City Council wishes to support; and,

- 15 occasions where films may be shown : for examples : to allow large screens' moving image content to be displayed, which also carry public safety information; to allow short seasons of consecutive film showing nights; and, to be able to continue to facilitate requests during the calendar year which the City Council wishes to support.
23. Licensable activities and compliance with the Licensing Act 2003 will be managed by the City Council's Special Events Team through the LOSPG process
 24. The licensee will comply with all reasonable requirements of the Environmental Health Consultation Team, Westminster City Council, the Metropolitan Police Service and the London Fire and Emergency Planning Authority
 25. The minimum notice periods to gain 'no objection' through the LOSPG process will normally be:
 - events involving a road closure : six calendar months in advance of the proposed event date;
 - events with a larger impact or for the showing of a film : three calendar months in advance of the proposed event date;
 - events with lesser impact : one calendar month in advance of the proposed event date.
 26. Appropriate minimum periods may be varied at the discretion of the chairman of the LOSPG, or their delegate, in exceptional circumstances, which will be judged using:
 - available planning data;
 - appropriate agencies' resources at the time of the request; and
 - operational requirements of the LOSPG representatives
 27. The number of event plans for public events with licensable activities stated on this licence in a calendar year may be varied by the chairman of LOSPG, or their delegate, in conjunction with 'no objection' by the appropriate LOSPG representatives, or to expedite implementing of the City Council's policies.

Definitions

The definition of 'all event plans for public events with licensable activities' within these conditions is a schedule or schedules containing a series of regulated entertainment and other activities, which shall not exceed 96 hours in duration. This duration will:

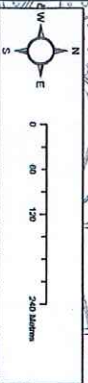
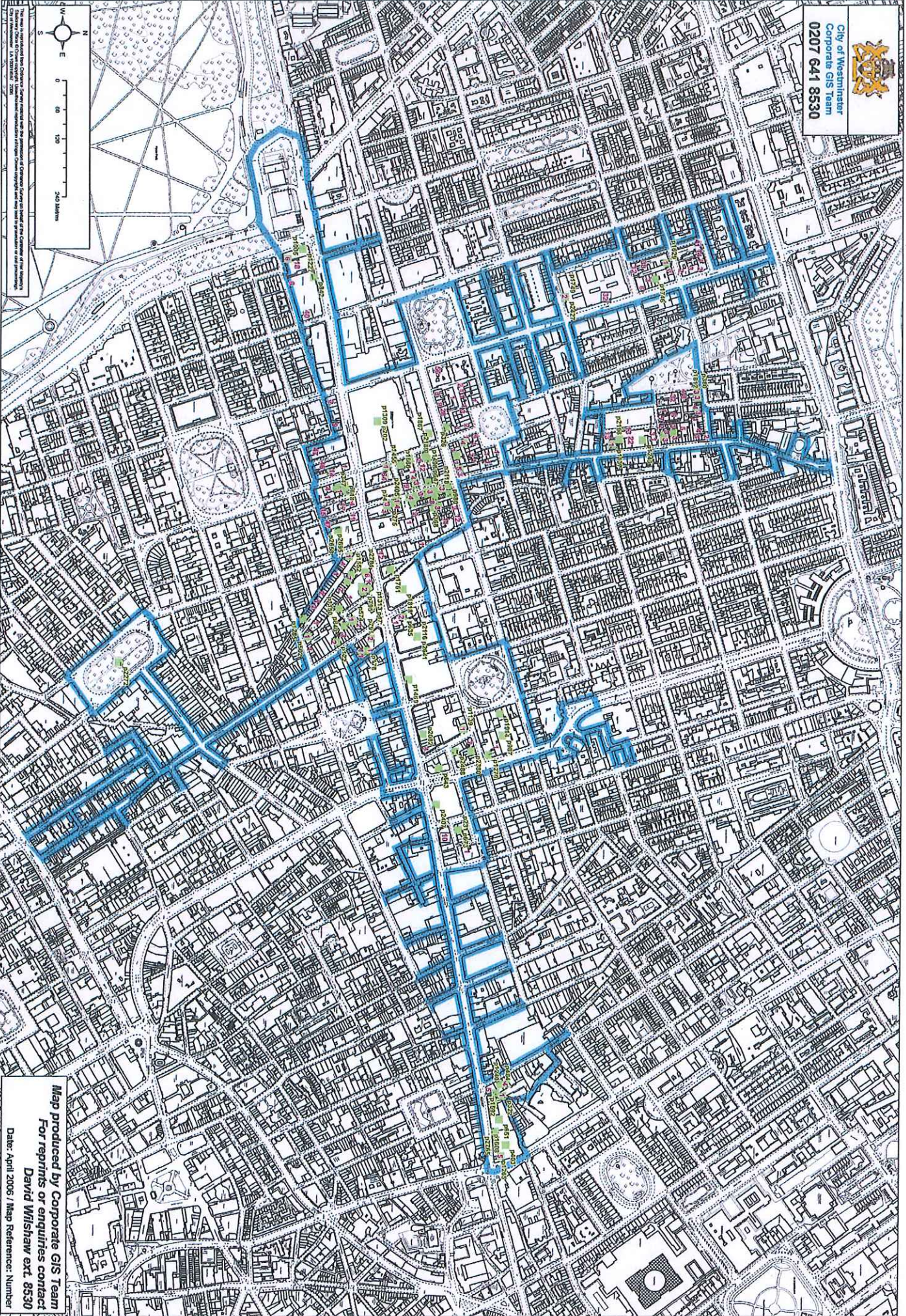
28. The LOSPG shall consult with the appointed representatives of relevant Residents Associations and business on all events referred to in condition 15 prior to the use of the Licence for the specific event.

Annex 4 – Plans

Attached



City of Westminster
Corporate GIS Team
0207 641 8530



This map is reproduced from Ordnance Survey data and is the property of Ordnance Survey. It is reproduced here on the basis of a license granted by Ordnance Survey to the City of Westminster. It is reproduced here on the basis of a license granted by Ordnance Survey to the City of Westminster. It is reproduced here on the basis of a license granted by Ordnance Survey to the City of Westminster.

Map produced by Corporate GIS Team
For reprints or enquiries contact
David Wilschaw ext. 8530
Date: April 2006 / Map Reference: Number



City of Westminster
64 Victoria Street, London, SW1E 6QP

Schedule 12
Part B

WARD: West End
UPRN: 010033548584

Premises licence
summary

Regulation 33, 34

Premises licence number:

14/04368/LIPDPS

Part 1 – Premises details

Postal address of premises:

West End Area
Oxford Street
London

Telephone Number: 020 7641 5929

Where the licence is time limited, the dates:

Not applicable

Licensable activities authorised by the licence:

Performance of Dance
Provision of facilities for Dancing
Exhibition of a Film
Provision of facilities for making Music
Indoor Sporting Event
Performance of Live Music
Playing of Recorded Music
Provision of facilities for entertainment of a similar description to making music or dancing
Anything of a similar description to Live Music, Recorded Music or Performance of Dance
Performance of a Play
Sale by Retail of Alcohol

The times the licence authorises the carrying out of licensable activities:

Performance of Dance

Monday to Sunday: 10:00 to 21:00 (Performance times 12:00 to 20:00)

Provision of facilities for Dancing

Monday to Sunday: 10:00 to 21:00 (Performance times 12:00 to 20:00)

Exhibition of a Film

Monday to Sunday: 18:00 to 23:00 (Short Introductory & Longer feature presentation)
Non-standard Timings: Performance times in Winter - 19:00 to 22:00 & in Summer - 21:00 to 23:00

Provision of facilities for making Music

Monday to Sunday: 10:00 to 21:00 (Performance times 12:00 to 20:00)

Indoor Sporting Event

Monday to Sunday: 10:00 to 21:00 (Performance times 12:00 to 20:00)

Performance of Live Music

Monday to Sunday: 10:00 to 21:00 (Performance times 12:00 to 20:00)

Playing of Recorded Music

Monday to Sunday: 10:00 to 21:00 (Performance times 12:00 to 20:00)

Provision of facilities for entertainment of a similar description to making music or dancing

Monday to Sunday: 10:00 to 21:00 (Performance times 12:00 to 20:00)

Anything of a similar description to Live Music, Recorded Music or Performance of Dance

Monday to Sunday: 10:00 to 21:00 (Performance times 12:00 to 20:00)

Performance of a Play

Monday to Sunday: 10:00 to 21:00 (Performance times 12:00 to 20:00)

Sale by Retail of Alcohol

Monday to Sunday: 12:00 to 20:30

The opening hours of the premises:

Monday to Sunday: 00:00 to 00:00

Where the licence authorises supplies of alcohol, whether these are on and/or off supplies:

Alcohol is supplied for consumption both on and off the Premises.

Name and (registered) address of holder of premises licence:

Westminster City Council
Westminster City Hall
64 Victoria Street
London
SW1E 6QP

Registered number of holder, for example company number, charity number (where applicable)

N/A

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol:

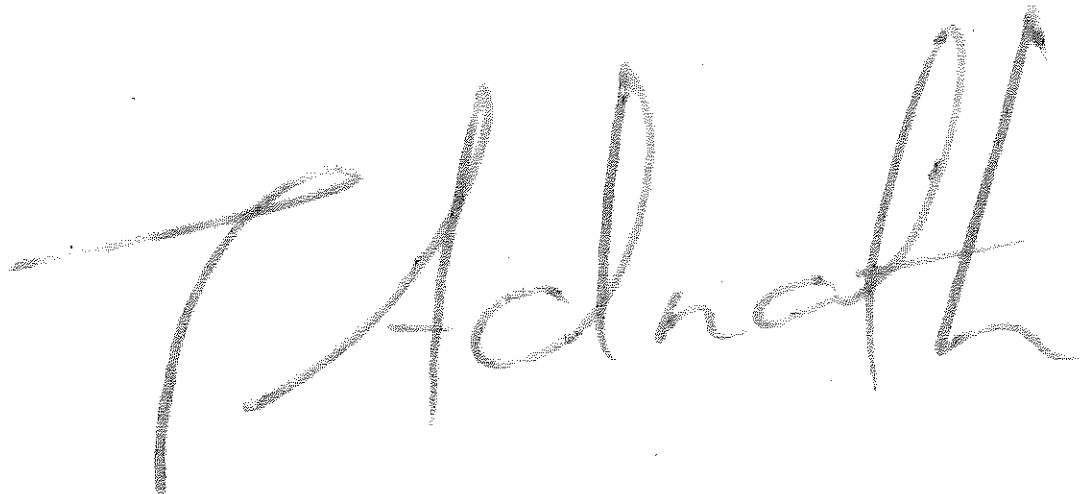
Name: Mr Tim Owen

State whether access to the premises by children is restricted or prohibited:

Restricted

Date: 16 June 2014

Signed: pp

A handwritten signature in dark ink, appearing to read 'T Adnath'. The signature is written in a cursive style with a large initial 'T' and a long horizontal stroke.

Operational Director - Premises Management



Schedule 12
Part A

WARD: St James's
UPRN: 999000131024

City of Westminster
64 Victoria Street, London, SW1E 6QP

Premises licence

Regulation 33, 34

Premises licence number:

06/05390/WCCMAP

Part 1 – Premises details

Postal address of premises:

Leicester Square Gardens
London
WC2H 7LE

Telephone Number: C/o 7641 5264

Where the licence is time limited, the dates:

N/A

Licensable activities authorised by the licence:

Regulated Entertainment

- Performance of a Play
- Exhibition of a Film
- Performance of Live Music
- Playing of Recorded Music
- Performance of Dance
- Provision of facilities for making Music
- Provision of facilities for Dancing
- Provision of facilities for entertainment of a similar description to making music or dancing

The times the licence authorises the carrying out of licensable activities:

Performance of a Play: Monday to Sunday - 12:00 to 20:00
Exhibition of a Film: Monday to Saturday - 12:00 to 21:00
Exhibition of a Film: Sunday - 12:00 to 20:00
Performance of Live Music: Monday to Sunday - 12:00 to 20:00
Playing of Recorded Music: Monday to Sunday - 12:00 to 20:00
Performance of Dance: Monday to Sunday - 12:00 to 20:00
Provision of facilities for making Music: Monday to Sunday - 12:00 to 20:00
Provision of facilities for Dancing: Monday to Sunday - 12:00 to 20:00
Provision of facilities for entertainment of a similar description to making music or dancing:
Monday to Sunday - 12:00 to 20:00

The opening hours of the premises:

Monday to Saturday - 07:30 to 22:30
Sunday - 08:00 to 22:30

Where the licence authorises supplies of alcohol, whether these are on and/or off supplies:

N/A

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence:

David Creese
Victoria Embankment Gardens
Off Villiers Street
Charing Cross
WC2N 6PB
Telephone Number : 7641 5264

Registered number of holder, for example company number, charity number (where applicable)

Not applicable

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol:

Name: N/A
Address: N/A
Phone: N/A

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol:

Licence Number: N/A
Licensing Authority: N/A

Date:

15th June 2006

Signed:

S Bamber
Director of Legal & Administrative Services

Annex 1 – Mandatory conditions

1. Admission of children to the premises must be restricted in accordance with the film classification recommended by the British Board of Film Classification or recommended by this licensing authority as appropriate.
2. All persons guarding premises against unauthorised access or occupation or against outbreaks of disorder or against damage (door supervisors) must be licensed by the Security Industry Authority.

Annex 2 – Conditions consistent with the operating Schedule

None

Annex 3 – Conditions attached after a hearing by the licensing authority

3. There shall be a maximum of two days per year when plays may be performed and any performance shall not exceed 2 hours in duration.
4. There shall be a maximum of 3 days per year when films may be screened except for the screenings made at the request of the Metropolitan Police in association with film premieres.
5. Live amplified music shall be limited to 25 days per year
6. Live un-amplified music shall be limited to 10 days per year.
7. Recorded music shall be limited to 15 days per year
8. Performance of dance shall be permitted only on weekends unless it forms part of a Film Premiere event.
For the purposes of this licence, the weekend is defined as commencing at 18:00 on Fridays and extending to the whole of Saturday and Sunday.
9. All performance of dance shall be restricted to performers only.
10. Facilities for dancing shall be provided on no more than 15 days per year
11. All events within the licensed premises shall comply with any conditions and permissions for the use of the premises set by the licence holder.
12. An incident log shall be maintained; all incidents occurring during licensable activities shall be recorded on the day they occur.
13. The maximum capacity of the premises shall not exceed 2,000 persons including staff or such lesser capacity determined by the Fire Officer or Environmental Health District Surveyor in writing appropriate to the event.
14. A minimum of 28 days written notice to be given to the Environmental Health Consultation Team of any event within Leicester Square and/or where a temporary structure is to be erected.
15. Full structural design details and calculations of all and any structures to be erected within the licensed area, must be submitted to the Westminster City Council Building Control, to be able to obtain the necessary Licence.
16. The Licensee shall ensure that the highway and public spaces in the vicinity of the premises are kept free of litter from the premises at all material times to the satisfaction of the Council when there is a performance of concerts, plays and films. All litter and sweepings collected and stored in the accordance with the approved refuse storage arrangements.
17. The Licensee must ensure that the LAeq (5 mins) noise level does not exceed 70dB at the nearest affected premises.
18. The event organiser shall contact the Environmental Health Consultation Team to have all equipment evaluated against the required decibel level set for these premises.
19. There shall be no noise audible at the boundary of the premises, from any construction or similar works in association with the set-up and breakdown of the site, outside the hours of:

08:00 to 18:00 hours Monday to Saturday

10:00 to 13:00 hours Sunday

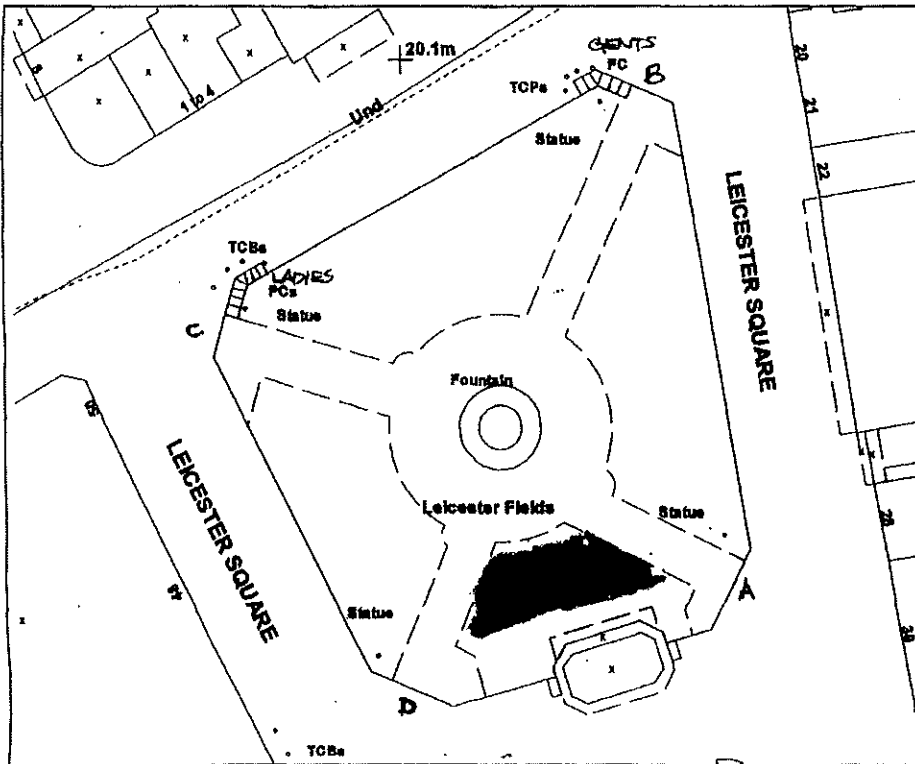
20. Electrical generators, where used, must be:
- (a) Suitably located clear of buildings, marquees and structures, and free from flammable materials;
 - (b) Enclosed to prevent unauthorised access and to prevent noise propagation;
 - (c) Able to provide power for the duration of the event;
 - (d) Provided with an alternative automatic backup system in the event of primary generator failure when essential communications or lighting are needed;
 - (e) Operated and attenuated to a noise level that is agreed by the Environmental Health Consultation Team.
21. The following details must be provided to the Council's Environmental Health Consultation Team within a minimum of 28 days prior to the event days:
- (a) Onsite contact details for an appropriate person, in overall charge of the noise levels.
 - (b) A running order, including the approximate times for any sound tests.
22. Any special effects or mechanical installations shall be arranged and stored so as to minimise any risk to the safety of those using the premises. The following special effects will only be used upon 10 days prior written notice being given to the London Fire and Emergency Planning Authority and the Environmental Health Consultation Team, Westminster City Council:
- Dry ice and cryogenic fog
 - Smoke Machines and fog generators
 - Pyrotechnics including fireworks
 - Firearms
 - Lasers
 - Explosives and highly flammable substances
 - Real flame
 - Strobe Lighting
23. For all events only hangings, curtains, upholstery and temporary decorations complying with the relevant British (or where appropriate European) Standard shall be used. Where necessary these shall be periodically tested for flame resistance and re-treated as necessary.
24. Twenty-four hour Security Industry Authority (SIA) approved security to be provided on site from the night when equipment first arrives until final removal.
25. No non-emergency vehicles shall be operated within the premises during the event or when members of the public are on the premises.
26. The Licensee will ensure that risk assessments are produced for each event. These shall be made available to the Environmental Health Consultation Team upon request.
27. The Licensee must nominate one person for each event to act as safety co-ordinator. This information shall be made available to the Environmental Health Consultation Team.
28. An Event Management Plan shall be presented to the Responsible Authorities 28 days prior to an Event. This is to include:
- (a) Emergency and Evacuation procedures;
 - (b) Crowd management and stewarding arrangements;
 - (c) A detailed plan showing site layout and emergency egress points.

29. Public areas must be kept clear of refuse and other combustibles prior to, and so far as is reasonably practicable, during the licensed event.
30. The Event organiser to comply with all issues relating to adequate Fire equipment trained personnel in the use of that equipment, and evacuation procedures. This is to be verified by the local Fire Officer.
31. A competent person shall assess all electrical equipment. Subsequent reports shall be made available to the Environmental Health Consultation Team upon request.
32. Adequate medical and first aid cover and facilities appropriate to the licensed event must be provided.
33. At each event suitable arrangements shall be in place for the identification and care of lost children and re-uniting them with their accompanying adults
34. Adequate sanitary accommodation must be provided and maintained to serve the licensed event to the standards lay down by the Environmental Health Consultation Team.
35. All functions relating to the setting up and dismantling of the event, the licensed area and all equipment shall be carried out in accordance with the Health and Safety at Work etc. Act 1974 and all related regulations, Codes of Practice and Guidance Notes. All documentation required by the Health and Safety at Work etc. Act 1974 relating to contractors and employees must be available for inspection by authorised officers at all times during the licensed event and must be kept at the location.
36. The Licensee will comply with all reasonable requirements of the Environmental Health Consultation Team, Westminster City Council, the London Fire and Emergency Planning Authority and the Metropolitan Police Service.
37. Any entertainment, performance, service, or exhibition involving nudity or sexual stimulation which would come within the definition of a sex establishment in Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Greater London Council (General Powers) Act 1986, (whether or not locally adopted), shall not be provided.
NOTE: This condition does not apply to any entertainment which is an integral part of a licensed performance of a play.

Annex 4 – Plans

Attached

Leicester Square Gardens



LEGEND

- The Boundary of the premises.
- = The Area in which the proposed stages will be erected, subject to licence approval.
- = The position of Fire Extinguishers and exits will be made on an individual applicant basis.
- PC = Public conveniences.
- TCP/B = Traffic post's and bollards.
- A,B,C,D = Four gates to allow public access.

Scale: 1:625

Organisation	Westminster City Council
Department	Parks and Gardens
Comments	Route and location
Date	08 January 2002
BLANumber	

Reproduced from the Ordnance Survey mapping with the permission of Her Majesty's Stationery Office © Crown Copyright 2000. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.



City of Westminster
64 Victoria Street, London, SW1E 6QP

Schedule 12
Part B

WARD: St James's
UPRN: 999000131024

Premises licence
summary

Regulation 33, 34

Premises licence number:

06/05390/WCCMAP

Part 1 – Premises details

Postal address of premises:

Leicester Square Gardens
London
WC2H 7LE

Telephone Number: C/o 7641 5264

Where the licence is time limited, the dates:

N/A

Licensable activities authorised by the licence:

Regulated Entertainment

- Performance of a Play
- Exhibition of a Film
- Performance of Live Music
- Playing of Recorded Music
- Performance of Dance
- Provision of facilities for making Music
- Provision of facilities for Dancing
- Provision of facilities for entertainment of a similar description to making music or dancing

The times the licence authorises the carrying out of licensable activities:

Performance of a Play: Monday to Sunday - 12:00 to 20:00
Exhibition of a Film: Monday to Saturday - 12:00 to 21:00
Exhibition of a Film: Sunday - 12:00 to 20:00
Performance of Live Music: Monday to Sunday - 12:00 to 20:00
Playing of Recorded Music: Monday to Sunday - 12:00 to 20:00
Performance of Dance: Monday to Sunday - 12:00 to 20:00
Provision of facilities for making Music: Monday to Sunday - 12:00 to 20:00
Provision of facilities for Dancing: Monday to Sunday - 12:00 to 20:00
Provision of facilities for entertainment of a similar description to making music or dancing:
Monday to Sunday - 12:00 to 20:00

The opening hours of the premises:

Monday to Saturday - 07:30 to 22:30

Sunday - 08:00 to 22:30

Where the licence authorises supplies of alcohol, whether these are on and/or off supplies:

N/A

Name and (registered) address of holder of premises licence:
David Creese
Victoria Embankment Gardens
Off Villiers Street
Charing Cross
WC2N 6PB

Registered number of holder, for example company number, charity number (where applicable)
Not applicable

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol:
Name: N/A

State whether access to the premises by children is restricted or prohibited:
N/A

Date: 15th June 2006

Signed: *S Bambarse*
Director of Legal & Administrative Services

CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE AND CONDITIONS PROPOSED BY A PARTY TO THE HEARING

When determining an application for a new premises licence under the provisions of the Licensing Act 2003, the licensing authority must, unless it decides to reject the application, grant the licence subject to the conditions which are indicated as mandatory in this schedule.

At a hearing the licensing authority may, in addition, and having regard to any representations received, grant the licence subject to such conditions which are consistent with the operating schedule submitted by the applicant as part of their application, or alter or omit these conditions, or add any new condition to such extent as the licensing authority considers necessary for the promotion of the licensing objectives.

This schedule lists those conditions which are consistent with the operating schedule, or proposed as necessary for the promotion of the licensing objectives by a responsible authority or an interested party as indicated. These conditions have not been submitted by the licensing service but reflect the positions of the applicant, responsible authority or interested party and have not necessarily been agreed

Mandatory Conditions

1. No supply of alcohol may be made at a time when there is no designated premises supervisor in respect of this licence.
2. No supply of alcohol may be made at a time when the designated premises supervisor does not hold a personal licence or the personal licence is suspended.
3. Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
4.
 - (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to;
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

- (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
5. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
6. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
- (a) a holographic mark, or
 - (b) an ultraviolet feature.
7. The responsible person must ensure that—
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
 - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
 - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

A responsible person in relation to a licensed premises means the holder of the premise licence in respect of the premises, the designated premises supervisor (if any) or any individual aged 18 or over who is authorised by either the licence holder or designated premises supervisor.

For premises with a club premises certificate, any member or officer of the club present on the premises in a capacity that which enables him to prevent the supply of alcohol.

8(i) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

8(ii) For the purposes of the condition set out in paragraph 8(i) above -

(a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b) "permitted price" is the price found by applying the formula -

$$P = D + (D \times V)$$

Where -

(i) P is the permitted price,

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence -

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

8(iii). Where the permitted price given by Paragraph 8(ii)(b) above would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

8(iv). (1) Sub-paragraph 8(iv)(2) below applies where the permitted price given by Paragraph 8(ii)(b) above on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Conditions provided by the applicant on 29.9, following discussions with the Police and EHO

1. Licensable activities shall be restricted to a maximum of 10 weeks only operating between November and January the following year.
2. At least [**to be agreed**] SIA licensed door supervisors shall be on duty at the entrance of the premises at all times whilst it is open for business.
3. The Premises Licence Holder shall comply with all reasonable requirements of Westminster Police Licensing Team, Environmental Health Consultation Team, Westminster City Council, the London Fire and Emergency Planning Authority and the Metropolitan Police Service.
4. Unless otherwise agreed, no later than 28 days prior to the event the Premises Licence holder must ensure an Event Management Plan is presented to the parties listed in the above conditions for their comments. The Event Management Plan shall include, as a minimum:
 - a. Emergency and Evacuation procedures;
 - b. Crowd management and stewarding arrangements;
 - c. A detailed plan showing site layout and emergency egress points;
 - d. A detailed plan showing CCTV locations installed by the Premises Licence Holder;
 - e. Risk Assessments
 - f. A schedule detailing types and locations of emergency equipment
 - g. Sanitary accommodation
 - h. The capacity of fully enclosed locations where alcohol is sold
5. So far as is reasonably practicable the Premises Licence Holder shall ensure that the event is run in accordance with the Event Management Plan.
6. There shall be at least one personal licence holder on site during operational hours. Details of the personal licence holder (including name and contact number) shall be displayed in a prominent position on site.
7. The bar in the Gardens shall only operate when at least 50% of the stalls are in operation.
8. No alcohol shall be taken outside of the boundary of the licensable area.
9. The sale of spirits shall be limited to the Spiegeltent bar only.
10. All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear **[red]** high visibility jackets or vests.
11. All sales of alcohol for consumption off the premises shall be in sealed containers only, and shall not be consumed on the premises. Notices shall be prominently displayed at all exits (including the Spiegeltent) requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
12. Substantial food and non-intoxicating beverages, including drinking water, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises.
13. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.

14. The age of the audience members to the Spiegeltent shall be appropriate to the performance.
15. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the City Council at all times whilst the premises is open
16. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team. All entry will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.
17. There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.
18. An incident log shall be kept at the premises, and made available on request to an authorised officer of the City Council or the Police. It must be completed within 24 hours of the incident and will record the following:
 - i. all crimes reported to the venue
 - ii. all ejections of patrons
 - iii. any complaints received concerning crime and disorder
 - iv. any incidents of disorder
 - v. all seizures of drugs or offensive weapons
 - vi. any refusal of the sale of alcohol
 - vii. any formal visit by a relevant authority or emergency service.
19. Any special effects or mechanical installations shall be arranged, operated and stored so as to minimise any risk to the safety of those using the premises. The following special effects will only be used on 10 days prior notice being given to the licensing authority where consent has not previously been given.
 1. dry ice and cryogenic fog
 2. smoke machines and fog generators
 3. pyrotechnics including fireworks
 4. firearms
 5. lasers
 6. explosives and highly flammable substances.
 7. real flame.
 8. strobe lighting.
20. No person shall give at the premises any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any other person any form of induced sleep or trance in which susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased. NOTE: (1) This rule does not apply to exhibitions given under the provisions of Section 2(1A) and 5 of the Hypnotism Act 1952.
21. Licensable activities at events in the Spiegeltent shall only be provided at pre-booked ticketed events.

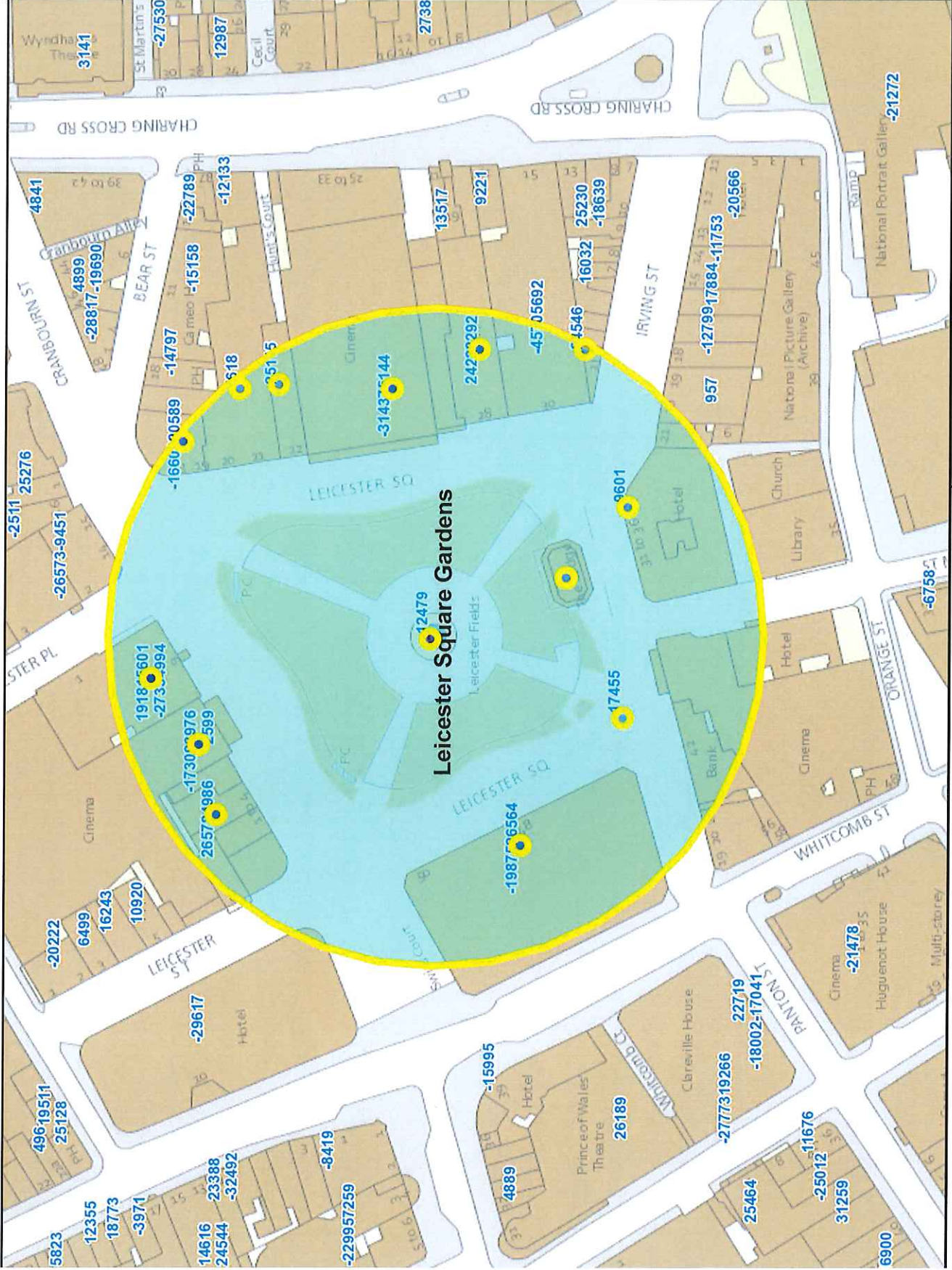
22. The number of persons accommodated at the premises (excluding staff) shall not exceed **[to be agreed]**
23. The number of persons accommodated in the Spiegeltent (excluding staff) shall not exceed **[to be agreed]**
24. The safe capacity of the Gardens shall be continuously reviewed and action taken if necessary to ensure the capacity remains at a safe capacity.
25. All drinks shall be served in paper, plastic or polycarbonate only except for wine or champagne in the Spiegeltent. There shall be no glass allowed into the auditorium or external areas.
26. In the Spiegeltent alcohol shall not be served after the interval of the show.
27. Beer, Lager or Cider shall not be served in any measure greater than a pint.
28. The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.
29. The means of escape provided for the premises shall be maintained unobstructed, free of trip hazards, be immediately available and clearly identified in accordance with the plans provided.
30. All emergency exit doors shall be available at all material times without the use of a key, code, card or similar means.
31. The edges of the treads of steps and stairways shall be maintained so as to be conspicuous.
32. Curtains and hangings shall be arranged so as not to obstruct emergency safety signs or emergency equipment.
33. All fabrics, curtains, drapes and similar features including materials used in finishing and furnishing shall be either non-combustible or be durably or inherently flame-retarded fabric. Any fabrics used in escape routes (other than foyers), entertainment areas or function rooms, shall be non-combustible.
34. The certificates listed below shall be submitted to the licensing authority upon written request:
 - a. Any permanent or temporary emergency lighting battery or system
 - b. Any permanent or temporary electrical installation
 - c. Any permanent or temporary emergency warning system
35. There shall be no external entertainment beyond 22.00 hours.
36. There shall be no entry or re-entry to the premises after midnight on New Years Eve.
37. The use of the Premises after 1130pm on New Years Eve will be subject to:
 - a. the written agreement of the Police Gold Commander; and
 - b. a further and detailed risk assessment.
38. No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between 23.00 hours and 07.00 hours on the following day.

39. No deliveries to the premises shall take place between 23.00 and 07.00 on the following day.
40. Flashing or particularly bright lights on or outside the premises shall not cause a nuisance to nearby properties (save insofar as they are necessary for the prevention of crime).
41. No fumes, steam or odours shall be emitted from the licensed area so as to cause a nuisance to any persons living or carrying on business in the area where the premises are situated.
42. A sufficient number of easily identifiable, readily accessible receptacles for refuse must be provided, including provisions for concessions. Arrangements must be made for regular collection. Public areas must be kept clear of refuse and other combustible waste prior to, and so far as is reasonably practicable, during the licensed event.
43. After the event any litter remaining shall be collected and removed from the site as soon as physically possible, either overnight or starting daybreak the following day if it is considered impractical to collect the litter in darkness.
44. During the main build up and break down of the event and any daily set up/break down of the event, any activities that might cause noise to be audible outside the Gardens shall be limited to the hours of 08:00 to 20:00 Monday to Friday, and 10:00 to 18:00 Saturday and Sunday.
45. No noise shall emanate from the licensed area which gives rise to a nuisance.
46. A minimum of 28 days prior to the event a Noise Management Plan to promote the prevention of public nuisance shall be provided to Westminster City Council's Environmental Health Consultation Team for approval. The Noise Management Plan shall state the maximum permitted music noise level applicable at the nearest noise sensitive premises. Once approved in writing it shall be implemented by the Premises Licence Holder.
47. Residential properties and the relevant amenity group(s) in the immediate vicinity of Leicester Square will be contacted as soon as reasonably practicable (and in any event no later than 28 days) prior to the Event advising them of the times of the Event and any sound check or rehearsal times and giving them a telephone number to contact in the event that they have any complaints.
48. Any generators, refrigerators or other machinery running overnight will be silenced, screened or sited so as not to be audible outside the boundary of the Gardens.
49. Electrical generators, where used, must be:
 - i. Suitably located clear of buildings, marquees and structures, and free from flammable materials;
 - ii. Enclosed to prevent unauthorised access;
 - iii. Able to provide power for the duration of the event;
 - iv. Backed up electrical generators are to be provided to power essential communications, lighting and safety systems in the event of primary generator failure.
50. The minimum number of WCs shall be as follows (TBA)
51. Details of all marquees, tented structures and temporary structures should be provided including emergency exits and signage, fire warning and fire fighting equipment.

52. Full structural design details and calculations of all and any structures to be erected within the licensed area must be submitted to the Westminster City Council Building Control. A certificate from a competent person or engineer that a completed structure has been erected in accordance with the structural drawings and design specification must be available for inspection prior to a relevant structure being used during the licensed event.
53. All fabric, including curtains and drapes used on stage for tents and marquees, or plastic and weather sheeting, shall be inherently or durably flame retardant to the relevant British Standards. Certificates of compliance must be available upon request by an authorised officer of Westminster City Council, The London Fire Brigade.
54. Any moving flown equipment must contain a device or method whereby failure in the lifting system would not allow the load to fall. All hung scenery and equipment must be provided with a minimum of two securely fixed independent suspensions such that in the event of failure of one suspension the load shall be safely sustained.
55. The Premises Licence Holder must maintain a regular safety patrol at all times when the public are present in the licensed area to check for and guard against possible emergency hazards. The area underneath any stage and fixed seating areas is to be kept clear of flammable materials.
56. The Premises Licence Holder must ensure that competent persons are employed to assess the electrical requirements at the event and the compatibility of the electricity supply with the equipment to be used. Appropriate safety devices (such as 30mA Residual Current Devices at Source) must be used for electrical apparatus, particularly for any electrical equipment exposed to adverse conditions or electrical equipment to be used in association with hand held devices (e.g. microphones). The competent person must make a certificate of inspection of the electrical installation available for inspection.
57. All spare fuel, including LPG, must be kept and stored safely in accordance with relevant Health and Safety legislation and suitable safety signage and fire fighting equipment provided.
58. No licensable activities shall take place at the premises until the licensing authority are satisfied that the premises is constructed or altered in accordance with the appropriate provisions of the District Surveyor's Association – Technical Standards for Places of Entertainment and the reasonable requirements of Westminster Environmental Health Consultation Team, at which time this condition shall be removed from the licence by the licensing authority.
59. For the external entertainment there shall be no striptease or nudity, and all persons shall be decently attired at all times, except when the premises are operating under the authority of a Sexual Entertainment Venue licence.

Condition suggest by Environmental Health Services on 29.09 to applicant, not as yet agreed

The licence holder shall ensure that any queuing for the Spiegeltent performances shall take place within the licensed area'



Residential / Proposed Residential	1
Under Construction	None
Other Uses	None
Proportion Residential of all Uses	None

Appendix 5

Data Source: Uniform Database
Date: 22/09/2016

This product includes mapping data licensed from Ordnance Survey with the permission of the Controller of Her Majesty's Stationery Office. © Crown copyright and/or database right 2013. All rights reserved. Licence number LA 100010507

Premises within 75 metres of: Leicester Square Gardens, Leicester Square

p / n	Name of Premises	Premises Address	Licensed Hours
2422	Club Storm	28A Leicester Square London WC2H 7LE	Sunday 09:00 - 02:00 Sundays before Bank Holidays 09:00 - 02:30 Monday to Wednesday 09:00 - 03:30 Thursday to Saturday 09:00 - 06:00
2599	The Empire Poker Room	Basement To Second Floor 5 - 6 Leicester Square London WC2H 7NA	Monday to Saturday 10:00 - 06:30 Sunday 12:00 - 06:30
4986	One London	Third Floor To Fifth Floor 1-4 Leicester Square London WC2H 7NA	Monday to Sunday 00:00 - 00:00
4994	Napoleon's Casino And Restaurant	Basement Queens House 1 Leicester Place London WC2H 7BP	Saturday 10:00 - 04:30 Monday to Friday 10:00 - 06:30 Sunday 12:00 - 06:30
24546	Stephano's Cafe La Chandelle	2-3 Irving Street London WC2H 7AT	Sunday 08:00 - 00:00 Monday to Saturday 08:00 - 00:30
7618	Chiquitos	20-21 Leicester Square London WC2H 7LE	Sunday 08:00 - 00:00 Monday to Wednesday 08:00 - 00:30 Thursday to Saturday 08:00 - 01:00
14334	Muriel's Kitchen	Queens House 7-9 Leicester Square London WC2H 7NA	Sunday 08:00 - 00:00 Monday to Saturday 08:00 - 01:00
-31437	Odeon Cinema	24-27 Leicester Square London WC2H 7LE	Monday to Sunday 00:00 - 00:00
-19875	McDonald's	Communications House 48 Leicester Square London WC2H 7LT	Monday to Sunday 05:00 - 03:00
-17455	Leicester Square Area	Leicester Square London WC2H 7LE	Monday to Sunday 00:00 - 00:00
-17309	The Empire Casino	Basement To Second Floor 5 - 6 Leicester Square London WC2H 7NA	Monday to Saturday 10:00 - 06:30 Sunday 12:00 - 06:30
-16608	Burger King	17-18 Leicester Square London WC2H 7LE	Monday to Sunday 23:00 - 03:00
-12479	Leicester Square Gardens	Open Space At Leicester Square London WC2H 7LE	Monday to Saturday 07:30 - 22:30 Sunday 08:00 - 22:30
-9601	Radisson Hampshire Hotel	31-36 Leicester Square London WC2H 7LH	Monday to Sunday 00:01 - 00:00
-2733	Ruby Blue	Ground Floor Queens House 1 Leicester Place London WC2H 7BP	Monday to Saturday 09:00 - 03:00 Sunday 09:00 - 23:00
3976	Empire Cinemas	Ground Floor To Upper Floor 5 - 6 Leicester Square London WC2H 7NA	Monday to Sunday 09:00 - 05:00
5144	Odeon Cinema	24-27 Leicester Square London WC2H 7LE	Monday to Sunday 00:00 - 00:00
5601	Premier Inn	Queens House 1 Leicester Place London WC2H 7BP	Monday to Sunday 00:00 - 00:00 Monday to Sunday 06:00 - 01:00
8292	Moon Under Water	28 Leicester Square London WC2H 7LE	Friday to Saturday 07:00 - 00:00 Sundays before Bank Holidays 07:00 - 00:00 Sunday 07:00 - 22:50 Monday to Thursday 07:00 - 23:30
19181	Angus Steakhouse	Queens House 7-9 Leicester Square London WC2H 7NA	Sunday 08:00 - 00:00 Monday to Saturday 08:00 - 01:00
20589	Pizza Hut	19 Leicester Square London WC2H 7LE	Monday to Thursday 10:00 - 02:00 Friday to Saturday 10:00 - 05:00 Sunday 12:00 - 02:00
25115	Bella Italia	22 Leicester Square London	Sunday 09:00 - 00:00 Monday to Saturday 09:00 - 01:00 Sundays before Bank Holidays 09:00 - 01:00
26564	All Bar One	Concession Communications House 48 Leicester Square London WC2H 7LT	Friday to Saturday 07:00 - 00:00 Sundays before Bank Holidays 07:00 - 00:00 Sunday 07:00 - 22:50 Monday to Thursday 07:00 - 23:30
26578	The Penthouse London	Sixth Floor To Eighth Floor 1-4 Leicester Square London WC2H 7NA	Sunday 09:00 - 01:00 Monday to Saturday 09:00 - 03:30