

Tracy Caddy

From: Lisa Roberts
Sent: 06 July 2023 14:50
To: Tracy Caddy; Generic - Licensing
Cc: Adam Turbill; James Finn
Subject: FW: FW: Application for a Time Limited Premises Licence to be granted under the Licensing Act 2003 – Crooked House, Beacon Park , 14 Swan Road, Lichfield, Staffordshire, ST13 6QZ – 3 day event 'Crooked House in the Park 2023' 25th to the 27th August 2023.
Attachments: image005.png

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Dear Licensing,

[Application for a Premises Licence to be granted under the Licensing Act 2003 – Crooked House, Beacon Park , 14 Swan Road, Lichfield, Staffordshire, ST13 6QZ – 3 day event 'Crooked House in the Park 2023' 25th to the 27th August 2023.](#)

In relation to the above application received by Staffordshire Police on the 15th June 2023, Staffordshire Police have consulted with the Applicant and have agreed amendments to the operating schedule, as outlined in the below emails, which it is believed will promote the licensing objectives.

As the Applicant and Staffordshire Police are in agreement, subject to there being no representations from other parties, it is respectfully considered that, as this application is now uncontested and both the Applicant and Staffordshire Police agree that a hearing is unnecessary, the Licensing Authority dispense with a formal hearing on the basis of the agreement.

If you have any queries, please do not hesitate to contact me, with kind regards, Lisa.

Sent on behalf of SGT 4613 Jim Finn.

9456 Lisa Roberts
Licensing Officer



Police Licensing Unit,
Staffordshire Police Headquarters,

From: Adam Turbill
Sent: 06 July 2023 14:33
To: Lisa Roberts
Subject: Re: FW: Application for a Time Limited Premises Licence to be granted under the Licensing Act 2003 – Crooked House, Beacon Park , 14 Swan Road, Lichfield, Staffordshire, ST13 6QZ – 3 day event 'Crooked House in the Park 2023' 25th to the 27th August 2023.

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Hi Lisa

My apologies for the delay we are out on festival site's at the moment with very limited phone and Internet signal.

Just to confirm we are happy with the proposed conditions.

Look forward to working with you again this year.

On Thu, 6 Jul 2023, 14:29 Lisa Roberts, [wrote:](#)

Dear Mr. Turbill,

In relation to the below email dated the 27th June 2023, please would you be able to advise if you are in agreement to the proposed conditions and amendments?

If you have any queries please do not hesitate to contact me.

With many thanks, kind regards, Lisa.

Sent on behalf of SGT Finn, Licensing Manager.

9456 Lisa Roberts

Licensing Officer



Police Licensing Unit,

Staffordshire Police Headquarters,

From: Lisa Roberts
Sent: 27 June 2023 09:57

To: 'Adam Turbill' _____

Cc: James Finn ; Force Events & Operations _____

<events@staffordshire.police.uk>; 'carol.hames@lichfielddc.gov.uk' <carol.hames@lichfielddc.gov.uk>; 'Generic - Licensing' <licensing@lichfielddc.gov.uk>

Subject: Application for a Time Limited Premises Licence to be granted under the Licensing Act 2003 – Crooked House, Beacon Park , 14 Swan Road, Lichfield, Staffordshire, ST13 6QZ – 3 day event ‘Crooked House in the Park 2023’ 25th to the 27th August 2023.

Dear Mr. Turbill,

Application for a Time Limited Premises Licence to be granted under the Licensing Act 2003 – Crooked House, Beacon Park , 14 Swan Road, Lichfield, Staffordshire, ST13 6QZ

3 day event ‘Crooked House in the Park 2023’ 25th to the 27th August 2023.

In relation to the above application received by Staffordshire Police on the 15th June 2023, Staffordshire Police request the below conditions to be incorporated into the Premises Licence please:

To incorporate conditions in section 18 (b) The prevention of crime and disorder:

1. An Event Management Plan (EMP) /Risk Assessment (RA) must be provided to Staffordshire Police Force Events Unit (email: events@staffordshire.police.uk) **14 days prior to the event taking place**. The EMP/RA must include details of security/stewarding arrangements having regard to the anticipated numbers attending the event. The Event Management Plan must include fire risk assessment, provisions for injury/ill health and emergency/evacuation plans, Policing/security/searching provisions (including a drug and weapon search policy), child protection policy including lost child procedure, noise management plan, crowd control/audience behaviour, dispersal policy, traffic management and food hygiene procedures.

2. All staff must be fully trained before being allowed to sell alcohol and must include procedures to deal effectively with emergency incidents incorporating:

- Reporting an emergency to the relevant emergency service
- Safe evacuation of customers
- Dealing with terrorist threats or incidents
- Responsible Alcohol Service, including recognising signs of drunkenness, refusal skills, drugs awareness
- Managing and resolving conflict
- Premises Licence conditions
- Relevant obligations and offences under the Licensing Act 2003, including those associated with the sale of alcohol
- Safeguarding awareness in child protection matters (protecting children from harm)

Records of training must be documented and kept on the premises for inspection by the Responsible Authorities.

3. Where the Event Management Plan/Risk Assessment indicates that Security/Door Staff are required, then they must be Security Industry Authority (SIA) registered and conditions 3a, 3b and 3c, as referenced below, must be complied with.

3a. The Premises Licence Holder/Designated Premises Supervisor must identify the requirement for Security/Door Staff at all times by way of a risk assessment. Where the Risk Assessment identifies the need for Security/Door Staff to be deployed, staff must be of sufficient number to be able to control entry to the premises and deal with any instances of disorderly behaviour within the premises simultaneously. Security/Door Staff must remain at the premises until such time the premises are closed and all members of the public have left the venue. All persons utilised at the premises in the capacity of a Security/Door Staff must wear high visibility clothing and must utilise radios and Body Worn Cameras with the facility to record at all times they are deployed.

All images must be kept for a consecutive 28 day period and to be produced to the Police, Trading Standards or Local Authority Officers in relation to the investigation of crime and/or disorder issues and suspected licence breaches, upon request or within 24 hours of such request where it is necessary to do so for the prevention of crime and disorder, prosecution or apprehension of offenders or where disclosure is required by law.

3b. Where Security/Door Staff are employed there must be a register of every SIA person employed at the premises that contains the following details:

- Name, date of birth and home address
- Security Industry Authority licence number
- Time and date Security/Door Staff starts and finishes duty
- Each entry shall be signed by the Security/Door Staff

3c. That register must be kept fully updated at all times and remain at the licensed premises and be available for inspection immediately by an authorised officer of the Licensing Authority, the Security Industry Authority or Police.

4. No entertainment, performance, service, or exhibition involving nudity or sexual stimulation permitted, except when the premises are operating under the authority of a Sexual Entertainment Venue Licence.

5. No open vessels containing alcoholic drinks must be taken from the boundaries of the premises.

6. Where the Event Management Plan/Risk Assessment indicates a requirement for non-glass drinking receptacles (including bottles), these must be of an alternative material other than glass. Any drinks not available in this packaging must be decanted and the glass/bottle retained by the staff at the location and not handed to the customer.

7. The Premises Licence Holder/Designated Premises Supervisor must identify the requirement for CCTV at all times by way of a risk assessment.

Where the Event Management Plan/Risk Assessment indicates that CCTV is required, conditions 7a, 7b, 7c, 7d, 7e and 7f, as referenced below, must be complied with.

7a. CCTV must be installed and cover all external public entry and exit points. The CCTV unit must be positioned in a secure part of the licensed premises and not within any private area of the location. Access to the system must be allowed immediately to the Police, Trading Standards or Local Authority Officers in accordance with the Data Protection Act where it is necessary to do so for the prevention of crime and disorder, prosecution or apprehension of offenders or where disclosure is required by law.

7b. All images must be kept for a consecutive 28 day period and to be produced to the Police, Trading Standards or Local Authority Officers in relation to the investigation of crime and / or disorder issues and suspected licence breaches, upon request or within 24 hours of such request where it is necessary to do so for the prevention of crime and disorder, prosecution or apprehension of offenders or where disclosure is required by law.

7c. The CCTV system must be maintained so as to be fully operational and recording continually 24 hours every day.

7d. The CCTV system clock must be set correctly and maintained (taking account of GMT and BST).

7e. There must be notices displayed throughout the premises stating that CCTV is in operation.

7f. There must be a member of staff available at all times who is trained and capable of operating the CCTV system and also downloading any footage required by the Police, Trading Standards or Local Authority Officers.

To amend/incorporate conditions in section M (e) The protection of children from harm:

1. Challenge 25 must be operated at the premises whereby all persons who appear to be under 25 and purchasing or attempting to purchase alcohol must be asked to provide identification to prove they are over 18 years of age.

2. The only acceptable forms of identification allowed must be a valid passport, valid photo ID driving licence or valid proof of age scheme card with the PASS approved hologram.

3. Challenge 25 signage must be displayed in a clear and prominent public place at the premises.

4. All staff must be fully trained in relation to the Challenge 25 scheme before being allowed to sell alcohol and a record must be kept of staff training. Training must be refreshed at least every 12 calendar months. Such training must be recorded and be

maintained at the premises and made available for inspection upon request by a Responsible Authority. Records for each person must be retained for a minimum of 12 months.

5. A refusals register must be held at the premises and contain details of the time and date of any sales that are refused in relation to persons that are under age. This refusals register must be checked following each event by the Designated Premises Supervisor or Duty Manager and endorsed accordingly. This register must be made available for inspection upon request by a Responsible Authority. Records must be retained for a minimum of 12 months. This register can be written or electronic.

6. The Designated Premises Supervisor must ensure that a written notice of authority is kept at the premises for all staff who sell alcohol. The notice must be made available for inspection upon request by a Responsible Authority and all staff selling alcohol must be in possession of formal identification to enable to verify their identity against the notice.

Please could you advise, by return email, if you are in agreement to the above conditions and amendments being incorporated into the Premises Licence?

If you have any queries please do not hesitate to contact me.

With many thanks, kind regards, Lisa.

Sent on behalf of SGT 4613 Jim Finn.

9456 Lisa Roberts

Licensing Officer



Police Licensing Unit,

Staffordshire Police Headquarters,

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