



City of Westminster

# Licensing Sub-Committee Report

Item No:	
Date:	02 December 2021
Licensing Ref No:	21/11109/LIPN - New Premises Licence
Title of Report:	Open Space At Trafalgar Square London WC2N 5DS
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:	Kevin Jackaman Senior Licensing Officer
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<b>1.</b>	<b>Application</b>						
<b>1-A</b>	<b>Applicant and premises</b>						
<b>Application Type:</b>		New Premises Licence, Licensing Act 2003					
<b>Application received date:</b>		11 October 2021					
<b>Applicant:</b>		Greater London Authority					
<b>Premises address:</b>		Open Space At Trafalgar Square London WC2N 5DS			<b>Ward:</b>		St James's
					<b>Cumulative Impact Area:</b>		None
					<b>Special Consideration Zone:</b>		West End Buffer
<b>Premises description:</b>		<p>According to the application form the Premises to be licensed includes the entirety of Trafalgar Square including the North Terrace, and also includes the roads immediately surrounding Trafalgar Square, including sections of Pall Mall East, Morley's Hill, Cockspur Street, The Strand, and the roundabout surrounding King Charles' Island to the south of the square.</p> <p>The licence is time limited for 30 December 2021 to 02 January 2022</p>					
<b>Premises licence history:</b>		The area applied for has been used for a number of temporary events and time limited licences. It currently holds a time limited premises licence. Full history details appear at appendix 3					
<b>Applicant submissions:</b>		<p>Trafalgar Square is a world-famous open space in central London, which contains two large fountains, the monument of Nelson's Column, stone stairways, statues and open stone surface. It is surrounded on the west, south and east by highway and on the north by the National Gallery.</p> <p>Full details are provided in the applicant's submissions at appendix 2</p>					
<b>Applicant amendments:</b>		None					

<b>1-B</b>	<b>Proposed licensable activities and hours</b>						
<b>Plays, Films, Live music, Recorded music, Performance of dance and anything of a similar description:</b>				<b>Indoors, outdoors or both</b>			Outdoors
<b>Day:</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Start:</b>					12:00	00:00	
<b>End:</b>					23:59	01:00	
<b>Seasonal variations/ Non-standard timings:</b>				None			

<b>Late Night Refreshment:</b>				<b>Indoors, outdoors or both</b>			Outdoors
<b>Day:</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Start:</b>					23:00		
<b>End:</b>					01:00		
<b>Seasonal variations/ Non-standard timings:</b>			None				

<b>Sale by retail of alcohol</b>				<b>On or off sales or both:</b>			On the premises
<b>Day:</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Start:</b>					12:00		
<b>End:</b>					00:30		
<b>Seasonal variations/ Non-standard timings:</b>			None				

<b>Hours premises are open to the public</b>							
<b>Day:</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Start:</b>					12:00	00:00	
<b>End:</b>					23:59	01:00	
<b>Seasonal variations/ Non-standard timings:</b>			None				
<b>Adult Entertainment:</b>			None				

<b>2.</b>	<b>Representations</b>
<b>2-A</b>	<b>Responsible Authorities</b>
<b>Responsible Authority:</b>	Metropolitan Police Service
<b>Representative:</b>	Reaz Guerra
<b>Received:</b>	25 October 2021

With reference to the above application, I am writing to inform you that the Metropolitan Police, as a Responsible Authority, will be objecting to this application as it is our belief that if granted the application would undermine the Licensing Objectives. The premises is located within a Special Consideration Zone as per Westminster's Licensing Policy.

There is insufficient detail within the operating schedule to promote the Licensing Objectives.

An officer from this unit will be in contact with you shortly to discuss the application. However it is for the applicant to prove that this application will not add to the problems already experienced in this area.

It is for these reasons that we are objecting to the application.

<b>Responsible Authority:</b>	Environmental Health
<b>Representative:</b>	Anil Drayan
<b>Received:</b>	4 November 2021

**I refer to the application for a new Premises Licence application for the above premises which is located in the West End Buffer Special Consideration Zone.**

The application is time limited in that it is to run from 30 December 2021 to 2 January 2022 with licensable activities restricted to Friday 31 December 2021 to the following morning on 1 January 2022.

The applicant has submitted a photographic plan of the premises, *Ref: GM8FF9BBD2GG*, showing the 'Maximum premises boundary'.

**The applicant is seeking the following licensable activities:**

1. To allow the Supply of Alcohol 'on' the premises between 12:00 to 00:30 hours on Friday 31 December 2021 to the following morning on 1 January 2022.
2. To allow Provision of Late-Night Refreshment between 23:00 hours to 01:00 hours on Friday 31 December 2021 to the following morning on 1 January 2022:
3. To allow the provision of the following Regulated Entertainments 'outdoors' between 12:00 to 01:00 hours on Friday 31 December 2021 to the following morning on 1 January 2022:
  - Films,
  - Plays
  - Live Music,
  - Recorded Music,
  - Performance of Dance
  - Anything similar to Live Music, Recorded Music and Performance of Dance

**I wish to make the following representation in relation to the above application:**

1. The provision and hours proposed for the Supply of Alcohol may cause an increase in Public Nuisance in the area and may impact on Public Safety.
2. The provision of Late-Night Refreshment may cause an increase in Public Nuisance in the area and may impact on Public Safety.
3. The provision and hours proposed for Regulated Entertainment may cause an increase in Public Nuisance in the area and may impact on Public Safety.

**Environmental Health also makes the following further comments:**

- Trafalgar Square is a well know gathering place to welcome in the New Year – to avoid significant congestion issues this may require a 'wider' sterile area to be implemented as there will already be upto 9999 ticket holders present.

When this would be implemented will need to consider how it affects existing licensed premises within the sterile area, what time it needs to be put in place etc. Part of the mitigation will also need to include assessment of sight lines and noise/music breakout from the site.

- A detailed programme of the entertainments needs to be provided asap including when ticket holders arrive, when licensing activities start etc. All this has implications for when a sterile area becomes operational, what level of sanitary accommodation will be needed and other welfare provision eg food and drink, seating areas etc
- How and if the Underbelly Xmas market on the North Terrace will be part of the event
- A comprehensive list of undertakings have been submitted as part of the application which will need to be converted into enforceable conditions.

**Conditions proposed by Environmental Health appear at appendix 4**

<b>Responsible Authority:</b>	Licensing Authority
<b>Representative:</b>	Daisy Gadd
<b>Received:</b>	8 November 2021

I write in relation to the application submitted for a new premises licence for New Year's Eve at Trafalgar Square.

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 has considered your application in full. There are concerns in relation to this application and how the operation will promote the four licensing objectives:

- Prevention of public nuisance
- Public Safety
- Prevention of crime & disorder
- Protection of children from harm.

The application seeks to permit a New Year's Eve event at Trafalgar Square with a maximum capacity of 9,999. Trafalgar Square is located within the West End Buffer Special Consideration Zone. It is noted in the Council's Statement of Licensing Policy 2021 that the rates of incidents per square kilometre is nearly four times the borough average in this zone and that there are key local issues that need to be considered by applicants, namely:

- Robberies
- Theft
- Antisocial behaviour on and around public transport
- Incidents relating to ambulance call outs at night.

This application falls under the Council's Cinemas, Cultural Venues, Live Sporting Premises and **Outdoor Spaces** Policy (CCSOS1) which encourages applicants to ensure the hours applied for licensable activities are within core hours and that the applicant has demonstrated that the sale by retail of alcohol will be ancillary to the venues primary function as a cinema, cultural and live sporting venue and outdoor space. The core hours identified for outdoor spaces are as follows:

Friday and Saturday: 9am to 12am

At our meeting on 4 November 2021 the hours of operation were discussed where you advised that you did not envisage the event starting before 8pm and that alcohol would not be sold beyond midnight. I advise at this stage that you re-visit the hours proposed for the operation of the event and reduce those to be reflective of the actual event times. It was also discussed that

a full Event Management Plan inclusive of an Alcohol Management Plan, Dispersal Plan and the Security & Search Policy. You had mentioned in our meeting that alcohol may be brought onto site by attendees. It will be extremely important that you outline your Alcohol Management Plan how this type of operation will not impact on the four licensing objectives, particularly the prevention of public nuisance and the prevention of crime and disorder.

It will also be important to see the rules behind the ticket ballot operation you are proposing and to have your final stance on the following:

- Will there be re-entry to the site for ticket holders?
- What is the advertised first entry time and last entry time to the site?
- Will there ever be a circumstance where entry will be allowed without a ticket? E.g. if there is a large percentage of no shows.

I look forward to receiving more information from you on the above points. Please accept this as a formal representation.

## 2-B Other Persons

**Name:**

[REDACTED]

**Address and/or Residents Association:**

[REDACTED]  
[REDACTED]  
[REDACTED]

**Received:**

08 November 2021

I'm writing regarding the application - 21/11109/LIPN- for Traflagar Square. to request the council to mitigate the impact that this event will have on our neighbourhood - Craig's Court.

We have been complaining to the council, police and our local MP of the unacceptable situation we are living in due to alcohol drug abuse and antisocial behaviour. We regularly walk in puddles of urine and the stench is felt as far as Whitehall. The courtyard is always covered in rubbish and we don't do any recycling since our bins are always overflowing full of mixed rubbish and flytipping.

We have repeatedly asked the council to install "no street drinking sign " and to close off parts of Craig's Court at least some of the time ( like all the nearby gardens and squares - all locked at night time ) but so far it all fell on deaf ears - we were even told to move!?

During similar events in the past we got surrounded by queues of people in their tens even hundreds using the court including our front door as a toilet. We were at times blocked from entering /existing our home surrounded by aggressive people under the influence.

Can the police help secure Craig's court so we can access our homes without a fear of attack or intimidation?

The impact of this single event will be devastating for Craig's Court- can something be done about this so we get extra cleaning and security please. Shouldn't we the residents get to enjoy decent and fear free new year celebrations too? Rather than GLA making quick financial gain shouldnt they and the council invest in the long term measures to help the residents live better and improve anti-social problems in this area?

3.	<b>Policy &amp; Guidance</b>
The following policies within the City of Westminster Statement of Licensing Policy apply:	
<b>Policy HRS1 applies</b>	<p>A. Applications within the core hours set out below in this policy will generally be granted for the relevant premises uses, subject to not being contrary to other policies in the Statement of Licensing Policy.</p> <p>B. Applications for hours outside the core hours set out in Clause C will be considered on their merits, subject to other relevant policies, and with particular regard to the following:</p> <ol style="list-style-type: none"> <li>1. The demonstration of compliance in the requirements of policies CD1, PS1, PN1 and CH1 associated with the likelihood of the effect of the grant of a licence for later or earlier hours on crime and disorder, public safety, public nuisance and the protection of children from harm.</li> <li>2. If the application is located within a Special Consideration Zone they have demonstrated that they have taken account of the issues identified in that area and provided adequate mitigation.</li> <li>3. Whether there is residential accommodation in the proximity of the premises that would likely be adversely affected by premises being open or carrying out operations at the hours proposed.</li> <li>4. The proposed hours of the licensable activities and when customers will be permitted to remain on the premises.</li> <li>5. The proposed hours when any music, including incidental music, will be played.</li> <li>6. The hours when customers will be allowed to take food or drink outside the premises or be within open areas which form part of the premises.</li> <li>7. The existing hours of licensable activities and the past operation of the premises (if any) and hours of licensable premises in the vicinity.</li> <li>8. Whether customers and staff have adequate access to public transport when arriving at and leaving the premises, especially at night.</li> <li>9. The capacity of the premises.</li> <li>10. The type of use, recognising that some venues are more likely to impact the licensing objectives than others; for example, pubs and bars are higher risk than theatres, cinemas and other cultural and sporting venues due to the nature of the operation.</li> <li>11. The Licensing Authority will take into account the active measures proposed for a 'winding down' period including arrangements for people to be collected from the premises to travel home safely.</li> <li>12. Conditions on hours may be attached that require that the supply of alcohol for consumption on the premises ceases a suitable period of time before customers are required to leave the premises.</li> <li>13. The council, acting as the Licensing Authority, may reduce hours if, after review, it is necessary to impose conditions specifying shorter hours in order to promote the licensing objectives.</li> <li>14. Specific days for non-standard hours should be identified and justified as part of the application to allow responsible authorities and interested parties to evaluate the impact that these licensable activities may have, and to plan accordingly. The consideration of applications for later hours for Bank Holiday Mondays will take into account that later hours are generally granted for preceding Sundays and that the next day is a working day. Non-specific days</li> </ol>

	<p>are expected to be covered by Temporary Event Notices or variation applications.</p>
<p><b>Policy CCSOS1(A) applies</b></p>	<p>A. Applications outside the West End Cumulative Zones will generally be granted subject to:</p> <ol style="list-style-type: none"> <li>1. The application meeting the requirements of policies CD1, PS1, PN1 and CH1.</li> <li>2. The hours for licensable activities are within the council's Core Hours Policy HRS1.</li> <li>3. The operation of any delivery services for alcohol and/or late-night refreshment meeting the council's Ancillary Delivery of Alcohol and/or Late-Night Refreshment Policy DEL1.</li> <li>4. The applicant has clearly demonstrated that the sale by retail of alcohol and late-night refreshment will be ancillary to the venue's primary function as a cinemas, cultural and live sporting venues and outdoor space.</li> <li>5. The applicant has taken account of the Special Consideration Zone Policy SCZ1 if the premises are located within a designated area.</li> <li>6. The application and operation of the venue meeting the definition for a cinema, cultural venue, live sporting premises or outdoor space as per Clause C</li> </ol> <p>C. For the purposes of this policy the primary function of a cinema, cultural venue and live sporting premises is defined as:</p> <ol style="list-style-type: none"> <li>1. Cinema For the exhibition of feature or shorts films to an audience.</li> <li>2. Cultural Venues <ol style="list-style-type: none"> <li>a. Theatres: for the performance of plays, dramatic or other entertainment performances to an audience.</li> <li>b. Performance Venues: for a live performance in front of an audience which may include concert halls, comedy clubs or similar performances venues.</li> <li>c. Cultural Uses: for the exhibition of art (e.g. galleries), a museum, or historical building/site that is open for visitors to visit on payment.</li> </ol> </li> <li>3. Live sporting premises: the premises or the use to which the licence is intended for <ol style="list-style-type: none"> <li>a. Live sporting events in the form of boxing and wrestling which takes place either inside or outside in the presence of an audience.</li> <li>b. Live sporting events that are licensable as they are being held within a building where the sport and audience are accommodated wholly or partly inside that building.</li> <li>c. Live sporting events that will take place outside a building, where the live sporting event is not a licensable activity but other licensable activities, are provided ancillary to that live sporting event.</li> </ol> </li> <li>4. Outdoor space The use of an outdoor space for licensable activities and other purposes as part of or ancillary to an event, small to large concerts, national significant musical concert or events (e.g. Hyde Park), Mayoral or council organised events and seasonal activities (e.g. Christmas market or Winter Wonderland).</li> <li>5. For the purposes of C1 to C3 above: <ol style="list-style-type: none"> <li>a. The sale of alcohol and late-night refreshment must be an ancillary function to the primary purpose of the venue.</li> <li>b. An audience may include either invited guests, members of that venue or associated organisation or members of the public who have purchased a ticket or not.</li> </ol> </li> </ol>

#### 4. Equality Implications

The Council in its capacity as Licensing Authority has a duty to have regard to its public sector equality duty under section 149 of the Equality Act 2010. In summary, section 149 provides that a Public Authority must, in the exercise of its functions, have due regard to the need to:

- (a) eliminate discrimination harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- (c) foster good relations between persons who share a relevant protected characteristics and persons who do not share it.

Section 149 (7) of the Equality Act 2010 defines the relevant protected characteristics as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

5.	Appendices
Appendix 1	Premises plans
Appendix 2	Applicant supporting documents
Appendix 3	Premises history
Appendix 4	Proposed conditions
Appendix 5	Residential map and list of premises in the vicinity

<b>Report author:</b>	Kevin Jackaman Senior Licensing Officer
<b>Contact:</b>	Telephone: 0207 641 6500 Email: kjackaman@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.**

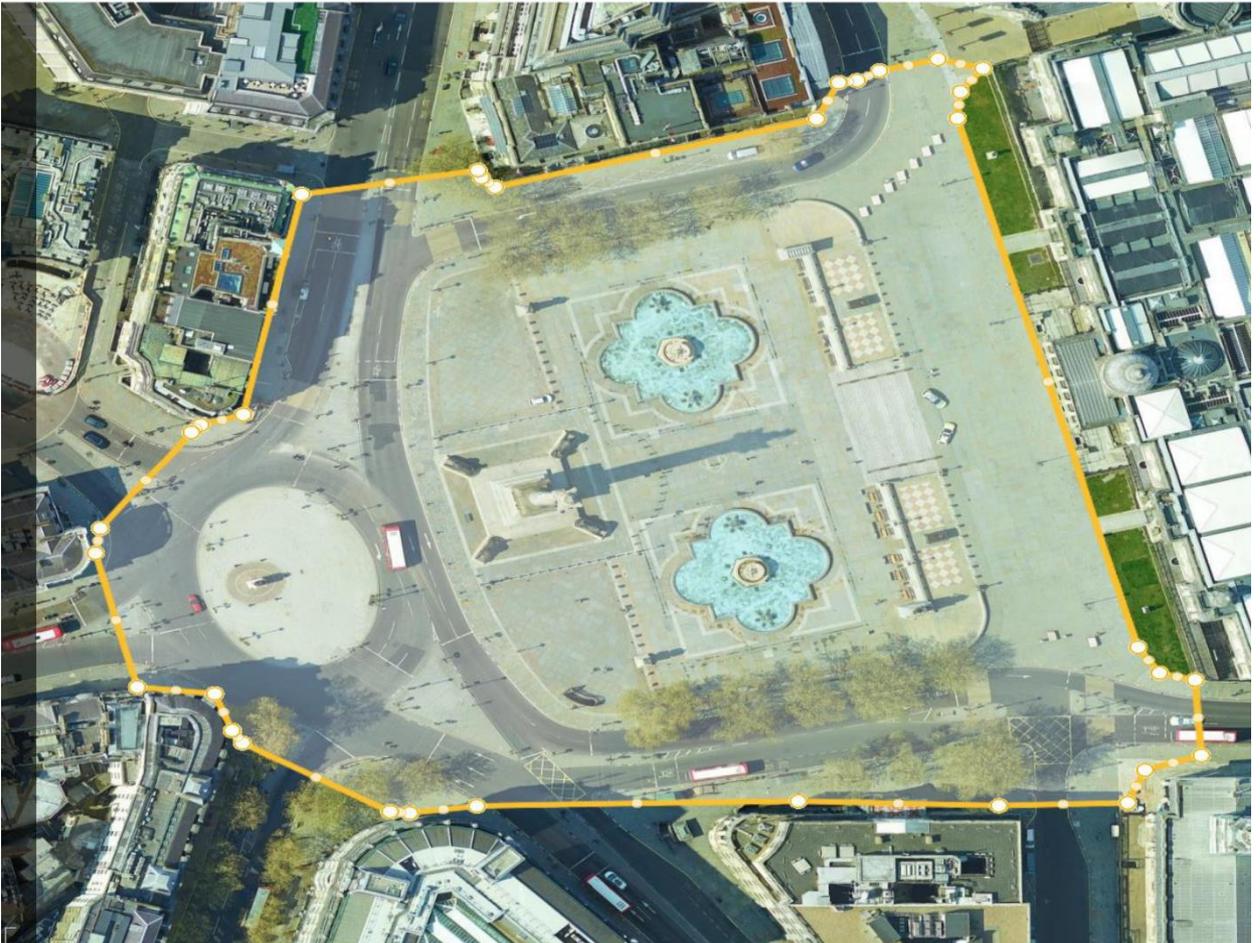
#### Background Documents – Local Government (Access to Information) Act 1972

1	Licensing Act 2003	N/A
2	City of Westminster Statement of Licensing Policy	October 2021 2021
3	Amended Guidance issued under section 182 of the Licensing Act 2003	April 2018
4	Metropolitan Police representation	25 October 2021
5	Environmental Health representation	05 November 2021
6	Licensing Authority representation	08 November 2021
7	Interested party representation	08 November 2021

Maximum premises  
boundary.

Ref: GM8FF9BBD2GG

Full, detailed, scale site  
plans will be created as part  
of EMP and shared with  
LOSPG.



Premises License Application – Additional Pages  
Ref: GM8FF9BBD2GG

**OPERATION SCHEDULE**

*Provide a general description of the premises:*

Trafalgar Square is a world-famous open space in central London, which contains two large fountains, the monument of Nelson's Column, stone stairways, statues, and open stone surface. It is surrounded on the west, south and east by highway and on the north by the National Gallery.

The Premises to be licensed includes the entirety of Trafalgar Square including the North Terrace, and also includes the roads immediately surrounding Trafalgar Square, including sections of Pall Mall East, Morley's Hill, Cockspur Street, The Strand, and the King Charles' Island roundabout to the south of the square.

The central section of Trafalgar Square, along with balconies overlooking this section is owned, managed, and maintained by the Greater London Authority. The North Terrace, between the top of the steps and the National Gallery is owned, managed, and maintained by Westminster City Council. The highways surrounding Trafalgar Square are under the management of Westminster City Council and Transport for London in combination.

Trafalgar Square has a long history of hosting events of many types and styles, as well as being a destination for domestic and international tourists to London. There are permanent toilet facilities in place at the square, as well as electrical installations in place to facilitate events and other activities.

The purpose of the licence is to provide a one-off live variety performance event, on Friday 31 December 2021, showcasing the best of London's cultural life as part of the Mayor of London's 'Let's Do London' campaign, and to celebrate the beginning of the New Year at midnight.

Licensable activity will include the playing of live and recorded music, performance of excerpts from plays, other similar performances, film content, late night (after 11pm) refreshments, and the sale of alcohol for consumption on the premises only.

A stage with sound system will be the principle focus of the event, with large screens relaying the content to the audience to ensure visibility for all. Some performances of licensable activity may occur off the stage, such as walkabout or promenade performances. The event will occur principally during the evening, culminating in the midnight moment being screened live on screens for the audience and ending thereafter.

Whilst no sponsors are identified at time of application, sponsor activations may also be included in the event content.

Hot and cold food, and non-alcoholic beverages will also be on sale on the premises during the event.

The site will be secured by a significant perimeter fence, with entrance and exit points managed by security officers. There will be sufficient emergency exits within the perimeter fencing. The terrain is predominantly hard standing.

Entrance will be by ticket only, and tickets must be purchased in advance.

**LICENSING OBJECTIVES**

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

**a) General – all four licensing objectives (b,c,d,e)**

*List here steps you will take to promote all four licensing objectives together.*

Greater London Authority (the event organiser) are contracting an experienced event agency to deliver and operate the event on Trafalgar Square on 31 December 2021.

The event agency will co-ordinate all activities associated with the build, live and de-rig periods, including deliveries, collections, waste management, security and safety management, food and beverage management, and entertainment.

Promotion of the licensing objectives laid out in the Licensing Act 2003, s.182 Statutory Guidance and the WCC licencing policy are central to the plans for the Event. The organisers have begun engagement with the Licensing Authority and the Responsible Authorities to ensure that the planning and operation of the event is done in collaboration with those and other stakeholders to conforms with best practice for live events. The Organisers will also engage with the neighbouring businesses and organisations around the plans for the event.

The event content is designed to create a friendly and enjoyable atmosphere for all audiences to appreciate. It is the intention of the Organisers that attendees can experience this in a safe and secure environment.

The Organisers acknowledge that Trafalgar Square falls within the West End Buffer Special Consideration Zone and the latest licensing policy identifies key local issues which need to be considered. The Organisers are consulting with the Licencing Authority (WCC), the Metropolitan Police Service (MPS), British Transport Police (BTP), the London Ambulance Service (LAS), Transport for London (TFL) and other public transport providers to ensure proper consideration of the impact of the event on the community living and working around the site. The Organisers are developing and will implement policies to minimise disturbance or harm, for example, crime reduction, antisocial behaviour, music noise control, ingress and egress plans, dispersal routes and litter management. All these policies and plans will be subject to scrutiny through the Licensing, Operational, Safety Planning Group (LOSPG) planning process.

The Event Management Plan (EMP) gives details of the safe design, management, and operation of all elements of the event. To summarise, the event is to be managed by an experienced and professional team on behalf of the Greater London Authority. Competent contractors will work with the Organisers to deliver a safe event. The Organisers will engage fully with the responsible authorities throughout planning and on the event day itself.

*Continued overleaf...*

The LOSPG will be established by Westminster City Council (WCC) and will meet several times in the run up to and after the event. The Organisers undertake to abide by the recommendations of this group. Outputs from these meetings will continue to shape the EMP.

An LOSPG debrief meeting will be held after the final event.

The Licensed Area: The plan accompanying this application marks the area of the site that is to be covered by the Premises Licence.

Document Submissions: The Organisers will present a draft Event Management Plan (EMP) to the LOSPG by the end of October 2021. The premises licence holder shall agree amendments to the EMP from time to time, to promote the licensing objectives and/or due to the operational needs of the premises.

The final EMP shall include, as a minimum:

- COVID-19 Statement
- Access Management Plan
- Adverse Weather Plan
- Alcohol Management Plan
- Cancellation Policy
- Child & Vulnerable Adults Policy
- Communications Plan
- Crowd Management Plan, including Ingress and Egress plans
- Emergency Evacuation Procedures
- Event Control Statement of Intent
- Event Medical Plan
- Event Safety Plan including Risk Assessment
- Fire Safety Management Plan
- Lighting Plan
- Noise Management Plan
- Public Liability Insurance
- Security and Crime Reduction Plan
- Site Plans
- Sustainability Statement
- Terms and Conditions of Entry
- Trader Food Management Plan
- Traffic Management Plan
- Transport Assessment
- Waste Management Plan

The organiser will present the final EMP to the LOSPG a minimum of 14 days prior to the event date.

After approval of the final EMP, any further amendments may only be made with the prior written approval of the Licensing Authority. The Organisers will implement the final approved EMP and manage the premises in accordance and compliance with the plan.

*Continued overleaf...*

***b) The prevention of crime and disorder***

Planning and LOSPG meetings will be held in advance of the event with Westminster City Council, Metropolitan Police Service ("MPS") and other agencies to ensure that all agencies are content with the planning arrangements for the prevention of crime and disorder. In conjunction with Westminster City Council, the MPS and other responsible authorities, the Organisers will produce:

- Crowd Management Plan (including ingress and egress plans)
- Alcohol Management Plan
- Security & Stewarding Plan
- Crime Reduction Plan
- Event Safety Plan

Crowd Management / Security / Dispersal: The Organisers shall carry out appropriate crowd flow analysis and modelling to enable an adequate assessment of the likely impact of the event both at the premises and the surrounding area of access and egress to the event. A suitable and sufficient Crowd Management Plan will be developed based on the findings of the analysis to manage risks identified. The Crowd Management Plan will consider the proposed siting of all structures, stalls, facilities, stewarding positions, fire points and entrances and exits.

The Organisers shall produce a Security and Stewarding Plan. The plans will detail the qualification, deployment and training of the stewarding workforce which will comprise Security Industry Authority (SIA) licensed staff positioned in safety critical locations based on a risk assessment process who shall be trained in accordance with the Green Guide. The stewarding plan will take account of the need to support safety policies and procedures such as pre-opening checks and contingency plans. Stewarding plan will be supplemented by volunteers in certain areas.

All security staff employed at the premises will be accredited by and registered with the Security Industry Authority (SIA).

The Security and Stewarding plan will specify numbers of staff and roles, where SIA qualified staff are required and emergency procedures (e.g. evacuation of the site). This plan will integrate with the EMP for the event and will be produced in conjunction with the MPS, the designated security contractor and the event organisers.

All security staff will be identifiable in uniform and will display their name badges by way of a reflective armband or lanyard.

A register will be kept of all security staff working at the premises for every time that the premises are open for trading. This register will contain the following information:

- Day and date of entry.
- Time that member of security staff starts and finishes work.
- Full name.
- SIA registration number.
- Signature of the member of security staff.

*Continued overleaf...*

The Organisers will use screening on the entry points to the event to exercise the right to refuse entry to any unauthorised or disorderly person.

All activity within the licensed area will be appropriately managed with security and stewards. A pre-agreed level of professional stewarding and security personnel will have a designated responsibility to maintain a safe environment for members of the public attending the event. External security teams will patrol the event perimeter and incident response teams will operate in the immediate area around the site. This external security operation will be devised in collaboration with WCC and MPS to ensure consistency and compatibility with plans for pan-London operations on New Year's Eve 2021

All temporary structures will be lit internally, and adequate temporary public lighting will be present on the site when necessary.

Event security and stewarding staff will constantly monitor event attendees' behaviour and will take appropriate action to assist in the prevention of crime and disorder within the premises.

The Organisers will work with the MPS to support the development and implementation of an appropriate policing plan for the event.

Illegal Substances and Prohibited Items: The Organisers have a clear and definitive policy on the use or possession of illegal substances at the event and will co-operate fully with the MPS and other authorities to implement this.

There shall be a zero-tolerance policy towards drugs at the premises.

#### Prohibited Items

- No food or drink (except personal supplies of water in plastic sealed
- containers of up to 500ml and baby food where not in glass containers) or illegal substances including new psychoactive substances (commonly known as 'legal highs') and/or other drugs considered to be unsafe are permitted to be brought into the Event.
- No starting fires or barbeques.
- Air horns, selfie sticks, bicycles, cans, Chinese lanterns, dangerous or hazardous weapons/items, fireworks, inappropriate flags, banners, signs or branded items, poles, gas canisters, handheld communication devices such as radios, radio jammers/scanners and the like; glass (of any kind), high-vis, klaxons; and other similar items capable of making loud noise, laser pens, scooters, skateboards or cans, spray cans are prohibited and any other items which we consider to be unsafe or pose a risk to public safety and/or security.
- Golf umbrellas, parasols and the like, tables, chairs, seats, and walking stick seats/ seat sticks are not permitted.

*Continued overleaf...*

- Children’s buggies, prams and the like are not permitted. This does not preclude access with mobility equipment such as wheelchairs and adapted mobility scooters, where there is an identified medical and/or access requirement for the user.

Search Policy: A written Search Policy will be in place. Security staff working at the premises will be aware of the provisions of such a policy and be aware of their responsibilities and actions required by that policy. The policy will include the procedure for searching prior to entry of persons wishing to enter the premises. Any person refusing to submit to the search procedure should be refused entry to the premises. Any queues formed at the premises shall be supervised by security staff aimed at preventing disorder and discouraging anti-social behaviour.

Bars and Alcohol Sales: A Personal Licence holder will always be on duty at each alcohol outlet at the premises whilst that outlet is open for trade.

Alcohol shall only be sold or supplied to persons attending the event and for consumption on the premises.

The Challenge 25/Think 25 proof of age scheme will be operated at the premises. All customers who appear under the age of 25 will be challenged to prove that they are over 18 when attempting to purchase alcohol. Acceptable forms of ID include a photo driving licence, passport, or home office approved identity card bearing the holographic ‘PASS’ mark. If the person seeking alcohol is unable to produce an acceptable form of identification, no sale or supply of alcohol shall be made to or for that person.

All staff involved in the sale or supply of alcohol shall be trained in the responsible sale of alcohol. Such training will include challenging every individual who appears to be under 25 years of age and to refuse service where individuals cannot produce acceptable means of identification, acceptable forms of ID and using the refusals register. Such training (including any refresher training) will be logged. The training log will be made available for inspection by Police and “authorised persons”

A refusals log will be kept at the premises and made immediately available on request to the police or an "authorised person". The refusals log is to be inspected regularly by the DPS and noted in the log and a record made in the log of any actions that appear to be needed to protect young people from harm. The log must record all refused sales of alcohol and include:

- the identity of the member of staff who refused the sale.
- the date and time of the refusal.
- the alcohol requested and reason for refusal.
- a description of the person refused alcohol.

‘Think 25’ or similar posters shall be displayed conspicuously on the premises in customer facing areas to advise potential purchasers that suitable proof of age will be required for all purchasers who appear to be under 25

*Continued overleaf...*

Any beverages supplied at the bars in the premises shall be supplied in non-glass containers and checks will be made on egress from the site to prevent open vessels, bottles or other type of container containing alcohol to be taken outside the premises. Bins will be placed at these locations for the disposal of such containers.

The Organisers, working with their security team, shall ensure that alcohol consumption is sensible and shall not allow anyone showing signs of intoxication on to the site.

The Organisers will ensure that staff are trained to manage and diffuse any potential anti-social behaviour or difficult situations. They will also be trained to recognise when to refuse the service of alcohol.

The Organisers will encourage vigilance among staff to supervise event attendees' behaviour in all parts of the premises and will employ sufficient staff to manage queuing in any bar areas.

**c) Public safety**

Planning for the Let's Do London event on 31 December 2021 is ongoing and detailed plans will be developed during the planning process in collaboration with the Strategic Coordination Group consisting of the Greater London Authority (GLA), National Health Service (NHS), Metropolitan Police Service (MPS), London Ambulance Service (LAS), Westminster City Council (WCC), Transport for London (TfL), British Transport Police (BTP). This group will meet regularly to discuss ongoing plans for pan-London operations on New Year's Eve 2021, with the Let's Do London event as a permanent agenda item.

Due to continued elements of uncertainty around the COVID-19 virus, the plans set out in this document take into consideration the delivery of the event under ordinary circumstances to ensure the event can be delivered. However, planning for the Let's Do London event will be in conjunction with the above authorities and the guidance and legislation set by the UK Government at the time.

This may mean that details of the event change throughout the course of the planning process in response to changing guidance.

The GLA and its event delivery partner will regularly meet with the above authorities and will collectively assess the status of COVID-19 related guidance and legislation.

All event activity within the licensed premises will be controlled with specific reference to the capacity of the venue, the nature of the cultural content and in compliance with the standards for the provision of services as outlined by HSG 195 The Event Safety Guide (commonly known as the Purple Guide).

The Organisers will utilise the application and planning stage of the event management process to ensure the safety of the public, contractors, and performers and to minimise hazards and prevent accidents. This will be achieved through the consultation process with relevant authorities and through the submission of documentary proof of competency to include proof of Public Liability Insurance and the provision of an event risk assessment.

Capacity: A maximum capacity of 9,999 (excluding staff, performers, and media) at any one time will be in place for the duration of the event. Access will be by ticket or security-controlled accreditation only.

A communications system will be provided to ensure the effective operation of the site under both normal and emergency evacuation conditions.

An auditable system will be used to record the number of customers within the premises.

*Continued overleaf...*

**Signage:** Signage shall be provided for Exits, Toilets, First Aid, Fire Points, Information Point and Drinking Water. The lettering on such signage shall be at least 225mm high. All signs shall be positioned and sufficient in number to be visible from all parts of the event site. Provision will be made to allow communication of emergency procedures and issues relating to the health, safety, and welfare of people within the venue. This will be done through signage, via public address systems and by event staff.

**Emergency Evacuation:** The contingency arrangement for emergency evacuation is in place and will be implemented should the need arise. This will be detailed in the Event Management Plan (EMP).

Emergency exits and entrances will be kept clear at all times and be clearly signed.

**Medical Provision:** An agreed and appropriate level of emergency first aid will be on site throughout the event. The levels of which will be determined by a medical risk assessment and will form part of the EMP. Consultation will be conducted with the NHS.

**Fire Safety:** A detailed Fire Safety Management and Risk Assessment Plan will be produced, and suitable levels of portable firefighting equipment will be provided on site. Fire patrols will be maintained at all times the public are on site.

**General Safety:** All event contractors will comply with all relevant health and safety legislation and follow the control measures documented in their own risk assessments and method statements and will be responsible for ensuring safe systems of work.

Electrical cables in the public arena shall be protected by proprietary cable ramps or suspended at least 2.4m above ground level (5.8m where passing over a possible vehicle route). In non-public accessible areas, cables can be covered with rubber matting.

The electrical supply shall comply with:

- BS7909 2011 – Code of Practice for Temporary Distribution System for AC Electrical Supplies for Entertainment Lighting Technical Services and Related Purposes.
- BS7430 2011 – Code of Practice for earthing.
- BS7671 2008 – Requirements for Electrical Installations.

Socket outlets for use with hand-held temporary or portable electrical equipment on the stage or performance area(s) shall be of the type protected by a Residual Current Device (RCD) having a 30mA tripping current.

All portable electrical equipment shall be PAT tested and marked accordingly.

Suitable barriers shall be provided around all stage, generators, mechanical plant, non-public areas, and exposed edges.

*Continued overleaf...*

Storage of diesel fuel for generators shall only be sufficient for the duration of the event and shall be sited away from the public in an appropriate enclosure to prevent unauthorised access.

There shall be no petrol fuelled generators permitted on the event site.

All generators and cooking facilities shall be guarded to prevent unauthorised access and provided with a carbon dioxide fire extinguisher.

All generators will be silenced.

All additional/temporary lighting that is to be installed for the event shall be guarded and/or safe by position.

Stages, roof structures and any further temporary or special structures will possess adequate strength and stability, both in service and in construction, and their assembly shall be carried out in accordance with plans, calculations and specifications drawn up by a competent designer. Details of these structures' construction, and any necessary calculations, will be submitted for approval under s30 of the London Building Act 1939 to WCC's Building Control Department.

All tents, marquees, drapes, fabric, and weather sheeting supplied by the organisers shall be composed of flame retardant or inherently non-flammable material and shall be certificated as such.

Structural calculations for temporary structures will be made available as required for scrutiny. A site-wide wind management plan detailing wind speeds at which certain actions must be taken will be drawn up and implemented.

Adverse Weather: The Organisers will produce an adverse weather plan.

Lighting Plan: All temporary structures will be lit internally, and adequate temporary public lighting will be present on and off the site where necessary in accordance with the EMP and site plan.

Sanitary Provision: The Organisers will carry out a sanitary provision analysis for the event using The Event Safety Guide as a basis for determining what and how many sanitation facilities are required. Details of the effective maintenance and servicing of sanitary accommodation must be available on request.

Prior approval for the use of special effects, should they be required, will be agreed through the LOSPG and relevant health and safety information will be provided prior to the event.

The Organisers will liaise with WCC's Environmental Health Department prior to the event to ensure that appropriate information is made available in relation to food handling and hygiene.

Adequate drinking water points in suitable locations will be provided and maintained to the satisfaction of the WCC Environmental Health team.

***d) The prevention of public nuisance***

Direct consultation with the Responsible Authorities and the businesses neighbouring Trafalgar Square will be carried out to allow the Organisers to tailor plans to the specific concerns of the neighbours.

A telephone number will be made available so that residents can connect with the event control room when the event is live to report any concerns relating to the event. The phone number and email address will be monitored throughout the event.

Noise Management: The Organisers will develop a Noise Management Plan for the event which will include monitoring of levels at key locations, documenting this monitoring and remaining within the agreed levels. Sound levels and monitoring locations to be agreed with WCC Environmental Health Team.

The Organisers agree to abide by such noise curfews as are reasonably required by Westminster City Council's Environmental Health Team for operations during the build-up and break down of the event.

Litter and Waste Management: The Organisers will produce and agree a litter and waste management plan in conjunction with the Council. The Organisers understand the importance of litter and waste management and will take responsibility for providing necessary cleaning services to remove litter and waste. This will include the immediate external perimeter of the venue in consultation with WCC and other relevant authorities.

Ingress and Egress Control: The Organisers, in conjunction with the MPS and the appointed security and stewarding contractor, will put in place such plans as are necessary to control the ingress and egress of those attending the event and ensure the effective dispersal of those attending the event into and around the surrounding residential neighbourhood to limit disturbance. A plan will be developed to prevent and respond to anti-social behaviour caused by visitors to the event. The Organisers will commit to the required resources to implement the plan. Members of the public will be prevented from removing alcohol from the event site by stewards at the event exit points. Bins will be placed at these locations to allow the disposal of any containers. The plans will be contained in the EMP.

Transport: The Organisers will produce and agree a transport assessment in conjunction with members of the LOSPG. The Trafalgar Square locality is exceptionally well serviced by public transport including numerous bus routes, train and underground services, river services, and shared bicycle schemes. It can also be easily reached on foot from numerous locations, including access from the South Bank via Westminster Bridge and Golden Jubilee Footbridge. Transport issues will form part of the wider pan-London plans and be considered within the Strategic Coordination Group.

***e) The protection of children from harm***

The Organisers will implement a Child and Vulnerable Persons Policy which will include provisions if a child or vulnerable person is found or reported missing. This will include liaison at the planning stages with the MPS to ensure the correct questions are asked at the outset by event staff should details of the missing person need to be escalated to the MPS.

One person will be identified as being responsible for safeguarding on site. This person will ensure that safeguarding measures are coordinated across the EMP and appendices.

A welfare area will be set up to coordinate all welfare, safeguarding and information activities. This will be located near to the on-site medical centre and have direct access to the Event Control Room via radio and telephone.

Any person under the age of 18 years, found within the licensed site to be in possession of alcohol or deemed to be intoxicated, shall be escorted by security staff to a “safe waiting area”. Their parents / responsible adult will be contacted to collect such a person and remove them from the event.

The Organisers are committed to the responsible and legal sale of alcohol and do not tolerate provision of alcohol to children. The contracted bar operator is required to make an undertaking to enforce the Challenge 25 policy for all sales of alcohol, requiring approved photographic ID. The security and event team will maintain vigilance for instances whereby alcohol is purchased by adults for supply to children, and this criminal activity will be considered grounds for ejection. The Organisers will facilitate and support licensing inspections.

Age restricted films will not be shown in the presence of children.

The event is a late evening outdoor event in central London on New Year's Eve and whilst there will be no enforced restriction on age for attendees, ticket purchasers will be advised that children are not recommended to attend. This recommendation is due to the time, location, and date, rather than the content of the event. Suitable entry conditions will apply for any children who do attend the event, including the requirement for adult supervision.

**Event Management plan**

# Let's Do London

## New Year's Eve Celebration 2021

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## Event Management Plan

Trafalgar Square, Westminster, London

Document Version **2.0**

## **Table of Contents (pages to be updated)**

### **1 Event Overview**

1.1 At a glance	4
1.2 General event notes	4
1.3 Key contacts & suppliers	5
1.4 Covid statement	8
1.5 Local community & stakeholder engagement	8
1.6 Documentation	9
1.7 Event days & build days	10
1.8 Stage content	10
1.9 Summary of site occupancy	11

### **2. Event & Site Design**

2.1 Design approach requirements	12
2.2 Phased plan schedule	13
2.3 Live operation site design	16
2.4 PAX site calculations	17
2.5 Event impact zone	18
2.6 Statement of intent	19
2.7 CCTV plan & electrical distribution plan	20
2.8 Signage plan	21
2.9 Perimeter fencing	22
2.10 Site power & distribution	22
2.11 Temporary structures & cabins	23
2.12 Structural safety	24
2.13 Broadcast cameras & relay screens	24
2.14 Sound	24
2.15 Lighting	24
2.16 Site CCTV	25
2.17 Pyrotechnics	25
2.18 Toilet & welfare facilities	25
2.19 Branding & signage	25
2.20 Existing Christmas Fair & Exclusive F&B NYE Provision (Underbelly)	26
2.21 VIP Reception	27
2.22 Waste management plan overview	27
2.23 Fire safety overview	28
2.24 Adverse Weather Conditions	28

<b>3. Security &amp; Stewarding</b>	
3.1 Overview	29
3.2 Calculated capacity	30
3.3 Accreditation & contractor induction	31
3.4 Attendee ingress routes	32
3.5 Event attendee arrival	32
3.6 Entry requirements	33
3.7 Ticket terms & conditions	33
3.8 Entry process	34
3.9 Ingress calculations	34
3.10 Ticket entry & assistance	35
3.11 Public welfare	35
3.12 Smoking	36
3.13 Staff & worker ingress	36
3.14 Staff welfare	36
3.15 Egress management	37
3.16 Egress calculations	37
3.17 Egress factors & considerations	37
3.18 Local area egress & impact	33
<b>4. Health, Safety &amp; Contingency Planning</b>	<b>41</b>
<b>5. Event Control</b>	
5.1 Event liaison team	42
5.2 ELT organogram	43
5.3 Strategic, tactical & operational communications	44
5.4 Pan London Communications	
5.5 Media & social media communications	44
5.6 Event hotline	44
5.7 Major incident planning	45
5.8 Cancellation policy	45
5.9 Communications & networking	45
5.10 CCTV	46
<b>6. Traffic management</b>	<b>47</b>
<b>7. CDM management planning</b>	<b>49</b>
<b>8. Sustainability Approach / Statement</b>	<b>54</b>

## 1. EVENT OVERVIEW

### 1.1 At A Glance

Event Date:	31 <sup>st</sup> December 2021
Load In Dates	30 <sup>th</sup> 31 <sup>st</sup> December 2021
Load Out Dates	1 <sup>st</sup> January 2022
Event Live Site Timings:	1930hrs – 0120hrs
Performance Timings:	2100hrs – 0020hrs
Event Theme:	Let's Do London
Event Format:	Broadcast focused stage show
Events Content:	Live music, dance, West End shows – showcasing London talent
Capacity:	Ticketed: <b>6514 (TBC) / Press: 40 / VIP:100</b>
Event Entry:	Ticketed via public ballot (to include 1,000 key workers)
Public Concessions:	Drinks and food concessions (including alcohol)
Road Closure:	Pall Mall East (1130hrs – 31 <sup>st</sup> Dec to 0500hrs 1 <sup>st</sup> Jan 2022)

### 1.2 General Event Notes

Following the impact of the COVID-19 pandemic, New Year's Eve (NYE) 2020 moved away from the usual public ticketed fireworks display, and instead was delivered by a broadcast-only pyrotechnic, light and drone show in a multitude of locations across London. The NYE celebrations were seen by over 50 million people globally.

Due to the uncertainty caused by the Covid-19 pandemic, planning for a large-scale public event on the banks of the Thames for New Year's Eve 2021 remained challenging, due to the planning timelines for such a large-scale public event. As such, to date our planning for this year's event has continued with a broadcast-only focus.

However, as Covid-19 restrictions eased over the summer, seeing a return of people to London and the return of venue-based events, has meant that public expectation around live events has shifted significantly. Additionally, the impetus is around maintaining the momentum in boosting confidence and encouraging visitors back to central London and showcasing the city's cultural prowess – which can be seen through the Mayor's Let's Do London campaign.

To support this, we want to deliver an audience-based event on New Year's Eve, which will sit alongside our Let's Do London campaign, and complement the broadcast show, optimising the global media coverage achieved through the New Year's Eve show.

1.3 Key Contacts and Suppliers

Management Team:

Name	Role	Responsibility	Contact
██████████	Event Director	Overall responsibility	██████████
██████████	Group Account Director	Client Liaison	██████████
██████████	Project Manager	Project Administration	██████████
██████████	Lead Producer	Site Delivery & Supplier Management	██████████
██████████	Head of Design	Branding & Design	██████████
██████████	Production Director	FOH Services	██████████
██████████	Production Director	BOH Technical	██████████
██████████	Production Director	Main Stage Technical	██████████

Contractors:

Suppliers				
Organisation	Contact	Service	Contact details	Notes
Logical Safety Solutions	██████████	H&S	██████████	
ShowSec	██████████	Onsite security and crowd management	██████████	
Delta Sound	██████████	Audio Systems and show comms	██████████	
TSL	██████████	Lighting	██████████	
ADI UK	██████████	Camera & Video	██████████	
Star Events	██████████	Staging / Gantries	██████████	
Entertée	██████████	Fencing	██████████	
Powerline	██████████	Power	██████████	
RHM Event Graphics	██████████	Printing & Signage	██████████	
Crewsaders	██████████	Local Crew	██████████	
PTL	██████████	Toilets	██████████	
Event FX	██████	Pyros	██████████	
Team PR	██████████	Media Management	██████████	
Casablanca	████	Marquee / Tents	████	
Noba	██████████	CCTV and IT	██████████	
Mobiloo	██████████	Disabled Toilets	██████████	
Location Medical	██████████	Onsite First Aiders	██████████	
Underbelly	██████████	F&B Concessions	██████████	
Vanguardia	██████████	Noise Management	████	
Veolia	██████████	Square Cleaning	██████████	

Local Agencies: TO BE UPDATED WITH ROLES

Authorities		
Organisation	Contact	
GLA	[REDACTED]	
Westminster City Council City Promotions, Events & Filming	[REDACTED]	
Westminster City Council Environmental Health	[REDACTED]	
Metropolitan Police Service (MPS)	[REDACTED]	
London Fire and Emergency Planning Authority	[REDACTED]	
London Ambulance Service NHS Trust	[REDACTED]	
TfL	[REDACTED]	

#### 1.4 Covid Statement

Please refer to the ESP in appendix 12 for full details.

#### 1.5 Local Community and Stakeholder Engagement

As part of the planning process, the GLA and HEART Productions will engage with local businesses and residents who may be affected by activities proposed for the Trafalgar Square NYE Event. Our engagement includes, but is not limited to:

- Direct engagement with local residents, neighbours and property managers and local stockholder groups.
- Virtual consultation with TS and LS local residents, neighbours and property managers and local stockholder groups to present event plans and event impact mitigation.
- Continued consultation and liaison with blue light services, public transport providers and local authority representatives.
- Publicly displayed and advertised notices of licensing proposals and event site planning and timings.
- Attendance at coordinated regular meetings of the Licencing, Operational and Safety Planning Group (LOSPG).
- Dedicated event phone line and email for live event period.
- Consultation of local residents, neighbours, property managers and local stockholder groups contacts list for live event to ensure timely escalation communications during live operations
- Information letter drops to of local residents, neighbours, property managers and local stockholder groups.

1.6 Documentation

As part of this Event Management Plan (EMP), the following plans will be incorporated as part of the ongoing planning of the event. The following table outlines how these plans will be included and their current versions. All plans will be developed as the result of multi-agency liaison meetings throughout the planning process and will be subject to scrutiny by the LOSPG Group.

Plan	Location	Version	Notes
Covid-19 Statement	ESP	V1	Logical Safety
Access Management Plan	Appendix 1	Outstanding	HEART
At A Glance Schedule	EMP	V1	HEART
Production Schedule	EMP	V1	HEART
Event Licencing	Appendix 6	Outstanding	WCC / GLA
Fire Safety Plan	Appendix 5	Outstanding	SE Fire Safety
Alcohol Management Plan	Appendix 3	V1 (needs updating NYE)	Underbelly EMP
Cancellation Policy	EMP	V1	HEART/GLA
CCTV Plan	EMP	V1	HEART
Vulnerable Adults Policy	EMP/ESP	V1	HEART
Communications Plan (Pre Event)	Appendix 7	Outstanding	GLA
ELT and Communications Plan (Live Show)	Appendix 11	Outstanding	HEART
Security and Stewarding Operations Plan	Appendix 13	V1	Showsec
Egress Management Plan	EMP	Part Outstanding	HEART / LS / SS
Event Control Statement of Intent	ESP	V1	Logical Safety
Event Medical Plan	Appendix 8	Outstanding	Location Medical
Event Safety Plan	Appendix 12	V1	Logical Safety
Ingress Management Plan	EMP/ESP	Outstanding	HEART / SS
Lighting Plan	EMP	Outstanding	TSL
Noise Management Plan	Appendix 9	Outstanding	Vanguardia
Public Liability Insurance	Appendix 2	V1	HEART
Site Plans	EMP	V1	HEART
Sustainability Statement	EMP	V1	HEART
Terms and Conditions of Entry	EMP	V1	HEART
Ticketing Management	EMP	V1	HEART
Food Trader Management Plan	Appendix 3	V1 (needs updating NYE)	Underbelly EMP
Traffic Management Plan	Appendix 4	Outstanding	Simon Green
Transport Assessment	EMP	V1 –Update outstanding	HEART
Waste Management Plan	Appendix 10	Outstanding	Veolia
Welfare	EMP	V1	HEART
Accreditation Plan	EMP	Outstanding	HEART
Emergency Evacuation Procedures	EMP/ESP	Outstanding	Logical Safety
Sustainability Action Plan	EMP/Appendix 14	V1	HEART
CDM Management	EMP	V1	HEART
Production Schedule	EMP	V1	HEART

### 1.7 Event Day and Build Days

Build Days: 30<sup>th</sup> – 31<sup>st</sup> December 2021 (2 day)  
 Event: 31<sup>st</sup> December 2021 – 1<sup>st</sup> January 2022  
 Dismantle: 1<sup>st</sup> January 2022

NOTE: Contingency build/dismantle days may be required should stage specification change due to artist requirements and ongoing review of stage content.

### 1.8 Stage Content

The below is an example stage schedule which will be updated as artists are secured.

In time	Duration	Out time	
19:30	00:45	20:45	Soft Doors / Background DJ
20:45	00:15	21:00	DJ / Warm Up Act
21:00	00:25	21:25	Stage Show
21:25	00:05	21:30	Stage break / DJ
21:30	00:45	22:00	Music Act
22:00	00:30	22:30	Dance Act
22:30	00:45	23:15	DJ
23:15	00:45	23:55	Final Act
00:00	00:05	00:05	DJ / NYE Moment
00:05	00:10	00:15	NYE Celebrations

1.9 Summary of Site Occupancy.

Production Schedule							
Thursday 30th December 2021 09:00 - Friday 31st December 2021 - 17:30							
Start Time	End Time	Build Day 1	Responsible	Where	Plant	Notes	
06:30		Site inspection with guardians				Whole site inspection with guardians	
09:00		Phase 1 Lockdown				Access for stage build only, north side of MC inside the D-ring	
09:00	Throughout	HEART advance team arrival	HEART	D-ring			
09:00	Throughout	Security on site	Show Sec	D-ring			Security on site for 09:00 start for 1st phase build
09:00	Throughout	Phase 1 Security Shutdown - D-ring	Show Sec	D-ring			
09:00		Delivery & commence build: Barriers & fencing	Entelias	D-ring			Phase 1
09:30		Workout stage position	Barlow	D-ring			
09:30	13:00	Delivery & commence build: Stage	Steebeck	D-ring			1st Delivery and initial build
12:00		Phase 2 Lockdown					
12:00	13:00	Onsite: Stage 2 security	Show Sec	Main square			TBC
12:00		Delivery & commence build: Barriers & fencing	Entelias	Main square			Phase 2
13:00	Throughout	Onsite: MacBook	LMS	Main square			
13:00	15:00	Delivery & commence build: Stage	Steebeck	Main square			Full Delivery and build continues
15:00	17:00	Delivery: Lighting & Rigging equipment	TS	Main square			
15:00	17:00	Delivery: Sound equipment	Deolive	Main square			Main stage audio only
16:30	Throughout	Delivery & commence build: Power	Power Line	Main square			Generator truck, tower light, cable ramp & power distribution
18:00	03:00	Delivery & commence build: fencing & pit barriers	Entelias	Main square			Hera's & pit barrier rail of site
18:00	20:00	Delivery & commence build: Marquee - BOH	Caublanco	Main square			Production & BOH fit
19:30	04:30	Onsite: Local crew for 10 hours	Showforce	Main square			Crew sat 1
20:00		Complete & offsite: Marquee - phase 1	Caublanco	Main square			
20:00	03:00	Continue build: Lighting FOH position	TS	Main square			Build backstage & FOH fit
20:30	03:00	Delivery & commence build: Barriers & fencing	Entelias	Main square			BOH and FOH MOJO (barrier within phase 2 contour)
21:30	-	Delivery: Production items	HEART / Linked Couriers	Main square			Production kits, spill kits, etc
21:30	03:00	Continue build: Sound FOH position	Deolive	Main square			
23:30	03:00	Lighting focus	TS	Main square			
00:30	01:30	Delivery & commence build: LED screen & video	ADJ	Main square			1 x screen trucks, 1 x PPU, Tractors exit after delivery
01:30	02:00	Delivery & commence build: Graphics	EMJ	Main square			
Friday 31st December 2021 12:00 - 20:30							
Start Time	End Time	Build Continued	Responsible	Where	Plant	Notes	
01:30		Complete & offsite: LED screen & video	ADJ	Main square			
03:00		Complete & offsite: Barriers & fencing	Entelias	Main square			
04:00		Complete & offsite: Graphics	RHM	Main square			
06:00		Complete & offsite: Lighting	TS	Main square			
06:00		Complete & offsite: Sound	Deolive	Main square			
06:00	11:00	Delivery & commence build: Tablets	PFL	Main square			
06:30		Complete & offsite: Local crew	Crewsquad	Main square			Crew 1 complete
11:00	18:30	New team on site: HEART Productions	HEART	Main square			
11:00	22:00	Onsite: Local crew for 11 hours	HEART	Main square			
11:00	12:00	Delivery & install: Pre rehearsals	SFS	Main square			Crew sat 2
11:30		Phase 3 Lockdown - implement traffic management plan					
11:30	02:00	Final barriers install	TBC	Full Main East			
11:30	15:00	Delivery & install: Marquee - phase 2	Caublanco	Full Main East			Cred's & insurance checked, position provided
11:30	15:00	Delivery & install: Sponsor stand holders	HEART	Full Main East			Cred's & insurance checked, position provided
11:30	15:00	Delivery & install: Catering stall holders	HEART	Full Main East			Cred's & insurance checked, position provided
11:30	15:00	Delivery & install: Community stall holders	HEART	Full Main East			Cred's & insurance checked, position provided
14:00		Onsite: Table staff	TBC	Main square			1 attendant, remaining both positions
14:00		Onsite: Radio coms staff	Deolive	Main square			
15:00		Onsite: Video staff	ADJ	Main square			Camera crew & camera crew
14:00		Onsite: Lighting staff	TS	Main square			Commence sound checks
14:30	16:00	Technical stage rehearsal & sound checks	ADJ	Main square			Pit & camera checks
16:00	18:00	Increase in staff: Security	Show Sec	Main square			
16:00	18:00	Increase in staff: Medical	LMS	Main square			
16:00	19:00	Live rehearsal window	ALL	Main stage			
19:00	19:30	Formal site inspections & safety walk	ITT	Main square			
18:00		Phase 4 Lockdown - final show lockdown & site ready					
Friday 31st December 2021 - 18:30 - Saturday 1st January 2022 - 00:30							
Start Time	End Time	Live Day 1	Responsible	Where	Plant	Notes	
18:30	20:45	Soft drink / B1	ADJ				
20:45	21:00	DJ / Warm up		Main stage			
21:00	21:05	Act 1 - Stage show		Main stage			
21:30	22:00	Act 2 - Music act		Main stage			
22:00	22:30	Act 3 - Dance act		Main stage			
22:30	23:15	Act 4 - DJ		Main stage			
23:15	00:00	Act 5 - headline		Main stage			
00:00	00:05	NYE Moment		Main stage			
00:05	00:15	NYE Songs		Main stage			
00:15	00:30	Crew		Main square			
00:30		Final Crew		Main square			
Saturday 1st Jan 2022 01:30							
Start Time	End Time	Responsible	Where	Plant	Notes		
01:30	02:00	ALL	Main square				
02:00	03:00	Dismantle, collect & offsite: LED screen	ADJ	Main square			
02:00	12:00	Collection & offsite: Lighting	TS	Main square			
02:00	12:00	Collection & offsite: Sound	Deolive	Main square			
02:00	12:00	Dismantle, collect & offsite: Stage	ADJ	Main square			
04:00	12:00	Dismantle & leave site: Sponsor stand holders	Underbelly	Main square			
04:00	12:00	Dismantle & leave site: Catering stall holders	Underbelly	Full Main East			
04:00	12:00	Dismantle & leave site: Community stall holders	Underbelly	Full Main East			
04:00	12:00	Dismantle, collect & offsite: Tablets	PFL	Main square			
04:00	14:00	Dismantle, collect & offsite: Marquee	Caublanco	Main square			
04:00	12:00	Dismantle, collect & offsite: Power	Power Line	Main square			Generator truck, cable mini & distro
12:00	18:00	Dismantle, collect & offsite: Barriers & fencing	Entelias	Main square			
18:00	18:30	Strike complete & walkround	ALL	Main square			
18:00	18:30	Offsite: HEART Productions	HEART	Main square			Site cleaned & returned to TSQ

## **2. EVENT AND SITE DESIGN**

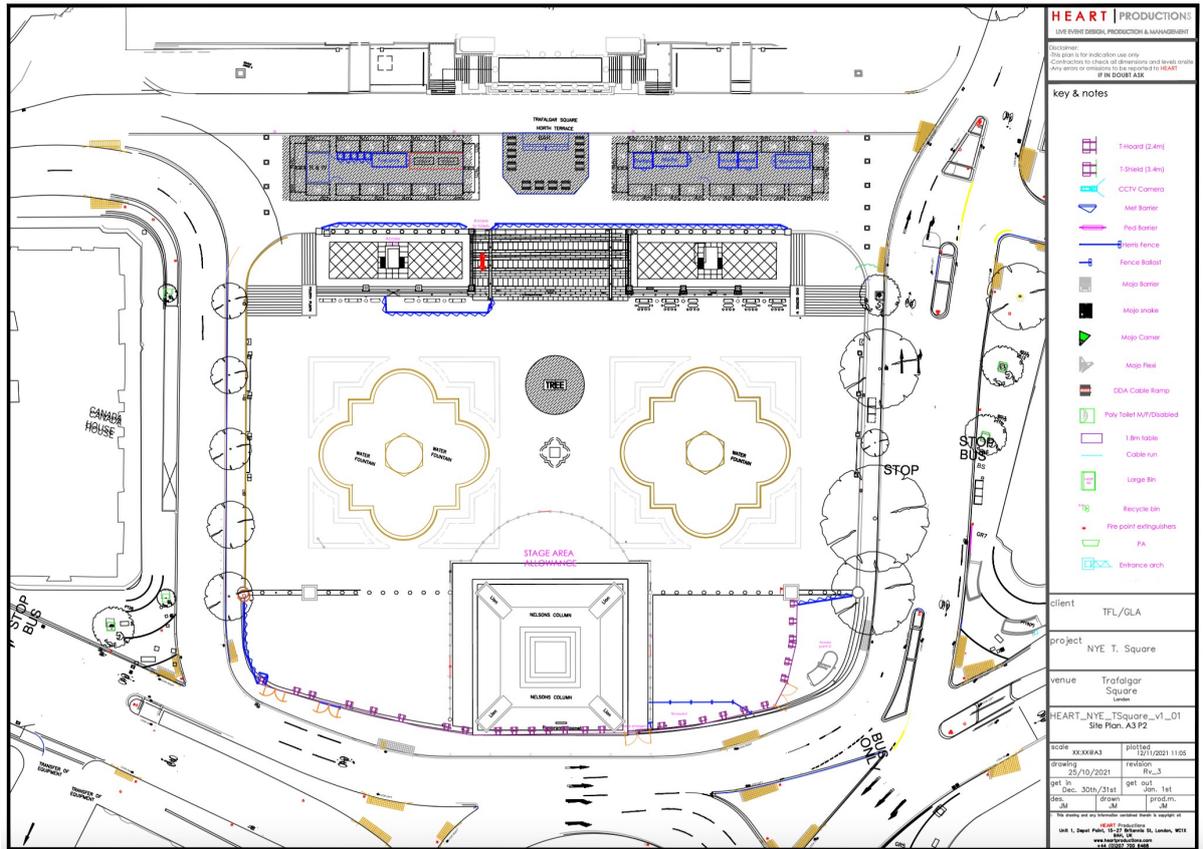
### **2.1 Design Approach Requirements**

The site has been designed to host a broadcast stage show with global press (40 PAX) and public (6514 PAX) attendance. The event will incorporate a NYE celebration “moment” at midnight to celebrate NYE. The event site and footprint has been designed to incorporate an existing “Christmas Fair” (North Terrace) and “Christmas Tree” (Main Square) installations in situ during the proposed event. The overall design will be in consideration to the access requirements and limitations for the public, ensuring a high level of planning consideration towards emergency and evacuation procedures ensuring safe evacuation of the site should it be required.

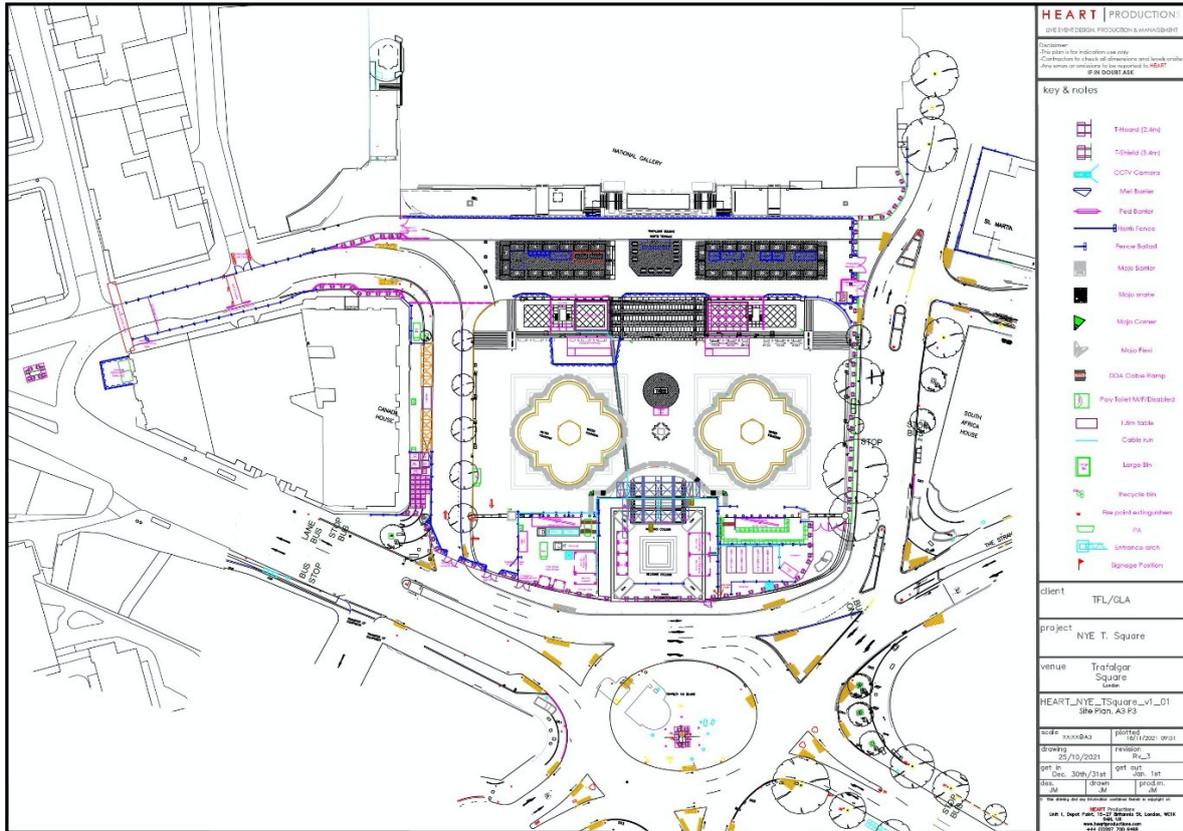
- Where reasonably practicable, the planning and organising of this event and the standards for the provision of services are in accordance with the Event Safety Guide (commonly known as the purple guide), the Construction (Design and Management) Regulations 2015, and the Health and Safety at Work Act 1974, but emphasising the 1999 Health and Safety at Work Regulations which place duties upon employers, self- employed persons to undertake health and safety risk assessments, identify control measures, inform others and coordinate communication of those issues.
- Additionally, the GLA requires all of their projects and events to meet all current Mayor of London policies.
- All plans and designs are subject to continued planning and ongoing discussions with WCC, TfL and the MPS and may be subject to change.



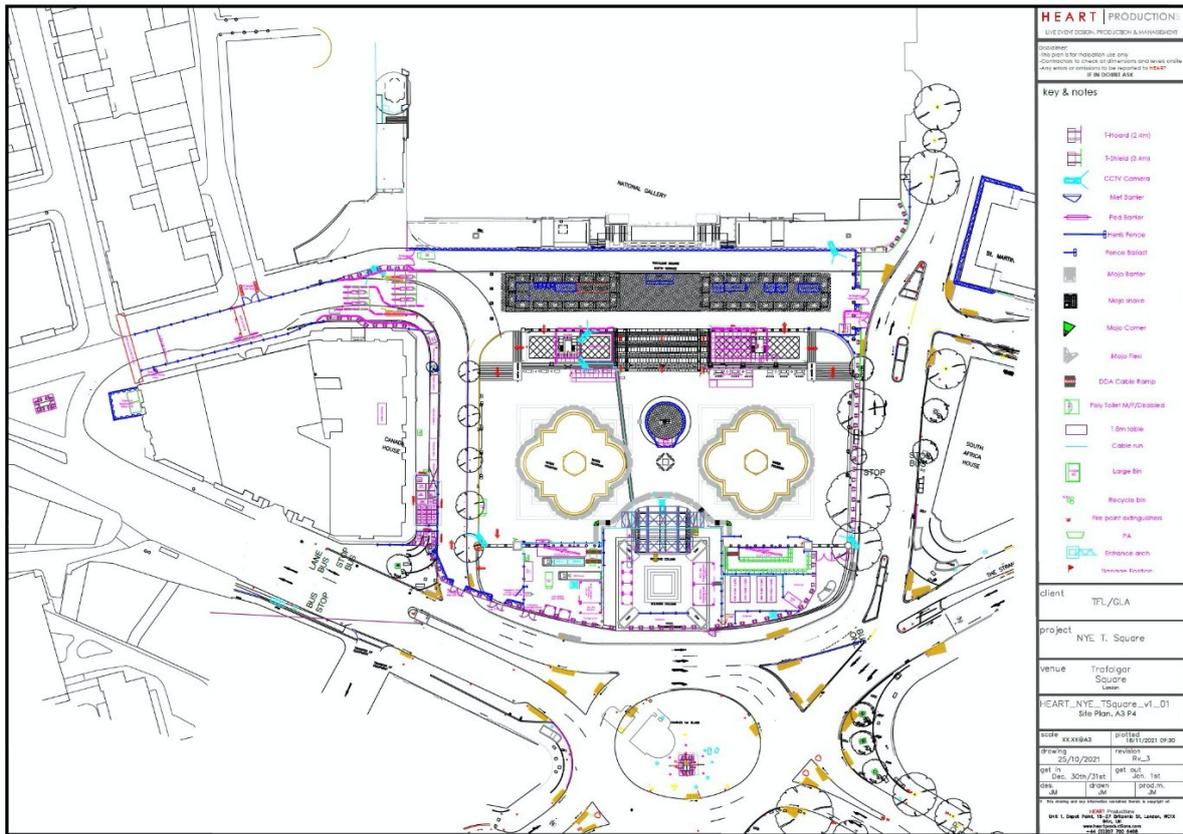
- Build phase 2: 30<sup>th</sup> December 2021 (1200hrs – 1130hrs)



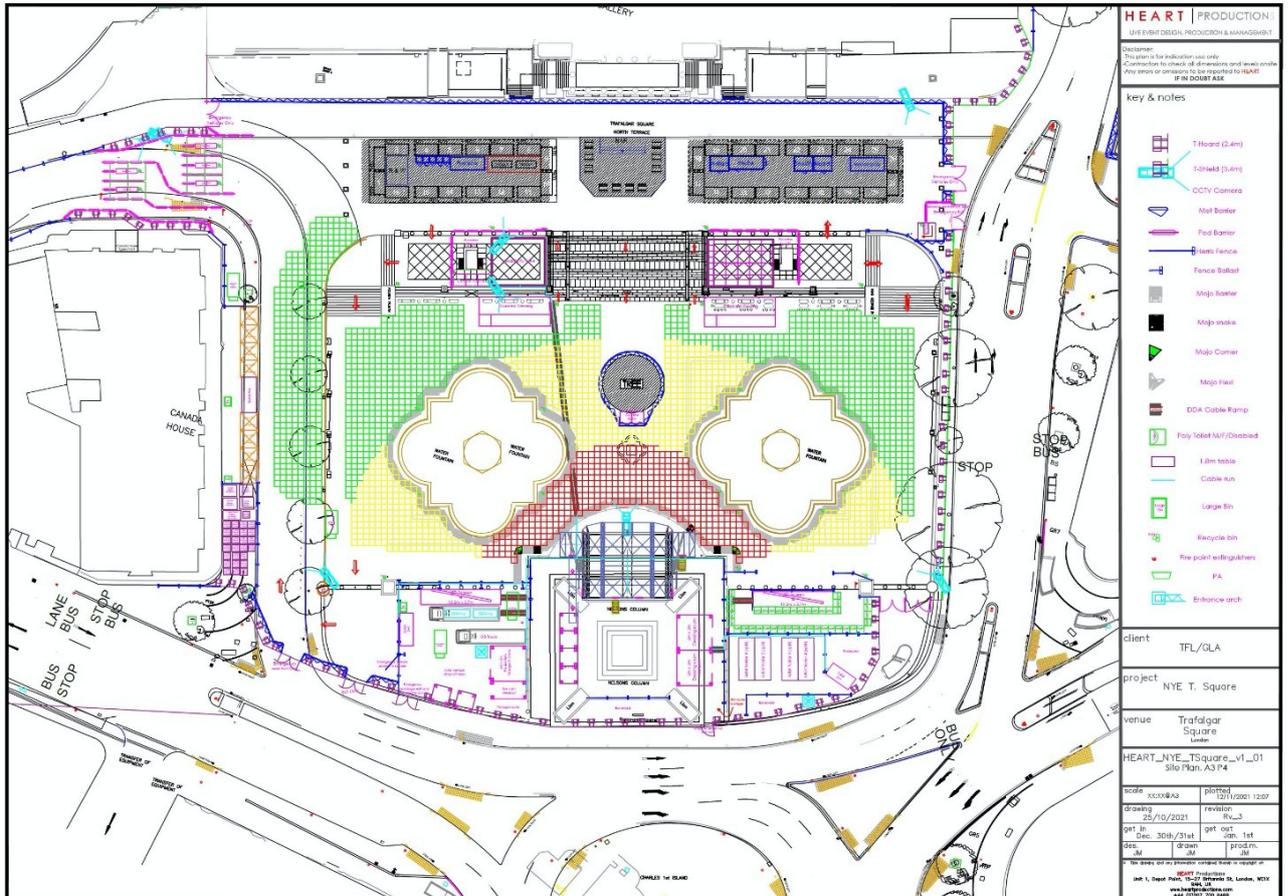
- Build phase 3: 31<sup>st</sup> December 2021 (1130hrs – 0400hrs)



2.3 Live Operation Site Design



2.4 PAX Site Calculations



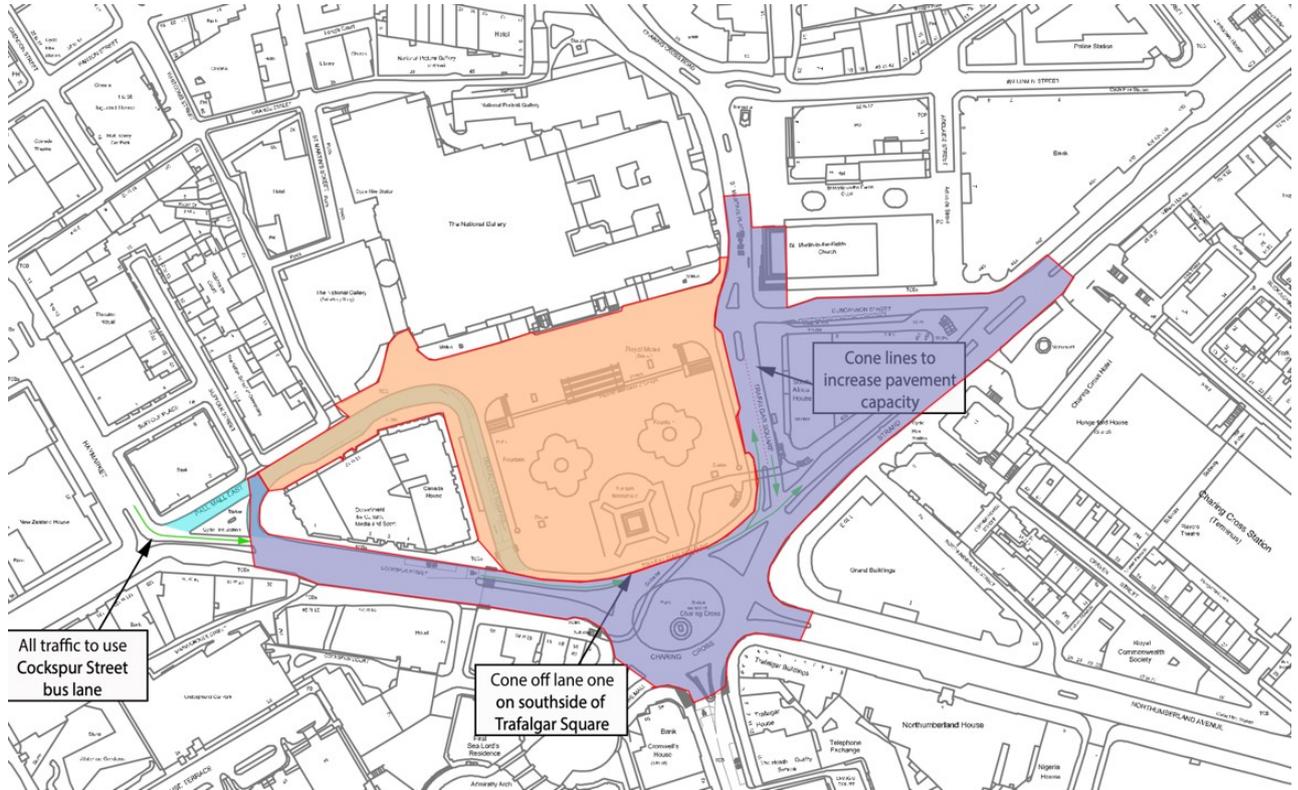
Options for review:

Option 1 –  
Red = 4p/m  
Yellow = 3p/m  
Green = 2p/m  
Total PAX = 6512

Option 2 –  
Red = 3.5p/m  
Yellow = 3p/m  
Green = 2p/m  
Total PAX = 6318

Option 3 –  
Yellow = 3p/m  
Green = 2p/m  
Total PAX = 6151

**2.5 Event Impact Zone**

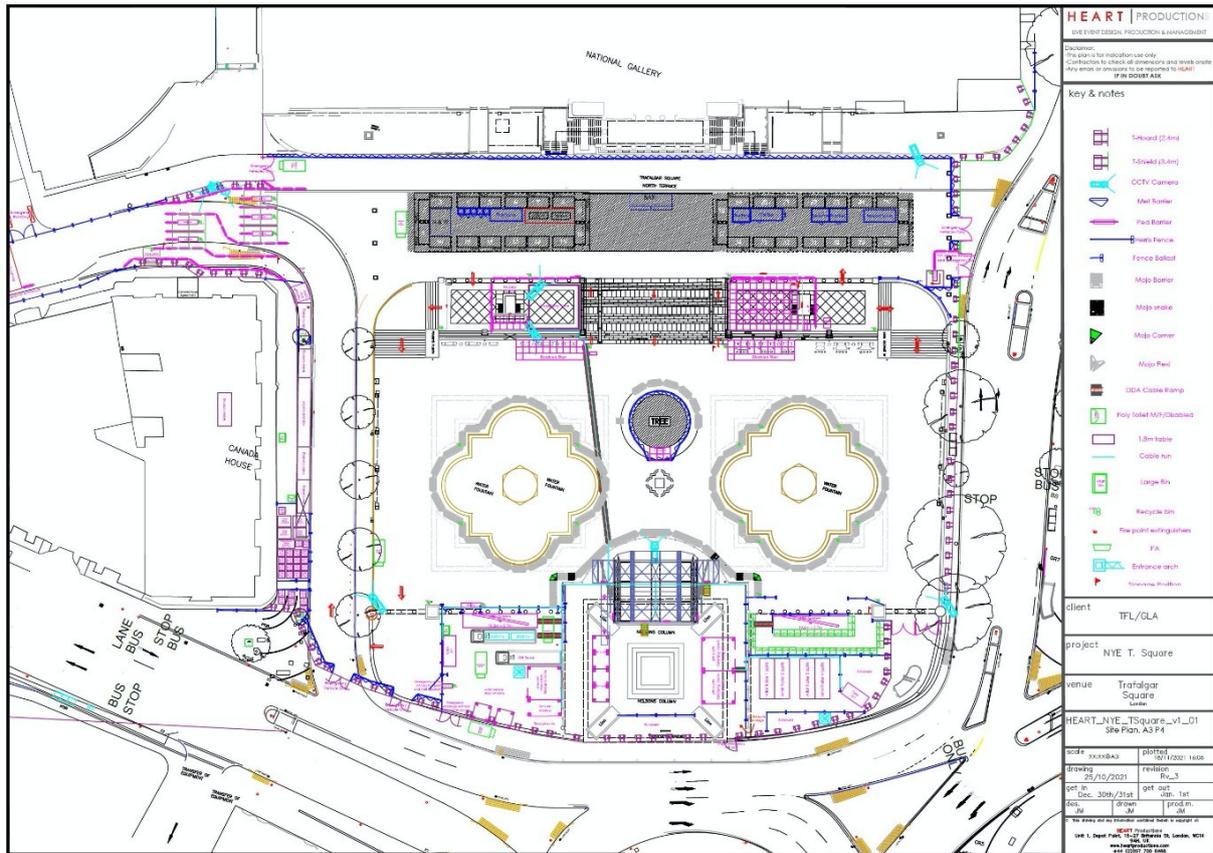


- Orange:** Event Zone: Responsibility of Event Organiser
- Purple:** Grey Zone: Shared Responsibility Event Organiser / Local Agencies

## 2.6 Statement of Intent

This Statement of Intent sets out the duties and the areas of responsibility agreed by HEART Productions (event organiser) and all local agencies / stakeholders (for example MPS, WCC etc.)

2.7 CCTV and Electrical Distribution Plan



Key Distribution Areas:

- 2x 40C ADI screens @ 63A 3Phase
- PPU @ 32A Single
- Stage Set @ 63A 3Phase
- Toilets (2+1 and 3+1) @ 16A single
- Stage Lighting @ 2x 32A 3Phase
- Production/artist cabins @ 5x 32A single
- Show sound @ 63A 3Phase

## 2.8 Signage Plan

## 2.9 Perimeter Fencing

The site will be secured by a solid hoarding fence line of metal construction, otherwise known as 'T-hoard', that will be erected at a minimum of 2.4m in height. Please note, and in direct reference to past sightline issues, a 3.6m T-shield has been specified for the east side of the square to further reduce sightlines on Charing Cross Road / Morley's Hill. The primary function of using this product is to protect the site from access by climbing, however, it also has the secondary benefit of partially or obstructing the view of the main stage and relay screens from outside the site, preventing crowds from gathering to the exterior of the event. Please note pedestrian barriers will be used to ensure attendees within the event zone are kept a safe distance from the outrigging and ballets of the T-hoard solution ensuring no trip hazards.

There will be two pedestrian entrance gates:

1. A high-capacity general admissions entrance is located at the north-west corner. This entrance is sectioned off from public areas by both 'T-hoard' and scrimmed 'Heras' panels with admission security check lanes facilitated by lines of "Ped" barrier. Once the event concludes, this gate will become the main exit gate for egress (all security check lanes to be removed).
2. A low-capacity VIP and Press entrance located at the north-east corner of the site to facilitate accreditation and security checks on ingress. Once the event concludes, these gates will become a contingency / emergency exit gates for egress.

There will be two dedicated exit gates, one at the south-west corner and one at the south-east corner, available for contingency/emergency egress.

\*Please see supplier appendix for detailed specification and calculations for each barrier specified above.

## 2.10 Site Power and Distribution

Temporary power, by way of generators, and house power will be used to service the site. Enough redundancy will exist in the temporary power provision to provide back-up should an individual generator fail.

All temporary power supplied by fuel burning generator will be suitable for use under current emissions standards and legislation. In coordination with the GLA as far as reasonably practicable, generators will comply with the same emission standards under the Non-Road Mobile Machinery (NRMM) Regulations.

Power will be distributed around site via the use of compliant low profile cable ramps (Ramp spec: 5 Channel General Purpose Ramp GD5X125-ADA)

2.11 Temporary Structures and Cabins

Structure Name	Structure Type	Dimensions	Finish	Position
Medical	Marquee	3mx6m	4 sided white	Production
BoH Small 1	Marquee	3mx3m	4 sided white	Production
BoH Small 2	Marquee	3mx3m	4 sided white	Production
Production & Comms	Marquee	6mx6m	4 sided white	Production
BOH Medium 1	Marquee	3mx6m	4 sided white	Back stage left / nelsons column
BOH Medium 2	Marquee	3mx6m	4 sided white	Back stage left / nelsons column
Medical BoH	Marquee	3mx6m	4 sided white	Back stage right / nelsons column
Dressing room 1	Marquee	6mx6m	4 sided white	Artist Area
Dressing room 2	Marquee	6mx6m	4 sided white	Artist Area
Catering 1	Trailer / catering unit	fbc		In front of Canada House
Catering 2	Trailer / catering unit	fbc		In front of Canada House
Catering 3	Trailer / catering unit	fbc		In front of Canada House
Catering 4	Trailer / catering unit	fbc		In front of Canada House
Control Tent	Marquee	3mx6m		
VIP TENT	Marquee	8mx8m		TBC
Bag Check 1	Marquee	3mx6m		General Entry-Pall Mall East
Bag Check 2	Marquee	3mx6m		General Entry-Pall Mall East
Bag Check 3	Marquee	3mx6m		General Entry-Pall Mall East
Bag Check 4	Marquee	3mx6m		General Entry-Pall Mall East
Bag Check 5	Marquee	3mx6m		General Entry-Pall Mall East
Ticket Info & Dis. Entry	Marquee	3mx3m		General Entry-Pall Mall East
FoH Welfare/Lost Property	Marquee	3mx3m		NorthWest-Pall Mall East
VIP BAG CHECK	Marquee	3mx3m		VIP / Media entry. East side north terrace
Artist Dressing Room 1	Cabin TBC	3mx10m		Artist Area
Artist Dressing Room 2	Cabin TBC	3mx10m		Artist Area
Artist Dressing Room 3	Cabin TBC	3mx10m		Artist Area
Artist Dressing Room 4	Cabin TBC	3mx10m		Artist Area
Trailer Bar	Trailer / catering unit	6mx2.5m		In front of Canada House
Control Riser	Steel Deck	2mx6mx0.5m	Railing Perimeter	stage side of NW lift
Media Riser 1	Steel Deck	8mx10mx1.2m	Railing Perimeter, treads down one side	NE side of Main staircase
Disabled viewing platform 1	Steel Deck	12mx5mx0.8m	2mx2m landing with 10mx2m ramp 1:12 disabled	East and stage side of main stair
Disabled viewing platform 3	Steel Deck	12mx5mx0.8m	2mx2m landing with 10mx2m ramp 1:12 disabled	West and stage side of main stair
Camera Riser	Steel Deck	2mx4m	with railing and media only treads	Stage side of christmas tree
Main Stage	Mobile Stage	12mx22m	<a href="https://www.evolutionstagehire.co.uk/smart-stage-180/">https://www.evolutionstagehire.co.uk/smart-stage-180/</a>	North side of nelsons column. Centred to Sq
PA Tower 1	Truss	fbc		stage left
PA Tower 2	Truss	fbc		Stage right
Big Screen 1	ADI 40C Screen	10.2mx5.7m		Production BOH Stage left
Big Screen 2	ADI 40C Screen	10.2mx5.7m		in front of toilets stage right
Lighting Tower 1	Generator Tower	fbc		BoH compound
Lighting Tower 2	Generator Tower	fbc		BoH compound
Lighting Tower 3	Generator Tower	fbc		BoH compound
Lighting Tower 4	Generator Tower	fbc		BoH compound
OB Truck	Vehicle	fbc		BoH compound
Generator Truck	Vehicle	fbc		BoH compound
OB Sprinter	Vehicle	fbc		BoH compound
Ambulance Vehicle	Vehicle	fbc		BoH compound
Stillage Storage	Stacked Stillages	fbc		SouthWest-Pall Mall East
Arch Scanner	Custom	fbc		NorthWest-Pall Mall East
Steward Registration	Marquee	3m x 6m		NorthWest-Pall Mall East
HVM	HVM	fbc		Various

## 2.12 Structural Safety

A Section 30 application will be made to Westminster City Council in the event structures are required for use on the site.

Risk Assessments and Method Statements (RAMS) from each contractor will be signed off by the Site Manager. A structural engineer may also review and sign off the RAMS if required.

The Site Manager will ensure each structure is installed as per the RAMS and sign off will be certified by the contractor installing the structures.

Suppliers will be required to provide, in a timely manner, full structural drawings and supporting calculations to allow for suitable scrutiny prior to construction.

An extreme weather management plan, including the rated wind speed for all structures on site, will be appended to this document.

Please see ESP appendix 12 for full details

## 2.13 Broadcast Cameras and Relay Screens

Two mobile trailer screens will provide live footage and messaging to the event attendees and located on either side of the main stage. The screens are approx. 10.2 x 5.7m and a detailed specification can be found in the supplier appendix.

A wired 3 camera set up and jib has been specified to deliver stage content to the two relay screens and is controlled by the OB facility located with the backstage production area. The camera locations are as follows:

1. Jib: Front of stage within controlled FOH Mojo Barrier (public exclusion zone)
2. Wired Camera: On-stage (public exclusion zone)
3. Wired Camera: On riser in front of Christmas Tree within controlled barriers (public exclusion zone)
4. RF Camera: Operating in both public and BOH areas

## 2.14 Sound

A 'line array' loudspeaker PA system has been specified and rigged to a 'Smartmast' tower system located stage left and right of the performance area. The PA system will be used for all screened content, live entertainment (if included), and general and emergency announcements.

The orientation and design will ensure sound bleed is controlled and kept to a minimum to reduce the impact to local businesses and residents

## 2.15 Lighting

Site lighting will consist of locally powered tower lights and existing street lighting. These can be seen on the site plan.

Theatrical and intelligent lighting will be situated on the main stage with a small volume of units rigged onto the sound 'Smartmast' towers located on stage left and right. Care will be taken to ensure that

light bleed from these sources is kept to a minimum to reduce the impact to local businesses and residents.

#### 2.16 Site CCTV

A bespoke CCTV system has been specified to view pre agreed areas within the event zone. The system utilises x25 PTZ cameras and the full spec can be found within the site plan section within the EMP.

CCTV signage plan to be added once finalised

#### 2.17 Pyrotechnics

The use of pyrotechnics is TBC

#### 2.18 Toilet and Welfare Facilities

- Portable Toilets
  - 32x female units
  - 6x male units
  - 5x 4-bay urinals
  - 5x disabled units
- Public Toilets – Male
  - 8x urinals
  - 3x cubicles
  - 1x disabled toilet
- Public Toilets – Female
  - 9x cubicles
  - 1x disabled toilet

Toilet Quantities have been calculated using the following based on the purple guide:

- Portable Toilets – Attendee male to female split 50% - 50%
  - 1x unit per 100 females
  - 1x unit per 500 males
  - 1x urinal per 150 males
- Public Toilets capacity
  - Male urinals capacity per hour based on 2 minutes per male and male cubicles based on 4 minutes per male. Total 660 males per hour (with additional 50 males upper limit = 710 males per hour).
  - Female cubicles capacity per hour based on 5 minutes per female. Total 540 females per hour (with additional 50 females upper limit = 590 females per hour)
  - Total of 1200 members of the public per hour excluding disabled toilets (with upper limit of 1300 per hour) can be managed at maximum capacity and is dependent on all facilities being in good working order.

#### 2.19 Branding and Signage

A detailed signage plan is being developed in partnership with the GLA (please refer to signage location plan).

## 2.20 Existing Christmas Fair & Exclusive F&B NYE Provision (Underbelly)

Please find attached the full EMP (to be updated for NYE) for the catering and bar provisions under Appendix 3

- Food Safety Overview

All food concessions will be required to comply with relevant legislation to ensure that high standards of food safety are achieved on site.

The organisers will ensure that supporting documentation is supplied in a timely manner to the local authority, to allow it to be scrutinized in advance of the event. This includes:

- Evidence of Registration as a Food Business
- Public Liability Insurance
- Employers Liability Insurance
- Site Specific Risk Assessment / Method Statements or Fire Risk Assessment
- HACCP – Hazard Analysis
- Hygiene Certificates for staff
- Evidence of safety for Gas installations (e.g. Corgi certification)
- Evidence of safety for Electrical equipment (e.g. PAT tests)

Furthermore, the organisers will provide their own inspections of food concessions prior to opening. Further information can be found in the Food Trader Plan within the Underbelly EMP in Appendix 3

- Alcohol Management Overview

The GLA has applied for a premises licence to cover the sale of alcohol at the event during the Live period. Any supply of alcohol will fall under the confines of the premises licence granted by Westminster City Council.

The contracted operator has nominated a representative Underbelly as the Designated Premises Supervisor (DPS) for the event.

Key points of the Underbelly alcohol management plan are:

- Underbelly operates 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 the bar.
- All staff will undertake a minimum 2 hours licensing and responsible alcohol service training.
- Alcohol sold stall will be for consumption within event area, within which customers must consume their purchase and must not leave the event site without disposing of their glass or cup. SIA security staff will be onsite at all operational hours and will be deployed as necessary to ensure adherence to this policy. Drinks will be served in plastic or paper cups.
- No happy hours or time limited price promotions will be run.
- No quantity-based price promotions will be run (e.g. no buy one, get one free offers).
- All ABVs and prices will be clearly displayed.
- Free drinking water will be readily available.

- There will be 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 on site.
- Last orders will be called 30 minutes (2330hrs) prior to the closing of the bar, with last service 15 minutes (2345hrs) prior to closing time.
- Capacities will be carefully monitored and managed by the site manager.
- Compliance with Licensing Objectives.
- No alcohol will be served when the DPS or nominated representative is not present.
- All staff serving alcohol must be aged 18 or over and must have had a specific briefing on their responsibilities including specific welfare training such as "Ask For Angela". A staffing log will be maintained.
- A log of refusals will be maintained at each alcohol service point.

Further information can be found in the Alcohol Management Plan located in the Underbelly EMP in Appendix 3

#### 2.21 VIP Reception (location tbc)

Details for this provision are currently being agreed

#### 2.22 Waste management Plan Overview

The GLA, HEART and associated event partners are committed to reducing the waste generated during the event.

This will include limiting the amount of any waste during the build and derig of the event, as well as the requirement for all food and beverage operators to use environmentally friendly, and where reasonably practicable, reusable packaging.

The toilets will be cleaned and maintained throughout the evening from the service provider ensuring the site is clean and tidy throughout the show.

Veolia, WCC's refuse contractor, will be contracted to manage the handling of litter picking onsite and around the perimeter of the site.

Veolia, WCC's refuse contractor will be contracted to collect waste from the site during their existing hours of service

All waste will be sorted and processed accordingly off site by Veolia, WCC's refuse contractor North Terrace and Pall Mall Cleansing to be inserted

Please see appendix 10

#### 2.23 Fire Safety Overview

A comprehensive Fire Safety Plan and Fire Risk Assessments for the event will be produced and the findings will be implemented on site.

This includes:

- Provision of sufficient appropriate fire suppression equipment on site.
- Provision of sufficient, well signed, and viable emergency exits to facilitate an evacuation of the entire site or any area or structure within it.

- Appropriate management controls to ensure that fire risk is mitigated, including: Management of contractors and suppliers
- Management of catering concessions
- Suitable treatment of scenic elements
- Implementation of the waste management plan to prevent build-up of combustible materials
- Management of LPG installations
- Management of special effects
- On-going assessment and management of key risks outlined in the Fire Risk Assessment

The organisers undertake to liaise with the London Fire Brigade during the planning process and to implement their recommendations.

Please see Fire Safety Plan in appendix 5

## 2.24 Adverse Weather Conditions

Provide a thermometer to check and record the temperature at periodic intervals during the day. With this provide ice clearing chemicals or salts across the square to reduce the potential hazard from slipping.

If at anytime the temperature on Trafalgar Square falls below 3°C any washing activities are to cease. Ice clearing chemicals or salts are to be distributed across the square to ensure there is safe passage and access for the general public.

Method statements, risk assessments and COSHH data sheets are to be provided for the ice clearing process. Any salts used will need to be white of the 'Smelt' type. These will need to be approved by the Authority prior to works being undertaken. The contractor is reminded that the surface involved are Grade II listed and as such trial samples may be required for proposed chemicals and methods, at the cost to the contractor, before approval can be granted.

### **3. Security and Stewarding**

**Please see Operations Plan within appendix 13 for full details**

#### 3.1 Overview

The site will be secured by a perimeter fence line high enough to discourage climbing and trespassing, in addition to protecting the site against theft and vandalism.

A single security provider has been contracted to secure access to the site and ensure continuity of coverage throughout all event periods. This will include an adequate level of SIA accredited security staff on site at all times, with the support of event stewards on live days, as summarised below:

Build: 30th December 2021 – 31st December 2021 (2 day)

Live: 31st December 2021 – 1st January 2022

Derig: 1st January 2022

Showsec Ltd. has been appointed as the security and stewarding contractor. Their Security and Stewarding Operations Plan can be found **in appendix 13**.

Specialist security contractors have been engaged by the concessions and Christmas fair contractor (Underbelly) to provide queue management and security for the concession zones, however, the lead contractor will retain operational control of all security and crowd safety matters in liaison with the local agencies and event ELT.



### 3.3 Accreditation and Contractor Induction

Accreditation will be provided to restrict access to non-public areas throughout the site. These will likely be separated into the following groups:

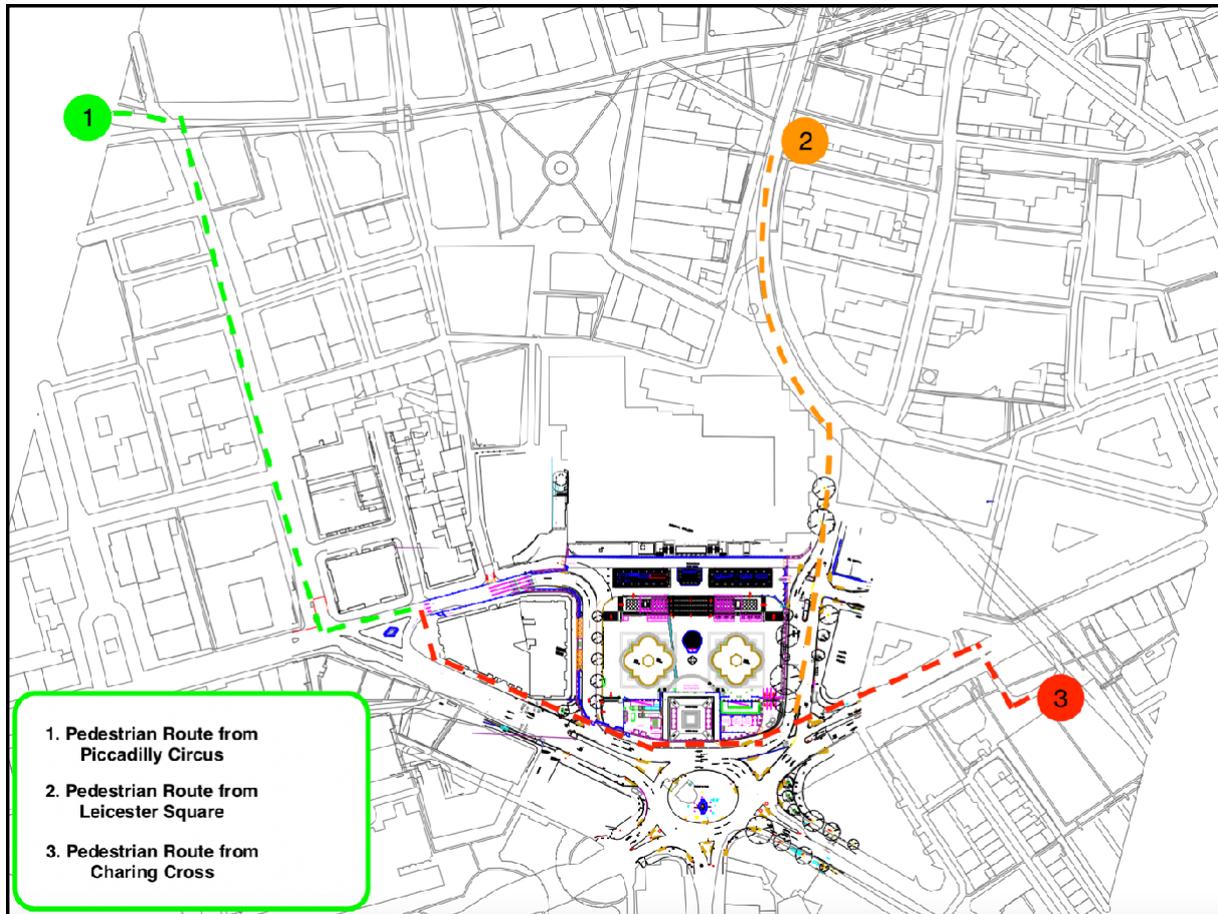
- Operations and Site Management
- GLA Personnel and London Agencies
- Technical Show Departments (non-stage)
- Main Stage
- VIP Reception
- Artist Backstage
- Press and PR

Once accredited, staff will be sent the safety induction which must be completed before coming on site. A safety induction is mandatory for anyone working on site during all build and de-rig days.

HEART Productions will keep a record of everyone who has completed the safety induction. Everyone must present a photo ID and proof of vaccination/LF Test at the site office in order to collect accreditation. A pass sheet will be circulated to key stakeholders.

### 3.4 Attendee Ingress Routes

Please see below the main ingress routes for NYE attendees. All routes will be supported by wayfinding signage, contractor stewards and GLA volunteers.



Map to be updated following WCC feedback

### 3.5 Event Attendee Arrival

There is no parking provision at the event for attendees with key operational vehicles permitted onsite. All pre-event communications will encourage the use of public transport to and from the event.

Event attendees will be directed to the main event ingress point located on Pall Mall East via wayfinding signage, stewards and GLA volunteers. All pre-event communications and physical tickets for entry will provide an entry location map.

### 3.6 Entry Requirements

The following points must be adhered to by all attendees to gain access to the NYE event.

- Pre booked ticket
- Attendee ID check (and proof of age – over 18)
- Covid Passport (proof of double jab or LFT within last 24hrs)
- No bags over the size of A4
- All attendees to undertake security search procedure at entrance of site
- No glass
- No alcohol
- No foodstuff

### 3.7 Ticket Terms and Conditions

While the ballot is open, HolisTix will monitor the applications to create data reports which will be shared with relevant stakeholders, summarising applicant location and gender – excluding any personal or identifiable data. This information will also be used when calculating how many successful applicants should be drawn from each demographic category in order to comply with the required breakdown confirmed with the GLA. For the Trafalgar Square NYE event the suggested demographic guideline breakdown is as below in order of priority. It's important to note that the below % are guidelines and the final % breakdown for the event will not be known until tickets are allocated.

- Postcode
- Under strict COVID-19 regulations (where travel is discouraged unless absolutely necessary) we would suggest 100% London Postcodes (including Greater London)
- Under less strict restrictions (travel is allowed nationally but no international travel) we would suggest 70% London / 30% National
- Under more lenient restrictions we would suggest 50% London / 30% National / 20% International
- Gender (40% Male, 40% Female, 20% Prefer Not to Say)

HolisTix will ensure successful applicants are calculated effectively to ensure the correct number of ticket-holders per demographic pot are met as required by the GLA allocations and the data analysis document produced.

HolisTix will utilise an existing formula, used successfully on previous free-ticketed events, to analyse all data supplied in order to maximise capacity and to deliver the required demographic targets as instructed by Heart and the GLA.

#### Ticketing T&Cs:

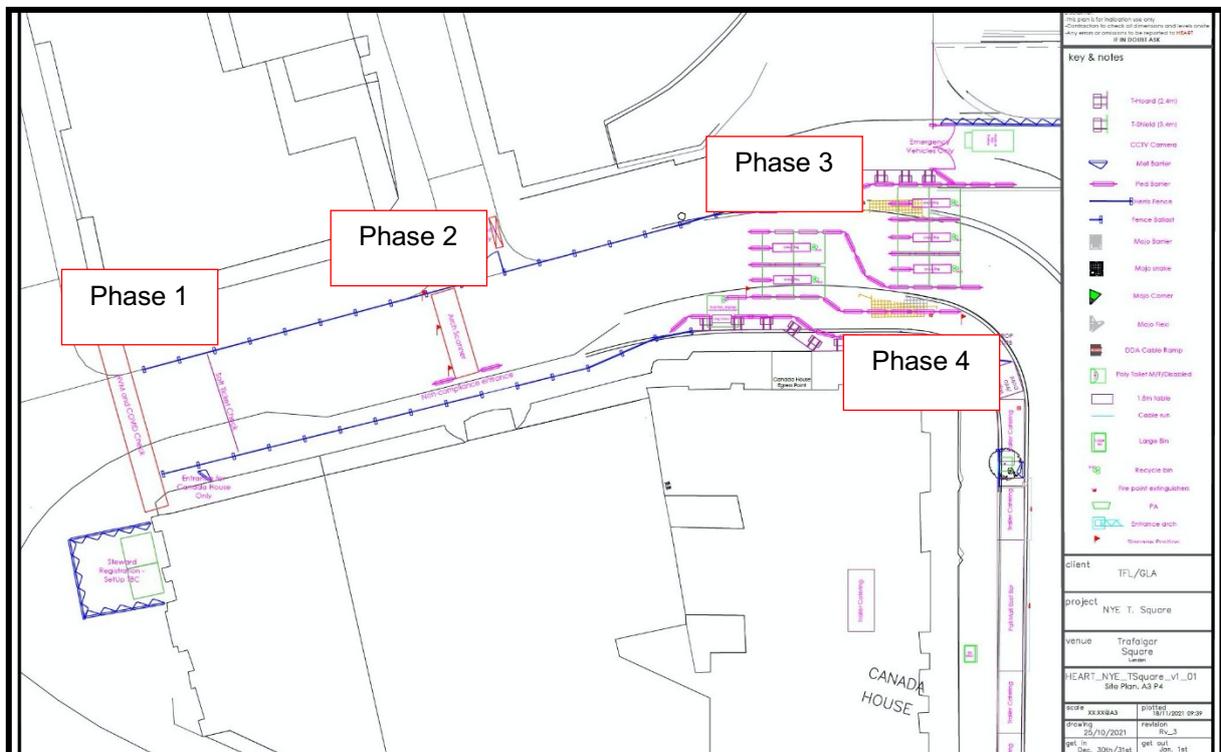
- Tickets cannot be exchanged, transferred, or resold for commercial gain
- Admission to the Event without a valid ticket is not permitted
- Bag searches will be in operation on site
- Bags larger than A4 will not be allowed into the site
- No alcohol, illegal substances & new psychoactive substances, pyrotechnics, laser devices, megaphones, airhorns, flagpoles can be brought inside. Please check the full Event T&Cs for more information
- The Organisers cannot accept financial or other responsibility for any loss or liability incurred by visitors to the site as a result of contracts entered into by visitors in relation to the Event

- The Organisers cannot accept responsibility for any loss or damage to personal property brought to the site
- Visitors may be filmed or recorded for broadcast or security purposes during the Event
- Any fans found to be eliciting or involved in what is perceived as Hate Crime will be removed from the Venue and reported to the police.

### 3.8 Entry Process

Please see above the main ingress routes/plan for NYE attendees. All routes will be supported by wayfinding signage, contractor stewards and GLA volunteers.

- Phase 1: ➔ Soft Ticket Check & Covid Passport ➔ Showsec
- Phase 2: ➔ Detection Arch ➔ MPS
- Phase 3: ➔ 100% Bag Check & Search (Wand) ➔ Showsec
- Phase 4: ➔ Ticket Scan & ID Check ➔ Holistix / Showsec



### 3.9 Ingress Calculations

Table updated

Public per minute	Mins	Lanes	Public
1.5	0 – 60	12	1080
3	61 - 120	12	2160
6.5	121 - 180	12	4680
<b>Full capacity</b>	<b>6512</b>		

### 3.10 Ticket Entry and Assistance

Following the soft ticket and entrance security checks, guest attendees will have their ticket scanned registering their unique QR Code to the event. Any ticketing issues will be escalated to the help desk located by the main ingress area where dedicated ticketing staff will be able to assist. Please see ticketing management appendix for full details of support and escalation management (Appendix 14)

### 3.11 Public Welfare

The following provision/facilities will be provided onsite:

- Lost and found property
- Vulnerable adults (no under 18's)
- Attendees requiring welfare assistance
- Accessibility requirements
- Ticket assistance

#### General Notes: Accessibility

- There shall be a dedicated viewing area on the north terrace for those with additional needs and is as shown on the site plan.
- Free carer spaces are available, and we will have contact details of everyone who are allowed within the disabled persons area.
- Trafalgar square has a disabled lift to allow disabled persons from travelling from the north to the south terrace and vice versa. If this lift is in working order, then it will be used. If the lift is not working then disabled person gather point is on the southwest corner. They will then be assisted by security to northwest corner where they will be given access to the terrace. If person want to travel from the north to the south, then they will be assisted in the same manner.
- All ramps used on site are disabled friendly and will allow disabled person to cross them without any difficulties.

#### General Notes: Vulnerable Persons

- It is anticipated that vulnerable persons may become separated from their guardians or carers at any event.
- The policy and procedure to reunite vulnerable persons with their guardians or carers.
- When calling through a vulnerable person to the Control Room, staff shall make a distinction between a vulnerable person that is 'found' by staff and a vulnerable person that is 'lost' as reported to staff by a guardian or carer.
- A minimum of two staff (ideally one of which to be female) will remain with the vulnerable person at the location in which they are found for a period of 15 minutes to allow guardians or carers to locate them at that location before escorting the vulnerable person to the information point or other designated point if appropriate.
- If staff are approached by a guardian or carer of a vulnerable person, they will alert Event Control and escort the guardian or carer immediately to a point as designated by Event Control.
- Event Control will collect information regarding the description of the vulnerable person and will then pass on the information to security and police for further dissemination as required.
- Ensure that the vulnerable person is chaperoned by more than one member of staff/steward/security personal at all times.

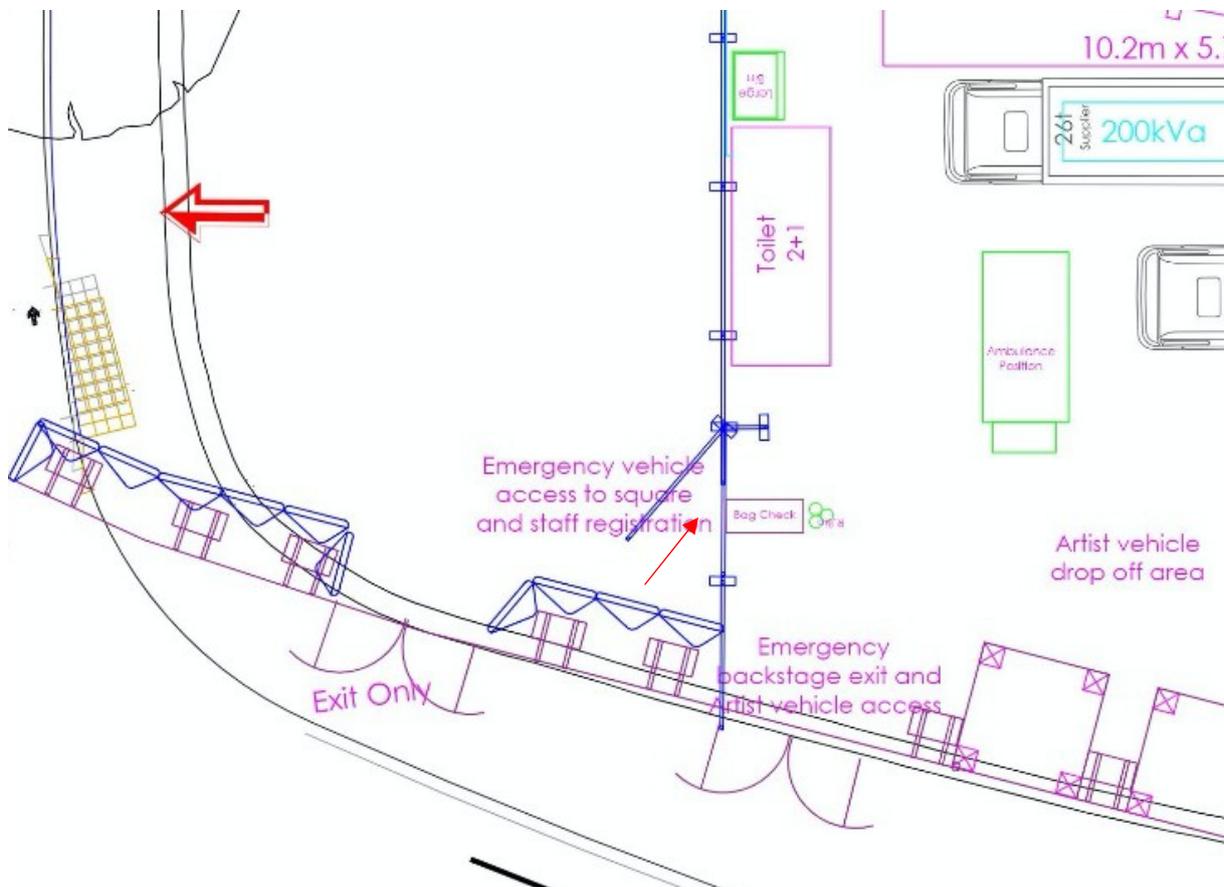
### 3.12 Smoking

The Trafalgar Square NYE Event will be a non-smoking venue (TBC). This will be enforced by the Security and Stewarding Team.

### 3.13 Staff and Worker Ingress

Staff attending the site will require the following information indicating they are able to work at the event:

- Build/Derig accreditation wristband
- Crew Badge or Photo ID to be carried with them at all times



### 3.14 Staff Welfare

Staff will be provided basic provisions onsite to make hot drinks, reheat food and will have access to drinking water. Dedicated staff toilets will be located in the production area.

### 3.15 Egress Management

Detailed egress plans are in development and are subject to overall strategic planning for NYE in London. All plans developed will incorporate detailed pre agreed contingency plans and escalation management.

The Egress Management Plan has been designed in consultation with key multi agency group members and supplements the Event Management Plan and Event Safety Documentation.

### 3.16 Egress Calculations

This plan is based on the following model of egress, which is the most extreme case. The plan will be scaled appropriately dependant on the number of tickets sold.

Event Timings	
Bar Closes	23:45
Event Finish	00:15
Site Clear	01:15

Allowing for hard standing and good lighting, major egress at peak flow of 80 persons / metre width / minute is appropriate.

The event site, at peak flow [(80 persons / m / min) x 10m], 800 persons would exit per minute. At full flow, the site would be clear within 9 minutes. Allowing for a rate at 50% of the peak rate throughout egress (40 persons / m / min), total time to clear site would be <= 18 minute.

To reduce impact on the local area, attendees will have maximum 80 minutes of drinking up time before having to vacate the site once the bar is closed. This will allow for the to disperse steadily over the period.

### 3.17 Egress Factors and Considerations

- Security and Stewarding

SIA accredited security professionals and stewards will on duty to manage the egress. They will be deployed from other areas within the site prior to site closure to ensure a safe and effective egress phase from the event.

A full Egress Stewarding deployment plan will be provided by Showsec and can be found in appendix

- Alcohol

No alcohol can be removed from the event site during public egress from the event. This will be monitored and controlled by the Security and Stewarding team.

- Weather Conditions

Prevailing weather conditions have been seen to have an impact on audience behaviour at events and the event will regularly monitor weather, as set out in the Adverse Weather Plan

- Anti-Social Behaviour

The event organisers have an absolute commitment to prevent anti-social behaviour, such as public urination, during the egress phase of the event.

Sanitation facilities are provided on site, and egress and dispersal will allow for plenty of time for these facilities to be used.

The event organisers will also provide intervention teams and a number of static guarding stewards, who will be deployed to prevent public urination and other anti-social behaviour by customers egressing from the Trafalgar Square event.

All stewards, regardless of duties, will be briefed to robustly discourage urination or anti-social behaviour and to escalate any issues to Security Control, through their supervisor, if discovered.

- Egress Lighting

Egress lighting will consist of tower lights and existing street lighting. These are shown on the site plan

- Waste and Cleansing

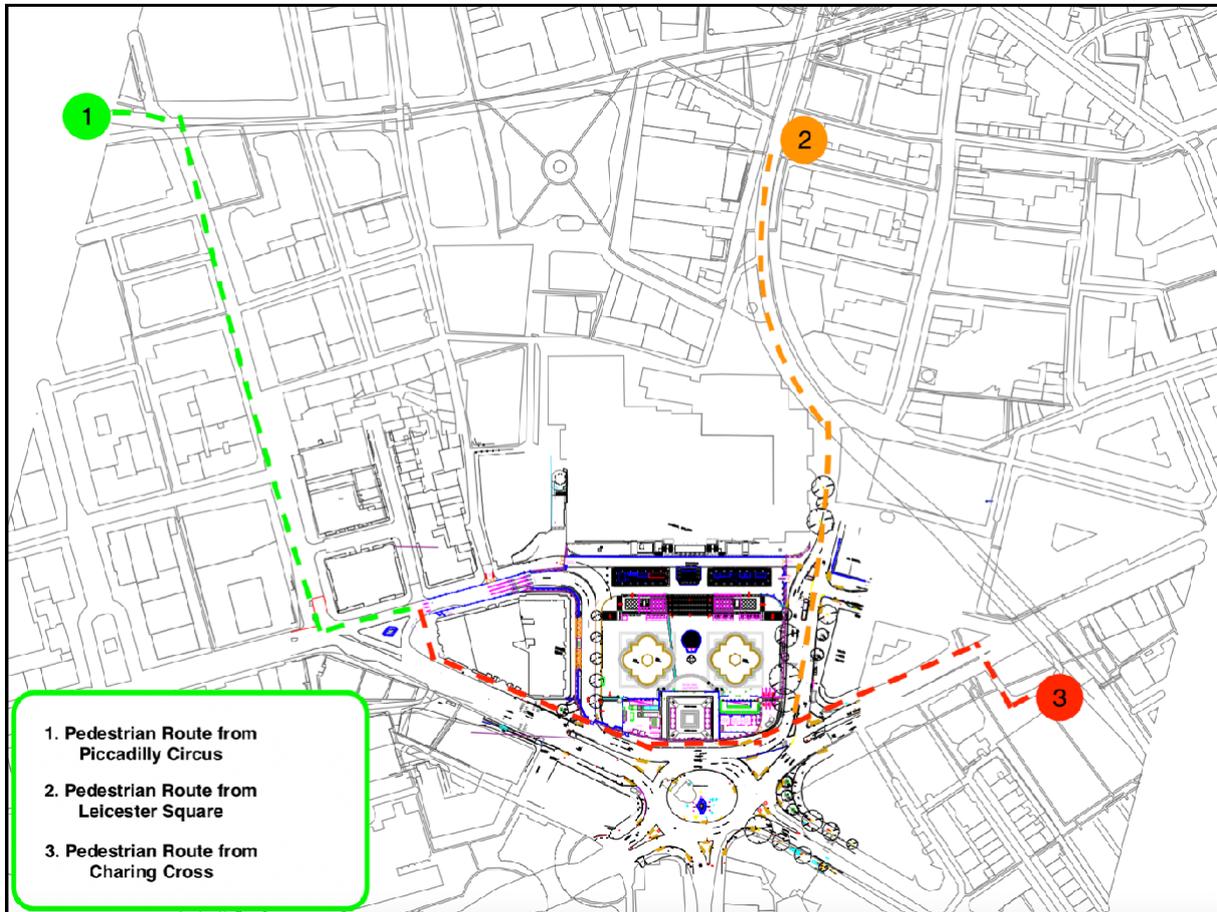
The event organisers recognise that the egress phase of the event may be associated with littering or waste build up. It is their intention to minimise this build up and to ensure any litter that is deposited is collected as soon as is practical.

Within the Trafalgar Square Event, the organisers will provide sufficient bins and receptacles to collect waste, as well as litter picking carried out by the event waste contractor, Veolia, who are the contracted Squares cleansing contractor. All food and drink must either be consumed or disposed of before egressing the premises.

### 3.18 Local Area Egress and Impact

Each of the main egress routes outlined below will be marked with wayfinding signage and stewards at exits. Additional support from stewards will be provided on Morley's Hill and Charing Cross road to assist with the flow of attendees once leaving the event site.

Egress routes are subject to further discussions as part of the continued planning for the event.



Key factors to address:

- Effective communication of live travel update via stage screens and dedicated travel screen located on Pall Mall East. Text message will also be sent directly to event attendees before the end of the event to provide live updates and links to TFL (texts can also be sent post event as required)
- Directing the flow of the egress towards public transport and onwards destinations
- Preventing noise nuisance to local neighbours
- Preventing anti-social behaviour to local businesses

Stewards will be in place outside the gates with information to nearest public transport. Stewarding location/maps will be added in future revisions of this document.

Contingency Plans:

The Safety Officer will draft Contingency Plans as part of this Event Management Plan for the event (to be supplied separately).

This document outlines the roles and responsibilities for the management team and external agencies in the event of a serious incident.

A C3 (command, coordination, and communication) plan will also support the event and outline the paths of communication between the relevant authorities, the organiser and the producer.

**4. Health, Safety and Contingency Planning**

Please see ESP appendix 12 for full details

## 5. Event Control

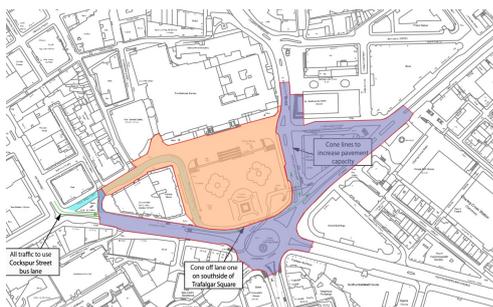
### 5.1 Event Liaison Team

The purpose of ELT is to act as a central information conduit. It is the central point of communication relating to the event. Any unexpected incident that may conflict with the previously agreed plans will be passed through the ELT for dissemination to the relevant bodies.

The ELT is considered essential to the success of the overall Command and Control Structure. The ELT will comprise of a representative from the following agencies.

- HEART Productions ELT manager
- Simon Green traffic management & radio controller
- MPS representative x 4
- GLA representative
- Showsec representative
- Westminster CC representative
- Loggist
- LU representative
- Medical controller
- London Ambulance service
- London Fire service

### Role and Scope of the NYE ECR & ELT



Let's do London 2021 will see the establishment of a dedicated Command and Control facility, co-locating both the **Event Control Room (ECR) & the Event Liaison Team (ELT)**. As per the C3 principles, the **ECR** is there to provide communications to key staff across the event footprint, and to manage incidents as and when they occur within the Event Zone.

The room will be configured to permit effective 2-way communications between event staff and the control room whilst ensuring all operational partners are kept up to date on developments.

The **ECR** will consist of the Operational 'Silver' for LDL Marc Smith, the Event director, supported by the Event Safety Coordinator Alan Tungate, Head of Security (Name Paul Legge), Production team, Traffic manager Simon Green and Medical Director (Dan Melhuish).

The event will be supported by members of the **Event Liaison Team (ELT)** using appropriate contacts and resources. Some members will be the main link to their agency control room and will manage and deploy resources from there. In the case of a Major Incident being declared, this presence expedites assistance to the emergency services using their resources, contacts and knowledge.

Event Zone (orange area):

The ECR will be responsible for contingency decision making within the main event zone (orange area indicated) and will work closely with the Event Director and wider onsite event management team outlined in section 5.2. The ELT will be brought into any discussions requiring action within the event zone and be consultative partners for any decisions surrounding event cancellation or unexpected incident(s) not covered or planned within the EMP.

Impact Zone (grey area):

The ECR will be responsible for contingency decision making in regard to pre agreed contingency traffic management and stewarding plans that fall within the agreed remit of the NYE EMP (this is to be formally agreed by the wider agency group). The ELT will act as an information conduit in regard to any unplanned actions and escalate any unexpected incident(s) that falls out the agreed ECR scope of work through their wider Pan London Event Control Rooms.

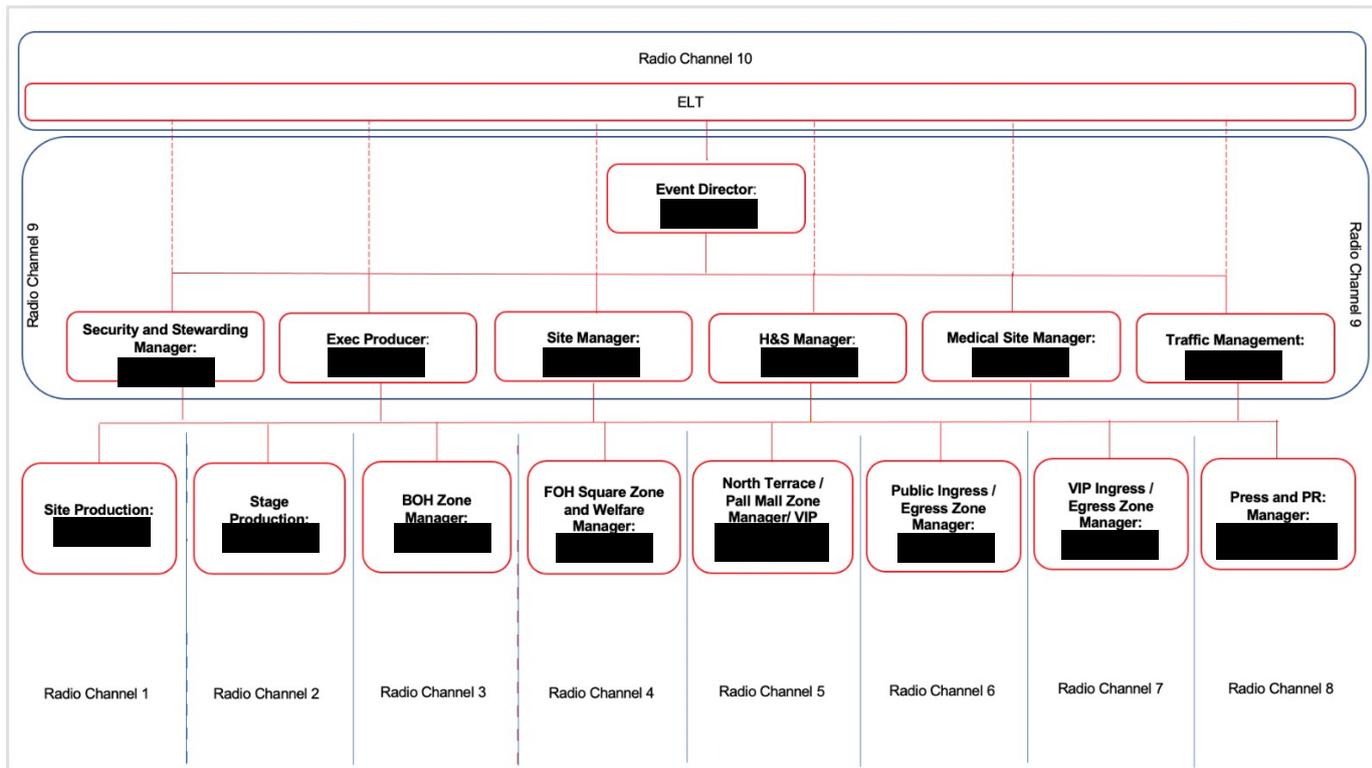
Current impact area actions being planned for:

- Contingency traffic management plans listed within section 6
- Stewarding "support" within the immediate event parameter and Morley's Hill (positions and resource noted within the Security and Operational Plan)

For the purpose of reference, the role of external stewards is as follows:

- Stewarding assistance in maintaining space and pavement with high public footfall around the Event Zone
- Provide help and wayfinding assistance to public footfall around the Event Zone
- Report and escalate unexpected incidents to the Security Operations Manager and/or ELT
- Support any unexpected agency incident response as required

## 5.2 Site Management Org



## 5.3 Strategic, Tactical & Operational Communications

The Live Communications Plan (see Appendix 10) is to provide clarity on the overarching C3 (command, coordination, and communication) structures required to deliver the NYE Event. It provides the framework for effective, timely and well-informed decision-making that is effective, both in steady state and in crisis/emergency from a strategic, tactical, and operational perspective. The document provides an overview of:

- Roles and responsibilities
- Information and communication flows
- Timely and informed decision-making
- Supporting infrastructure
- Crisis/emergency response structures

## 5.4 Pan London Comms

It is acknowledged that ELT forms part of the Pan London Coordination Plan. A diagram will be provided to explain the relationship between the control rooms and the relevant agencies involved (Outstanding)

## 5.5 Media & Social Media Comms

The GLA's comms team will respond to public enquiries and filter comments on social media, from the london.gov account. They will be monitoring social media channels to look out for potential issues, as well as answering direct questions and offering transport advice. GLA Comms Team / ELT will

consult with MPS on issuing news alerts through the media and this information will be disseminated via social media as appropriate.

### 5.6 Event Hotline

A dedicated event hotline and email will be maintained throughout the build and live phases of the project. This will be manned for live staff with any issues escalated to the relevant departments or ELT as required.

### 5.7 Major Incident Planning

A major incident is defined as: Any emergency that requires the implementation of special arrangements by one or more of the emergency services, and will generally include the involvement, either directly or indirectly, of large numbers of people.

The initial response to an incident within the NYE Event should be dealt with by HEART Productions & Showsec and will be coordinated via the Central London Event Control. HEART Productions can contact the senior officer of the appropriate emergency service should they feel the incident is beyond their capability (this can be done via the representative in the ELT).

Once a major incident has been declared, HEART Productions will hand over control of the event to the senior officer of the appropriate emergency service who will take command of the incident. Showsec will assist the emergency service should it be deemed suitable.

Upon the conclusion of the incident and once agreed by all parties, control of the event and the site will be handed back to HEART Productions.

For more information about major incidents please see the Security Operations Plan in Appendix 13.

### 5.8 Cancellation Policy

There are several scenarios that may, however unlikely, lead to the NYE Event being cancelled, such as a failure of site infrastructure or low levels of security resource (due to drop out or illness) or events outside the control of the site management and event organiser, such as undue or extreme weather conditions.

Whatever the circumstance, should the event be cancelled, all ticket holders will be notified by email. In a case where the NYE event was cancelled before tickets are issued, all applicants for tickets would be notified by email.

This would be supported by information regarding the cancellation being made on the GLA.gov.uk website and supported by messaging on partner agency comms channels.

### 5.9 Communications and Networking

- Radio Comms
  - Handheld radio equipment to facilitate communication between the various departments and stakeholders.
  - A network and channel list will be supplied separately.
  - Robust and effective communications are an essential part of the safety equation at

- events of this nature.
  - The organisers and other contractors are experienced at using VHF radio networks to communicate.
  - Staff training will be provided on site to reinforce good radio protocol.
  - All safety critical or emergency messages should be transmitted on the ELT channel to call sign Event Liaison Team. This channel is monitored by all members of the Event Management Team.
  - Inbound non-urgent cross channel messages should be transmitted on channel (TBC) to the call-sign Event Control who will log and action.
  - All users should wait for confirmation that their message has been received and understood.
- Internet
    - A hardwired, fibre network will be provided with access to the internet and CCVT connection provision.
    - A network connection will be provided via a local point to point link (Connection Speed TBC).
    - It is currently understood Underbelly (F&B) concessions are networked (payment connections) via a hardwired WCC connection (details to be provided).

#### 5.10 CCTV

A bespoke CCTV system has been specified to view pre agreed areas within the event zone. The system utilises x25 Zoom PTZ (Pan, Tilt, Zoom) cameras. Please note the camera full spec can be found in the supplier appendix section.

##### Areas covered:

- North-West Attendee Ingress Zone
- North Terrace Concessions
- Pall Mall Concessions
- North-East VIP / Media Accreditation
- Main Stage Audience (Front and rear)
- South-East Corner
- South-West Corner

Please see CCTV plan included in section 2 for initial positions.

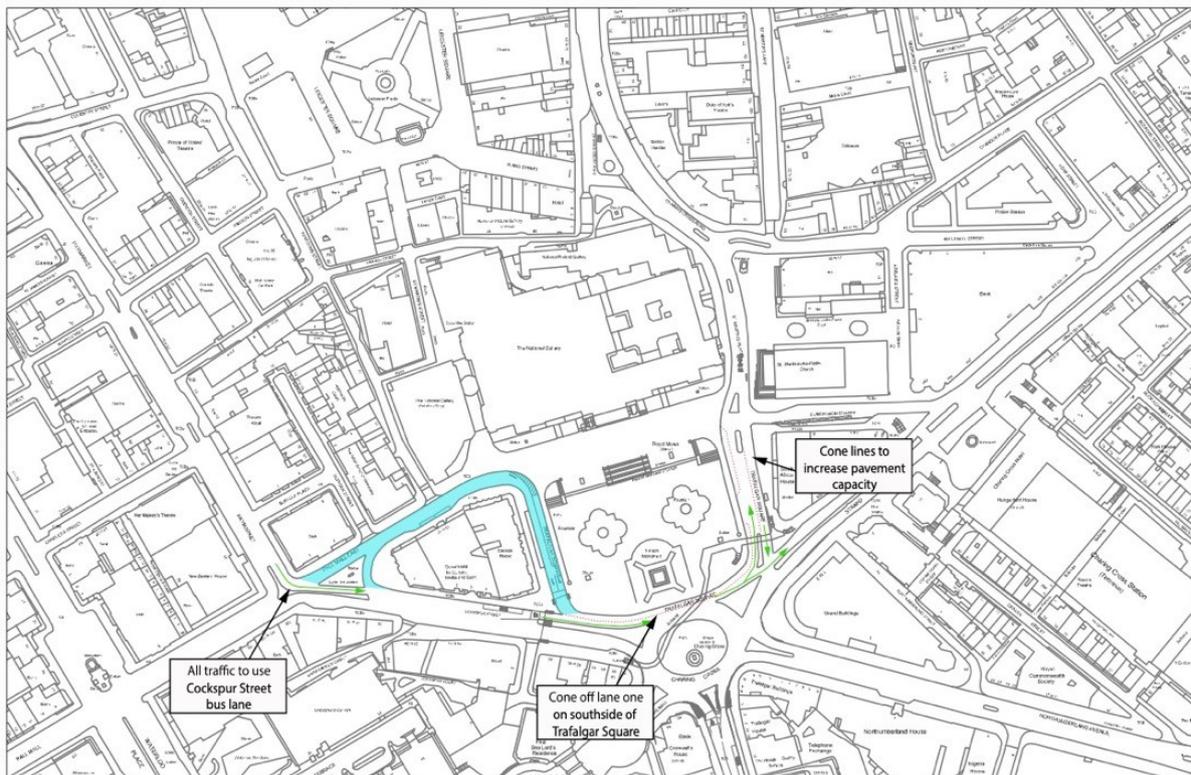
## 6. Traffic Management Plans

### 6.1 Transport Assessment

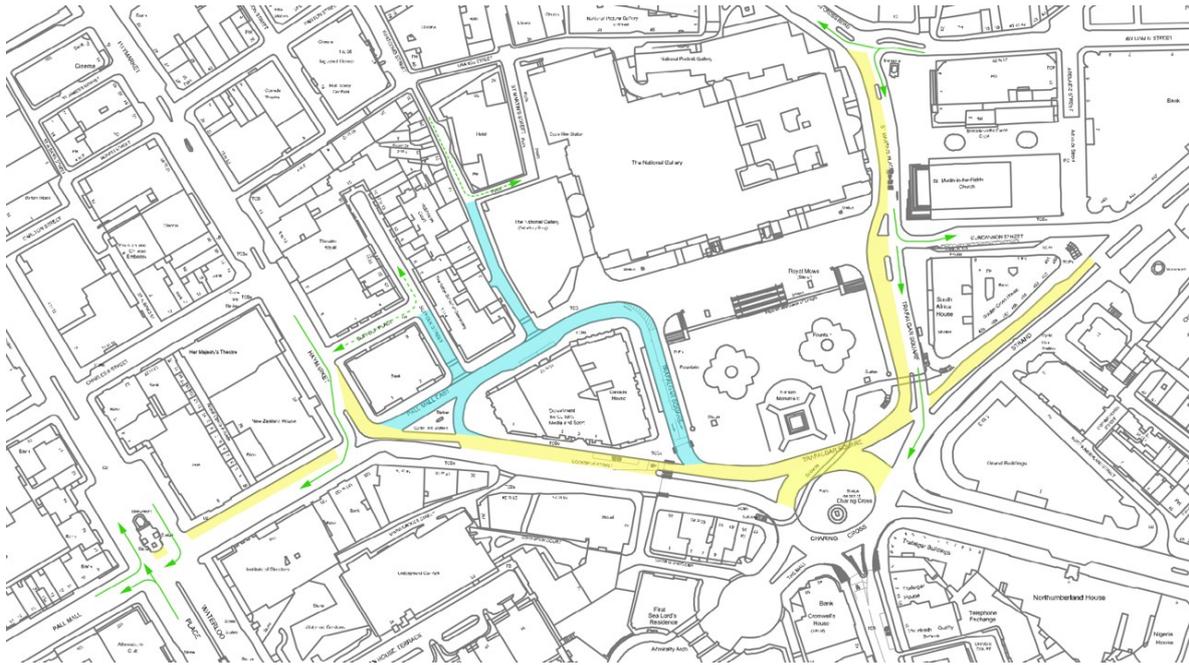
It has been highlighted that several Train and Underground Stations in and around Trafalgar Square will be running a limited service on New Year's Evening due to planned engineering works or the likely high flow of public traffic. HEART will work with the relevant TfL and Underground representatives to ensure information is relayed in a timely manner to attendees to ensure ingress and egress to the event will be as smooth as possible, and to prevent large groups of attendees congregating in and around the event site, causing a risk to public safety and increasing public nuisance because of the event. Stations affected include:

- Charing Cross Rail Station
- Victoria Rail & Underground Station
- Leicester Square Underground Station
- Trafalgar Square Charing Cross Underground Station
- Piccadilly Underground Station

Initial TMP Suggested (to be agreed and detailed plans to be developed)



Initial Contingency Plans Suggested (to be agreed and detailed plans to be developed)



## 7. CDM Management Planning

United Kingdom's CDM 2015 is a regulation that has been created in the construction phase of the Activation to protect people involved in this phase from harm and anyone that their works may affect.

HEART will follow the framework as defined within the United Kingdom application and as prescribed below because HEART is a U.K. based company. The application of CDM is achieved through proper planning and co-ordination of project, to make sure competent people are in the correct roles and there is a rigid communication system to make sure a safe system of work is implemented and maintained at all times throughout the project.

Interpretation:

- The construction phase is the period during the build and the de-rig period of the Activation only. The Activation Day falls outside the scope the CDM Regulations.
- The construction site includes any place where construction work is being carried out or to which the workers have access but does not include a workplace within the site which is set aside for purposes other than construction work.

Application:

- These Regulations apply in United Kingdom, and to premises and activities outside United Kingdom to the Health and Safety at Work etc. Act 1974 (Application outside United Kingdom) Order 2013(b).

CDM Roles and Responsibilities:

- Under CDM 2015, organisations or individuals can be one or multiple duty holders for a project. The different duty holders and their responsibilities under CDM are summarised below.
- GLA has instructed HEART as a Competent Company to design, produce and deliver this event. For the purposes of safety, they are classed as the client.
- HEART for this event is defined as the Principle Designer. To fulfil this role, they have worked with GLA and designed this event to meet GLA's expectation.
- HEART is delivering this event and therefore for this event are classified as the Principle Contractor. This involves interpreting the design, placing a competent Activation Management Team in place, instructing Contractors, managing contractors to ensure that all infrastructure is safely delivered, installed, and dismantled etc.
- Logical Safety Solutions have been instructed by HEART as a competent health and safety consultancy to produce this Event Safety Plan, an event risk assessment (see separate document), review the safety documentation and to advise on any shortfalls prior to the Activation and arrival on site.

Client – GLA:

- A client is defined as anyone for whom a production / live event that includes 'construction' work is carried out. They hold the overall responsibility of the project.
- Proportionate to the scale of the construction and the risks involved, a GLA's main duties (functions) include:
- Make suitable arrangements to ensure that, so far as reasonably practicable, work is carried out safely.
- Ensure there is proper cooperation and coordination between those involved in the planning, design and management of construction work.
- Holds the overall responsibility for planning the event.

- Appointing a Principal Designer (PD) and Principal Contractor (PC), and ensure they carry out their duties.
- Ensure suitable documentation is drawn up in the planning phase – the Construction Phase Plan.
- All relevant information is prepared and provided to all duty holders.
- Ensure suitable welfare facilities are available throughout.
- Notified to HSE if construction work lasts longer than 30 working days and has more than 20 workers simultaneously or exceeds 500-person days.

#### Principal Designer (PD) – HEART:

- A PD is defined as someone who arranges for or instructs persons under their control to prepare or modify designs relevant to the construction, maintenance and use of a structure. A PD's main duties include:
  - Liaise directly with GLA and other CDM duty holders throughout all phases.
  - Coordinate the pre-construction phase.
  - Involvement in the design of the structure and the risk associated with the design.
  - Passing relevant information onto duty holders during planning.
  - Ensure accidents are reported to enforcing authorities and brought to the attention of the venue.

#### Designers:

- Where preparing or modifying temporary structure designs, eliminate, reduce, or control foreseeable risks that may arise during all phases of the event.
- Responsible for helping with the design of the Activation and risk associated with design.
- Liaise with all CDM duty holders on design matters.
- Prepare structural drawings and agree all weight loadings of proposed temporary demountable structures.
- Comply with any direction given by the Client / Principal Contractor / Principal Designer.
- Provide relevant information to other members of the project team to help them fulfil their duties.

#### Principal Contractor (PC) – HEART

A PC is defined as the organisation who plans, manages, and monitors the construction phase and coordinates matters relating to health and safety during the event build and break down to ensure that, so far as reasonably practical, the work is carried out without risk to health and safety.

#### A PC's main duties include:

- Produce and update as required a suitable and sufficient Construction Phase Plan for the project or make arrangements to do so.
- Responsible for the planning, managing, monitoring, and coordinating at all phases of the build / de-rig of structures on site.
- Apply the general principles of risk prevention to the build and breakdown of the Activation by eliminating or controlling risks so far as is reasonably practicable.
- Ensure everyone working onsite receives appropriate site-specific health and safety information via a suitable site Safety Induction – including site rules,

medical, fire and emergency procedures.

- Reasonable steps are taken to prevent unauthorised access.
- Workers are consulted and engaged in securing their health and safety.
- Suitable welfare facilities are in place.

## General Roles and Responsibilities

### HEART Project Manager

- Responsible for all client liaisons.
- Production and circulation of site maps and schedules.
- Liaison with all staff and contractors during pre-production and Activation times.
- Instruct, inform, and supervise all contractors regarding safe working practices.
- Liaison with Safety Advisor on all H&S related issues.
- Reporting of any incidents / accidents onsite.

### Duties of the HEART Production Managers

- The HEART Production Manager has the responsibility onsite for the implementation of the Company's Health and Safety policy. All onsite staff are responsible for matters pertaining to health and safety within their areas of accountability. Responsibilities include, but are not restricted to:
  - Ensure health and safety, site rules and regulations are a major consideration when planning the Activation.
  - Production and circulation of site maps.
  - Coordinate and manage all Heart contractors during build phase.
  - Liaison with all staff during Activation times.
  - Ensure staff under their control, including freelance workers and contractors, are competent and fully aware of any potential hazards.
  - Making sure all sub-contractors have received all site-specific information and site rules.
  - Ensuring all aspects of build are safely installed and are placed in accordance with pre-approved site plans.
  - Daily briefings to heads of all departments onsite.
  - Reporting of any incidents/accidents onsite.
  - Ensure adequate medical provisions are in place and that all workers are aware of provisions.
  - Ensure Personal Protective Equipment required is suitable and worn by all employees; and by all persons deemed to be at risk.
  - Monitor all plant and work equipment to ensure it is operated in a safe manner and any fitted safety devices are used in the correct way.

### Duties of the Health and Safety Advisor – GGH&S LLP

- The Site Management team shall be in control of the Activation, liaising directly on all safety matters with the H&S Advisor by telephone or in person when on site.

- To ensure that all contractors engaged are competent.
- To ensure that all contractors are issued with any relevant health and safety information provided by him.
- To ensure that any work related to the Activation is planned and carried out so that it does not prejudice the health and safety of staff, guests, contractors and members of the public.
- To ensure they provide HEART employees or contractors working at the Amphitheatre with a safe place of work and safe systems of work.
- To ensure they adequately supervise and monitor the work of HEART employees and the Activation contractors while working at the Amphitheatre.
- To ensure no access occurs to unauthorised areas.
- To coordinate the compilation of the Activation safety management plan, including construction phase plan, Activation / fire risk assessments and emergency procedures.

#### Duties of HEART Contractors

- CT Contractors have the following responsibilities and duties:
  - All work activities must be undertaken as per contractor's risk assessment and carried out as per method statements, any work carried out that is deemed to be unsafe or unsatisfactory by contractor, then HEART Management Team will be terminated immediately.
  - The provision of a safe working environment without risks to health and with adequate facilities and arrangements for welfare artwork.
  - The provision and maintenance of safe plant.
  - The provision of safe systems of work.
  - The safe use, handling and storage of hazardous materials / equipment.
  - The provision of information, instruction, training and supervision.
  - The maintenance of the workplace in a safe condition and the provision of safe entrances and exits,
  - The preparation of a written statement of policy on health and safety.
  - The provision of information to any person supplied by or to contractors by an employment agency, before that person starts work, as to any occupational qualifications or skills that person must have in order to work safely.
  - This information must also be given to any agency who must pass this information to its employees who will work for HEART or employer.
  - To ensure they make reference to and apply any relevant information given to them by the HEART Production Management Team concerning any hazards associated with the work and premises.
  - To ensure they comply with any instructions given by HEART Productions Management Team on health and safety matters.

<b>Construction Phase Plan</b>		
Event Name	Let's Do London NYE	
Client Details	GLA, as the legal entity and Event Owner shall assume the duties and responsibilities as required under the CDM Regulations 2015.	
Principal Designer Details	HEART shall assume the duties and responsibilities as the designer of this event as required under the CDM Regulations 2015.	
Principal Contractor details	HEART as the Event Production Organiser shall assume the duties and responsibilities as required under the CDM Regulations 2015.	
Description of Work / Event	<p>A full description of the event and associated activities is provided in the Risk Assessment.</p> <p>Those activities captured under CDM include but are not limited to:</p> <p>Supply, installation and disassembly of branding, structures, stage marquees, fencing and similar infrastructure.</p> <p>Supply, installation, and disassembly of temporary furniture.</p>	
Key dates	Build Period	30 <sup>th</sup> – 31 <sup>st</sup> Dec 2021
	Live Event	31 <sup>st</sup> Dec 2021
	De-rig/ Breakdown	1 <sup>st</sup> Jan 2022
Key roles in the event / Operations team	<p>████████████████████</p> <p>████████████████████</p> <p>████████████████████</p>	
How the work will be managed safely	Works will be managed in accordance with those systems, procedures and controls as identified within the event safety Plan, Event Risk assessment contractor work specific risk assessments and HEART site rules.	
Particular Risks	<ul style="list-style-type: none"> <li>• Installation of structures.</li> <li>• Traffic movement.</li> <li>• Working at Height.</li> <li>• Working near open public spaces.</li> </ul>	

## 8. Sustainability Approach / Statement

HEART and the GLA recognises its duty to demonstrate leadership in the field of event sustainability management by conducting its event related activities in line with the GLA Sustainability Policy.

The GLA aims to minimise any negative impacts from its event related activities, comprising all stages of the event management cycle, from conception through to post event activities.

The aim and vision of the GLA Events team is to provide an 'inspirational citywide experience for everyone participating in the mayor's event programme'. The vision and the strategic objectives are supported by the principals of sustainable development. These are defined as inclusivity, integrity, stewardship, transparency, and legacy as referenced within the GLA Statement of Purpose and Values.

The GLA intends to address all the objectives set out in the GLA Event Sustainability Policy, believing it can make the most beneficial changes to its event-related activities by focusing on the following key themes:

Use energy efficiently, maximising the use of low carbon and renewable energy:

- Reduce total waste produced by minimising consumption, using resources productively, increasing reuse and recycling and by using refurbished, recycled, and recyclable equipment, products and materials from accredited sustainable resources.
- Reduce the environmental impact of staff and visitor travel by promoting sustainable transport use and work with contractors to maximise the sustainability of our transport activities.
- Promote and encourage diversity and inclusion, ensuring services delivered are accessible, inclusive, and appropriate.
- Aim to ensure that directly procured food and catering products are produced to good sustainable and animal welfare standards.
- Protect the infrastructure of venues and preserve our national heritage.
- Ensure that direct employees are paid the London Living Wage and encourage contractors to pay the equivalent.

The GLA ensure delivery through the following measures:

- Ensuring compliance with relevant legislation.
- Work closely with GLA staff, contractors, supply chain and other key stakeholders to ensure sustainability principals are integrated into event management.
- Reviewing practices to ensure we meet our sustainability responsibilities and act as an exemplar.
- Provide adequate resources to deliver against the objectives and commit to continual improvement.
- Continue to achieve a positive legacy.

The Event Sustainability Statement will be brought to the attention of all employees and made publicly available on the GLA's website. It should be read in conjunction with the mayor's strategies and policies which can also be found on the GLA website.

### Let's Do London NYE Sustainability & Responsible Procurement Action Plan

To deliver a comprehensive action plan that addresses the sustainability & responsible procurement needs of Let's Do London, HEART has written an action plan which uses the "Issue, Detail, Action" approach. This would be reviewed and discussed with the designated GLA Project Officer and any additional required third parties in advance of the event, to ensure that all stakeholders were comfortable with the proposed approach.

Please see appendix 14 for sustainability action plan.

**Premises History****Appendix 3**

<b>Application</b>	<b>Details of Application</b>	<b>Date Determined</b>	<b>Decision</b>
19/10315/LIPN	Time limited premises licence until 9 January 2022. Permits licensable activities from November to January each year	03.10.2019	Granted under delegated authority
20/10863/PREAPM	Request for Pre application advice	17.12.2020	N/A
21/01035/LIPN	Time limited premises licence from 1 June 2021 to 12 July 2021 until 9 January 2022.	22.04.2021	Granted by Licensing Sub Committee
21/05276/LIPDPS	Variation of DPS	23.06.2021	Granted under delegated authority

<b>Temporary Event Notices</b>	<b>Date of Event</b>	<b>Activities/Hours</b>	<b>Decision</b>
19/16024/LITENN	07.12.2019 – 08.12.2019	Regulated entertainment and late night refreshment– 17:00 to 06:30	Event permitted
19/16126/LITENP	07.12.2019 – 08.12.2019	Late night refreshment– 23:00 to 02:00	Event permitted

**There is no appeal history**

**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.

9. 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.

10. 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.

**Conditions proposed by Environmental Health to replace those contained in the operating schedule and agreed by the applicant**

11. The Licensing, Operational and Safety Planning Group (LOSPG) shall be set up at least 6 weeks prior to the event and chaired by a representative of the City Council's City Promotions, Events and Filming Team (CPEFT). Meetings of the LOSPG shall be held as often and be composed of as determined by the LOSPG
12. Membership of the Licensing, Operational and Safety Planning Group (LOSPG) shall consist of invited representatives of the designated event organiser and Mayor of London, the Metropolitan Police Service, Officers of Westminster Council from CPEFT, Prepare Team and the Environmental Health Consultation Team (EHCT), London Ambulance Service, London Fire Brigade, Transport for London and any other appropriate and specialist advisor as required by the chairman of the LOSPG.
13. The operational use of this licence shall be agreed through the LOSPG process which shall achieve a 'no objection' and to meet the licensing objectives of the Licensing Act.
14. The Premises Licence Holder shall present the draft Event Management Plan (EMP) to members of LOSPG at least 6 weeks before the event. The EMP shall include as a minimum: -
  - Covid-19 Statement;
  - Access Management Plan;
  - Adverse Weather Plan;
  - Alcohol Management Plan;
  - Cancellation Procedure;
  - CCTV Plan
  - Communications Plan;
  - Child & Vulnerable Adults Policy;
  - Crowd Management Plan (including Security and Stewarding Plan);
  - Egress Management Plan (included in EMP);
  - Emergency Evacuation procedures (included in EMP);
  - Event Control Statement of Intent;
  - Event Medical Plan;
  - Event Safety Plan including Risk Assessment;
  - Fire Safety Management Plan;
  - Ingress Management Plan;
  - Lighting Plan;
  - Noise Management Plan;
  - Public Liability Insurance;
  - Security and Crime Reduction Plan;
  - Site Plans;
  - Sustainability Statement;
  - Terms and Conditions of Entry;
  - Food Trader Management Plan;
  - Transport Assessment;
  - Waste Management Plan.
15. Unless otherwise agreed, no later than 14 days prior to the event day the Premises Licence holder must ensure the final Event Management Plan is presented to the members of the LOSPG for their comments.
16. The Premises Licence Holder shall comply with all reasonable requirements of

Westminster City Council, Westminster Police Licensing Team, Westminster City Council's Environmental Health Consultation Team, Westminster City Council's City Promotions, Events and Filming Team, the London Fire Brigade and the Metropolitan Police Service.

17. The Premises Licence Holder shall carry out a crowd flow analysis to make an assessment of the likely impact of the event at the premises and the surrounding area of the access and egress to the event by customers and presented in the EMP in order to provide suitable and sufficient crowd management plan.
18. The Premises Licence Holder shall produce a security stewarding plan which will detail the qualification, training and deployment of SIA security and stewards. The positioning of staff will be based on a risk assessment process.
19. All security staff employed at the premises will be accredited by and registered with the Security Industry Authority.
20. The security and stewarding plan will specify numbers of staff, their roles and emergency procedures.
21. All security staff will be identifiable in uniform and will display their name badges by way of a reflective armband or lanyard.
22. A register will be kept of all security staff working at the premises. This register will contain the following information: -
  - day and time of entry;
  - time that the member of security staff starts and finishes work;
  - full name;
  - SIA registration number.
23. External security teams will patrol the event perimeter and security response teams will operate in the immediate area around the site including the nearby cul-de-sac Craig's Court.
24. Event security will constantly monitor customers behaviour and will take appropriate action to assist with the prevent of crime and disorder within the site.
25. The Premises Licence Holder will work with the Metropolitan Police Service to develop and implement an appropriate policing plan for the events in conjunction with the EMP.
26. Any bars shall close immediately on the direction of the senior police officer engaged on the event.
27. The Premises Licence Holder shall ensure that alcohol is not allowed to be brought onto the Premises by members of the public.
28. The Premises Licence Holder shall ensure that no alcohol is allowed to be taken off the Premises by members of the public.
29. 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. If the person seeking alcohol is unable to produce an acceptable form of identification no sale or supply of alcohol shall be made to or for that person.
30. A personal licence holder shall be on duty at each bar at all times it is open.

31. No drinks shall be served in glass containers at any time.
32. All staff involved in the sale or supply of alcohol shall be trained in the responsible sale of alcohol. The Designated Premises Supervisor and the Personal Licence Holders on duty at each bar shall in addition have ACT-E and WAVE training. The training log will be made available for inspection by the Police and licensing authority.
33. Posters will be displayed on site in the bar area and point of sale, which refer to the challenge 25 policy and to advise that suitable proof of age will be required for the purposes of the supply of alcohol.
34. The organisers will employ sufficient staff to manage queuing in the bar areas.
35. The Premises Licence Holder shall install a comprehensive CCTV system on site in accordance with the CCTV Plan agreed with LOSPG which will be provided within the Event Management Plan. All entrances to the premises 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. 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 to the public. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the minimum of delay when requested. All recordings shall be stored for a minimum period of 31 days with date and time stamping, and recordings should be made available upon the request of Police or authorised officer as soon as reasonable practicable throughout the entire 31 day period.
36. A zero tolerance to illegal drugs shall be operated. The Premises Licence Holder shall put in place a written policy to prevent the use or possession of illegal substances and prohibited items at the events which will be written in cooperation with the Metropolitan Police Service. Clear signage at the entrance to the site will list all prohibited items.
37. A written search policy will be in place and security staff will be briefed on the provisions of such policy to be aware of their responsibilities and actions required by that policy. Such policy will include the procedure for searching prior to entry of customers to the site which will include randomised body searches by hand or using hand held metal detectors on the entry points to the events. Any customer refusing to permit to the search procedure will be refused entry to the site. Any queues formed at the entry to the site shall be supervised by security staff to prevent disorder and anti-social behaviour.
38. The number of persons (excluding staff, performers and media) accommodated shall not exceed 9999.
39. Access to the site will be by ticket only and an auditable system shall be used to record the number of customers within the site.
40. The DPS shall be on site during operational hours.
41. All staff engaged outside the entrance to the site, or supervising or controlling queues, shall wear high visibility jackets or vests.
42. Substantial food and non-intoxicating beverages, including drinking water, shall be available at all times premises is carrying out licensable activities.
43. 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 site. The following special effects will only be used if authorised through the LOSPG process.

- dry ice and cryogenic fog
  - smoke machines and fog generators
  - pyrotechnics including fireworks
  - firearms
  - lasers
  - explosives and highly flammable substances.
  - real flame.
  - strobe lighting.
44. 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.
45. 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.
46. All emergency exit doors shall be available at all material times without the use of a key, code, card or similar means.
47. Emergency exits and entrances to the event area must be kept clear at all times and must be provided with clearly visible signage.
48. All parts of the site intended to be used in the absence of adequate daylight and all essential safety signage shall be suitably illuminable. Details of the locations and level of illumination must be contained in the EMP.
49. 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, entertainment areas, shall be non-combustible.
50. 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.
51. 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.
52. The certificates listed below shall be submitted to the licensing authority upon written request:
- Any permanent or temporary emergency lighting battery or system
  - Any permanent or temporary electrical installation
  - Any permanent or temporary emergency warning system
53. Electrical generators, where used, must be:
- Suitably located clear of buildings, marquees and structures, and free from flammable materials;
  - Enclosed to prevent unauthorised access;
  - Able to provide power for the duration of the event;
  - Backed up electrical generators are to be provided to power essential communications, lighting and safety systems in the event of primary generator failure.
54. An agreed level of emergency first aid will be on site throughout the event. The levels

will be determined by a medical risk assessment and will form part of the Event Management Plan.

55. The Children and Vulnerable Adults Policy will include details of the welfare provision for the support of children and vulnerable adults. All welfare staff will be appropriately trained and certified.
56. The Premises Licence Holder will provide a minimum of 1 welfare officer (DBS Checked) per 2,000 customers. Welfare officers will readily be identifiable to attendees and who's primary duties will be contained within the EMP Children and Vulnerable Adults policy.
57. The Premises Licence Holder shall carry out the sanitary provision analysis using the event safety guide as the basis for determining the sanitation facilities required. The minimum number of facilities will be included in the Event Management Plan together with details of the maintenance and servicing of sanitary accommodation.
58. Details of all marquees, tented structures and temporary structures should be provided including emergency exits and signage, fire warning and fire-fighting equipment.
59. 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.
60. 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.
61. 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.
62. For the provision of Regulated Entertainments the stage shall face north towards the National Gallery and the Music Noise Level shall not exceed 79dB LAeq (5 minutes) one metre from the nearest affected façade.
63. No licensable activities shall take place at the site until the licensing authority are satisfied that the site 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.
64. Before the site opens to the public under the licence, the final plans deposited to the LOSPG will be checked by the Environmental Health Consultation Team to ensure they are an accurate reflection of the work carried out. Where minor layout changes have occurred during the course of construction new plans shall be provided to the Environmental Health Consultation Team and the Licensing Authority

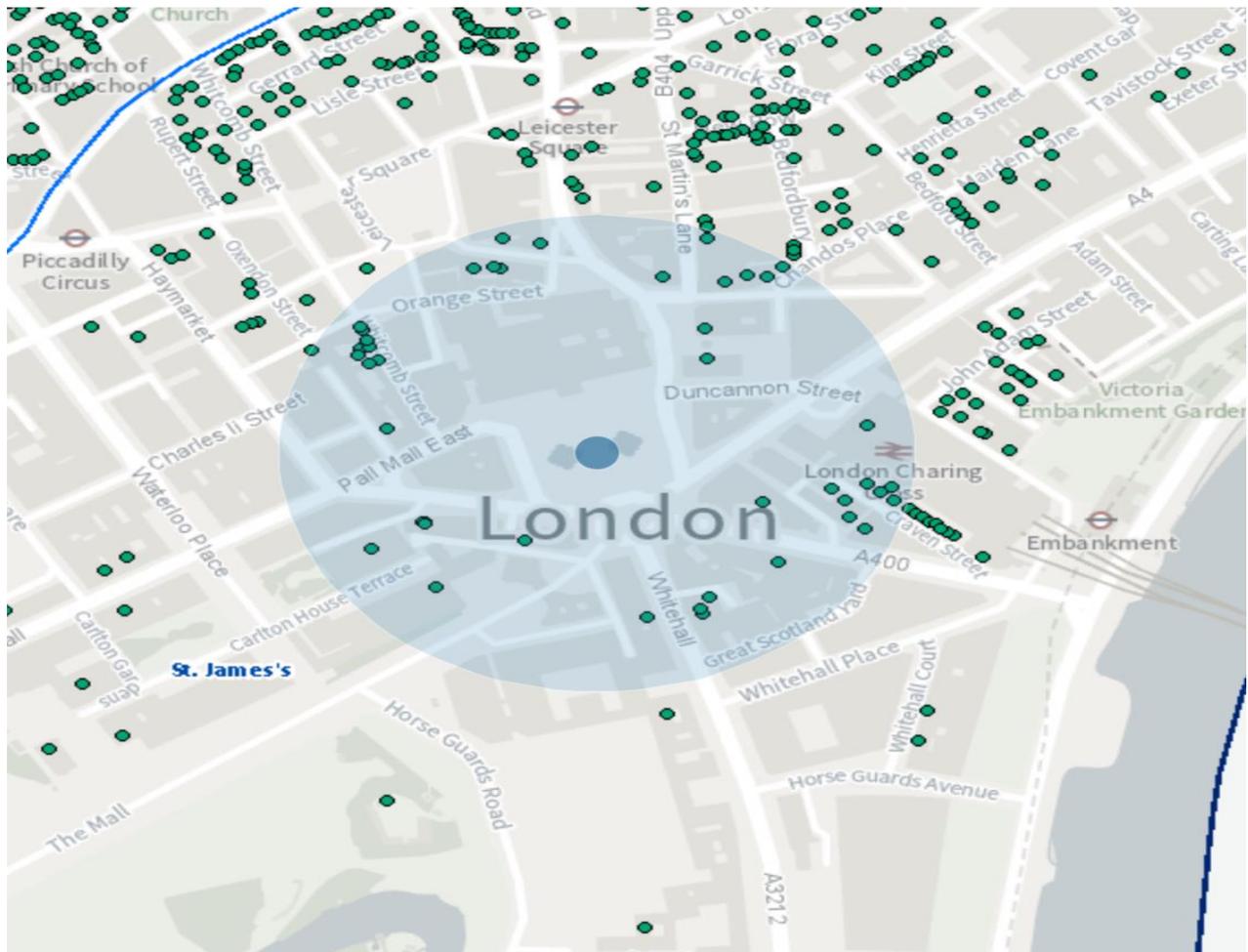
**Conditions proposed by the Metropolitan Police Service to replace those contained in the operating schedule**

65. So far as is reasonably practicable the Premises Licence Holder shall ensure that the event is run in accordance with the Event Management Plan.
66. The licensable activity authorised by this licence and provided at the premises shall be shall be run in compliance with the Event Management Plan agreed by the LOSPG.
67. If required by LOSPG, the Premises Licence Holder shall arrange an event debrief after the event day at a time agreed with LOSPG
68. The Premises Licence Holder shall hold meetings with Westminster City Council and the Metropolitan Police Service to plan measures for the prevention of crime and disorder
69. A suitable and sufficient crowd management plan will be provided within the Event Management Plan.
70. Security will screen customers on the entry points to the events and exercise the right to refuse entry to any unauthorised or disorderly persons
71. On the event day licensable activities in the event space shall only be provided to persons who are ticket holders for that event. There shall be no re-entry to the site.
72. The premises licence holder shall ensure no screens shall be viewable from outside of the event space
73. 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 on site by the police or an authorised officer of the City Council at all times whilst the premises is open.
74. An incident log shall be kept on site, 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:
  - a. all crimes reported to the venue
  - b. all ejections of patrons
  - c. any complaints received concerning crime and disorder
  - d. any incidents of disorder
  - e. all seizures of drugs , offensive weapons and prohibited items
  - f. any refusal of the sale of alcohol
  - g. any formal visit by a relevant authority or emergency service
75. No person shall give on the site 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.
76. The contingency arrangement for emergency evacuation is detailed in the Event Management Plan and will be implemented should this be necessary
77. The edges of the treads of steps and stairways shall be maintained so as to be conspicuous.

78. Curtains and hangings shall be arranged so as not to obstruct emergency safety signs or emergency equipment.
79. The Premises Licence Holder shall provide an adverse weather plan which will be included in the Event Management Plan.
80. The Event Management Plan shall contain a Covid-19 statement that will be regularly updated to contain the latest Government guidance and advice.
81. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
82. No waste or recyclable materials, including bottles, shall be moved, removed from the site between 23.00 hours and 07.00 hours on the following day.
83. No deliveries to the site shall take place between 23.00 and 07.00 on the following day.
84. 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.
85. For licensable events when the stage is facing north the Music Noise Level shall not exceed 79dB LAeq (5 minutes) one metre from the nearest affected façade.
86. The Licensee will take all reasonable steps to ensure that amplified music will not cause a nuisance.
87. Residential properties and the relevant amenity group(s) in the immediate vicinity of the Square will be contacted as soon as reasonably practicable (and in any event no later than 28 days) prior to the first Event advising them of the times of the Events and any sound check or rehearsal times and giving them a telephone number to contact in the event that they have any complaints.
88. Rehearsals shall be limited from 09:00 hours to 18:00 hours.
89. There shall be no publicity of rehearsals.
90. There shall be no noise audible at the nearest noise sensitive premises from any construction or similar works in association with the set up and dismantling of the site, outside the hours of:  
08:00 - 18:00 Monday -Saturday  
08:00 - 13:00 Sunday
91. 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 site.
92. Flashing or particularly bright lights on or outside the site shall not cause a nuisance to nearby properties (save insofar as they are necessary for the prevention of crime).
93. No fumes, steam or odours shall be emitted from the site so as to cause a nuisance to any persons living or carrying on business in the area where the premises are situated.
94. The Premises Licence Holder shall provide a Litter and Waste Management Plan in conjunction with Westminster City Council. This Plan will include the site and an area in

the immediate external perimeter of the site as agreed with Westminster City Council.

95. 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 events.
96. The Premises Licence Holder shall put in place plans agreed with the Metropolitan Police Service and LOSPG as are necessary to control and ingress and egress of customers attending the events and to ensure the effective dispersal of attendees after the events. This plan will be developed to prevent and respond to anti-social behaviour caused by customers to the events.
97. The Premises Licence Holder shall produce and agree a transport assessment in conjunction with LOSPG. Promotional literature and web pages will give prominence to information regarding the use of public transport.
98. The Premises Licence Holder will produce and implement a child or vulnerable persons policy which will include provision for children or vulnerable persons found or reported missing.
99. The Premises Licence Holder will appoint one person as responsible for safeguarding on site to coordinate safeguarding measures.
100. A welfare area will be provided to coordinate all welfare safeguarding and information activities.
101. Children's toilets and changing facilities will be available within the site.
102. The challenge 25 policy will be rigorously enforced.
103. Age restricted films will not be shown in the presence of children.
104. Children under the age of 18 will not be admitted unless accompanied by a responsible adult.



Resident Count:379

Licensed premises within 250m of Trafalgar Square, London, WC2				
Licence Number	Trading Name	Address	Premises Type	Time Period
19/10315/LIPN	Not Recorded	Open Space At Trafalgar Square London WC2N 5DS	Markets (other than livestock)	Monday to Sunday; 10:00 - 22:00
17/04873/LIPDPS	Cafe On The Square	Cafe On The Square Trafalgar Square London WC2N 5DS	Restaurant	Monday to Sunday; 08:00 - 20:00
16/04533/LIPDPS	The Patron's Lunch 2016	The Mall London	Park / Open Space	Sunday; 09:00 - 19:00
20/11420/LIPCH	The Admiralty	66 Trafalgar Square London WC2N 5DS	Public house or pub restaurant	Sunday; 07:00 - 00:00   Monday to Saturday; 07:00 - 01:00
20/01778/LIPN	Not Recorded	Basement And Ground Floor Grand Buildings	Shop	Monday to Sunday; 08:00 - 23:30

		Trafalgar Square London WC2N 5EL		
20/02594/LIPDPS	Tortilla	460 Strand London WC2R 0RG	Restaurant	Sunday; 12:00 - 22:30   Monday to Thursday; 10:00 - 23:30   Friday to Saturday; 10:00 - 00:00
20/06644/LIPDPS	The Trafalgar Hotel	2 Spring Gardens London SW1A 2TS	Hotel, 4+ star or major chain	Monday to Sunday; 00:00 - 00:00
20/10540/LIPCH	Halfway II Heaven	7 Duncannon Street London WC2N 4JF	Wine bar	Sunday; 10:00 - 23:30   Monday to Thursday; 10:00 - 01:30   Friday to Saturday; 10:00 - 03:30
15/05720/LIPDPS	Caffe Concerto	Ground Floor 4-5 Northumberland Avenue London WC2N 5BW	Cafe	Monday to Sunday; 07:00 - 23:30
21/00127/LIPDPS	Tesco Express (03482)	1-4 Charing Cross London SW1A 2DR	Shop	Monday to Sunday; 08:00 - 05:00
18/15834/LIPDPS	Garfunkels	3 Northumberland Avenue London WC2N 5BW	Restaurant	Sunday; 12:00 - 00:00   Monday to Saturday; 10:00 - 00:30
17/06395/LIPDPS	Co-Operative The Strand	Basement To Ground And Mezzanine Floor 456-459 Strand London WC2R 0RG	Shop (large)	Monday to Sunday; 00:00 - 00:00
17/04868/LIPDPS	Trafalgar Square	Concession 3 Trafalgar Square London WC2N 5DN	Park / Open Space	Monday to Sunday; 00:00 - 00:00

18/15530/LIPDPS	The National Gallery	Concession 3 Trafalgar Square London WC2N 5DN	Museums & Art Galleries	Monday; 00:00 - XXXX   Tuesday; 00:00 - XXXX   Wednesday; 00:00 - XXXX   Thursday; 00:00 - XXXX   Friday; 00:00 - XXXX   Saturday; 00:00 - XXXX   Sunday; 00:00 - XXXX
17/08394/LIPDPS	Drummonds	49 Charing Cross London SW1A 2DX	Banks and Building Societies	Monday to Sunday; 00:00 - 00:00
14/06395/LIPDPS	Courtyard Market	St Martin-In-The- Fields Church St Martin's Place London WC2N 4JJ	Markets (other than livestock)	Sunday; 12:00 - 23:00   Monday to Saturday; 09:00 - 03:00
19/16400/LIPV	Not Recorded	Grand Buildings 1 - 3 Strand London WC2N 5HE	Restaurant	Monday; 07:00 - 00:30   Tuesday; 07:00 - 00:30   Wednesday; 07:00 - 00:30   Thursday; 07:00 - 02:30   Friday; 07:00 - 02:30   Saturday; 07:00 - 02:30   Sunday; 08:00 - 00:00
21/01531/LIPT	PREZZO RESTAURANT	Basement And Ground Floor Unit D Grand Buildings Northumberland Avenue London WC2N 5HR	Not Recorded	Sunday; 12:00 - 23:30   Monday to Saturday; 12:00 - 00:00
20/07522/LIPT	PizzaExpress	450 - 452 Strand London WC2R 0RG	Restaurant	Sunday; 12:00 - 00:00   Monday to Saturday; 10:00 - 00:30
20/04412/LIPT	Garfunkels	25 Cockspur Street London SW1Y 5BN	Restaurant	Monday to Sunday; 10:00 - 00:30

18/08742/LIPDPS	Walkers Of Whitehall	Basement And Ground Floor 15 Whitehall London SW1A 2DD	Pub or pub restaurant with lodge	Sunday; 10:00 - 00:00   Sunday; 10:00 - 22:30   Monday to Thursday; 10:00 - 23:30   Monday to Saturday; 10:00 - 01:00   Friday to Saturday; 10:00 - 00:00   Sundays before Bank Holidays; 10:00 - 00:00
20/06177/LIPDPS	Thai Square	Ground Floor Norway House 21 - 24 Cockspur Street London SW1Y 5BN	Restaurant	Sunday; 10:00 - 01:00   Monday to Saturday; 10:00 - 01:30
19/17148/LIPCH	Thai Square Club	Basement Norway House 21 - 24 Cockspur Street London SW1Y 5BN	Night clubs and discos	Sunday; 10:00 - 03:00   Monday to Saturday; 10:00 - 03:30
20/09779/LIPV	Trafalgar Theatre	Whitehall Theatre 14 Whitehall London SW1A 2DY	Theatre	Monday; 09:00 - 02:30   Tuesday; 09:00 - 02:30   Wednesday; 09:00 - 02:30   Thursday; 09:00 - 02:30   Friday; 09:00 - 02:30   Saturday; 09:00 - 02:30   Sunday; 09:00 - 02:30
19/06716/LIPDPS	National Portrait Gallery	National Portrait Gallery 2 St Martin's Place London WC2H 0HE	Museums & Art Galleries	Monday to Sunday; 08:00 - 01:00
20/09246/LIPDPS	Not Recorded	20 Cockspur Street London SW1Y 5BL	Office	Monday to Sunday; 00:00 - 00:00

14/09447/LIPN	Two Chairmen Public House	1 Warwick House Street London SW1Y 5AT	Public house or pub restaurant	Sunday; 09:00 - 23:00   Monday to Thursday; 09:00 - 00:00   Friday to Saturday; 09:00 - 00:30
10/09129/LIPRW	Two Chairmen Public House	1 Warwick House Street London SW1Y 5AT	Public house or pub restaurant	Sunday; 09:00 - 23:00   Monday to Thursday; 09:00 - 23:30   Friday to Saturday; 09:00 - 00:30
20/11542/LIPDPS	Bisushima	7 - 8 St Martin's Place London WC2N 4HA	Hotel, 4+ star or major chain	Monday; 08:00 - 01:00   Tuesday; 08:00 - 01:00   Wednesday; 08:00 - 01:00   Thursday; 08:00 - 01:00   Friday; 08:00 - 01:00   Saturday; 08:00 - 01:00   Sunday; 08:00 - 01:00
20/08789/LIPDPS	Page 8	7 - 8 St Martin's Place London WC2N 4HA	Not Recorded	Sunday; 08:00 - 23:00   Monday to Thursday; 08:00 - 00:00   Monday to Sunday; 00:00 - 00:00   Friday to Saturday; 08:00 - 00:30
20/06858/LIPT	The Lord Moon Of The Mall	Ground 16 - 18 Whitehall London SW1A 2DY	Pub or pub restaurant with lodge	Sunday; 07:00 - 23:30   Monday to Thursday; 07:00 - 00:00   Friday to Saturday; 07:00 - 00:30
18/02007/LIPDPS	The Silver Cross Public House	33 Whitehall London SW1A 2BX	Public house or pub restaurant	Sunday; 07:00 - 00:00   Monday to Saturday; 07:00 - 00:30

11/10858/LIPDPS	Eat Tokyo	15 Whitcomb Street London WC2H 7HA	Wine bar	Sunday; 12:00 - 22:30   Monday to Saturday; 10:00 - 23:00
19/05295/LIPV	50 Kalo Di Ciro Salvo	7 Northumberland Avenue London WC2N 5BY	Restaurant	Friday to Saturday; 10:00 - 00:30   Sunday to Thursday; 10:00 - 00:00
18/07969/LIPN	Not Recorded	Concession - Basement And Ground Floor 8 Northumberland Avenue London WC2N 5BY	Wine bar	Monday to Sunday; 07:00 - 02:30
20/03388/LIPV	Not Recorded	Concession - Basement And Ground Floor 8 Northumberland Avenue London WC2N 5BY	Wine bar	Monday; 07:00 - 02:30   Tuesday; 07:00 - 02:30   Wednesday; 07:00 - 02:30   Thursday; 07:00 - 02:30   Friday; 07:00 - 02:30   Saturday; 07:00 - 02:30   Sunday; 07:00 - 02:30
11/07189/LIPV	Basement & Ground Floors	8 Northumberland Avenue London WC2N 5BW	Hotel, 4+ star or major chain	Monday to Sunday; 07:00 - 02:30
07/04070/WCCMAP	Club Quarters, Trafalgar Square	8 Northumberland Avenue London WC2N 5BW	Hotel, 4+ star or major chain	Monday to Sunday; 00:00 - 00:00
19/02661/LIPCH	Old Shades	Old Shades 37 Whitehall London SW1A 2BX	Pub or pub restaurant with lodge	Sunday; 10:00 - 23:30   Monday to Saturday; 10:00 - 00:30
17/04271/LIPN	Subway	3 Adelaide Street London WC2N 4HZ	Takeaway food outlet	Monday to Sunday; 00:00 - 00:00
21/01335/LIPT	Prezzo	Ground 10 St Martin's Place London WC2N 4JL	Wine bar	Sunday; 09:00 - 23:00   Monday to Saturday; 09:00 - 02:30
15/05721/LIPDPS	Caffe Concerto	43 Whitehall London SW1A 2BX	Restaurant	Monday to Sunday; 12:00 - 00:00

20/10278/LIPDPS	Thistle Trafalgar Square, The Royal Trafalgar	Royal Trafalgar Thistle Hotel Whitcomb Street London WC2H 7HG	Hotel, 4+ star or major chain	Sunday; 12:00 - 00:00   Monday to Saturday; 10:00 - 00:30
20/03372/LIDPSR	Arboretum Lounge	Cavell House 2A Charing Cross Road London WC2H 0NN	Miscellaneous	Sunday; 08:00 - 23:30   Monday to Thursday; 08:00 - 00:00   Friday to Saturday; 08:00 - 00:30
17/06985/LIPVM	Cheers One	Ground Floor 19 Whitcomb Street London WC2H 7HA	Shop	Sunday; 10:00 - 22:30   Monday to Saturday; 08:00 - 23:00
19/00057/LIPT	Mint Leaf	9 Suffolk Place London SW1Y 4HX	Office	Sunday; 12:00 - 01:00   Monday to Saturday; 10:00 - 01:30
18/02595/LIPT	The Chandos Public House	29 St Martin's Lane London WC2N 4ER	Pub or pub restaurant with lodge	Sunday; 12:00 - 23:00   Monday to Saturday; 10:00 - 23:30
20/07148/LIPN	Steak Co	Basement Part And Ground Floor 11-13 Irving Street London WC2H 7AU	Restaurant	Sunday; 10:00 - 00:00   Monday to Saturday; 10:00 - 00:30
19/03919/LIPVM	The Halal Guys	Basement And Ground Floor 14- 15 Irving Street London WC2H 7AU	Restaurant	Monday; 10:00 - 23:30   Tuesday; 10:00 - 23:30   Wednesday; 10:00 - 23:30   Thursday; 10:00 - 23:30   Friday; 10:00 - 23:30   Saturday; 10:00 - 23:30   Sunday; 10:00 - 23:00
19/00179/LIPT	The Halal Guys	Basement And Ground Floor 14- 15 Irving Street London WC2H 7AU	Restaurant	Sunday; 23:30 - 23:00   Monday to Saturday; 10:00 - 23:30

20/09016/LIPT	Wagamama	14A Irving Street London WC2H 7AF	Restaurant	Sunday; 12:00 - 00:00   Monday to Saturday; 10:00 - 00:30
14/07329/LIPDPS	Salt N Pepper Grill	32 Orange Street London WC2H 7HQ	Restaurant	Sunday; 12:00 - 23:00   Sunday; 12:00 - 00:00   Monday to Saturday; 10:00 - 00:30   Monday to Saturday; 10:00 - 23:30
16/03895/LIPDPS	Rosetta	Basement And Ground Floor 38 William IV Street London WC2N 4DD	Cafe	Sunday; 07:00 - 22:30   Monday to Saturday; 07:00 - 23:30   Friday to Saturday; 07:00 - 00:00
19/13735/LIPT	Not Recorded	3 - 5 Great Scotland Yard London SW1A 2HW	Not Recorded	Monday; 00:00 - 00:00   Tuesday; 00:00 - 00:00   Wednesday; 00:00 - 00:00   Thursday; 00:00 - 00:00   Friday; 00:00 - 00:00   Saturday; 00:00 - 00:00   Sunday; 00:00 - 00:00
19/12937/LIPCH	Mall Galleries	17 Carlton House Terrace London SW1Y 5AH	Museums & Art Galleries	Monday to Sunday; 11:00 - 00:30   Monday to Sunday; 10:00 - 17:00
18/05907/LIPDPS	Bancone	39 William IV Street London WC2N 4DD	Restaurant	Sunday; 12:00 - 00:00   Monday to Saturday; 10:00 - 00:30

20/05526/LIPDPS	Nutshell	30 St Martin's Lane London WC2N 4ER	Restaurant	Sunday; 12:00 - 00:00   Monday to Saturday; 10:00 - 00:30
19/16020/LIPDPS	Tandoor Chop House	8 Adelaide Street London WC2N 4HZ	Restaurant	Sunday; 12:00 - 23:00   Monday to Thursday; 10:00 - 00:00   Friday to Saturday; 10:00 - 00:30
21/00239/LIPDPS	Notes Music And Coffee	31 St Martin's Lane London WC2N 4ER	Cafe	Sunday; 12:00 - 22:30   Monday to Thursday; 10:00 - 23:30   Friday to Saturday; 10:00 - 00:00
18/06511/LIPVM	The Sherlock Holmes	Sherlock Holmes Public House 10 - 11 Northumberland Street London WC2N 5DB	Public house or pub restaurant	Thursday to Saturday; 08:00 - 00:30   Sunday to Wednesday; 08:00 - 23:30
18/14963/LIPDPS	MOD Pizza	17 - 18 Irving Street London WC2H 7AU	Restaurant	Sunday; 07:00 - 00:00   Monday to Saturday; 07:00 - 00:30   New Year's Eve; 07:00 - 07:00   Christmas Eve; 07:00 - 02:30
15/05963/LIPDPS	8 Till Late	23 Whitcomb Street London WC2H 7HA	Shop	Saturday; 08:00 - 23:00   Sunday; 10:00 - 22:00   Monday to Friday; 07:00 - 23:00

19/11220/LIPV	Haymarket Hotel	1 Suffolk Place London SW1Y 4HX	Hotel, 4+ star or major chain	Monday; 00:00 - 00:00   Monday; 07:00 - 03:00   Tuesday; 07:00 - 03:00   Tuesday; 00:00 - 00:00   Wednesday; 07:00 - 03:00   Wednesday; 00:00 - 00:00   Thursday; 00:00 - 00:00   Thursday; 07:00 - 03:00   Friday; 07:00 - 03:00   Friday; 00:00 - 00:00   Saturday; 00:00 - 00:00   Saturday; 07:00 - 03:00   Sunday; 00:00 - 00:00   Sunday; 09:00 - 00:00
18/16271/LIPDPS	Amba Hotel Charing Cross	Charing Cross Hotel Strand London WC2N 5HX	Hotel, 4+ star or major chain	Monday to Sunday; 00:00 - 00:00
13/03410/LIPN	Barrafina	10 Adelaide Street London WC2N 4HZ	Restaurant	Sunday; 12:00 - 23:00   Monday to Saturday; 10:00 - 00:00
20/09445/LIPVM	Garrick Theatre	2 Charing Cross Road London WC2H 0HH	Theatre	Monday to Sunday; 09:00 - 00:00
19/10538/LIPDPS	Garfunkels Restaurants	Ground Floor 19 - 20 Irving Street London WC2H 7RR	Restaurant	Sunday; 12:00 - 00:00   Monday to Saturday; 10:00 - 00:30
12/02800/LIPV	Nero Express	Charing Cross Station Strand London WC2N 5HS	Takeaway food outlet	Saturday; 06:30 - 01:00   Sunday; 07:00 - 01:00   Monday to Friday; 06:00 - 01:00   Monday to Sunday; 00:00 - 00:00

20/09191/LIPN	The Library	112 St Martin's Lane London WC2N 4BD	Club or institution	Sunday; 12:00 - 23:30   Monday to Thursday; 10:00 - 00:00   Friday to Saturday; 10:00 - 00:30
18/09429/LIPN	Not Recorded	40-42 William IV Street London WC2N 4DD	Not Recorded	Monday to Sunday; 10:00 - 00:30
19/07671/LIPN	Ground And First Floor	40-42 William IV Street London WC2N 4DD	Not Recorded	Sunday; 12:00 - 22:30   Monday to Thursday; 10:00 - 23:30   Friday to Saturday; 10:00 - 00:00
19/07675/LIPN	Basement	40-42 William IV Street London WC2N 4DD	Restaurant	Monday; 12:00 - 23:30   Tuesday; 12:00 - 23:30   Wednesday; 12:00 - 23:30   Thursday; 12:00 - 23:30   Friday; 12:00 - 00:00   Saturday; 12:00 - 00:00   Sunday; 12:00 - 22:30
19/08627/LIPV	The Clarence	Ground Floor 53 Whitehall London SW1A 2HP	Public house or pub restaurant	Monday to Sunday; 09:00 - 01:00
18/09856/LIPDPS	The Clarence	Ground Floor 53 Whitehall London SW1A 2HP	Public house or pub restaurant	Sunday; 11:00 - 01:00   Monday to Saturday; 09:00 - 01:00
19/14728/LIPDPS	XIHome Dumplings AndBuns	Basement And Ground Floor 43 Chandos Place London WC2N 4HS	Restaurant	Sunday; 12:00 - 00:00   Monday to Saturday; 10:00 - 00:30

19/11698/LIPDPS	Hub By Premier Inn	110 St Martin's Lane London WC2N 4BA	Hotel, 3 star or under	Sunday; 06:00 - 23:00   Monday to Thursday; 06:00 - 23:30   Monday to Sunday; 00:00 - 00:00   Friday to Saturday; 06:00 - 00:30
20/04514/LIPT	Bella Italia	10 Irving Street London WC2H 7AT	Restaurant	Sunday; 09:00 - 00:00   Monday to Saturday; 09:00 - 01:00   Sundays before Bank Holidays; 09:00 - 01:00
20/03962/LIPCH	Uppercrust Units 14 & 15	Unit 14 Charing Cross Station Strand London WC2N 5HS	Shop	Monday to Sunday; 00:00 - 00:00
20/03814/LIPCH	M & S Simply Food	Unit 18 And Unit 19 Charing Cross Station Strand London WC2N 5HS	Shop	Monday to Sunday; 07:00 - 03:00
20/03885/LIPCH	Burger King (UK) Ltd	Unit 1 Charing Cross Station Strand London WC2N 5HS	Restaurant	Monday to Sunday; 23:00 - 01:00
20/04004/LIPCH	The Beer House	Unit 2 Charing Cross Station Strand London WC2N 5HS	Sales kiosk	Monday to Sunday; 07:00 - 00:00
12/04963/LIPV	The Pasty Shop	Unit 4 Main Concourse Charing Cross Station Strand London WC2N 5HS	Sales kiosk	Monday to Sunday; 00:00 - 00:00
20/03835/LIPCH	Whistlestop Food & Wine	Unit 6 Charing Cross Station Strand London WC2N 5HS	Shop	Sunday; 08:00 - 02:00   Monday to Saturday; 06:00 - 02:00
19/11418/LIPDPS	Hotel Chocolat	Charing Cross Station Strand London WC2N 5HS	Sales kiosk	Saturday; 09:00 - 20:00   Sunday; 10:00 - 19:00   Monday to Friday; 07:00 - 20:00

20/07906/LIPN	Civil Service Club	13-15 Great Scotland Yard London SW1A 2HJ	Club or institution	Monday to Sunday; 00:00 - 00:00
18/03647/LIPV	Not Recorded	9A Irving Street London WC2H 7AT	Cafe	Sunday; 08:00 - 00:30   Monday to Thursday; 08:00 - 00:30   Friday to Saturday; 08:00 - 01:30
06/12648/WCCMAC	Beefsteak Club	Basement To First Floor 9 Irving Street London WC2H 7AH	Club or institution	Monday to Friday; 17:30 - 23:30   Monday to Friday; 13:00 - 15:00
10/05756/LIPN	Pompidou	9A Irving Street London WC2H 7AT	Cafe	Sunday; 09:00 - 23:00   Monday to Saturday; 07:00 - 23:30
07/02903/LIPDU	Price Waterhouse Coopers	Ground Floor To Fifth Floor 1 Embankment Place London WC2N 6NN	Not Recorded	
19/06548/LIPV	Price Waterhouse Coopers	1 Embankment Place London WC2N 6RH	HQs and Institutional Offices	Monday; 00:01 - 00:00   Tuesday; 00:01 - 00:00   Wednesday; 00:01 - 00:00   Thursday; 00:01 - 00:00   Friday; 00:01 - 00:00   Saturday; 00:01 - 00:00   Sunday; 00:01 - 00:00
18/14488/LIPT	Wox	8 Irving Street London WC2H 7AT	Cafe	Monday to Saturday; 23:00 - 05:00

19/04918/LIPVM	Il Padrino	6-7 Irving Street London WC2H 7AT	Not Recorded	Monday; 10:00 - 05:00   Tuesday; 10:00 - 05:00   Wednesday; 10:00 - 05:00   Thursday; 10:00 - 05:00   Friday; 10:00 - 05:00   Sunday; 11:00 - 01:30
18/08436/LIPVM	Theatre Royal	Theatre Royal 8 Haymarket London SW1Y 4HT	Theatre	Saturday; 09:00 - 00:00   Sunday; 14:00 - 00:00   Monday to Friday; 09:00 - 04:00
20/08348/LIPCH	Harp Public House	47 Chandos Place London WC2N 4HS	Public house or pub restaurant	Sunday; 12:00 - 22:30   Monday to Thursday; 10:00 - 23:30   Friday to Saturday; 10:00 - 00:00   Sundays before Bank Holidays; 10:00 - 00:00
18/09423/LIPN	Not Recorded	18 - 21 Northumberland Avenue London WC2N 5EA	Not Recorded	Monday to Sunday; 00:00 - 00:00
15/04741/LIPDPS	The Ship & Shovell	Ground Floor 1 Craven Passage London WC2N 5PH	Public house or pub restaurant	Sunday; 12:00 - 23:00   Monday to Saturday; 10:00 - 23:30
20/00086/LIPV	Caffe Italiano	2-3 Irving Street London WC2H 7AT	Restaurant	Monday; 08:00 - 00:30   Tuesday; 08:00 - 00:30   Wednesday; 08:00 - 00:30   Thursday; 08:00 - 00:30   Friday; 08:00 - 00:30   Saturday; 08:00 - 00:30   Sunday; 08:00 - 00:00

17/08391/LIPDPS	Coutts & Co	440 Strand London WC2R 0QS	Office	Sunday; 12:00 - 23:00   Monday to Saturday; 10:00 - 23:30
19/16423/LIPDPS	English National Opera	London Coliseum 32 - 35 St Martin's Lane London WC2N 4ES	Theatre	Monday to Sunday; 09:00 - 00:00
20/11972/LIPDPS	The 2 Brydges Club	2 Brydges Place London WC2N 4HP	Club or institution	Sunday; 12:00 - 23:00   Monday to Saturday; 10:00 - 01:00
16/09313/LIPDPS	San Carlo Fumo	Basement And Ground Floor 37 St Martin's Lane London WC2N 4ER	Restaurant	Sunday; 07:00 - 22:30   Monday to Thursday; 07:00 - 23:30   Friday to Saturday; 07:00 - 00:00   Sundays before Bank Holidays; 07:00 - 00:00   New Year's Eve; 07:00 - 06:59
18/05674/LIPDPS	Global Radio	29-30 Leicester Square London WC2H 7LA	Office	Monday to Friday; 07:00 - 00:00
20/11240/LIPDPS	TGI Fridays	29-30 Leicester Square London WC2H 7LA	Not Recorded	Sunday; 09:00 - 01:00   Monday to Saturday; 09:00 - 01:30   Sundays before Bank Holidays; 09:00 - 01:30
18/09120/LIPDPS	Radisson Hampshire Hotel	31-36 Leicester Square London WC2H 7LH	Hotel, 4+ star or major chain	Monday to Sunday; 00:01 - 00:00