

[REDACTED]

From: [REDACTED]
Sent: 23 May 2023 15:07
To: Middleton, Darran 40816
Cc: WS_Licensing_WOR; Licensing
Subject: Re SusPol: Evrywhre police representation

Hi Darren,

Thanks for your time this morning,

I can confirm that the sale and supply of alcohol will end at 00:00hrs on both the Friday and Saturday evenings.

I can also confirm we will comply with all of the remaining conditions set out in your representation dated 18/04/23, less condition 5 that has now been removed.

I'm really happy we've been able to resolve your representation on these bases and I look forward to working with you to make this festival a success.

Please let me know if you need anything else from me,

Kind Regards

Harry Slade

Founder
+44 7871 763346

there Evrywhre

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On 23 May 2023, at 13:41, Middleton, Darran 40816 [REDACTED] wrote:

Dear Mr Slade,

Thank you for meeting with myself and PC Richard Jeffrey at Horsham District Council this morning (23/05/2023).

Can you confirm that the sale, supply of alcohol will end at 00:00hrs (midnight) during the Friday evening and Saturday evening.

If so, condition 5 of our proposed conditions (The sale of alcohol will cease 30 minutes prior to the end of entertainment) can be removed.

Can you confirm that you agree to the remaining conditions as of our representation dated 18/04/2023. The revised conditions are as followed, less condition 5 which has been removed:

If you agree to the proposed conditions, Sussex Police can resolve this representation subject to the below conditions and the amended timings being attached to the premises licence.

1. A final ESMP (Event Safety Management Plan) including:
 - Specific numbers for SIA registered door staff and stewards, their timings and duties. The ESMP will clearly distinguish between SIA registered door staff and stewards.
 - A COVID risk assessment (in line with Government guidelines at the time),
 - Plans to manage and control patrons queuing outside the event,
 - Safeguarding policies in place for all genders, and vulnerable people.
 - Transport Management Plan.
 - Emergency Plan.
 - Bar Management Plan – to include numbers of staff and supervision levels, Location Plan.
 - If attendees are permitted to camp on site overnight between the event dates, how security and safety in relation to the camp site will be organised and monitored.

Will be presented to all the responsible authorities at least four weeks before the proposed event: Each SAG member will then make written representations to the licensing authority in response to the final ESMP within two weeks. The final decision to permit the event to proceed will be made by the licensing authority, having taken account of any representations by any of the named SAG group members on the licence.

2. The Premises Licence Holder must comply with the Final Event Management plan submitted to and approved by the Licensing Authority (in consultation with SAG members) and no changes will be made to it without prior written consent of the Licensing Authority. The ESMP will form part of the premises licence and the event will be run in accordance with the ESMP.
3. A copy of the final agreed ESMP will be kept at the control marquee or control room for the event and will be made immediately available to officers of any responsible authority and or members of the SAG upon request.
4. The DPS must be on site whilst alcohol is being sold. In the event that the DPS is unexpectedly unavailable a named person with written delegated authority from the DPS will be on site whilst alcohol is being sold.
5. **Removed.**
6. Alcohol will not be permitted to be brought onto the site by the public.
7. There will be a zero-tolerance policy of illegal drugs use at the event. Any confiscated items will be put into a locked box, the description recorded and the entry signed. These items shall be handed over to the Sussex Police upon request during the event or at the end of the event.

Staff will be trained in the understanding of this policy, training records maintained for inspection if required by the police or an authorised officer.

8. All drinks will be dispensed into or decanted into plastic glasses or recyclable plastic cups. No glassware will be permitted in the public areas of the site.
9. Event capacity will be monitored constantly by the means of 'clickers' or similar scanning device and the numbers recorded with security control on an hourly basis.
10. Adequate rubbish bins provided and emptied regularly.
11. Adequate temporary toilet facilities to be provided for the event.
12. The Premises Licence Holder (PLH) shall provide a noise management plan, which will specify details of the steps the PLH will take to achieve the following conditions. The plan shall include the final layout of the site identifying potential noise sources and the noise monitoring positions. The plan shall include the complaint procedure and a designated contact number that will be used to take complaints during the event. This plan shall be agreed with the Council's Environmental Health Officer prior to the event commencing.
13. No firework displays will be permitted at the event without the prior consent of the Licensing Authority
14. With regard to the exposure of employees and audience to noise, the requirements of the Guide to Health and Safety and Welfare at Pop Concerts and similar events must be complied with.
15. The entrance to the bar within the site will have a barrier, with the entrance controlled by an SIA registered door supervisor to maintain controlled numbers of persons at the bar. This is to prevent an overwhelming number of persons at the bar, reducing any stress to bar staff.
16. All staff employed in the sale of alcohol will be fully trained regarding age-restricted sales and sales to persons who are drunk. All sales training undertaken by staff members shall be fully documented and recorded prior to being allowed to sell alcohol. All training records shall be made available to Officers from a Responsible Authority.
17. A personal licence holder shall be employed to supervise each individual bar and that person or persons (if there are more than one bar) will be named in the ESMP.
18. The bar supervisor or supervisors will not dual role and will not do other jobs as well, such as serving behind the bar.
19. All staff must be made aware of proxy sales and be vigilant to adults purchasing and providing alcohol to persons who appear intoxicated.

Regards,

Darran Middleton
Darran Middleton
Police Licensing Officer

Direct Dial: [REDACTED]

Licensing office: [REDACTED]

Neighbourhood Police Licensing Team

West Sussex Division, Centenary House, Durrington Lane,
Worthing, West Sussex, BN13 2PQ

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