

Belfast City Council Licensing Committee

Representation Form for Applicants

INFORMATION ABOUT MAKING REPRESENTATION TO COMMITTEE

YOU MUST READ AND REFER TO THIS GUIDANCE WHEN COMPLETING YOUR APPLICATION

- Your comments should outline the reasons why you consider the application should be granted. It should also confirm if you have already been made aware of the objectors concerns and if you have implemented any measures to resolve them. You should provide all relevant information and attach any relevant supporting documents or photographs.
- Each person or deputation shall have five minutes to make their presentation to Committee. Where more than one member of the deputation wishes to address the Committee the five minutes should be shared among them.
- Your deputation should consist of no more than three persons.
- Further details shall be provided in due course and as this matter progresses to Committee.
- If you require assistance in filling out this application, please contact the Building Control Service on 028 90 270650.

Information you may Include

- Be selective and only include documents and photographs which are clearly supportive of your application.
- Any relevant correspondence from the PSNI or other agencies (e.g. e-mails or letters) which has not already been provided to the Council.
- You do not have to provide photographs but if you do, please number them and give a brief description of what they show and how they support your case, either by listing them in numerical order at the beginning of your representation or by cross-referencing them in the course of your representation.

Information you should leave out

- Communications (e-mails, letters, etc.) sent to you by Council officers (including details of noise complaints, etc.).
- It is not necessary to include copies of complaints where the Council has already been made aware of them.
- It is not necessary to include Community Safety Reports unless you wish to draw the Committee's attention to a specific item on it, in which case you should only include the section containing the item.
- You do not need to submit multiple copies for other parties as the Council shall make copies where required and shall be responsible for circulating information to relevant parties.

SECTION 1a – Declaration and Consent – to be completed by the applicant

Before submitting your completed form to us please tick and sign below to show that you understand and accept the implications of submitting this Representation Form to us:

I understand that the submission of the objection and this counter representation form may result in a hearing before the Council's Licensing Committee for the purpose of determining my licensing application and that I will have an opportunity to attend this hearing to address the Committee.

Are you are prepared to attend the Licensing Committee meeting and to make a representation to the Committee?

Yes No

Please note that the proceedings of the meeting will be audio-recorded, except where the Committee is considering any confidential matters. A copy of the recording of the meeting will be made available on the Council Website within two working days of the minutes being ratified by the Council.

Please indicate whether you consent to your speech being recorded and made available online by marking 'X' in the appropriate box:

IMPORTANT: In ticking and signing this part of the form you are giving or withholding your consent to your speech being placed on public record in audio format.

I consent to my speech being recorded at the Committee Meeting and being placed on public record in audio format.

I do not consent to my speech being recorded at the Committee Meeting and being placed on public record in audio format.

Signature:

Date:

SECTION 1b – Sharing Your Details

Please note that all information in this form will be shared with the objectors, Members of the Council's Licensing Committee and any relevant statutory consultees in advance of the Committee meeting.

SECTION 2 – Your Details / Details of your organisation

Your contact details:

Title [Delete as appropriate]	Miss
Surname	Crozier
First name(s)	Rose
Address (including postcode)	C/O Belfast City Council, City and Neighbourhood Services
Telephone Number:	
Mobile:	
E-mail:	crozierr@belfastcity.gov.uk

SECTION 3 – Attempts to Resolve Issues

1. Have resident's, other parties and/or their representatives contacted you to make you aware of their concerns?

Yes No

If 'Yes', please provide details below of any communication between you, including dates, brief summary and outcome, for example: liaison meetings, telephone calls or e-mails. If 'No', please outline why not. REMEMBER: You do not need to submit correspondence between you and council officers.

City and Neighbourhood Services were made aware of the objection to the license by Building Control. Building control offered to facilitate a mediation session between officers from the service and the objector. The department was agreeable however the objector declined to meet with Council officers to discuss solutions or mitigations to their concerns.

2. Have you taken any action to address their concerns? (for example, by implementing changes or improvements to resolve their concerns)

Yes No

If 'Yes', please provide details in the space below, including times, dates and details of who you consulted and spoke to.

Details of changes or improvements made

In this section, you should state the issue e.g. notified of complaint from resident by BCC on 3/4/15 - on 5/4/15 took these measures: 1. Closed off side area; 2. Deployed two more door staff; etc. There is no need to summarise the complaint as the Council will already have a copy. If you dispute the content of any matter please reserve any further comment for the substance of your representation.

Complaints are largely around sound levels. Visits were conducted by the NTNT - the externally monitored sound levels were within the levels set within the CoP for the Control of Noise from Outdoor events guidelines.

Any learning is applied from prior events and recommendations for improvements are communicated to future event organisers and mitigations are built in to event planning for future event delivery. Details from resident, customer or local business complaints are used to inform future event planning

Details of contact with PSNI (if any)

You should list and attach all correspondence between you and the PSNI. Please refer to Guidance above.

The department has no correspondence with PSNI with regards to any complaints at the site.

PSNI and other emergency services attend pre event planning meetings alongside Council officers from building control, environmental health and parks events.

Details of contact with Belfast City Council Noise Team (if any)

E.g. Noise team contacted me on following dates as a result of which I took the following measures: 1. Date – action taken, 2. Date – action taken

The Council Noise Team has not reported any breaches of noise legislation with regards to noise from any of the large events at the site.

Details of contact with any other Agencies (if any)

N/A

SECTION 4 – Your Representation

Please outline your representation in the space provided below. Arrange under subject-matter headings if possible, giving reasons for each point you make. Be specific and give relevant examples if possible, state facts and give figures such as distances, times, dates and so on if appropriate.

You should note that this submission shall form part of your five minute presentation to Committee and will be included in the Committee Report. Please continue on a separate sheet if necessary.

Council Approval for large promoter events

The department seeks approval for large scale promoter musical and festival events at the People and Communities committee. Approval is sought on the basis that Council officers negotiate satisfactory terms and conditions of use via an appropriate legal agreement prepared by the City Solicitor and subject to;

- i. the Promoter resolving any operational issues to the Council's satisfaction;
- ii. the Promoter meeting all the statutory requirements of the Planning and Building Control Service including the terms and conditions of the Park's Entertainment Licence.
- iii. a review clause, which allows for consideration of any issues during the previous events, prior to any authorisation for future years

The licence agreement prepared by the City Solicitor includes a number of clauses to ensure the least disruption as possible to residents living and businesses operating in the surrounding area and to ensure public safety. Examples of such clauses are:

Resident and Local Engagement

The Licensee shall engage with all residents and resident groups in the vicinity of the park prior to the Event taking place, to appropriately inform them of the event and the relevant arrangements for ensuring minimal disruption to said residents and relevant contact arrangements should they be disturbed. The Licensee shall ensure that residents are aware of the period required for build up and load out of the Event.

- i. Prior to the event taking place, the Licensee is required to demonstrate evidence of early engagement and have in place a robust system for dealing with any complaints, which has been agreed in advance with the Council.
- ii. The Licensee shall provide the Council with full details of all engagements which have taken place with the residents and resident groups prior to the Event taking place.
- iii. The Licensee shall provide residents with contact details of the appropriate person to contact during the Event should they have any complaints associated with the Event. The Licensee shall bear the sole responsibility for dealing with any such complaints.

Event Management Plan

The licensee shall comply with the Event Management Plan, to include a COVID-19 Plan. Any required variation to the Event Management Plan shall be notified by the Council to the Licensee. It is a condition of the Entertainment License that an Event Management Plan is provided to the satisfaction of the Council and failure to do so is a breach of this License. Whilst the Council may, entirely at its own discretion, allow the Licensee to have access to the site under this license for the purpose of set up only in advance of the Event Management Plan being finalised, it is an absolute condition of the license that the Event Management Plan be in place prior to the event taking place and should the Event Management Plan not be finalised at that time, the Council reserves the right to cease this license, with all permissions granted under it also immediately being withdrawn.

Please detail any measures or changes that you would be willing to undertake to address the objectors concerns, or give any suggestions you would like the Licensing Committee to consider:

Should, at any time during any performance associated with the Event, issues pertaining to the Event be brought to the Council's attention that render the Event unsafe and/or (in the Council's opinion) unjustifiably cause nuisance in the area surrounding Boucher Road Playing Fields, Belfast, the Council shall retain the right to immediately enter the Site to discuss the matter with the Licensee in order to resolve the situation. If a resolution is not possible, the Council reserves the right to immediately terminate the Licence in accordance with Clause 34 herein.

Stewards and Traffic

The Licensee shall at its own expense provide such stewards and attendants as may be reasonably necessary for the safe conduct of the Event and their duties shall include the following:

- I. Spot checks (as deemed necessary or appropriate) to prevent drugs and alcohol from being brought on to the Site; and
- II. Controlling vehicular and pedestrian traffic using the Site in conjunction with PSNI by adhering to the Traffic Management Plan (which forms part of the Event Management Plan attached hereto) and which has been agreed with PSNI, Department for Infrastructure (DFI) Roads Service, the Council and other agencies/bodies and to ensure that relevant arrangements and diversions are in place keeping disruption to users of adjoining lands to a minimum.
- III. The Licensee shall consult fully with the PSNI and DFI Roads Service (and all other relevant agencies) in relation to all traffic matters and shall ensure that any reasonable request of the PSNI and/or DFI Roads Service (and any other relevant agencies) is complied with.

Freedom of Information Act 2000 – Under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 people may ask us for information we hold. We are responsible for deciding whether the requested information can be released. Before we release any information which identifies you, we will seek your views on its disclosure, unless there is a legal requirement to disclose the information. The final decision on what will be disclosed rests with the Council except in circumstances where we are under a legal obligation to release the information to another party.

Data Protection Act 1998 – We will process your personal information in accordance with the Data Protection Act 1998. We will use the information you have given us on this form and on any accompanying documentation to enable the licensing authority to take into account any relevant issues in making decisions in licensing matters. Should other council departments, government agencies or any other party request this form, any part of it or any information provided on it or submitted on account of it for lawful reasons, we may disclose some or all of the details requested or we may disclose the form either in its entirety or in part and in accordance with the law.

Please return completed form to: Building Control Service, Licensing Team, Ground Floor, Cecil Ward Building, 4 - 10 Linenhall Street, Belfast BT2 8BP

I confirm that I have completed this form and am making this representation in support of my licensing application. In signing this form I consent that my personal data, including any sensitive personal information that I have disclosed in this form about myself may be shared with all parties to this action, including objectors.

Signed: Stephen Leonard

Date: 17 /05 /2021