



# EVIDENCE PACK FOR SEAFRONT LICENCE APPLICATIONS

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## Destination & Culture

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**Version:** V1  
**Date:** 08 April 2021

## **Contents**

Information overview sent to all enquiries and representations.....	3
Tender specification for summer offering.....	5
Current premise licences held by BCP Council and managed by the Events team .....	16
BCP Events guidance for organisers .....	17
BCP Events Safety Advisory Group membership .....	23
Proposed conditions agreed with Dorset Police.....	24

## Information overview sent to all enquiries and representations

The below information sheet has been sent to residents who have raised questions or objections to explain the intention for use of the site and the measures in place in the first instance. Follow up questions have then been answered but, many do not relate to the licensing application.

### **Bournemouth Beaches Premises Licenses – information for resident enquiries**

Following on from your enquiry of the XXXX licence application, I wanted to give you some further details into the plans for the summer arrangements and also for any events which were to use this area in the future to hopefully allay your concerns.

#### **Summer seafront operation**

BCP Council have applied for new premises licenses and variations on existing premises licenses to allow for the increased provision of outside restaurants to operate along the beach over the summer to meet the expected demand from visitors. These will be a well-managed restaurant provision where alcohol is only available as part of a seated meal.

The operation of these will be under the direct supervision of the council's seafront management team, ensuring compliance with licence agreements and operational regulations.

We are liaising with the Police and our Environmental Health colleagues to ensure appropriate conditions are attached to any licences granted to make sure there is no disruption to local residents or beach goers and that operation becomes an enhancement to the seafronts existing catering offer complimenting the resort as a destination for all.

The wording that has been issued to potential suppliers for an overview of the proposed operation is detailed below:

*BCP Council are tendering out for suppliers to operate stylish beach restaurants for the summer period to meet the growing demand that staycations will bring for 2021. The Council are looking for an easy-going beach restaurant that delivers simple yet delicious food in a relaxed environment, providing crafted menus designed to ensure there's something for everyone catering for breakfast, lunch and dinner (and everything in between) using sustainable and local produce where possible. Within the tender it is specified that the restaurant and bar must be themed and/or an experience in keeping with the nature of the seafront and beach location. The experience and visual presentation of the restaurant and bar is extremely important.*

*The principle offering of the hospitality should be food with alcohol being the secondary offering to accompany food not a main attractor. Different food offerings must be provided and there must be at least three hot food options.*

*The restaurants will close no later than 10pm each evening and only background music will be permitted to ensure there is no disruption to residents and beach hut tenants. Each restaurant will be fenced in and not in front of any beach huts, as per the maps attached. The chosen supplier will work closely with Council and multiagency departments to ensure a safe and undisruptive period of operation.*

**Other Events**

As you may be aware, there are times when we permit events to use the seafront and some of these licences are extensions of what is currently in place for those events.

The premises licenses can also be used for community event organisers who wish to put on an event with regulated entertainment. Anyone who wishes to hold an event on BCP land need to go through the event application process in which we work with organisers to ensure they will not cause a disruption to surrounding areas and comply with all conditions set by the Council. We work with multi agency partners within this assessment of events and ensure full plans are in place so that residents and beach hut tenants are not disrupted. *(Please note: A summary of this group is provided on page 22 of this document)*

As well as the above we also conduct health and safety walk arounds and have members of the events team on call for any noise issues should they occur.

I hope that this information provides reassurance to you on the purpose for the premise licences, however should you wish to discuss any other information in detail I am more than happy to arrange a telephone conversation with you.

Kind regards

# Tender specification for summer offering

## Introduction

BCP Council ('The Council') is seeking bids from suppliers with a proven track record in the hospitality service area to create modern beach pop up restaurants bringing the beach alive, a place to meet, work, eat, drink, have fun, be inspired and ultimately enjoy the view.

BCP Council are looking to animate the seafront with stylish restaurants for residents and visitors alike.

## Scope

The Council has four locations that are available for a supplier to deliver a pop-up restaurant at. These locations are available for different periods over the summer.

The Council has three sites that are available for a pop-up restaurant from 17 May 2021 to 26 September 2021 (this includes the Bournemouth Air Festival which is planned for Thursday 2 September 2021 to 5 September 2021). These three sites are:

Bournemouth Pier  
East Cliff Military Village  
West Cliff Beach

The Council has one site that is available for a supplier to deliver a pop-up restaurant on the beach for the Bournemouth Air Festival (Thursday 2 September 2021 to Sunday 5 September 2021) which is:

Boscombe Beach (Toft Zig Zag)

Each site is being procured as a separate lot as part of this tender. Suppliers can bid for one or multiple lots. The lots that are being procured are:

Lot 1 – Bournemouth Pier - Pop-Up Restaurant for Summer and Bournemouth Air Festival  
Lot 2 – East Cliff Military Village - Pop-Up Restaurant for Summer and Bournemouth Air Festival  
Lot 3 – West Cliff Beach - Pop-Up Restaurant for Summer and Bournemouth Air Festival  
Lot 4 – Boscombe Beach (Toft Zig Zag) – Pop-Up Restaurant for Bournemouth Air Festival Only

Each lot will be evaluated and awarded individually. Bidders can submit for one lot, multiple lots or all lots.

The Council is aware that Bidders may Bid for more than one Lot but may only want to be the operator of one of the locations. The Lots will therefore be evaluated in the below order with the highest scoring supplier in each Lot being awarded the license:

Lot 1 – Bournemouth Pier - Pop-Up Restaurant for Summer and Bournemouth Air Festival  
Lot 3 – West Cliff Beach - Pop-Up Restaurant for Summer and Bournemouth Air Festival  
Lot 2 – East Cliff Military Village - Pop-Up Restaurant for Summer and Bournemouth Air Festival  
Lot 4 – Boscombe Beach (Toft Zig Zag) – Pop-Up Restaurant for Bournemouth Air Festival Only

Where a Bidders has been successful for a Lot, they will be asked if they still want their other Bids for other Lots to be evaluated and considered for award. The Bidder will be asked to formally withdraw Bids from other Lots where they decide they no longer wish to operate them.

For Lots 1, 2 and 3 the agreement period will be between 17 May 2021 and 26 September 2021.

For Lot 4 the agreement period will be between 2 September 2021 and 5 September 2021.

For Lot 1, 2 and 3 - The Bournemouth Air Festival is currently being planned for September 2021 and the Council will continue to monitor government guidance. The Council recognises the uncertainty around committing to an event later in the year. Should the Air Festival be unable to take place due to COVID-19 the Council will refund 5% of the rental figure. Please note that any other cancellations will be as per the terms and conditions laid out in your agreement or booking confirmation.

For Lot 4 - The Bournemouth Air Festival is currently being planned for September 2021 and the Council will continue to monitor government guidance. The Council recognises the uncertainty around committing to an event later in the year. Should the Air Festival be unable to take place due to COVID-19 the Council will refund all deposits made. Please note that any other cancellations will be as per the terms and conditions laid out in your agreement or booking confirmation.

### **Requirements**

The Council are looking for fresh and unique restaurant offerings to facilitate the additional tourist footfall expected for 2021. Each area must be high quality in their design which will fit in a thriving and contemporary town and a family style event.

The Council are not looking for high volume fast output bars but a quality look and experience to compliment an orderly and flourishing site.

### **Background**

In 2021 Bournemouth was voted the best beach in the UK, 5th in Europe and 20th in the world according to TripAdvisor's Travellers Choice awards. The 7 miles of sandy beach hosts backdrop to the beautiful setting of Poole Bay which is an ever-popular destination for holidaymakers from across the UK and Bournemouth's 500,000 residents.

Bournemouth is well known for its great variety of hotels, guest houses B&B's and self-catering options and enjoys its own micro-climate with some of the warmest sea temperatures in the UK. The beach is a short walk from the Town Centre and iconic grade II listed Lower Gardens which are bustling with activity throughout the summer months.

Due to the growing demand for staycations in 2021 Bournemouth is set to be a top destination for tourists, Visit Britain figures predicts a 29% increase in staycations in 2021 from 2019. It is also predicted that there will be a 67% increase in domestic tourism spend in 2021 from 2019.

The Bournemouth Air Festival 2021 will take place over four days in September. The dates are Thursday 2nd – 5th September 2021.

The Bournemouth Air Festival will take place along Bournemouth Seafront, Overcliff, Bournemouth Town Centre and the Lower Gardens. It will be centred on the length of beach from Bournemouth to Boscombe Pier. It will be the Air Festival's thirteenth annual event. The event is free to the general public and attracts over 800,000 people ranging from families to event enthusiasts over four days.

Staged for the first time in 2008, the Bournemouth Air Festival now has a worldwide reputation for excellence and a first-class team behind it's delivery. With commitment from the armed forces, more than 20 hours of flying, trading from 10am – 10pm, (6pm on Sunday) dusk displays and live music the festival, which is free to view event, sets itself apart from any other event.

Since 2008 there have been more than 180 hours of aircraft displays and in 2015 the event was awarded the highest accolade in the Tourism industry, 'Gold' by Visit England.

### **Operational Details – Summer Beach Sites**

For Summer 2021 between 17 May 2021 and 26 September there will be three sites that are operating pop-up restaurants long Bournemouth Beach. These can be viewed in Appendix 2.

Please note that there are private business along the seafront that will also be in operation and in some cases also extend their operation onto the beach.

The trading hours for the three sites that are shown in Appendix 2 will be between 10:00 and 22:00.

### **Operational Details – Bournemouth Air Festival Sites**

For Bournemouth Air Festival there are nine restaurant/bar sites that will be in operation. Five of these sites already have operators confirmed for 2021. The eight sites can be viewed in Appendix 3.

The three sites that are available for 2021 at Bournemouth Pier, East Cliff Military Village and Boscombe Beach (Toft Zig Zag).

The trading hours for all sites are 10:00 to 22:00 (18:00 on Sunday).

The breakdown of the sites can start from 18:00 on the last day of the event and must be complete by 10:00 on the Tuesday following the event.

Vehicle access will be between 06:30 hours & 08:30 hours, 17:45 hours & 18:30 hours and 22.45 and 23.30 on event days. The Council will advise the supplier of any changes to vehicle access times. Please note these times are subject to change if the event Council deems the event too crowded for vehicle movement.

### **Lot 1 – Bournemouth Pier - Pop-Up Restaurant for Summer and Bournemouth Air Festival**

This site is located at Bournemouth Pier, the area with the highest footfall.

The restaurant will be located on the sandy beach and must be themed and/or an experience in keeping with the nature of the seafront and beach location. The experience and visual presentation of the restaurant is extremely important. Visual images of the layout and content must be supplied as part of the offer.

The principle offering of the hospitality should be food with alcohol being the secondary offering to accompany food not a main attractor.

Different food offerings must be provided and there must be at least three hot food options.

The general feel of the restaurant should be a VIP experience which must include seating.

The beach area must not exceed the dimensions set out in Appendix 4 (tide dependant). The maximum height for any structure is five meters.

The restaurant must supply toilets.

There will be no hardstanding space it will all be on the sandy beach, if hardstanding is required the restaurant operator must provide this at their own cost.

There is a premise licence in place which is currently being varied to include this site.

There is no access from the hardstanding promenade to the site. Access will need to be from a slip (see Appendix 4). Access must be provided for non-able-bodied personnel to gain access to the site.

Suppliers should note there will be incidental event noise from PA for the duration of the Air Festival.

There will be a simulator in situ for the duration that the restaurant will be in situ. Please see Appendix 3.

Any sponsorship must be pre-agreed in writing with the Council, to ensure there is no conflict with event sponsors.

There is an existing premise licence in place for this site however it does not cover the proposed operating period, BCP Council are therefore currently applying for a variation to encompass the proposed operating dates. The sale of alcohol will be determined by the licensing officers' decision on this variation application. The operating hours will be from 10am – 10pm daily, full license conditions can be found in Appendix 11. There is no guarantee this license will be accepted.

## **Lot 2 – East Cliff Military Village - Pop-Up Restaurant for Summer and Bournemouth Air Festival**

This lot is for a pop-up restaurant. The location of this site can be seen in Appendix 5 – Lot 2 East Cliff Military Village Site Map. Images for the site can be seen in Appendix 6.

During the general summer season this area is accessible from a 10-minute walk from Bournemouth Pier or a 5-minute walk down East Cliff Zigzag from East Overcliff Drive. There is also a car park along the beachfront that will be open through the summer months.

During the Air Festival this site is located near the military village on the sandy beach, see Appendix 5, and must be themed and/or an experience in keeping with the nature of the event and beach location. The experience and visual presentation of the restaurant is extremely important.



The presentation of the area should be a stylish beach offer which permits the general public access. This area must include seating.

The restaurant must provide toilets.

The beach area will be a maximum of 35 metres in length x 25 metres in length (tide dependent). The maximum height of any structures is five metres. All aspects of this beach restaurant must fit inside this area.

The Council will require details on the presentation/theme of the area and photographic/visual images evidence for this.

The operating hours are from 10am – 10pm daily (6pm on Sunday 5th September).

The principle offering of the hospitality should be food with alcohol being the secondary offering to accompany food not a main attractor.

Different food offerings must be provided and there must be at least three hot food options.

For the Bournemouth Air Festival only there is the opportunity to incorporate live music subject to a detailed noise management plan.

BCP Council are currently applying for a premise licence for the site to encompass the proposed operating dates. The sale of alcohol will be determined by the licensing officers' decision on this variation application. The operating hours will be from 10am – 10pm daily. Full license conditions can be found in Appendix 11. There is no guarantee this license will be accepted.

### **Lot 3 - West Cliff Beach - Pop-Up Restaurant for Summer and Bournemouth Air Festival**

This site is located at West Cliff beach a 10-minute walk from Bournemouth Pier or a 5-minute walk down West Overcliff site. Please see Appendix 7 and Appendix 8.

The restaurant will be located on the sandy beach and must be themed and/or an experience in keeping with the nature of the seafront and beach location. The experience and visual presentation are extremely important.

A site plan which is to scale must be provided including theming.

The general feel of the restaurant should be a VIP experience which must include seating.

The principle offering of the hospitality should be food with alcohol being the secondary offering to accompany food not a main attractor.

Different food offerings must be provided and there must be at least three hot food options.

The beach area will be a maximum of 25 metres x 15 metres (tide dependent), the alcohol serving area will be determined by the premise licence application. The maximum height of any structures is five metres. All aspects of this beach restaurant must fit inside this area.

Toilets must be available on site.

There will be no hardstanding space it will all be on the sandy beach, if hardstanding is required the bar operator must provide this at their own cost. Access is from the hardstanding promenade to the site. Access must be provided for non-able-bodied personnel to gain access to the site.

Any sponsorship must be pre-agreed in writing with the Council.

BCP Council are currently applying for a premise licence for the site to encompass the proposed operating dates. The sale of alcohol will be determined by the licensing officers' decision on this variation application. The operating hours will be from 10am – 10pm daily. Full license conditions can be found in Appendix 11. There is no guarantee this license will be accepted.

#### **Lot 4 – Boscombe Beach (Toft Zig Zag) – Pop-Up Restaurant for Bournemouth Air Festival Only**

This lot is for a bar and food operation, at the Bournemouth Air Festival only. Please see Appendix 9 and Appendix 10 for a site map and images of the site.

This site is located towards Boscombe Pier on the sandy beach, see Appendix 9, and must be themed and/or an experience in keeping with the nature of the event and beach location. The experience and visual presentation of the bar and restaurant is extremely important. This is not just a bar unit; it is a themed unique offering providing an additional element of content.

The presentation of the area should be a stylish beach offer which permits the general public access. This beach bar must include seating, for example lounge seating.

The beach area will be a maximum of 40 metres in length x 20 metres in length (tide dependent). The maximum height of any structures is five metres. All aspects of this beach bar must fit inside this area.

The Council will require details on the presentation/theme of the beach Restaurant & Bar and photographic/visual images evidence for this.

The operating hours are from 10am – 10pm daily.

There is the opportunity to incorporate live music subject to a detailed noise management plan and sign off from the Council.

BCP Council are currently applying for a premise licence for the site to encompass the proposed operating dates. The sale of alcohol will be determined by the licensing officers' decision on this variation application. The operating hours will be from 10am – 10pm daily. Full license conditions can be found in Appendix 11. There is no guarantee this license will be accepted.

#### **General Conditions for all Lots**

The designated drinking area but must be fenced (provided by the supplier) and access controlled by SIA registered door staff at peak times as identified within the risk assessment. The supplier must

provide SIA registered door staff at their own expense. SIA badge numbers must be supplied to the Council a minimum of two weeks before the start date.

All drinks must be served in polycarbonate containers.

Under 18's in the designated drinking zone must be accompanied by an adult and the supplier must enforce a challenge 25 policy. A refusal log must be kept on site and will be checked by licencing and emailed to the council daily.

The Police or authorised officer of the Council can request the closure of the licensed premises if they consider it necessary for the prevention of crime, public safety, protection of children from harm or nuisance. The supplier must comply with this request.

A list of all drinks on sale must be approved by the Council in advance. The Council reserves the right to refuse to allow the sale of specific products if they are deemed inappropriate. The Supplier is prohibited from selling any other items apart from food and beverages.

The Supplier must supply the restaurant units and is responsible for the sighting and removal of the units subject to the direction of the event staff. The decoration of the units must be of a good standard and themed to suit the beach environment. The Council reserves the right to remove a unit if it is not up to standard or does not resemble the pictures provided as part of the tender submission.

An agreement will be drawn up between the Supplier and the Council detailing all of the requirements. The supplier will be required to pay a 30% deposit of tendered amount upon signing of the license with an additional 40% due on 5th July 2021 and the remaining 30% due on 5th August.

If any of the conditions included in this specification are breached the Council or their representative will have the authority to either deduct money from the reinstatement deposit and/or close down the offending unit for the remainder of the event.

The Supplier will be responsible for providing a Restaurant Operations Manager who will be the main point of contact for the Council in reference to the restaurant units before, during and after the event.

Subletting of units will only be allowed with the event Councils consent. Before agreeing to any sub-letting, the Council will require details of the company being offered the concession. Notice of the intention to sub-let any concession, must be given at the time of submitting your tender offer.

The Supplier must provide their own power supply for each area which if it is a generator must be a super silent diesel generator. All generators must be switched off within 15 minutes of the closure of the restaurant units on each evening.

The Supplier will provide adequate sanitary arrangements to include hand washing facilities for each unit. The units must be adequately lit and conform to all UK health & safety, licencing, food hygiene, labelling, storage, fire and other statutory requirements to the satisfaction of relevant BCP Council Officers. Drinking water is available from taps across the beach.

Each unit must hold adequate fire equipment, and staff must be trained to use this equipment in case of fire.

The Supplier's exact LPG requirements will be discussed once the contract has been awarded, but only enough gas for one day's use will be permitted onsite. Surplus gas must be stored offsite.

The Supplier will be required to provide confirmation both of public liability insurance to a value of £5 million and employer's liability insurance to a value of £10 million along with their safety manual and a risk assessment for every aspect of their operation including a fire risk assessment and separate COVID risk assessment. This will need to be provided to the Council two months prior to each festival. Our Health and Safety and Fire Safety department will be doing checks on the lead up and during operation. Without all relevant paperwork you may be asked to leave the site and the contract will be cancelled.

The Supplier must provide proof of their Personal License as well as their DPS and display clearly above their restaurant unit.

If the Supplier is bringing any third parties onto site, public liability insurance to a minimum value of £5 million must be provided to the Council at least 2 months prior to the start date.

The Supplier is responsible for all operational conduct, public handling, all consequential and injury loss.

The Supplier is responsible for all equipment brought onto site and for ensuring all insurances are obtained and contractual obligations are met.

The Supplier is responsible for the safe removal and disposal of all flammable substances from the site.

The use of public address microphones, amplifiers music on the restaurant units is prohibited, only low-level background music will be allowed unless agreed by the event Council.

Camping / overnight stays are not permitted on site.

The area around the restaurant areas must be kept tidy, and the Supplier must provide their own on-site bins. The Supplier is responsible for the removal of all litter associated with the restaurant units and placing this litter in the bins provided.

Set up will be within the hours of 0600 - 1900 seven days prior to the operational start date; this being Monday 17<sup>th</sup> May. The Council will advise the Supplier of any changes to vehicle access times. The Supplier will provide a build schedule four weeks prior to the build start date to be agreed by the Council.

The Supplier must arrange for refuse / litter disposal to the satisfaction of BCP Council. All costs incurred for this will be met in full by the Supplier.

No balloons, replica weapons or sky lanterns are to be sold, given away or used to decorate attractions.

The Supplier is prohibited from using golf buggies or similar vehicles along the seafront.

No roving sales are allowed. All sales must be made from the restaurant units.

The Supplier is prohibited from placing signs or any other objects outside the front of their unit (including tables and chairs) onto the Promenade.

The Supplier is responsible for the removal and disposal of grey water which must not be discharged into the surface water drains or onto the beach. A minimum charge of £100 + VAT per drain for blocked drains will be applicable should this be breached.

Environmental Health, Licensing and Trading Standards Officers will be on site before and during the event and all restaurant units will be regularly inspected.

The Council shall not be held liable or responsible for any injury to the Supplier or their employees, agents, guests or visitors while within the confines of the space/s allocated to the caterer within the event site. Nor shall the Council be liable for any loss or damage to any goods from any cause whatsoever while the same are in transit to or from the event or while they are in the allocated catering space.

The Council reserves the right to add and remove events from the Council's tourism calendar as required. The Council does not guarantee that the Air Festival or any other major event that is added to the Tourism calendar during the length of the contract will remain the same or continue entirely.

You are required to submit pictures of your restaurant concepts

You will need to ensure you have enough stock on site for the whole day as vehicle access is not permitted under any circumstances outside the vehicle access times.

Sites must be fenced with suitable exits sufficient capacity and exit rates calculated.

Marquee structures must adhere to fire regulations and must be securely and safely constructed.

The Supplier should read and consider the tide times for Poole Bay and adjust their operations accordingly

A risk assessment and separate fire risk assessment for the restaurant area must be provided to the Council by the Supplier prior to the event start date.

An electrical installation certificate must be supplied for all electrics onsite. This must be installed and completed by a competent person. All electrical appliances must be PAT tested.

Any forklift trucks used on site must have relevant documents on formal service inspection along with relevant training certificates for operating it. All paperwork must be available onsite for inspection.

The Supplier must at all times comply with the Work at Height Regulations 2005 to ensure; all work at height is properly planned and organised, and suitably and sufficiently risk assessed. The risks from work at height are assessed and appropriate work equipment is selected and used. Any collective or personal protection equipment must be suitable and effective. The equipment used for work at height is properly inspected and maintained. The risks of working on or near fragile surfaces are properly managed. Those involved in work at height are competent.

The Supplier is responsible for ensuring they meet their duties under the Health & Safety at Work Act 1974 and relevant regulations under the Management of Health & Safety Regulations 1999.

All vehicles should be provided with a banksman for any movement requiring reversing of a vehicle.

The site is a public open space and therefore access to the footpaths must be given at all times to the public passing through. Work areas must be suitably sectioned off in order to create a safe working environment.

The Supplier is responsible for ensuring that anyone using equipment or machinery during the event has suitable guards and safety devices in place. All machinery must be properly maintained in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER).

Alcoholic and soft drinks must be served in recognisable containers in order to differentiate between the two.

The Supplier must provide training to all staff and a log of this must be submitted

The Supplier will complete an alcohol management plan including an assessment of the four licensing objectives: Protection of children from harm; prevention of public nuisance; public safety; prevention of crime and disorder.

A refusals log must be kept onsite at all times and a copy sent to the Council at the end of the event.

All staff must be fully trained in operating a challenge 25 policy for their area, with a signed record of the training kept onsite at all times during the operation which can be checked by the Council, Licensing officer or Dorset Police.

An incident log must be kept onsite at all times which can be checked by the Council or Dorset Police.

The Supplier must adhere to current government COVID guidelines and complete a separate COVID risk assessment

All staff must wear appropriate PPE

Hand sanitiser must be available for staff and customers

### **Bournemouth Air Festival Specific Conditions**

During the Bournemouth Air Festival roaming overnight security will be on site 24 hours a day however all equipment is left at the owner's risk. Extra security can be organised at an additional cost to the Supplier through the official event security company.

Four exhibitor passes will be provided for each unit. Additional exhibitor passes can be purchased at a cost of £10.00 + vat or £15.00 + vat after four weeks before the event. The exhibitor passes will enable access onto site during set up and access to the trader's car park for vehicles. Exhibitor passes should be worn at all times during the event set up and break down.

An offsite car park is available for exhibitor vehicles with a valid pass and a shuttle bus provided to and from the site. No vehicles may remain onsite during the event times unless previously agreed with the Council.

There will be no movement of vehicles on or off of the site during operating hours bar specific vehicle access times. Vehicle access will vary between 06:30 hours & 08:30 hours, 17:45 hours & 18:30 hours and 10:45 – 11:30 on event days. The Council will advise the supplier of exact vehicle access times before the event.

The Supplier must adhere to the security terms set out below.

All vehicles must be pre-registered to gain access onto site including make, model, colour and registration. Without pre-registration, you will need to go through stringent checks to be allocated a vehicle access pass and access to site.

Vehicles may be subjected to random vehicle searches

Each vehicle will have a unique vehicle pass which cannot be transferred between vehicles, if you need to an additional vehicle access pass, they can be purchased at a cost of £35 + vat. This is subject to availability. We strongly suggest pre-booking passes.

Vehicles will not be allowed to stay onsite unless previously agreed with a member of the commercial team, any unattended vehicles without permission or accreditation will be clamped and you will be charged £100 release fee.

No keys are to be left in unattended vehicles at any time, this will result in your vehicle being clamped and you will be charged £100 release fee.

No rubbish/bin bags are to be left in around your stand all rubbish must be tidied into the Euro bins provided.

All rubbish must be placed in clear bin bags which you will need to provide, checks will be made on site at the start of the day

Exhibitor passes will be individually numbered with company name on. Any loss of pass must be reported immediately. Passes must not be worn off site. Please be vigilant and check your surrounding area, if you see anything suspicious then please tell a member of security, your zone manager or one of the commercial team who will be onsite

# Current premise licences held by BCP Council and managed by the Events team

## Bournemouth

- Bournemouth Town Centre (BH2 6EG) – Licence BH087818
- Boscombe Promenade & Seafront (BH5 1BN) – Licence BH085426
- Boscombe Precinct (BH1 4BT) – License BH088294
- Boscombe Crescent (BH1 4AF) – License BH117932
- Bournemouth Pier Approach (BH2 5AA) – Licence BH085430
- Beach Weddings site (BH5 1BN) – Licence BH117978
- Meyrick Park (BH2 6LJ) – Licence BH085429
- Kings Park (BH7 6LR) – Licence BH085427
- Bournemouth Lower Gardens (BH1 4HH) – Licence BH085427
- Winton Recreation Ground (BH9 1DL) – Licence BH089077
- Shelley Park, Beechwood Avenue (BH5 1FG) – Licence BH086567
- Southbourne Grove (BH6 3QU) – License BH168853
- Horseshoe Common (BH1 1NL) – License BH139932

## Poole

- Sandbanks Beach (BH13 7QD) – Licence BOP\_M004297
- Ashley Cross Green (BH14 8UF) – Licence BOP\_M005200
- Branksome Chine Beach (BH13 6LP) – Licence BOP\_M005200
- Branksome Dene Chine (BH13 6LP) – Licence BOP\_M005199
- Branksome Dene Community Room (BH13 6FB) License BOP\_M005198
- Branksome Recreation Ground (BH12 2EB) – Licence BOP\_M004289
- Hamworthy Park (BH15 4DJ) – Licence BOP\_M004295
- Harbourside Park – Whitecliff (BH15 1TQ) – Licence BOP\_M004300
- Harbourside Park – Baiter (BH15 1TQ) – Licence BOP\_M004290
- Poole Quay (BH15 1HD) – Licence BOP\_M005932



# BCP Events guidance for organisers

This document can be found alongside the application forms on the Bournemouth, Christchurch and Poole Tourism websites

## Organising outdoor events

Whether it is a small community initiative or a large commercial promotion the Events Team would like to hear from you! Nestled on the south coast just two hours from London, with 15 miles of sandy beaches as well as plenty of parkland and countryside, Bournemouth, Christchurch and Poole are the ideal locations for a wide range of events.

## How do I apply for my event?

1. An application form can be found online at [BCP Application Form](#) for you to complete giving as much detail as possible about your event to include proposed date, time, location, expected numbers, set-up and content. You can also submit a more detailed events proposal along with the application form for major events by uploading it or email it to us directly. The more information you give us at the application stage the easier the application process will be.
2. On receipt of your application form we will check the availability of your location and the suitability of the event within that location. Please note these guidelines don't apply to events held on school land. For a minor event we can normally get approval within 5 working days but a major event will take far longer so please apply in plenty of time.
3. If agreed, a letter of agreement will be issued by an events officer detailing any specific conditions, which you as an organiser must sign and adhere to. You will also need to supply us some paperwork for your event in the form of insurance and risk assessments (see section below).
4. If the event is more complex, we will need to discuss this with you further, and we will contact you to discuss the individual details.
5. For major events, a more detailed process will then be undertaken consisting of a licence agreement on receipt of a competent Event Management Plan.
6. **Please do not confirm arrangements or commit yourself to anything costly until you have received a signed application of approval from the events team.**
7. If you would like to make a collection for your chosen charity as part of your event, you will need to obtain a street collection permit.

For Bournemouth you can apply at

<https://www.bournemouth.gov.uk/Business/Licensing/CharitableStreetCollections.aspx>

For Poole you can apply at <https://www.poole.gov.uk/business-and-consumers/licences-and-street-trading/licences/street-collection-licence/>

For Christchurch you can apply at <https://www.dorsetforyou.gov.uk/business-consumers/licences/licences-and-permits/charity-collection-permits/charity-collection-permits-christchurch-east-dorset.aspx>

**Please note collections cannot be made within Bournemouth's Lower Gardens or along the seafront promenade. Any collections in Pier Approach must be accompanied by entertainment.**

### **What about Health and Safety?**

For a minor event we require the following paperwork at least **two weeks** prior to your event taking place:

- A comprehensive site-specific risk assessment, a template of which can be downloaded here. If you have a preferred format, please feel free to submit this. For further information on risk assessments, please refer to the Health and Safety Executive (HSE) website - [www.hse.gov.uk/risk/practice.htm](http://www.hse.gov.uk/risk/practice.htm).
- A copy of your Public Liability Insurance to a minimum value of £5 million. If you don't have Public Liability Insurance, you may qualify for cover under the Council's own insurance (subject to specific requirements). Please contact us directly to discuss this further. Please note there will be a charge for this.
- A copy of your Employer's Liability Insurance to a minimum value of £5 million if you are a company which employs staff.
- Please note that depending on the type of activity a higher level of insurance may be requested.
- A Risk Assessment and Public Liability Insurance for all sub-contractors to the event or promotion e.g. entertainers, fencing, staging, marquees etc.

### **Catering**

If you are including catering as part of your event, you will be requested to provide;

- A copy of their Public Liability Insurance;
- Basic food hygiene certificate;
- Food hygiene rating (minimum of 4 accepted);
- Date and details of last inspection;
- Details of their registered Local Authority.

**This information will be required at least 2 weeks prior to your event in order for us to liaise with Environmental Health on your behalf.**

Please note that all caterers will be required to have/comply with the following:

- Facilities to wash hands (minimum a bowl, hot water, cold water (or suitably mixed), soap and hand drying facilities)
- A bowl for washing utensils (hot water)
- A documented food safety system for each unit i.e. Safer Food Better Business
- Training certificate i.e. Level 2 (Basic Food Hygiene)
- Take regular temperature checks of hot food
- Wear appropriate over clothing i.e. apron
- Have refrigeration facilities or an equally effective method of keeping high risk foods chilled to <8oC
- Have hand sanitiser
- Supply a current gas safety certificate for catering units / mobiles

- Have adequate guarding for generators
- Provide adequate and secure storage for generator fuel
- Have adequate provision for the sustainable disposal of food waste
- Have adequate provision for the sustainable disposal of waste water
- All on-site caterers should provide fire retardant structures to work within and provide certification in advance to prove they have fire retardant structures.
- All on-site caterers should provide risk assessments for their working practices, in advance.
- All on-site caterers should provide suitable fire fighting equipment, tested in date.

### **Ancillary activities and requirements**

Some ancillary activities may require additional paperwork to be provided in advance of your event. Below are a few examples:

**Inflatables & Funfair Rides:** Any inflatable (such as bouncy castles) or funfair ride needs to be accompanied by an ADIPS or PIPA certificate, Public Liability Insurance for a cover of £10m and a full risk assessment. Please consult –

<http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

for more information on how to safely host an inflatable at your event.

**Animals:** Dependent on the activities, animals may need to be registered under the Performing Animals Act. In which case we will need their performing animals licence which must be issued from the Council in the area in which the animals reside in, a risk assessment from the company and their insurance documents. These documents must be sent to us at least 2 weeks prior to the event to be checked by our animal welfare team. Please contact us for further information if this is applicable to you.

**External providers:** As the event organiser, you should ensure that you have retained copies of insurances for any external parties providing entertainment at your event, for example, children's entertainers, face painting etc.

**Music:** You will need to consider whether the music you have is suitable for the environment you are in. For example, live music stages need to take account noise and residents. The style of the music needs to be suitable for the audience you are performing to. If you have any form of music at your event (including background music) you must ensure you have the relevant PPL and PRS licence for it. Further information on this can be found at; <https://pplprs.co.uk/>. You may be asked to provide evidence of obtaining this. You will need to outline how you intend to sell tickets to your event (if applicable).

### **Licensable activities**

You will see from the application form that some activities require the land on which the activity is to take place to be licensed. The Events Team will guide you through the relevant licence you will need on receipt of your application.

Where BCP Council does not hold a premise licence for the area and your event is under 499 people, a Temporary Event Notice (TEN) can be applied for. Please note obtaining a TEN does not give you permission for the use of the land so this will need to be done in addition to the event application form.

Bournemouth:

<https://www.bournemouth.gov.uk/Business/Licensing/TemporaryEventNotice.aspx>

Christchurch:<https://www.christchurch.gov.uk/business-consumers-licences/licences-and-permits/event-licences/temporary-event-notice.aspx>

Poole:<https://www.poole.gov.uk/business-and-consumers/licences-and-street-trading/licences/temporary-event-notice/>

Where a BCP premise licences is used, you will be required to adhere to the conditions on the licence. These will be supplied to you as part of your agreement.

### **Logistics**

This is an important aspect to any event. Have you considered the following aspects?

#### **Access:**

- What are the access points to the site?
- Are there any barriers or gates that pose issues?
- If you are expecting large numbers of people, you may wish to identify local parking.
- Facilities and disabled access.
- Pedestrian and vehicular movement.

#### **Security / Stewards:**

- Marshals can play an important role in providing information and maintaining public safety.
- Materials and structures left onsite for long durations may require security to be present.

#### **First Aid:**

- The majority of events will require you to have first aid provision on site.
- The HSE guide has a useful table and information to help you decipher what provision should be present at your event.

#### **Toilets:**

- Some sites may already have facilities onsite.
- The HSE guide has guidelines in place to ensure you have the correct provision at your event.

#### **Gazebos / Marquees:**

- Temporary structures are likely to require weighting and not staking on Council land.
- If staking is agreed, you may need to carry out a CAT scanning of the site to ensure it is fit for purpose.
- All marquees should be constructed by a reputable company and flooring included within.

#### **Signage:**

- Do you require signage to be erected for the duration of your event?
- Certain areas may require specific types of signage e.g. highways.
- Flyposting isn't permitted on Council land.

#### **Electricity:**

- Most outdoor areas do not have access to power;
- Generators should be super-silent diesel powered (ideally using HVO fuel);
- Drip trays must be used;
- Generators must be cordoned off for public safety.

#### **Content:**

- Consider the content you are planning and what effect this will have on your event in terms of numbers and logistics

- Is your content suitable for the surroundings for example: effects on residential areas?

### **Guidance**

The HSE's Purple Guide for organising events is a set of guidance widely used in the events industry to give you best practice and will give you plenty of assistance when planning your event. <https://www.thepurpleguide.co.uk/>

### **Balloons and Sky Lanterns**

Please note at there can be no release or mass release of balloons or sky lanterns on Council Land. This includes bio-degradable latex and foil balloons.

### **Sustainability**

You will need to tell us how you are making your event more sustainable as part of your application. This should include areas such as;

Things to consider;

- **Local Area** – Look after the local community by reducing the amount of litter, congestion & noise at your event.
- **Energy & Water** – Look at inventive & alternative ways to reduce energy & water usage during your event. Could solar power, cycle power or biofuel generators be used instead of silent diesel generators?
- **Transport** – Promote walking, cycling & travelling by public transport to your event as these are more environmentally friendly. Have you considered promoting the use of existing schemes such as Beryl Bikes (<https://beryl.cc/news/welcoming-our-beryl-bikes>)
- **Reduce & reuse**- What equipment is really needed for your event? To reduce waste items, only buy what is needed and reuse or borrow where possible. If you are planning on having keepsakes try to ensure they are recyclable.
- **Responsible sourcing** – Support local businesses by using them to provide services and products during you event where possible.
- **Recycle waste** – Provide clearly labelled recycling bins as well as general refuse bins. Aim to have a zero waste-to-landfill policy for your event.
- Waste Management

Please consult the below links for steps on making an event sustainable

<https://www.eventbrite.co.uk/blog/make-an-event-more-environmentally-sustainable-ds00/>

[http://www.wrap.org.uk/sites/files/wrap/Zero\\_Waste\\_Events\\_Guide.pdf](http://www.wrap.org.uk/sites/files/wrap/Zero_Waste_Events_Guide.pdf)

### **Waste Management**

Events bring large numbers of people to our town. They can also cause a lot of waste and leave a large carbon footprint. Event waste management is therefore fundamental to maintaining the cleanliness and appearance of the Borough.

We ask that event organisers consider their waste requirements and plan for the disposal of waste and recycling that will be produced before, during and after the event.

### **Major Events**

If your event is classed as a major event, we will discuss the requirements in depth with you.

Major Events must produce a comprehensive Event Management Plan covering all aspects of your event and you may be required to present your plans to our BCP Safety Advisory Group approximately three months before your event. <https://www.hse.gov.uk/event-safety/safety-advisory-groups.htm>

Your event plan will need to cover the following areas as a minimum;

- Itinerary and content plan (including set up, event and breakdown)
- Site plan
- Information of Marshalls / Stewards / Security
- Communication plan
- Waste disposal
- Catering and trading details (if applicable)
- First Aid
- Toilet provision
- Traffic Management
- Vehicle access
- Evacuation and incident procedure
- Missing / found person procedure
- Equality and Diversity measures
- Crowd Management
- Contingency planning
- Fire Safety
- Health and Safety provision
- Contractor information
- Noise Management
- Alcohol Management Plan (if applicable)
- Risk Assessment
- Separate Fire Risk Assessment

## **BCP Events Safety Advisory Group membership**

A Safety Advisory Group (SAG) is industry standard and the recommended way of Event Management from the HSE. Below gives the membership list of this group for BCP Council.

- Dorset Police
- Dorset & Wiltshire Fire & Rescue Service
- South Western Ambulance Service
- RNLI
- Public Health Dorset
- BCP Council Licensing
- BCP Council Environmental Health
- BCP Council Health & Safety and Fire Safety
- BCP Council Traffic Management Team
- BCP Council Parks Operations
- BCP Council Seafront
- BCP Council Emergency Planning
- BCP Council Events Team

### **The role of the SAG**

The role of the SAG is to provide professional and specialist advice to Event Organisers planning to deliver public events on BCP Council land and to assist the local authority in ensuring public safety and wellbeing is met by their standards.

The SAG will:

- Provide advice and guidance regarding the specific responsibilities of the organiser(s) and the interest of other agencies involved
- Be a forum for the raising of concerns regarding safety matters at major events
- Advise on methods to minimise disruption to local residents, businesses and the general public
- Advise event organiser(s) on statutory regulations and health and safety requirements to best ensure a safe event
- Assess Event Management Plans, Risk Assessments and supporting documentation as provided by the organiser(s) and make recommendations
- Increase good publicity and encourage more business and tourist engagement through safer events
- Evaluate and reflect on previous event procedures
- Share expertise and examples of good practice
- Make a recommendation as to whether an event is considered unsafe to go ahead based on the information provided

## Proposed conditions agreed with Dorset Police

We have been working with Dorset Police on the licence applications and have agreed on the below set of conditions.

- The premises shall operate and maintain a text/radio/pager link system (whichever is used by Townwatch), to be activated, made available to and monitored by the DPS or their authorised agent.
- The premises shall maintain membership of the Townwatch scheme (or any successor scheme); a senior member of staff shall attend all Townwatch meetings for the month preceding the event until the month prior to the conclusion of the event unless an emergency arises preventing such attendance. The premises will support and participate in all Townwatch initiatives.
- All staff involved in the sale of alcohol shall receive training on the law relating to prohibited sales, the age verification policy adopted by the premises and the conditions attaching to the premises licence. Refresher training shall be provided at least once every 6 months. A record shall be maintained of all staff training and that record shall be signed by the person receiving the training and the trainer. The records shall be kept for a minimum of 12 months and made available for inspection by police, licensing or other authorised officers. The training must be delivered by or on behalf of an accredited training provider.
- A suitably trained and competent person must ensure weekly safety checks of the premises, decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact are undertaken. Records of these safety checks must be kept and maintained by the operator and made available for inspection by an authorised officer.
- The holder of the licence shall undertake a risk assessment regarding; the deployment of SIA Door Supervisors at different times of the day and on different days of the week to determine whether it is appropriate to deploy door staff on those days and/or at any other time(s) and to then implement the outcome of the risk assessment. A copy of the risk assessment should be made available immediately to an authorised officer of the Licensing Authority or Dorset Police upon request.
- If there is a formal multi-agency 'stepped process' for escalation of resources operating in the vicinity of the licensed premises the licence holder must ensure that they increase the levels of resources in line with the recommendations of Dorset Police and their partners. To ensure consistency, any requests for increase in staffing shall be authorised by an officer holding the rank of Inspector or above. The Event Management Plan, agreed with Dorset Police, will detail the level of resources required for each of the 'stepped process' levels.
- The licence holder shall ensure that the operator of the premises has an Evacuation Plan which enables the safe evacuation and movement of staff and customers in the event of an



incident. This plan will include provision for movement of persons within the premises when the space outside of the curtilage of the premises is occupied.

- A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale, a description of the person refused, why they were refused (e.g. no ID, fake ID) and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of a Responsible Authority (Licensing Act 2003)
- There shall be a written drugs policy detailing the actions to be undertaken to minimize the opportunity to use or supply illegal substances with the premises. Training of staff in relation to this policy shall be recorded and available for inspection by an authorised officer at all reasonable times. Records shall be retained for at least 12 months.
- No drinks shall be served in glass containers at any time.
- The premises shall install and maintain a comprehensive CCTV system, all entry and exit points to the alcohol service areas will be covered enabling evidential frontal identification of every person (ie. head and shoulders) 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. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period. The CCTV system should be updated and maintained according to police recommendations.
- 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 show a Police or authorised council officer recent data or footage with the absolute minimum of delay when requested.
- An incident log shall be kept at the premises. The log should include the date and time of the incident and the name of the member of staff involved. The log to be made available on request to an authorised officer of the Council or the Police, which will record the following:
  - (a) all crimes reported to the venue
  - (b) all ejections of patrons
  - (c) any complaints received
  - (d) any incidents of disorder
  - (e) all seizures of drugs or offensive weapons
  - (f) any faults in the CCTV system or searching equipment or scanning equipment
  - (g) any visit by a relevant authority or emergency service.
- Outside of the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grills, locked screens or locked cabinet doors to prevent access to the alcohol by both customers or staff.

- The number of persons permitted in the premises at any one time (including staff) shall not exceed the number as stated within the Event Management Plan, which will be agreed by the Safety Advisory Group Meeting 28 days in advance of any event.
- 'Challenge 25', shall be operated at the premises where the only acceptable forms of identification are (recognised photographic identification cards, such as a driving licence or passport / Holographically marked PASS scheme identification cards). Appropriate signage advising customers of the policy shall prominently displayed in the premises.
- There shall be no promotional sales of alcohol at the premises where alcohol is sold at a price lower than that at which the same or similar alcoholic drinks are sold, or usually sold, on the premises.
- The supply of alcohol at the premises shall only be to a person seated taking a table meal there and for consumption by such a person as ancillary to their meal. **Existing** licences that have alcohol provision for Air Festival weekend to have the following attached – Alcohol sales to be permitted for consumption on and off the premises without the requirement for food only on days when the Bournemouth Air Festival takes place.
- A currently qualified first aider must always be employed on the premises when the premises are open to the public. The venue will also provide first aid facilities commensurate with the type of event and customers expected.
- A procedure for supporting and dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.
- There shall be no sales of alcohol for consumption off the premises.
- There shall always be a personal licence holder on duty on the premises when the premises are authorised to sell alcohol.
- No advertisements of any kind (including placard, poster, sticker, flyer, picture, letter, sign or other mark) that advertises or promotes the establishment, its premises, or any of its events, facilities, goods or services shall be inscribed or affixed upon the surface of the highway, or upon any building, structure, works, street furniture, tree, or any other property, or be distributed to the public.
- The PLH/DPS will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The policy will be agreed with Dorset Police. The PLH/DPS will ensure that staff receive training on the policy and a record of training shall be kept/made available to an authorised officer upon request.