

From: Rundle, Andy 2274
Sent: 20 November 2018 13:29
To: Licensing <licensing@spelthorne.gov.uk>
Subject: FW: Draft revised statement of Licensing Policy 2019-24
Importance: High

Dear Licensing team,

I would suggest that a reference to the role of the Safety advisory group (SAG) be made in the policy to ensure larger events requiring licensing have appropriate scrutiny.

Below is the reference to SAG taken from the Rushmoor Borough council 2018 proposed licensing policy for cabinet, for information and consideration.

6.20. Large / outdoor events and/or specialised activities

6.21. Special issues and considerations may arise where large-scale, outdoor and/or specialised events are proposed. For this reason, the Licensing Authority **strongly recommends** that applicants –

(a) give notice (at the earliest possible opportunity **and** well before any formal application is submitted) of any proposed large / outdoor / special event; and

(b) discuss and develop any relevant event application proposals through a safety advisory group (SAG) (see below), where appropriate or otherwise invited to do so.

6.22. What we mean by ‘large / outdoor / special events’

6.23. For the purposes of this section, large / outdoor / special events shall be given their widest possible interpretation and meaning and shall include, but not be limited to, those events –

(a) where specialised or unique activities, equipment or environments may be used or provided;

(b) of a significant size, nature or complexity; and/or

(c) that present a risk of disruption to the local community, local services or infrastructure.

6.24. What is the Safety advisory group (SAG)?

6.25. As special considerations may apply, it is the policy and role of the Licensing Authority to facilitate and, where appropriate, help co-ordinate a safety advisory group (SAG) in connection with relevant proposals, applications and authorisations concerning large / outdoor / special events.

6.26. The SAG is a unique forum convened to consider the necessary policies, plans, procedures and/or risk assessments for relevant events. It may comprise of a mix of Responsible Authorities and other relevant agencies with an interest in

the management and organisation of such events. SAG membership will vary according to the circumstances.

NB: Whilst SAGs are a useful means to help identify the relevant considerations and steps necessary to promote the licensing objectives in respect of large / outdoor / special events and therefore help develop relevant application proposals, they are not responsible for 'sign off' or approval of such steps. This is a matter for the applicant.

6.27. When is the SAG used?

6.28. A SAG may be convened at an applicant's request or at the request of any relevant agency.

6.29. SAG limitations and benefits

6.30. It must be noted that SAGs are **not** responsible for the content of applications, which remains the sole responsibility of the applicant. The applicant must consider if and how to address the issues raised by the SAG and/or those matters outlined in this document. However, experience shows that applicants that go through the SAG process are less likely to attract representations in respect of their proposals.

NB: SAGs **do not** relieve Responsible Authorities or other persons of the need to make relevant representations where they believe this is appropriate (see Part R below).

Many thanks

Andy

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