

**Proposed Annex Two Licence Conditions  
Magic Sounds Ltd, Northwick Park.**

General

1. The premises licence holder, or a representative on behalf of the premises licence holder, shall notify Brent Council Safety Advisory (BSAG) of any proposed event at least six months before the proposed start date of any event.
2. The premises licence holder, or a representative on behalf of the premises licence holder, shall attend any BSAG meetings upon invitation.
3. The premises licence holder, or a representative on behalf of the premises licence holder shall undertake a specific Event Management Plan (EMP) for each proposed event.
4. The premises licence holder shall comply, or a representative on behalf of the premises licence holder, shall comply with any recommendations made by BSAG. This includes any amendment to the proposed EMP, or any request made for further supporting documentation.
5. The finalised EMP and other supporting documents shall be submitted to BSAG at least 31 days before any event start date.
6. The EMP shall include (either as part of a single document or a series of documents) the following:
  - a) An overall description of the event, the style(s) of any music to be performed and the anticipated number of attendees, and the anticipated demographics of attendees.
  - b) A detailed plan of the event site.
  - c) Details of event staff with specific responsibilities.
  - d) Details of the event organiser's public and occupiers' liability insurances.
  - e) A Security and Stewarding Plan.
  - f) A Crowd Management Plan
  - g) An Emergency and Contingency Plan **as well as the dispersal plan in the event of an evacuation.**
  - h) A Major Incident / Terrorism Plan.
  - i) A Communications Plan.
  - j) An Alcohol Management Policy.
  - k) A Searching Policy.
  - l) A Drug Policy
  - m) A Noise Management Plan
  - n) A First Aid and Welfare Plan.
  - o) A Child Welfare Plan (*in instances where children under 18 are permitted entry*)
  - p) A Traffic & Transport Management Plan **that includes the location and management of the PUDO.**
  - q) A Risk Assessment
  - r) A Fire Risk Assessment.

7. The premises licence holder shall adhere to all the provisions set out within their final EMP for each event.
8. If any changes to the final EMP are required after submission to BSAG but before the event begins, the premises licence holder shall notify BSAG or the Licensing Authority as soon as reasonably practicable.
9. If any changes to the final EMP are made during the event, the premises licence holder shall notify the Licensing Authority within 48 hours of implementing the changes.
10. No permitted licensable activities can take place should any proposed event be ultimately refused by BSAG.
11. No person other than the premises licence holder is authorised by the Licensing Authority to undertake the events. Should the premises licence be transferred, no events can be held without the reconsideration of BSAG.
12. The total number of event days held in a single calendar year shall not exceed six, with no more than three days running consecutively.
13. The maximum number of attendees (excluding authorised staff members) for each event shall be agreed upon by BSAG and clearly specified within each EMP.
14. Tickets must be purchased through a legitimate website or authorised online provider unless otherwise agreed. Detailed ticketing arrangements shall be agreed upon by BSAG and clearly specified within each EMP.
15. The number of tickets issued for each event shall not exceed the maximum number specified within the EMP for that specific event.
16. No entry shall be permitted to attendees unless a valid ticket is produced upon entry to the designated premises licence event area.
17. All attendees shall be issued a wristband which must be worn at all times whilst inside the designated premises licence event area.

#### The Prevention of Crime and Disorder

18. The EMP for each event shall specify in relation to its Security and Stewarding Plan:
  - a) The total number of SIA staff employed.
  - b) The number of SIA staff designated for each location and their respective duties.
19. All SIA staff shall wear clothing that is clearly identifiable.
20. All SIA staff shall be equipped with radios and communication devices.

21. A log shall be kept of the SIA staff working on any day to include their full name, date of birth, SIA licence number, security company and booking on/off times. A copy of the SIA staff log shall be available upon request by Police and authorised officers from Brent Council.
22. SIA staff positioned at the entrance of the premises shall conduct searches, bag checks and screening for prohibited items for all attendees entering the designated premises event area in line with the security requirements set out within the finalised EMP.
23. Ticket conditions, website information, and signage at the premises shall inform attendees that searches will be undertaken as a prerequisite for entry into the designated premises event area.
24. There shall be no re-admittance to the designated premises event area if any attendees leave, save for exceptional circumstances.
25. Any drinks sold shall be provided in polycarbonate, plastic or another non-glass drinking vessel.
26. There shall be a limit of 4 alcoholic drinks served per order. There shall be adequate signage displayed at each point of sale reflecting this policy.
27. Training shall be undertaken by all bar staff involved with selling alcohol. Such training shall include the following topics:
  - a) The Challenge 25 Policy
  - b) Proxy Sales
  - c) Refused sales procedure
  - d) WAVE (*Welfare and Vulnerability Engagement*)
  - e) Ask for Angela scheme.
28. The premises licence holder shall notify the Metropolitan Police Service at least three months before the event start date of all proposed performers scheduled to appear at any given event. If there are any changes after this notification, the premises licence holder shall inform the Metropolitan Police Service as soon as reasonably possible.
29. The premises licence holder shall provide the Metropolitan Police Service with the full and finalised Event Management Plan (EMP), as required under Condition 6, at least 31 days before the event start date.
30. The premises licence holder shall notify the Metropolitan Police Service at the earliest opportunity of any instances of serious crime or disorder that have occurred at the premises.
31. CCTV shall be in operation at all events unless otherwise agreed with the Metropolitan Police Service at least three months before the event start date. Where CCTV is in operation, the premises licence holder shall ensure that:
  - a) The system is capable of capturing clear, colour images of all attendees entering and leaving the designated event area.

- b) The system records continuously while attendees are present.
- c) All footage displays the correct date and time of recording.
- d) Footage is retained for a minimum of 31 days.
- e) At least one member of staff is present who is conversant with the CCTV system and is capable of showing footage upon request by the Police or authorised officers from Brent Council.
- f) CCTV footage is provided on removable media (e.g., USB, hard drive, CD) or via digital transfer within 24 hours of a request from the Police or authorised officers from Brent Council.
- g) Clear signage is displayed at all public entrances informing patrons that CCTV is in operation.

### Public Safety

- 32. Valid public liability insurance shall be in place during the event days.
- 33. All electrical equipment shall be checked and approved by a suitably qualified electrician to ensure that they are safe.
- 34. Any stage, marquee or other temporary structure erected on the site shall not be used unless the licence holder can ensure that it complies with the relevant legal safety standards.
- 35. The designated premises licence event area shall be fully secured with appropriate perimeter fencing, barriers, or any other suitably appropriate material to prevent unauthorised accesses.
- 36. The number of emergency exits required for each specified event shall be agreed upon by BSAG and clearly specified within each EMP.
- 37. The entrance/exit point (including evacuation points) shall be clear, obvious and remain unobstructed to ensure safe ingress and egress for attendees and staff.
- 38. In the case of an emergency evacuation, stewards and SIA staff shall assist the attendees in leaving the premises safely. The evacuation procedure shall also be announced on the PA system.
- 39. Before the event opens each day, security shall undertake a sweep of the premises licence event area.
- 40. An incident log shall be kept and maintained at the premises which will record the following:
  - a) Any incidents of disorder or of a violent or anti-social nature.
  - b) Any accidents or medical incidents.
  - c) All crimes reported to the event staff, or by the event staff to the police.
  - d) All ejections or refused entry of attendees.
  - e) Any complaints received.
  - f) Seizures of drugs or offensive weapons.
  - g) Any visits by Brent Council or emergency service.

41. Any entries into the log shall be made as soon as reasonably possible. All entries shall include the time/date of the incident, the nature of the incident, a description of the people involved, the action taken and details of the person responsible at the time of the incident.
42. The incident log shall be made available to an authorised officer of Brent Council or the Police.
43. A medical tent shall be clearly signposted, and the location shall be made obvious to all attendees. The number of suitable and qualified first aid professionals for each event shall be agreed upon by BSAG and clearly specified within each EMP.
44. The dispersal routes and further dispersal plan shall be agreed upon by BSAG and clearly specified within each EMP.
45. All routes to and from the designated premises licence area shall be well-lit, signposted, and marshalled by SIA staff.
46. Transport for London shall be provided with the finalised Traffic & Transport Management Plan at least 31 days before the event start date.
47. The event management plan will include details of any other events happening in the local area that could impact the running of any event that utilises the licence.
48. A Welfare Plan specific to the genre of the music and the audience demographic shall be provided to the BSAG no more than 3 months before each event.

#### The Prevention of Public Nuisance

49. The premises licence holder shall employ a suitably qualified noise consultant to devise a Noise Management Plan (NMP) that is in line with The Noise Council's Code of Practice on Environmental Noise control at Concerts.
50. The finalised NMP for each specific event shall be made available to Brent Council's Nuisance Control Team at least three weeks prior to any event.
51. The NMP shall include:
  - a) Location of noise sensitive premises (NSP).
  - b) An Annotated site map, including speak placement and direction.
  - c) Regular subjective checks 1m from the façade of any NSP.
52. The premises licence holder shall provide prior notification of any event to local residents including details of the event timings. The distribution for the notification letter shall be agreed with the Brent Council's Nuisance Control Team.

53. A contact telephone number shall be made available to local residents to manage complaints in the event of any noise disturbance. If a complaint is received the appointed noise monitor shall visit the location of the complaint, check noise levels and confirm the dB level at that location. In the instances where the sound levels are excessive or exceed the permitted limits agreed by Brent Council, immediate contact shall be made with the onsite sound engineer and action will be taken to reduce levels to an acceptable level.
54. If any noise complaints are received, the appointed noise monitor shall record the details of the complaint including the location, the time, the person making a complaint, the dB levels recorded at the location and the time of any action taken thereafter. A copy of this recorded will be made available upon request by authorised officers from Brent Council.
55. All amplified music (including live music) shall be permitted between the hours of 11:00 to 22:30 on Friday, Saturday and Sunday of any event but can only be programmed until 22:00.
56. Clear legible notices are to be displayed at all exits from the premises requesting patrons to respect the needs of local residents and to leave the premises and area quietly.
57. The premises licence shall undertake a waste management plan and provide bins to be situated throughout the premises licence area.

#### The Protection of Children from Harm

58. A Challenge 25 proof of age scheme shall be operated at all times 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.
59. A Challenge 25 notice shall be conspicuously displayed at each point of sale.
60. Notices shall be conspicuously displayed at the point of sale reminding customers that proxy sales are unlawful.
61. A logbook shall be kept recording all refused sales of alcohol. The log shall contain the time/date of the refusal, a description of the customer, the name of the staff member who refused the sale, the reason the sale was refused and any other relevant observation. The refusals register shall be made available for inspection upon request of an authorised officer of a Brent Council and the Police.
62. A personal licence holder shall be present at all times at any bar selling alcohol within the designated event area.
63. The finalised EMP for each event shall clearly specify if there are any age restrictions for attendees.

64. In the case that children under the age of 18 are permitted entry, they must be always accompanied by a responsible adult, with no more than three children per adult ticket.
65. A Lost/Found Child & Vulnerable Persons Policy shall be in place for each event and a system for lost children including a safe place for them whilst their parent or guardian is found. All relevant staff shall be informed of their responsibility in respect of this policy.