

**METROPOLITAN  
POLICE****TOTAL POLICING**

# PROMOTION EVENT RISK ASSESSMENT FORM 696

## Guidance for Artistes and Promoters

(Users should ensure that this guidance sheet is handed or sent to all persons disclosing their personal details)

The Promotion Event Risk Assessment Form 696 is designed to allow the management of licensed premises, promoters of music events, event security and the police to work in partnership to identify and minimise any risk of serious violent crime happening at a proposed event. Should areas of concern be identified the police intention is to work together to create a Risk Management Plan that enables the event to proceed with minimum risk.

The use of this form is voluntary. However, we note that the completion of this form may be a condition on some premises' licences. This means the completion of this form is mandatory for those premises.

The management of the licensed premises or the promoter considers that the proposed event requires a Promotion Event Risk Assessment Form 696 to be completed and it is for this purpose that your personal details are required.

The information provided will be cross-referenced with our systems and data sources to assist with the risk assessment.

The information is processed in accordance with our policing purpose as defined by the Code of Practice for the Management of Police Information (MoPI) as follows:

- Protecting life and property;
- Preserving order;
- Preventing the commission of offences;
- Bringing offenders to justice;
- Any duty or responsibility arising from common or statute law

If you or your client has any concerns or queries regarding the above processing please contact the Metropolitan Police Service Data Protection Officer (details provided below).

**Data Controller Details:** Sir Bernard Hogan - Howe Commissioner for the Metropolis

**Information Commissioner's Office Data Controller Registration Number:** Z4888193

**Data Protection Officer Details:** Merilyne Davies, Public Access Office, PO Box 57192, London, SW6 1SF  
(Tel: 020 7161 3500)

For a copy of the Metropolitan Police Service's Fair Processing Notice please refer to the following link or contact the Data Protection Officer (details above):

<http://www.met.police.uk/foi/pdfs/otherinformation/corporate/paofairprocessingstatement.pdf>

## Guidance for submission

Please submit the completed form via e-mail to the Promoters Desk and copy in the local borough police licensing unit at least 14 days in advance of your event. This is to ensure that there is sufficient time to implement any risk management plan if needed. The Promoters Desk will carry out an intelligence assessment and provide you with feedback either directly or through the local borough police licensing unit no less than 7 days before your event. If you have not received feedback within this time please contact the Promoters Desk directly on 020 7321 7760


**METROPOLITAN  
POLICE**
**TOTAL POLICING**

## PROMOTION EVENT RISK ASSESSMENT FORM 696

The use of this form is voluntary. However, we note that the completion of this form may be a condition on some premises' licences. This means the completion of this form is mandatory for those premises.

Please complete this section to enable Clubs and Vice Unit to monitor the use of this Form.	
Is completing Form 696 for Promoted Events a condition on the premises licence?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>PLEASE NOTE - The use of this form is not intended for a live music event. If you are using this form for a live music event please give your reasons why in the box.</b>	

### When to complete Form 696

Our recommended guidance to music event organisers, management of licensed premises or event promoter on when to complete Form 696 is where you hold an event that is –

- promoted / advertised to the public at any time before the event, and
- predominantly features DJs or MCs performing to a recorded backing track, and
- runs anytime between the hours of 10pm and 4am, and
- is in a nightclub or a large public house.

The recommended guidance does not restrict the use of the form solely to any specific event. Event managers and promoters may, if they wish, use it for events not strictly covered by the guidance. The Metropolitan Police Service will aim to give appropriate support and advice to ensure a safe event.

### PLEASE COMPLETE ALL SECTIONS.

<b>Name of Premises</b>	<b>Bar 07 Limited</b>		
Maximum Capacity of Premises	Up to 100		
Full Address	217 Kenton Road, Harrow, HA3 0HD		
Telephone Number	020 8907 0944	Email Address	josie@pickmixrecruitment.co.uk
Designated Premises Supervisor	Louriston Lorainey		
Contact Telephone Numbers	Landline: T	Mobile:T:07740870721	

PROMOTER'S DETAILS			
Promoter's Full Name <i>(include BIIAB Qualification Number)</i>	Kelvin Piper (no qualification)		
Date of Birth (dd/mm/yyyy)	10.04.1972		
Address	49 Lillie Road, Fullham, SW6 1UA		
Contact Telephone Numbers	Landline: T: 020 890700944	Mobile: T: 07572441970	
Email Address	akapiper@gmail.co.uk		

PROMOTION / EVENT DETAILS			
Promotion / Event Name	Masters Anniversary Party		
Event Date (dd/mm/yyyy)	30 <sup>th</sup> March 2014		
Start Time (HH:mm)	0130	Finishing Time (HH:mm)	0300
Expected numbers attending event?	100	Is this a regular event at this venue?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**RESTRICTED WHEN COMPLETE**

Is the event...? <i>(Check relevant box)</i>	Private <input checked="" type="checkbox"/> Public <input type="checkbox"/>	Will tickets be sold on the door?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
--	---	-----------------------------------	---

**Please list below all DJ's, MC's, featured artistes / other promoters performing**

We need a minimum of name and date of birth to cross-reference with our systems and data sources. We need an address to confirm the performer's identity. It is the responsibility of the person submitting this form to check that the information is correct.

Real Name	Role and other name used <i>(i.e. stage name)</i>	Date of Birth <i>(dd/mm/yyyy)</i>	Address
Kelvin Piper	AKA Piper	10.04.1972	49 Lillie Road, Fullham, SW6 1UA
Edwin Hyatt	Ed Master	19.4.67	37 Wrotesley Road, Plumstead, London SE18 3EW

**RESTRICTED WHEN COMPLETE**

<b>SECURITY FOR THE EVENT</b>			
Please provide the name of the security company to be used		Fortus Security Company	
Contact name at security company to be used		Rod Turner	
Registration no.	5692470	Email	www.fortussecurity.com
Contact nos. of security company	Landline: T: 02087897720	Mobile: T: 07584102007	

<b>SECURITY DETAIL AND DEPLOYMENT</b>		
Number of door supervisors	Male: 1	Female: 1
Please outline below how you propose to deploy your security staff and what equipment will be available to facilitate searching on entry		
<ul style="list-style-type: none"> <li>• 2 Security Staff at front door, searching on entry all customers.</li> <li>• Rotation of toilet search on each hour of the night.</li> <li>• Alternate walk through the bar on hourly basis, unless called in by the manager or bar staff.</li> <li>• Hourly checking of Fire Exit ensuring it is clear.</li> <li>• Ensuring all customers leave quietly, and assisting with transport where necessary.</li> <li>• Ensuring a maximum of ten or less smokers outside at any one time in designated area.</li> <li>• Upon entry back into bar a search will be performed.</li> <li>• Security will not allow any customers arriving after 1am entry into bar unless they were outside smoking.</li> </ul>		
Total security staff	2	
Performer / artiste security <i>(Show company name &amp; contact numbers)</i>	None	

Do you have other knowledge that needs special consideration in order to limit violent crime at the event?
None

When complete please e-mail this whole document **at least 14 days in advance** to:

[SCD9ProactiveLicensingIntelligence@met.police.uk](mailto:SCD9ProactiveLicensingIntelligence@met.police.uk)

And to **your Borough Police Licensing Unit.**