



## **Event Strategy**

**Liverpool ONE**

**Grosvenor Liverpool Fund  
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## 1 INTRODUCTION

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### PURPOSE

- 1.1 This Strategy is intended to provide the planning framework to support the design, preparation, application and delivery of events, commercialisation and enlivenment activity within Liverpool ONE.
- 1.2 It accompanies a planning application to renew the temporary change of use at Liverpool ONE to hold various temporary events across the Liverpool ONE estate for a period of up to five years. The original change of use application was granted on 12 October 2012 (Ref: 12F/2172) for 5 years. The purpose of this application is to alleviate the need for numerous, ad-hoc planning applications for temporary events at Liverpool ONE over the course of the 5-year period, which are not already covered by permitted development.
- 1.3 Utilising a parameters-based approach, this Strategy sets out the types of activities and events that would be allowed to take place at Liverpool ONE, under permitted development and under this five-year planning permission for a temporary change of use. The manner and quality of these activities and events will be in keeping with the principles of Liverpool ONE, namely to increase the attractiveness of the City to visitors and by doing so, ensuring the long-term vitality and viability of the City Centre as a key visitor destination in the North West of England.
- 1.4 For the avoidance of doubt, the events listed within this Strategy comprise examples of the types of events that have been, or may be held, within Liverpool ONE. They are not intended to be an exhaustive list.
- 1.5 In addition, it is recognised that there may be occasions where one-off events fall outside of the definitions and parameters defined within this Strategy. In these circumstances, proposals will be discussed with the Local Planning Authority in order to ascertain whether the submission of a stand-alone application would be required.

### OBJECTIVES

- 1.6 In summary, the objectives of this Event Strategy are to:
  - Provide a flexible planning framework to support the holding of activities and events throughout the year at Liverpool ONE for a period of up to five years;
  - Ensure that any issues are identified early and properly addressed by the relevant parties;
  - Ensure that all technical matters relating to these events are resolved as far as possible;

- Ensure resources are appropriately allocated from all parties to deal with matters arising;
- Ensure appropriate timescales are in place for the submission of details and in respect of the decision-making process; and to
- Ensure transparency and clarity in the application and decision-making process.

### STATUS

- 1.7 This Strategy has been prepared in partnership with Liverpool ONE and Liverpool City Council.
- 1.8 It deals with Town Planning requirements only and does not seek to define the processes and requirements that are in place to obtain separate, non-planning, approvals from Liverpool City Council (i.e. alcohol licensing etc). Information provided in relation to non-planning matters is for background information only.
- 1.9 In addition, it is recognised that advertisement and directional signage will be crucial to the success and enjoyment of these activities and events by members of the public. The requirement for signage/advertisement consent is a separate requirement to that for temporary planning permission and thus sits outside the scope of this Strategy.

### DESCRIPTION OF DEVELOPMENT

- 1.10 As outlined above, the Strategy accompanies a planning application for the temporary change of use at Liverpool ONE to hold various temporary events across the Liverpool ONE estate for a period of up to five years.
- 1.11 The description of development for this application is as follows:

*"Temporary change of use of areas within Liverpool ONE, including Chavasse Park, Paradise Street, Peter's Lane, Thomas Steers Way, South John Street, and Custom House Place to enable events to be hosted at these locations for temporary periods in accordance with an approved Event Strategy, with associated structures, highway and landscaping works".*

### STRUCTURE OF THE STRATEGY

- 1.12 The remainder of this document is structured as follows:
- **Section 2** - Background;
  - **Section 3** - Approach;
  - **Section 4** - Definitions and Parameters; and,

- **Section 5** - Approval of Details.

1.13 The following documents are appended to this Strategy:

- **Appendix 1** - Planning Application Boundary;
- **Appendix 2** – Event Strategy Locations;
- **Appendix 3** – Event Safety Plan; and,
- **Appendix 4** – Major Event Proforma.

## 2 BACKGROUND

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- 2.1 The transformation of Liverpool City Centre, over the past decade, has been well documented through the investments made by Grosvenor, Liverpool City Council, its partners, and others. Liverpool rose onto the international stage and sparked renewed global interest in its brand and offer. Going forward, Liverpool City Centre needs to continue this progression through diversity, quality, ambience and value in order to continue to attract new high-quality occupiers and investors.
- 2.2 The delivery of Liverpool ONE firmly established Liverpool City Centre as a top five retail destination and created a new 'brand'. The development has had a major positive impact upon the wider city centre and conversely the continued investment and future success of the rest of the city centre is also a key component to the continued success of Liverpool ONE. Accordingly, whilst this Event Strategy is, for administrative reasons, focused on what events can be held at Liverpool ONE it is considered in light of wider city region ambitions to enhance and grow the visitor economy.
- 2.3 The Draft Liverpool Local Plan recognises the importance of protecting and enhancing the main retail function of the Main Retail Area which includes the Liverpool ONE estate. The vision set out by the plan for the City Centre states that the City Centre will be a thriving regional centre including retail, cultural, art, civic and leisure facilities. The plan also states that the protection and enhancement of Liverpool City Centre's role as vibrant and distinctive regional centre is a priority.
- 2.4 The need to maintain Liverpool ONE and the wider City Centre as a preferred retail and leisure destination in the face of competing centres, and in the face of changing user habits, has necessitated the requirement to create an enhanced kind of shopping and leisure experience. This includes the staging of events to increase Liverpool ONE's attractiveness, increase footfall and dwell time, and to encourage visitors to stay within the City Centre in a highly competitive market. Core to this Event Strategy, therefore, is the need to attract visitors who will then become consumers, enhance their visit, provide a talking point and to differentiate Liverpool ONE from other shopping destinations as this will continue to attract high quality occupiers and investors.
- 2.5 The need to attract visitors is recognised in Liverpool Council Retail and Leisure Study (2016). The study recognises changes in retail and leisure trends and sets out that the retail sector is one of the most dynamic sectors of the UK economy and that trends will change the face of domestic retailing and commercial leisure development during the Local Plan period.
- 2.6 The 2016 Retail and Leisure Study sets out that Liverpool City Centre has been transformed by the 1.6m sq.ft Liverpool ONE, which has created a vibrant, high quality shopping and leisure area

and has reconnected the retail core of the City Centre to the Waterfront. The Liverpool ONE estate connects a number of quarters including: the waterfront, commercial quarter, cultural quarter, Hope Street, Knowledge Quarter, Ropewalks and the Baltic Triangle and is therefore, ideally placed to host a variety of events.

- 2.7 Alongside the focus on architecture and retailing, it was always envisaged that Liverpool ONE would incorporate areas for place-making and to hold events. The Liverpool ONE Team has already successfully delivered a series of events and promotion activities across its estate since its opening in 2008 and during the course of the last 5 years under the previously approved Events Strategy. Such events have included The Ice Festival, The Beach, Party in the Park, Tickle the Ivories, Reading Trees and a Summer of Sport.
- 2.8 The continued staging of events and promotions within Liverpool ONE is necessary to maintain its appeal alongside that of the remainder of the City Centre. In order to continue to attract retailers and members of the public, Liverpool ONE's ultimate aim is to ensure that the vitality and viability of Liverpool ONE is sustained and protected. Liverpool ONE will continue to work in collaboration with Liverpool City Council to achieve this.
- 2.9 This collaboration has continued since the completion of the construction phase of Liverpool ONE, with the Liverpool ONE Management Team and Liverpool City Council attending quarterly update meetings. The programme of events and this Event Strategy will continue to be discussed as part of the agenda for these meetings.
- 2.10 It has been recognised by the stakeholders that the programme of temporary events, held to date at Liverpool ONE, has been a success in bringing visitors to the city centre and creating a vibrancy focused on key activities. The existing temporary consent which allows temporary events at Liverpool ONE is due to expire on 11 October 2017. This application seeks to continue the established process of hosting and staging different kinds of temporary events and to provide a set of parameters within which temporary events will be held. This will allow the events programme to evolve and respond to changing consumer demands. In line with the NPPF, this will provide for a flexible consent to enable Liverpool ONE and its partners to rapidly respond to changing economic circumstances and continue to invest in Liverpool ONE whilst not being overburdened by planning policy expectations.
- 2.11 This Strategy has been prepared based on stakeholder experience of what comprises a successful event and where lessons have been learnt to improve the experience.

### 3 APPROACH

- 3.1 As outlined in Section 1, the purpose of this Event Strategy is to agree that permitted development rights will continue to exist for some temporary events, whilst the planning application for a temporary change of use and subsequent consent will cover the remainder of events over a five-year period.
- 3.2 For the avoidance of doubt, Table 1 lists the temporary events that would not normally require planning permission. These are deemed to benefit from 'Permitted Development' under the Town and Country Planning (General Permitted Development) Order 1995 (as amended).
- 3.3 The scale of events to be held at Liverpool ONE is outlined in more detail at Section 4 of this report.

*Table 1: Temporary events not normally requiring planning permission*

Scale of Event	Summary	Structures
Very Small	As defined at Paragraph 4.16	Provided any structure is erected for less than 28 days in total in a calendar year.  The holding of a market, provided it is held for no more than 14 days in total in a calendar year.
Small	As defined at Paragraph 4.16	
Medium	As defined at Paragraph 4.16	
Note:	Large scale or city-wide events, which incorporate structures and last longer than 28 days will require planning permission.	

#### Key



Permitted Development



Covered by 5 year temporary consent

- 3.4 The remainder of this Strategy sets out the approach for all scales of temporary event. However, in recognition that permitted development rights still exist, it should be noted that planning permission is not sought for temporary events that fall under this category (namely very small, small and the majority of medium events).



- 3.5 Medium events which incorporate structures or seek to be held for durations over and above that consented under permitted development rights will be covered as part of this planning application.
- 3.6 For clarification, the definitions and parameters outlined by this Strategy, where relevant, indicate what is acceptable under permitted development and what will be subject to planning controls, as indicated in the above table (Table 1) and the tables below.
- 3.7 In summary, this Strategy proposes the following approach:

*Table 2: Requirements for Planning Permission*

Scale of Event	Need for Planning Permission	Approach
Very Small	Town and Country Planning (General Permitted Development) Order 1995 (as amended)	To be delivered in line with Permitted Development Rights under the GPDO.
Small	Town and Country Planning (General Permitted Development) Order 1995 (as amended).	To be delivered in line with Permitted Development Rights under the GPDO.
Medium	Planning permission required for the holding of a market for no more than 14 days in total in a calendar year.	Majority to be delivered in line with Permitted Development Rights under the GPDO.
		Events incorporating structures or to be held for durations over and above that permitted by the GPDO to be delivered as part of 5-year temporary planning permission.
Large	Planning permission required	To be delivered as part of 5-year temporary planning permission.
City-Wide	Planning permission required for events that fall outside of the GPDO and the provisions of this Event Strategy.	To be delivered as part of 5-year temporary planning permission.

**Key**



Permitted Development



Covered by 5-year temporary consent

## 4 DEFINITIONS AND PARAMETERS

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- 4.1 This Section sets out the definitions and broad parameters for temporary events held across Liverpool ONE. The boundary for this Event Strategy (the planning application boundary), is shown at **Appendix 1**.

### ADVERTISEMENTS AND SIGNAGE

- 4.2 Signage or advertisements are not covered by this Strategy and are controlled by the *Town and Country Planning (Control of Advertisements) (England) Regulations 2007* ("The Regulations").
- 4.3 The need for separate advertisement consent will need to be discussed with the Local Planning Authority to ensure it is commensurate to the scale of the event permitted by this Strategy. The Local Planning Authority will be able to advise whether advertisement consent is required.

### OVERALL LIVERPOOL ONE STANDARDS

- 4.4 The content of all events, activities and visuals must be reviewed and approved by the Liverpool ONE Management team prior to operation to ensure they meet the Quality Assurance standards set by Liverpool ONE/Grosvenor. This is to ensure the events fit in with the surrounding high-quality architecture, public realm as well as to ensure the events are in line with the Liverpool ONE brand.
- 4.5 The hosting of events, whether by Liverpool ONE, its retail / leisure partners or third parties will be monitored regularly to ensure conformity, which includes:
- staging, marquees and other structures should be clean, tidy, in a good state of repair, and aesthetically sound;
  - back of house event areas should be neatly cordoned off;
  - cables should be safe and tidy;
  - events staff should be in uniform or smart and identifiable by a lanyard / badge; and
  - Rubbish from events should be cleared regularly by the Liverpool ONE Team if agreed, or by the company organising the event.
- 4.6 On completion of an event the ground is to be re-instated or made good to the satisfaction of the Liverpool ONE Team.

## TYPES OF EVENTS

- 4.7 There are a number of 'types' of events held across the Liverpool ONE estate at different times of the year and fall into different categories, either organised directly by the Liverpool ONE Management team or by Third Parties.
- 4.8 In each instance, all activity and visuals will be reviewed by Liverpool ONE prior to internal approval, to ensure the highest quality and chosen locations are in line with the Liverpool ONE brand and this Event Strategy.

## EVENTS ORGANISED BY THE LIVERPOOL ONE MANAGEMENT TEAM

### Annual Events

Liverpool ONE usually holds events to coincide with peak trading periods and to attract shoppers to Liverpool City Centre. The Liverpool ONE team lead and organise the events with the size and frequency varying from year to year, with an annual events calendar produced by the Liverpool ONE team. Annual events are held at key seasonal times such as Easter, Summer and Christmas. In addition, events which coincide with local, national and worldwide activities such as those organised by Liverpool City Council, Liverpool Biennial, and Para/Olympics are also organised in-house.

### Enlivenment Programme

Enlivenment activity is carried out by the Liverpool ONE team to supplement the annual events calendar and to add interest to areas of the site. The intention is to animate, and increase dwell time to specific areas of Liverpool ONE, and to enhance the customers' shopping experience. Examples of enlivenment have included the Reading Trees, lit theatre mirrors, giant shopping bag, picnic boats, astroturf on the Sugar House Steps and the Tickle the Ivories piano festival.

## EVENTS ORGANISED BY THIRD PARTIES

### Brand Experimental

Liverpool ONE provides event space to external companies to promote their brand or product and on occasion this involves limited retailing. This activity is ad-hoc and can involve sampling, product giveaways and/or built structures. The use and timing of this space can be organised directly by Liverpool ONE or via organisations managed by Liverpool ONE such as Space and People. In addition, there may be commercially-led events and enlivenment such as The Luminarium and The Reader's Michael Rosen exhibition.

### Seasonal and Niche Market Stalls

Liverpool ONE may also hold seasonal and niche market stalls, such as Arts and Craft fairs, or longer markets over the Christmas period in partnership with Liverpool Markets Ltd. Liverpool ONE also works with a select number of food and beverage operators to offer catering opportunities linked to events or to enliven spaces at key times throughout the year.

### Retail and Leisure Partners

Most retail and leisure partners' events will take place inside their units. However, there will be occasions where they request a greater prominence immediately outside of their units, more space to accommodate such events, or occupiers take part in an event organised by Liverpool ONE.

### Third Party

To supplement the events' calendar the Liverpool ONE Team allows suitable external organisations to hold non-commercial events on the site. Previous examples have included a WWI Photographic Exhibition arranged by the US Embassy, a trail of listening posts organised by Liverpool Metropolitan Cathedral, and dance and choir performances.

## TYPICAL CALENDAR OF EVENTS

- 4.9 The Liverpool ONE Management team prepare an annual Calendar of Events at the start of each year in preparation for the year ahead to identify peak periods of activity and resourcing. This Calendar is relatively fluid and can change as the year progresses in order to respond to changing circumstances, such as interest from third party or external commercial organisations.
- 4.10 Notwithstanding this, the Calendar of Events is broadly structured as follows:

Table 3: Typical Calendar of Events

Type	Calendar	Other
Liverpool ONE Events	<p><b>School Half Term Holidays:</b> Notably February, May and October.</p> <p><b>Easter Period:</b> The weeks either side of Easter Sunday.</p> <p><b>Spring Period:</b> Likely to occur mainly in April and May.</p> <p><b>May Bank Holidays and Early June</b></p> <p><b>Summer Period:</b> Focused on school summer holidays around July and August.</p> <p><b>Christmas Period:</b> Likely to occur from November through to January.</p>	<p><b>Seasonable Dates:</b> Valentine's Day, Easter, Christmas.</p> <p><b>Notable Dates:</b> Liverpool Triathlon, Grand National, River Festival.</p> <p><b>Other Events:</b> One-off wider national or sporting events such as the Olympics, Grand National, World Cup or events relating to the Royal Family.</p>
Brand Experimental Events	Ad hoc events held all year round.	
Retail and Leisure Partners' Events	Ad hoc events.	
Enlivenment Programme	All year round.	
Third Party Events	Ad hoc events.	

### SCALE OF EVENTS

- 4.11 There will be a variety of events and promotions within Liverpool ONE, organised by the Liverpool ONE Management team or third-party organisations. Such events will vary in scale, duration, and management but will broadly follow the following definitions:

Table 4: Scale of Event

Scale	Organiser	Summary
Very Small	Third parties such as: charities, Liverpool ONE retail / leisure occupiers, and schools.	<p>Likely to be a promotion: no barriers and no requirements from the Liverpool ONE Team.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Acoustic music performance, such as carol singing, busking;</li> <li>• Static &amp; roaming sampling/food stalls;</li> <li>• Roaming fashion show; and,</li> <li>• Static &amp; roaming promotions e.g. car display advertisements.</li> </ul>
Small	Liverpool ONE Team and/or External Organisation.	<p>Power, barriers, supervision and involvement of the Liverpool ONE Team may be required.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• School choir and dance performance;</li> <li>• Display of exhibitions;</li> <li>• Children's activities such as face painting, or football lessons;</li> <li>• Small sporting promotions; and,</li> <li>• Fitness classes</li> </ul>
Medium	Liverpool ONE team and/or External Organisation in line with permitted development rights	<p>Structures are likely to form part of the event. The Liverpool ONE Team are likely to be involved before and during the event.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• Event in or on a temporary structure (marquee / stage) i.e. fashion show, sampling promotion, dance, corporate event;</li> <li>• Big LED screen;</li> <li>• Family attraction;</li> </ul>
Medium	Liverpool ONE Team and/or External Organisation.	

Scale	Organiser	Summary
		<ul style="list-style-type: none"> <li>• The holding of a market, antiques, food, crafts etc.; and</li> <li>• Enlivenment programme, including:               <ul style="list-style-type: none"> <li>○ Reading Trees;</li> <li>○ Lit Theatre Mirrors;</li> <li>○ Giant Shopping Bag;</li> <li>○ Christmas Snow Globe;</li> <li>○ Third Party Events and Charity Events;</li> <li>○ Retail and Leisure Partners' Events; and.</li> <li>○ Brand promotions</li> </ul> </li> </ul>
Large	Liverpool ONE Team and/or External Organisation	<p>The inclusion of large structures is likely to form part of the event. The Liverpool ONE Team are likely to be involved before and during the event.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• Christmas Grotto / Ice-Rink / Observation Wheel or Christmas attractions;</li> <li>• The Beach, Summer of Sport or Big Screen;</li> <li>• Filming of a TV show; and,</li> <li>• Music / Theatre Concert.</li> </ul>
City Wide	<p>A Partnership approach which may include, amongst others, Liverpool City Council, City Central Bid, Liverpool ONE Team, Landowners, notable businesses and occupiers.</p> <p>Takes place within Liverpool ONE as well as rest of the City.</p>	<p>Structures are likely to form part of the event. Liverpool ONE would form part of a collaboration of interested parties to co-ordinate events.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• 10<sup>th</sup> Anniversary of the Capital of Culture '08-18;</li> <li>• Christmas light switch on;</li> <li>• Olympics;</li> <li>• River Festival and Armed Forces Day;</li> </ul>



Scale	Organiser	Summary
		<ul style="list-style-type: none"> <li>• Fireworks; and,</li> <li>• 50 Summers of Love</li> </ul>

### Key



Permitted Development



Covered by 5-year temporary consent

### PREFERRED LOCATION FOR EVENTS

- 4.12 Events within Liverpool ONE and covered by this Strategy will be located predominantly in the sites identified below (Table 5).
- 4.13 That is not to say that other locations could not be used for events in the future but these are the principle areas for staging events. Each location will typically be used in a certain manner and the site specific informative, as applicable, for the staging of events are summarised in the table below.
- 4.14 The preferred locations for events (A-N) are shown on figures attached at **Appendix 2**. The extent of the area shown for events is for illustrative purposes only and not to scale.

Table 5: Preferred Locations for Events

Ref.	Preferred Location	Informative	Scale
A B C	Chavasse Park	Original Masterplan identified this as the focus for entertainment and leisure. Three areas for events: <ul style="list-style-type: none"> <li>The main area of lawn [A].</li> <li>The hardstanding ground at the top of the Sugar House Steps [B].</li> <li>The Podium [C].</li> </ul>	Very Small Small
		Original Masterplan identified as the focus for entertainment and leisure. Three areas for events: <ul style="list-style-type: none"> <li>The main area of lawn [A].</li> <li>The hardstanding ground at the top of the Sugar House Steps [B].</li> <li>The Podium [C].</li> </ul>	Medium Large City-Wide
D	Paradise Place	Largest hard-standing space within the retail area. Events can be linked to <b>Paradise Street</b>	Very Small Small Medium
		Largest hard-standing space within the retail area. Events can be linked to <b>Paradise Street</b>	Medium Large
E	Paradise Street	Largest hard-standing space within the retail area. Events can be linked to <b>Paradise Place</b>	Very Small Small Medium

Ref.	Preferred Location	Informative	Scale
		Largest hard-standing space within the retail area. Events can be linked to <b>Paradise Place</b>	Medium Large
F  G	Upper South John Street  Lower South John Street	Two spaces most suited for events and promotions:  <ul style="list-style-type: none"> <li>Outside Debenhams (Anchor 2) upper level (E).</li> <li>Outside Nat West (Unit 46) (F) suitable for static promotions and single vehicles. Not suitable for large solid structures as sight lines will be blocked.</li> </ul>	Very Small  Small
H	Manesty's Lane	Small events to maintain pedestrian flow	Very Small  Small
I	Peter's Square	Contains boutique and high-end retailers so events & promotions must reflect this.  Events linked to Key's court and Peters Lane: Enlivenment activities, performances, Market/Craft fairs & Brand promotions	Very Small  Small  Medium
		Contains boutique and high-end retailers so events & promotions must reflect this.  Events linked to Key's Court and Peters Lane: Enlivenment activities, performances, Market/Craft Fairs and Brand promotions.	Medium
J	School Lane	No particular requirements	Very Small  Small  Medium

Ref.	Preferred Location	Informative	Scale
			Large
K	Thomas Steers Way	No particular requirements.	Very Small Small Medium
		No particular requirements.	Medium
L	Key's Court	Majority of area too narrow for events/promotions, with the exception of an area adjacent to Unit 5 (opposite Top Shop)	Very Small
M	Land between Sugar House Steps, and the Hilton and Custom House Place	Emergency vehicle access to be maintained at all times, and access to John Lewis Collections to be maintained except for occasions where prior arrangement has been made with John Lewis.	Very Small Small Medium Large
N	The Galleria	Undercover space for small events, performances and brand promotions	Very Small
O	The Terrace	Undercover space for small events, performances and brand promotions	Very Small

**Key**

Permitted Development



Covered by 5-year temporary consent

**DURATION**

4.17 The duration of events will vary dependent upon the activity, time of year and scale.

- 4.18 The events which are in-situ for the longest period of time comprise large scale events held at Chavasse Park such as the Christmas and summer events, events on Thomas Steers Way such as The Reader's Michael Rosen Exhibition, or Bar Hutte under the 30m Christmas tree in Paradise Place. These are timed to coincide with school holidays and in order to add animation during key shopping periods. Other one-off events, relating to the Olympics for example, could comprise the construction of a LED screen to allow public viewing. This may be combined with other annual events held at similar times of the year (in connection with the Tour de France Cycling or Wimbledon tennis tournament for example), thus extending the duration of operation.
- 4.19 Other events and enlivenment activities comprising a longer duration include photographic exhibitions, which have previously been in-situ for eight weeks, the Giant Shopping Bag (4 months), Reading Trees (3 months), table tennis tables (8 months) and Lit Theatre Mirrors (4 months).
- 4.20 Other, smaller activities are held day-to-day such as carol concerts, brand activity and sampling.
- 4.21 For the purposes of this Strategy and to define the parameters within which events would be acceptable, the following duration of events (relating to their scale) would be regarded as permitted development and / or permitted in accordance with the 5-year temporary change of use:

*Table 6: Duration of Events.*

Scale	Duration
Very Small	No limit on the number and location of activities.
Small	No limit on the number and location of activities.
Medium	Within the parameters of permitted development.
Medium	Maximum of 12 events per year each lasting no more than two weeks. Or a maximum of 24 weeks per year for such events across each location that is capable of hosting a medium event.
Large	To coincide with seasonal events and include: <ul style="list-style-type: none"> <li>• Maximum of 14 weeks between the beginning January and the end of May</li> <li>• Maximum of 14 weeks between beginning June and the end of September</li> </ul>

Scale	Duration
	<ul style="list-style-type: none"> <li>Maximum of 14 weeks between beginning October and the end of January.</li> </ul>
City-Wide	Where the scope of the event falls in line with this Strategy no additional planning consents are required. In the event that the detail/scope of the event falls outside of the provisions of this Strategy separate relevant consents will need to be obtained.

### Key



Permitted Development



Covered by 5-year temporary consent

4.22 The duration of events set out above include an allowance of time for construction and dismantling.

### HOURS OF OPERATION

4.23 The hours of operation for the majority of events to be held across Liverpool ONE will reflect the Retail and Leisure Opening Hours of Liverpool ONE. At certain times of the year, such as Christmas, these Retail Opening Hours may be extended across Liverpool ONE. Accordingly, the hours of operation for events will also be extended to reflect retail opening hours at different times of the year.

4.24 The current Liverpool ONE Retail Opening Hours\* are shown in Table 7 below.

*Table 7: Liverpool ONE Retail and Leisure Opening Hours*

	Opening	Closing	Christmas Closing	Christmas Extended Hours
Monday-Friday	09.30	20.00	21.00	22.00
Saturday	09.00	19.00	20.00	22.00
Sunday	11.00	17.00	-	-

Leisure Core Opening Hours	Opening	Closing
Monday – Sunday	11.30	23.00

- 4.25 The longer hours for the Christmas period include Christmas Closing from light switch on (around early/mid-November). Retail and Leisure Opening Hours are in force at the time of writing but may be subject to change in the future.
- 4.26 Special dispensation may be agreed with Liverpool City Council at certain times of the year to further extend the operational hours of events, such as New Year's Eve or special occasions where City-wide events are held e.g. sporting events or celebrations involving the Royal Family.
- 4.27 Table 8 below outlines in more detail the likely hours of operation relating to the preferred locations for events.

*Table 8: Hours of Operation relating to Preferred Locations for Events.*

No	Preferred Location	Hours of Operation
A B C	Chavasse Park	<p>To reflect Retail and Leisure Opening Hours (*see table above).</p> <p>Large or City-wide events may incorporate additional elements that extend beyond than the retail opening hour, i.e.</p> <p><b>Rides and Attractions (all year round)</b>            Sunday – Wednesday: 11.00 - 21.00            Thursday – Saturday: 11.00 - 22.00</p> <p><b>Grotto (Christmas)</b>            Monday – Friday: 11.00 - 20.00            Saturday: 09.00 - 20.00            Sunday: 10.00 - 20.00</p> <p><b>Pop up café-restaurant (all year round)</b>            Sunday – Thursday: 12.00 - 23.59            Friday – Saturday: 12.00 - 23.59</p> <p><b>LED Screens</b>            Timings to reflect the activity i.e. Sporting or celebratory events that may be held across different time zone.</p>

No	Preferred Location	Hours of Operation
D	Paradise Place	<p>To reflect Retail Opening Hours* except for the following hours of operation during the Christmas Period which normally falls within 1 November – 10 January:</p> <p><b>Grotto (Christmas)</b>  Monday – Friday: 11.00 - 20.00  Saturday: 09.00 - 20.00  Sunday: 10.00 - 20.00</p> <p><b>Pop-up café/restaurant/bar (all year round)</b>  Monday – Saturday: 12.00 – 23.00  Sunday: 12.00 – 20:00</p> <p><b>LED Screen</b>  Timings to reflect the activity i.e. Sporting or celebratory events that may be held across a different time zone.</p>
E	Paradise Street	To reflect Retail Opening Hours*
F	Upper South John Street	To reflect Retail Opening Hours*
G	Lower South John Street	
H	Manesty's Lane	To reflect Retail and Leisure Opening Hours*
I	Peter's Square	To reflect Retail Opening Hours*
J	School Lane	To reflect Retail Opening Hours*
K	Thomas Steers Way	<p>To reflect Retail and Leisure Opening Hours*</p> <p><b>Pop-up Café/Restaurant/bar (all year round)</b>  Sunday – Thursday: 12.00 - 23.59  Friday – Saturday: 12.00 - 23.59</p>
L	Key's Court	To reflect Retail Opening Hours*



No	Preferred Location	Hours of Operation
M	Land between Sugar House Steps, and the Hilton and Custom House Place	To reflect Retail and Leisure Opening Hours*  <b>LED Screen</b>  Timings to reflect the activity i.e. Sporting or celebratory events that may be held across a different time zone.
N	The Galleria	To reflect Retail and Leisure Opening Hours*
O	The Terrace	To reflect Retail and Leisure Opening Hours*

### STRUCTURES

- 4.28 It is recognised that the construction of temporary structures will form part of many events. The type, size and dimensions of structures will vary from event to event and year to year dependent upon who is responsible for the event and where it is located.
- 4.29 However, the types of structures that are likely to come forward for particular size of events include the following:

Table 9: Event Structures

Scale of Event	Type of Structure
Very Small	Unlikely to include structure.
Small	Small-scale gazebo, market stall or pop-up structure, enlivenment-related structures.
Medium	Marquee, market stall, LED screen and/or rides, enlivenment-related structures.
Medium	
Large	Marquee, stage, ice-rink, LED screen and/or seating, café bar, enlivenment-related structures.

Scale of Event	Type of Structure
City-Wide	Any of the above, dependent upon activity.

**Key**

Permitted Development



Covered by 5-year temporary consent

4.30 This above list is indicative only and not exhaustive for future events. The activities around specialist or city-wide events, such as the Olympics, could include other structures which relate directly to the particular event, for example.

**LICENSES AND APPROVALS**

4.31 It will be the ultimate responsibility of the main organiser to ensure the appropriate licenses and approvals are obtained prior to the commencement of an event. The Liverpool ONE Management team will work with Liverpool City Council and other regulatory bodies to ensure that the required licenses and rules are upheld, where required.

4.32 For information only, licences and approvals that may be required include the following:

- **PPL License** – Permits recorded music to be played in public.
- **Performing Rights Society (PRS) License** – The PRS License regulates entertainment and permits activities such as live music and dance performances, plays and outdoor films to take place. A copy of Liverpool ONE's Premises License is available at Liverpool ONE.
- **Premises Licence** - Liverpool ONE holds a premises license that authorises it to hold regulated entertainment, facilities and the provision of alcohol on the premises.
- **Street Trading** - Liverpool ONE works with the Licensing Department to ensure compliance with street trading legislation. Each individual trader is responsible for obtaining their own license, which can only be granted alongside formal agreement from Liverpool ONE.

- **Markets Charter** - Liverpool Markets Ltd controls markets in the city of Liverpool. Liverpool ONE may work alongside Liverpool Markets Ltd on seasonal markets on site and to license other markets on site.
- **Charity Collections** – All charity collections at Liverpool ONE must be authorized by Liverpool ONE in advance. Collectors receive a permit and collections must be carried out in accordance with regulations made by the City Council under the Police, Factories, etc. (Miscellaneous Provisions) Act 1916 and the Charitable Collections (Transitional Provisions) Order 1974.
- **Safety Advisory Group** – Members include, Liverpool City Council's Licensing Unit, Merseyside Police, Merseyside Fire and Rescue Services, North West Ambulance Service, Emergency Planning Unit, Primary Care Trust and Highways Management.
- **Event Safety Plan** – For events involving large crowds, such as the Christmas lights switch on or a fashion show, an Event Safety Plan is drawn up in line with the Purple Guide (guidance for the health, safety and welfare at music and other events).
- **License to occupy a temporary designated space within Liverpool ONE** - All third parties holding commercial or not-for-profit events and promotions at Liverpool ONE are required to sign this license issued by Liverpool ONE.

4.33 A Liverpool ONE personal licence holder is the Designated Premises Supervisor (DPS) on the Premises License. The DPS is transferred to another company if they are to manage the sale of alcohol for a period of time.

## 5 APPROVAL OF DETAILS

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- 5.1 It is recognised that in some instances third party organisations will be in charge of events. Under these circumstances it is the responsibility of The Liverpool ONE Management Company to ensure they are aware of this Event Strategy, any subsequent planning approvals and the provisions herein.

### APPROVAL OF DETAILS

- 5.2 This Event Strategy supports Liverpool ONE and its partners in hosting a number of temporary events throughout the year and seeks to alleviate the need for numerous, ad-hoc, planning applications by seeking a five-year temporary planning permission to cover temporary events and enlivenment.
- 5.3 The scheduling and format of temporary events and enlivenment across Liverpool ONE is recognised as being an organic process. The Calendar of Events is subject to change each year, reflecting third party requirements, Council led city-wide activities and national/worldwide events.
- 5.4 Accordingly, going forward there may be special temporary events that sit outside of this Event Strategy, which are not in accordance with permitted development or a five-year temporary planning permission, that nevertheless add value and boost the profile of Liverpool. In these situations, the Liverpool ONE Management Team will seek to engage with Liverpool City Council at the earliest opportunity, either through the Quarterly Co-ordination Meetings or a bespoke meeting, to discuss the detail of such an event. If required, separate planning permission would be sought.

### PLANNING CONDITIONS/INFORMATIVES

- 5.5 The use of planning conditions should only be imposed where they are necessary, relevant, enforceable, precise and reasonable. However, it is recognised that that use of conditions could provide flexibility to hold events over the 5-year lifetime of a temporary planning permission.
- 5.6 Planning conditions and/or informatives could be used to seek the submission of details of the individual events to the Liverpool City Council in advance of the start of the event or construction period (whichever is sooner). It is envisaged that this would only be applicable for large scale and city-wide events, which by virtue of their scale and incorporation of different structures may change year on year and also have the potential to impact upon local residential and business communities.
- 5.7 It is accepted that in the case of large scale and city-wide events that there will be a requirement to submit an Event Management Plan which is likely to include the following details:

- Team involved in the event (list of all personnel, organisations and their roles and responsibilities);
- Planning and management of event; and,
- Health and safety considerations and responsibilities.

5.8 An exemplar Event Management Strategy provided by **Appendix 3** of this report.

#### **DIALOGUE AND CONSULTATION**

- 5.9 The Liverpool ONE Management Team prepares the annual Calendar of Events during the latter part of the preceding year.
- 5.10 It is proposed that details of individual events will be shared as part of a regular dialogue with Liverpool City Council. The platform for this dialogue will be through the Quarterly Coordination Meetings held between the Council's planning officers and the Liverpool ONE Team. Liverpool City Council will raise any concerns at this stage over the type, timing, and duration of any planned events. Details of large events will be submitted to Liverpool Council in advance of works commencing via the completion and submission of the proforma provided at **Appendix 4** of this report.
- 5.11 All individual events within Liverpool ONE will be reviewed and signed off by the relevant person at the Liverpool ONE Management Team.
- 5.12 The details of forthcoming events should be notified to the Safety Advisory Group as best practice to ensure the safe operation of the event. A Joint Agency Group is held before each large and city-wide event. An Event Safety Plan is signed off by the Safety Advisory Group for large events.
- 5.13 The Liverpool ONE Team is already part of the Safety Advisory Group which is comprised of:
- Police;
  - Fire Service;
  - Environmental Health Officer;
  - Highways Authority; and,
  - Health and Safety Executive.

This report has been prepared by HOW Planning LLP, with all reasonable skill, care and diligence. The scope of this report is subject to specific agreement and has been prepared solely for the benefit of our Client and should not be relied upon by any other party. Any third parties that use this information do so at their own risk. HOW Planning LLP accepts no responsibility for information contained within this report that has been independently produced or verified.

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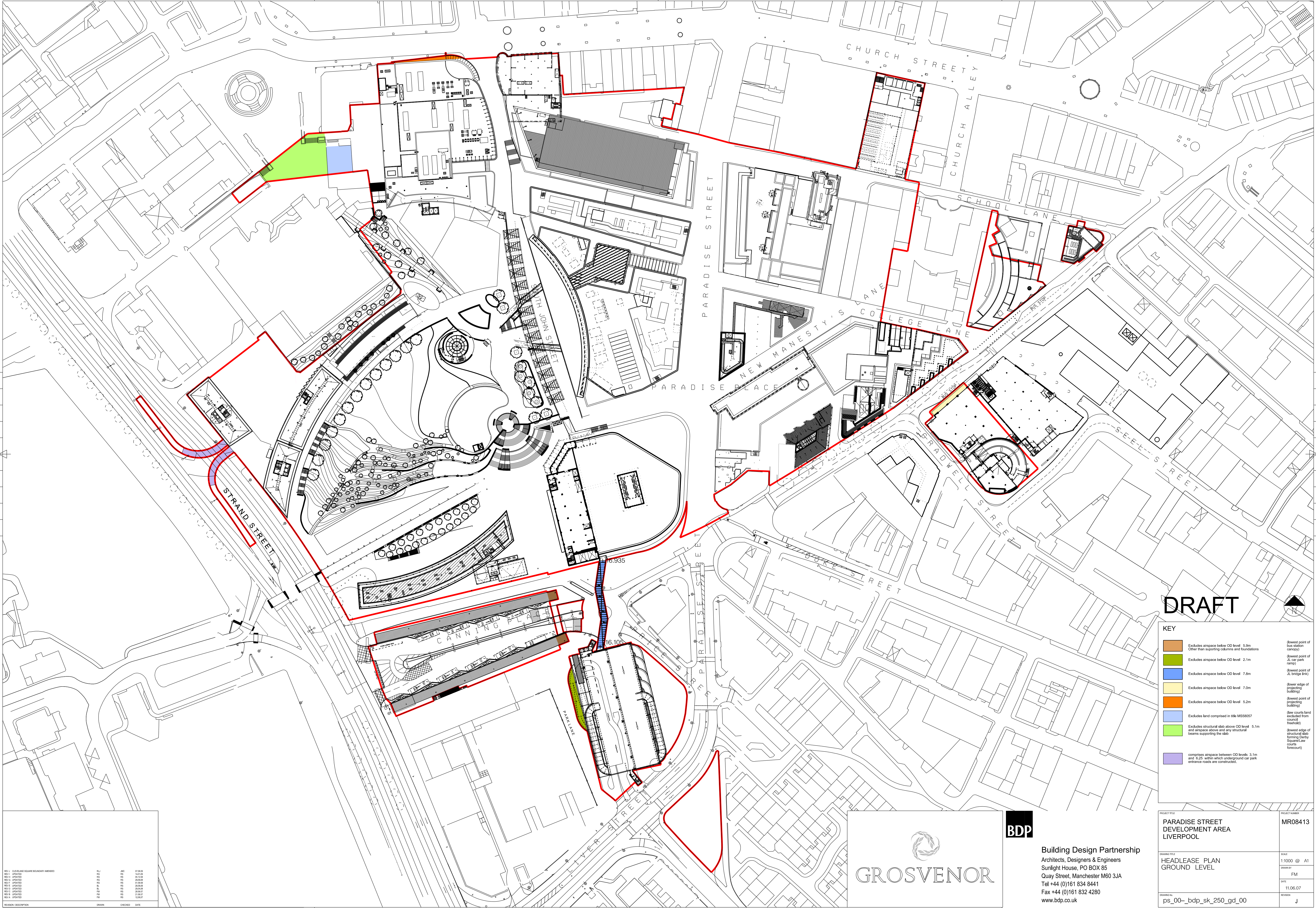
Registered Office: 40 Peter Street, Manchester, M2 5GP. Registered in England and Wales. Registered Number: OC318465

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## **APPENDIX 1: PLANNING APPLICATION BOUNDARY**

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DRAFT



- KEY**
- Excludes airspace below OD level 5.8m  
Other than supporting columns and foundations  
(lowest point of bus station canopy)
  - Excludes airspace below OD level 2.1m  
(lowest point of car park ramp)
  - Excludes airspace below OD level 7.8m  
(lowest point of bridge link)
  - Excludes airspace below OD level 7.0m  
(lower edge of projecting building)
  - Excludes airspace below OD level 5.2m  
(lowest point of projecting building)
  - Excludes land comprised in title M558057  
(New courts land excluded from court's freehold)
  - Excludes structural slab above OD level 5.1m  
and airspace above and any structural  
beams supporting the slab  
(lowest edge of structural slab forming Derby Square/Law courts forecourt)
  - comprises airspace between OD levels 3.1m  
and 6.25 within which underground car park  
entrance roads are constructed.

REVISION	DESCRIPTION	DRAWN	CHECKED	DATE
REV 1	CONSIDERED SQUARE BOUNDARY ADJUSTED	RLJ	JAC	07/09/09
REV 2	UNITS 101-102	RS	AT	10/09/09
REV 3	UNITS 101-102	RS	RS	05/10/09
REV 4	UNITS 101-102	RS	RS	20/09/09
REV 5	UNITS 101-102	RS	RS	20/09/09
REV 6	UNITS 101-102	RS	RS	20/09/09
REV 7	UNITS 101-102	RS	RS	20/09/09
REV 8	UNITS 101-102	RS	RS	20/09/07
REV 9	UNITS 101-102	RS	RS	21/09/07
REV 10	UNITS 101-102	RS	RS	12/02/07



**Building Design Partnership**  
Architects, Designers & Engineers  
Sunlight House, PO BOX 85  
Quay Street, Manchester M60 3JA  
Tel +44 (0)161 834 8441  
Fax +44 (0)161 832 4280  
www.bdp.co.uk

PROJECT TITLE <b>PARADISE STREET DEVELOPMENT AREA LIVERPOOL</b>	PROJECT NUMBER <b>MR08413</b>
DRAWING TITLE <b>HEADLEASE PLAN GROUND LEVEL</b>	SCALE 1:1000 @ A1
DRAWING NO. ps_00-_bdp_sk_250_gd_00	DRAWN BY FM
	DATE 11.06.07
	REVISION J



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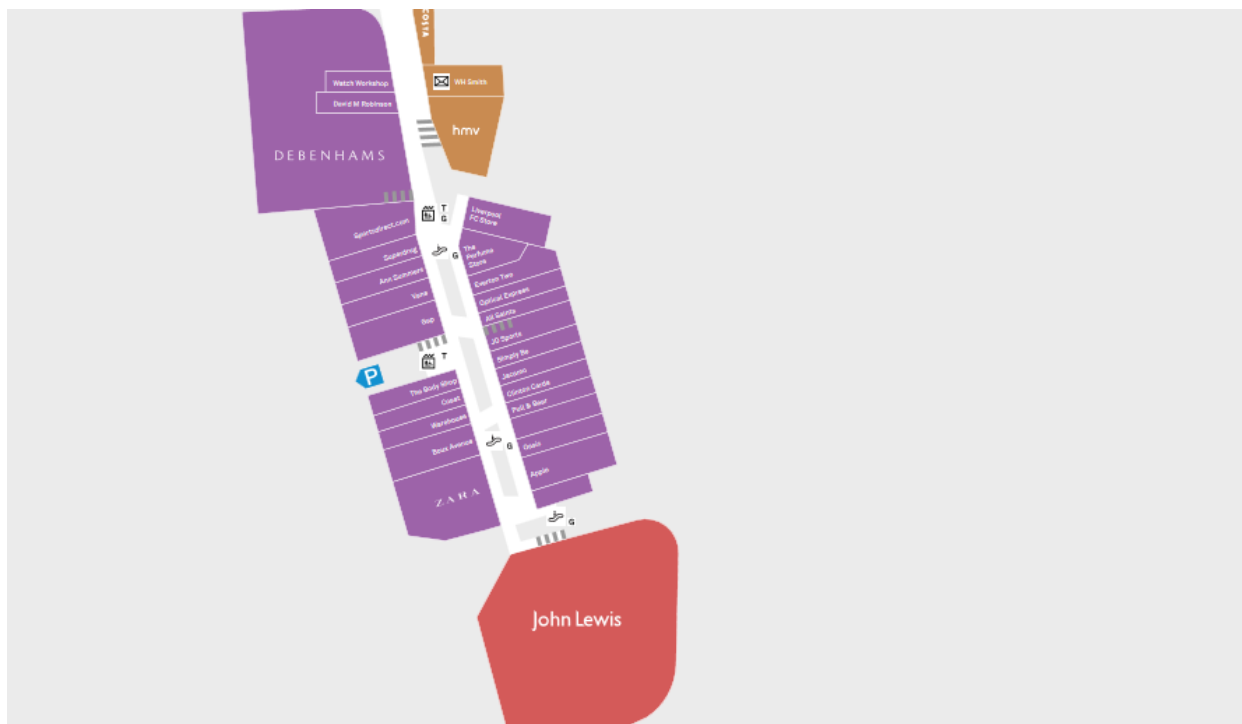
## APPENDIX 2: EVENT STRATEGY LOCATIONS

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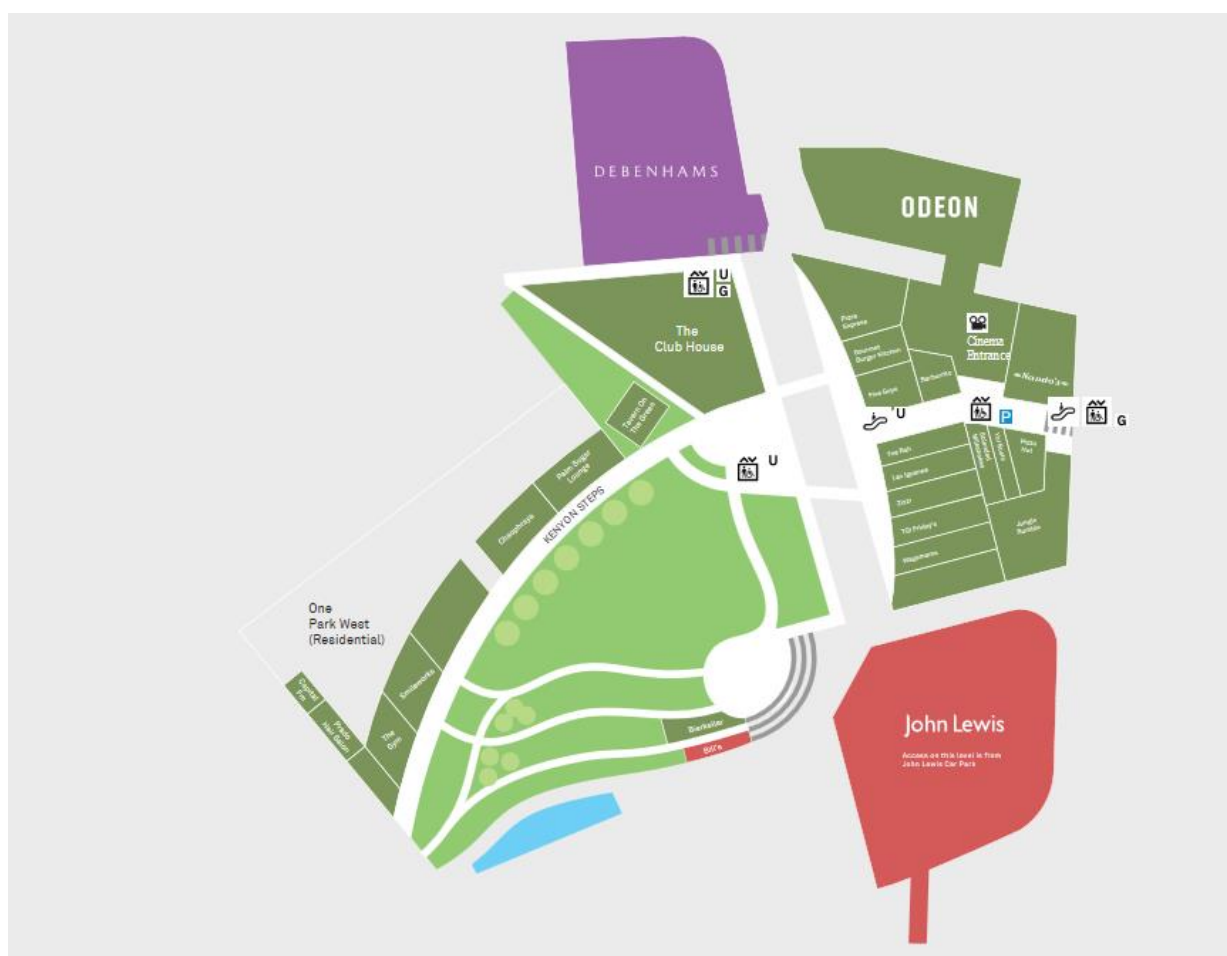
## GROUND LEVEL



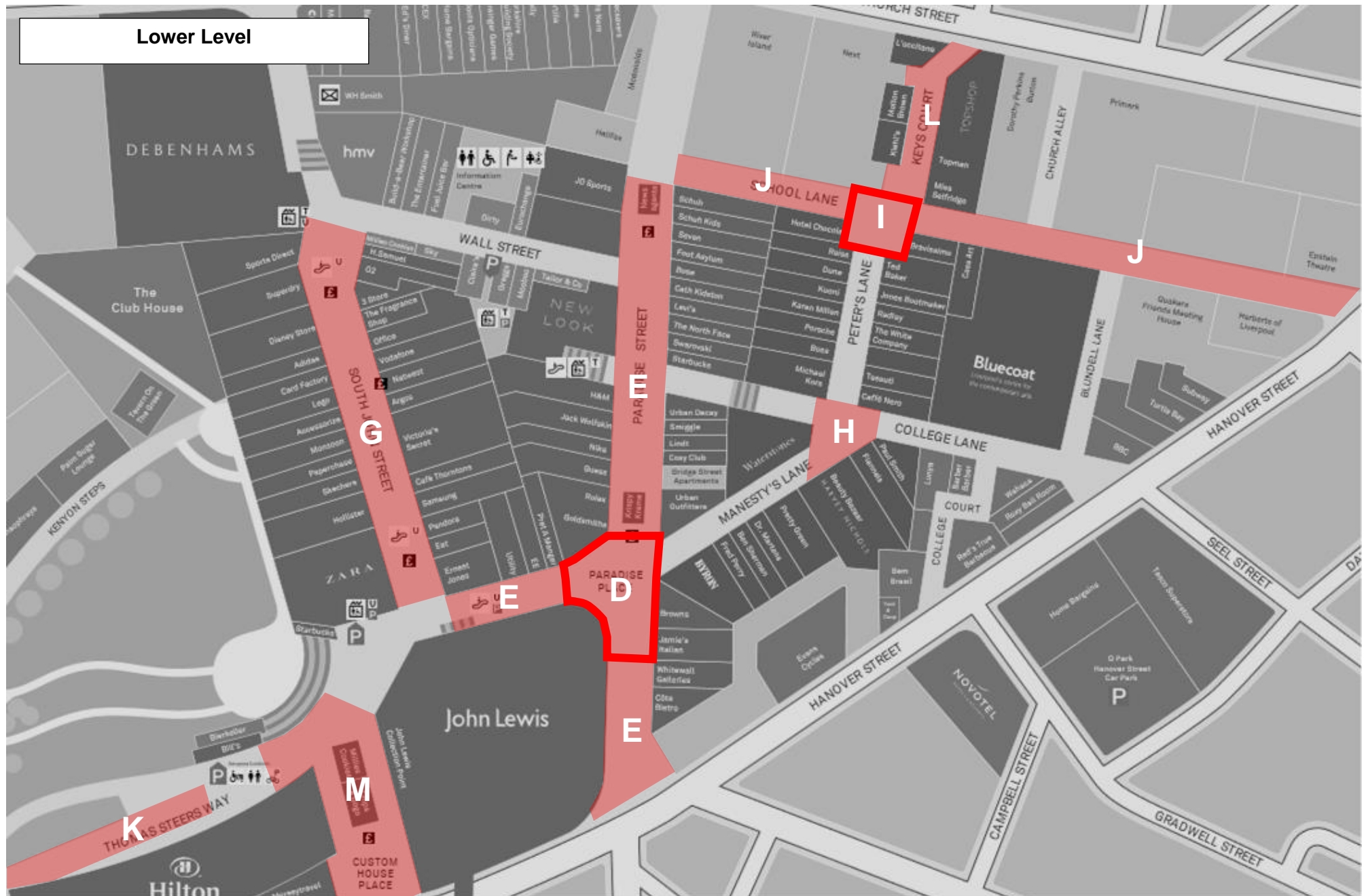
## UPPER LEVEL



## TERRACE LEVEL



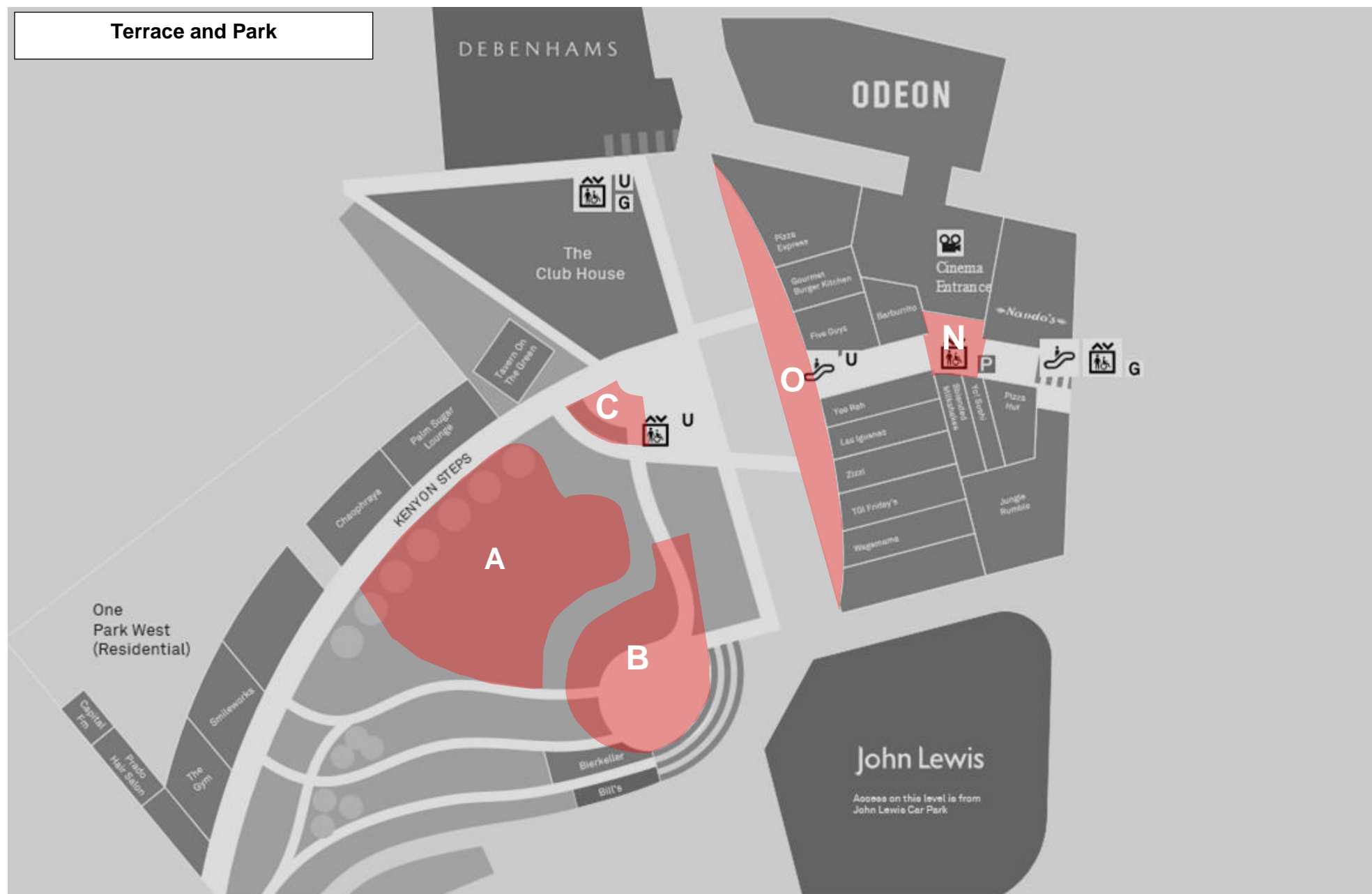
Lower Level



## Upper Level



## Terrace and Park



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## APPENDIX 3: EVENT SAFETY PLAN

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# EVENT SAFETY PLAN

**Christmas Launch Event  
Thursday 10 November 2016  
Liverpool ONE**

## Approval Process

		Sign	Date
Draft	Melody Beard (Events Manager)		
Approve	Karen Palmer (Health, Safety & Compliance Manager)		
Approve	The Event Safety Shop		
Approve	Chris Bull (Head of Soft Services)		
Approve	Cathy Maddock (Head of Commercialisation)		
Approve	Chris Grundy (Operations Director)		
Final Sign Off	Chris Bliss (Estate Director)		
	Safety Advisory Group		



## Contents

1	Executive Summary
2	Abbreviations found in this document
3	Event Organisational Hierarchy
4	Event Teams
5	Team Members Involved in this Event:
6	Planning and Management
7	Health and Safety Responsibilities
8	Licenses held by Liverpool ONE
9	Requirements of the 2003 Licensing Act
10	Scope of the Event Safety Plan
11	Event Description
12	Lights Switch On Show
13	Performances and Entertainment
14	Venue and Site Design
15	Views of Paradise Street at Night
16	Temporary Structures and Infrastructure
17	Layout of Lighting, Sound, Aerial and Special Effects structures
	17.1 Control Stricture
	17.2 Lighting
	17.3 PA System
	17.4 Special Effects
	17.5 Cabling
	17.6 Floor Standing Aerial Rigs
	17.7 30m Tree
	17.8 Bar Hutte
	17.9 South John Street pantomime stage
18	Power Installations and Lighting
19	Sound - Noise and Vibrations
20	Timings of Lights Switch On Show
21	Suitable Viewing Areas and Capacity
22	Audience Management
23	Barrier and Stewarding Plan
24	Medical, Ambulance and First Aid Management
25	Fire Safety
26	Major Incident Planning / Emergency Planning
27	Event Team Communication
28	Transport Management
29	Organisation of Contractors
30	Event Inspection
31	Waste Management
32	Facilities for Persons with Special Needs
33	Public Information
34	Welfare
35	Promotion
36	Children
37	TV & Media & VIP
38	Accident Reporting and Investigation
39	Contingency Plans
40	Risk Assessments
41	Additional Event Documentation

## 1 Executive Summary

The launch of Christmas at Liverpool ONE will be held on Thursday 10 November 2016 between 4pm – 8pm and include:

- A light and theatrical show at 6pm on Paradise Street incorporating the switch on and a light show on a 30m metal Christmas tree in Paradise Place. The show, created by Liverpool Empire Theatre, is set to music and features ground based aerial performers and a small amount of special effects including snow, confetti and pyrotechnics.
- Roaming performers (stilt walkers and characters) and street based musicians throughout the estate between 4pm – 8pm.
- Radio City presenters hosting the evening as the 'voice of god' on Paradise Street. They will not be seen on a stage, they will be housed within Adlib's control point and play music and announcements.
- Short performances by local pantomime casts on a bridge on South John Street, hosted by Radio City presenters.
- Occupier involvement including activity in stores and external food and drink sampling (no alcohol).
- The opening of a pop up bar (Bar Hutte) under the Christmas tree in Paradise Place, which opens at 7pm after the light show (No public in the bar before/during the show).
- Christmas rides and attractions operated by Motion Rides will open at 11am in Chavasse Park and remain open throughout the event.
- As of 25 Oct, the City's event plans are under discussion and may feature sky tracker search lights positioned around the city. Liverpool ONE will aim to work with city partners to achieve a joined up event.

2015 Lights Switch on event



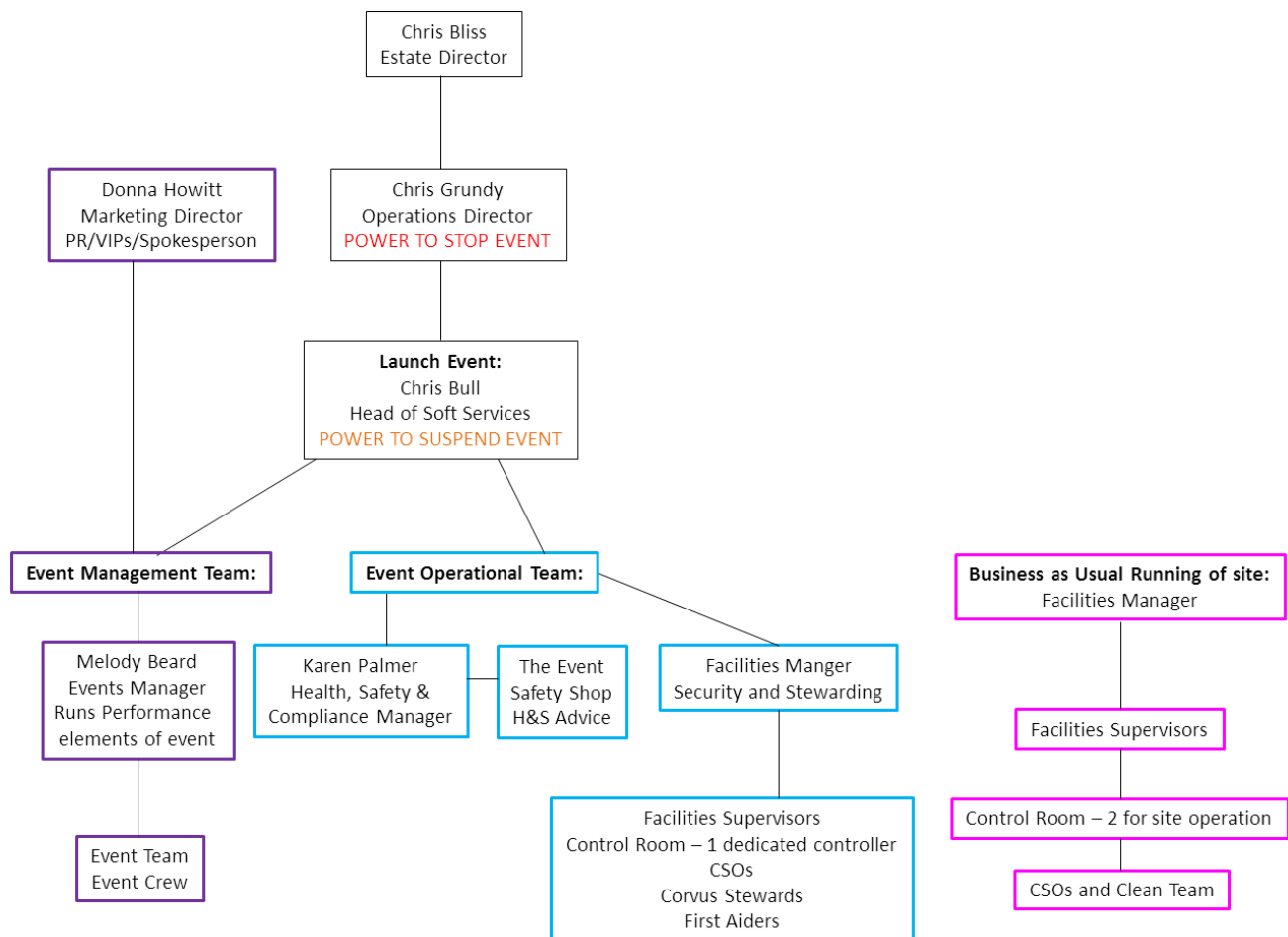
A video of the event last year can be viewed here:

<https://www.facebook.com/LiverpoolONEOfficialPage/videos/1159268237420617/>

## 2 Abbreviations found in this document

HSCM	Health, Safety and Compliance Manager
CSO	Customer Support Officer
SOP	Standard Operating Procedures (Liverpool ONE procedures in emergency situations)
SAG	Safety Advisory Group
JAG	Joint Agency Group
TESS	The Event Safety Shop

## 3 Event Organisational Hierarchy



## 4 Event Teams

The event will be delivered by two Liverpool ONE teams responsible for different aspects of the event, plus a third team will look after the business as usual running of the site:

### 1 – Operational Team

Chris Bull (Head of Soft Services) heads up the team and has the power to SUSPEND the event in conjunction with advice from Karen Palmer (HSC Manager) and The Event Safety Shop. The suspension will be communicated to Chris Grundy (Operations Director) who has the power to STOP the event. Fran Bowman (Facilities Manager) will be in charge of security, first aid and stewards from Corvus Security. He will be the direct line of communication to them on a separate radio channel.

### 2 – Event Management Team

Melody Beard (Events Manager) will lead the event management team. The Events Manager will coordinate the timing of the light show with the Head of Communications to maximise the chance of TV coverage, and coordinate the timings and locations of the acts with the marketing team and management volunteers who will be following their timetables. The event management will be carried out in conjunction with the Operational Team.

### 3 – Business as Usual Running of Site

A third team will be in operation on the evening as is standard for Liverpool ONE and is responsible for the general running of the site under the supervision of the Facilities Manager on duty.

The Liverpool ONE Events Teams will have radio, mobile phone and personal contact. Should a major incident occur, the Liverpool ONE Standard Operating Procedures and Emergency Response and Disaster Continuity Plan will come into force. Situations which may occur within Liverpool ONE and may require an event suspension or stop can be found in Appendix B – Emergency Response.

## 5 Team Members Involved in this Event:

### Leadership Team:

Chris Bliss	Estate Director
Chris Grundy	Operations Director
Donna Howitt	Marketing Director
Sarah Green	Director of Stakeholder Engagement

### Event Operational Team:

Chris Bull	Head of Soft Services
Karen Palmer	Health, Safety and Compliance Manager
Facilities Managers	
Facilities Supervisors	
Control Room	
CSOs	
Cleaning and Waste Teams	

**Event Management Team:**

Melody Beard	Events Manager
Laura Carter	Head of Communications
Jade Fung	Communications Assistant
Kate Houghton	Communications Executive
Sharon Silcock	CRM and Loyalty Manager
Amy Lea	Marketing Executive
Dara Burns	Marketing Assistant
Iain Finlayson	Head of Business Performance
Amberley Chambers	Business Performance Executive
Rachael Dalzell	Commercialisation Assistant
Richard Fort	Head of Hard Services
Claire Hopkins	Building Fabric Manager
Andy Sharp	M&E Manager
Phil Prescott	Customer Service Manager
Birchalls	Electrical engineers
Liverpool ONE Management Team	Volunteers
Liverpool ONE Event Crew	
City Star Volunteers	

**Other Organisations involved:**

The Event Safety Shop	H&S and crowd management advice
Liverpool Empire Theatre	Creative direction for the light show
Adlib Audio Limited	Lighting, PA system and control systems for the light show
BPM SFX Ltd	Special effects for the lights switch on show
Wired Aerial Theatre	Aerial theatre performances (ground based only)
Radio City	Pre-promotion and presenters on site for the event
Corvus	Stewards and static guards
Motion Rides	Operation of rides at attractions in Chavasse Park
Bitter Twisted	Operation of the Bar Hutte under the Paradise Place Christmas tree
Influential	PR Agency
Fool's Paradise and Missing Link	Walkabout performers
Local theatres	Pantomime performances

Contact numbers and roles can be found in Appendix C

**6 Planning and Management**

The Christmas launch event is organised and managed by Liverpool ONE with involvement from approved contractors who will all submit the relevant H&S documents for approval in advance.

## **7 Health and Safety Responsibilities**

This event is governed by Liverpool ONE's Health and Safety Policy and all event planning and documentation will be checked in line with Liverpool ONE's procedures.

It is the policy of Liverpool ONE to promote the highest possible standards of health and safety in order to avoid or reduce the risks to all persons who may be affected by their work activities and to ensure compliance with all current legislation, in particular the Health and Safety at Work Act (1974).

Liverpool ONE makes specific commitments with regards to working safely, personal safety and care of the environment and takes into consideration all aspects of safety when planning events.

Karen Palmer (Health, Safety and Compliance Manager) will be responsible for ensuring all Health and Safety requirements during the event are met. Responsibilities include but are not restricted to the below. Advice will be taken from the Event Safety Shop who will review this Event Safety Plan and be present for the event.

- Ensuring that health and safety and site rules and regulations are a major consideration when planning events.
- Review and ensure suitable and sufficient assessments of all the foreseeable risks presented to, and posed by any of the work activities are undertaken whilst on site.
- Ensuring Liverpool ONE staff and freelance workers and contractors are competent and fully aware of any potential hazards. All freelance workers will receive a standard health and safety briefing.
- Informing all persons on site of what action to take in the event of an emergency, and bring the emergency fire routes and evacuation areas to their attention.
- Ensuring that adequate provisions for first aid are in place and that all workers are aware of these provisions.
- Monitoring all plant and work equipment to ensure it is operated in a safe manner and that any safety devices that are fitted and are used in the correct way.
- Maintaining a system of good housekeeping in order to reduce the risk of trip/slip hazards and fire risks.
- Ensuring that if Personal Protective Equipment is required that it is suitable and worn by all persons deemed to be at risk.
- Liverpool ONE is fully committed to the health, safety and welfare of all visitors to the estate. During the event and where required dynamic risk assessments will be carried out. All measures have been put in place and will be controlled before, during and after the event to ensure public safety is adhered to.

## **8 Licenses held by Liverpool ONE**

This event will be regulated under Liverpool ONE's Premises License issued by Liverpool City Council. Liverpool ONE holds a current PRS License which permits live music to be played in different areas throughout the estate. No alcohol will be served in the streets at the launch event but is available to purchase to be consumed in the pop up bar in Chavasse Park, and after the light show in the bar under the Christmas tree in Paradise Place.

## **9 Requirements of the 2003 Licensing Act**

Liverpool ONE intends to fulfill the Licensing Act 2003 by meeting the four key objectives:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

## **10 Scope of the Event Safety Plan**

This document represents the proposals that must be adopted in order to provide the necessary safety and environmental precautions associated with the Christmas launch.

A practical, pragmatic and realistic approach has been taken to deliver this event. Karen Palmer (HSC Manager) is involved in the planning and execution of the event and is versed in the Health and Safety at Work Act (1974), and The Regulatory Reform (Fire Safety) Order 2005, and how they apply to events of this type. Advice has been taken from the Event Safety Shop who have reviewed this Event Safety Plan and will be present for the event.

## **11 Event Description**

The Christmas launch event on Thursday 10 November 4pm – 8pm includes the following:

### **Lights Switch On Show**

- A light and theatrical show at 6pm on Paradise Street incorporating the switch on and a light show on a 30m metal Christmas tree in Paradise Place. The show, created by Liverpool Empire Theatre, is set to music and features aerial performers on ground based rigs and a small amount of special effects including snow, confetti and pyrotechnics.

### **Performances and Entertainment:**

- Roaming performers (stilt walkers and characters) throughout the estate and street-based musicians from 4pm – 8pm.
- Radio City presenters hosting the evening as the 'voice of god.' They will not be seen on a stage, they will be housed within Adlib's control point and play music and announcements.
- Short performances by pantomime casts on the bridge above Nat West on South John Street, hosted by Radio City.

**Supporting Activity:**

- Occupier involvement including activity in stores and external food and drink sampling (no alcohol)

**Commercial Activity**

- The opening of a pop up bar (Bar Hutte) under the Christmas tree in Paradise Place, opens after the light show.
- Christmas rides and attractions operated by Motion Rides will open at 11am in Chavasse Park and remain open throughout the event.

## **12 Lights Switch On Show**

The light and theatrical show will take place on Paradise Street at 6pm (time subject to variation by approximately an hour each way depending on media confirmation of attendance nearer to the event). It will last 10 minutes.

The Christmas launch event will be advertised as running from 4pm – 8pm with minimal promotion until nearer to the time of an approximate time of the light show and provisions will be put in place as detailed in sections 21 - 23 to manage the audience that may build up on Paradise Street.

All decorations apart from the 30m tree will illuminate at 4pm at the start of the Christmas launch evening to create a festive atmosphere while shopping. This includes the large reindeer at the end of Paradise Street near JD Sports and the pea lights in the trees on Paradise Street. The decorations in BID area will also illuminate at 4pm in a coordinated approach.

The show is the main event and lights switch on moment as part of the Liverpool ONE Christmas launch evening. There will not be a celebrity switching on the lights.

The following companies have been appointed to deliver the light show:

- Liverpool Empire Theatre – creative direction and music
- Adlib – lighting and sound installation, programming and operation
- BPM – special effects
- Wired – aerial theatre performances on ground based rigs
- Trapeze Creative – installation of 30m tree and programming of light shows on it

Liverpool Empire Theatre has created a storyline and soundtrack to the show which appeals to families. They have worked with Adlib to specify and programme lighting in the street, BPM to specify and programme special effects to accentuate certain moments of the light show, and Trapeze to create the light show on the 30m Christmas tree in Paradise Place which forms part of the street show.



The theme and story of the light show is as follows:

*Inspired by the Clement Clarke Moore poem The Night before Christmas this year's light switch on will capture the magic and anticipation of Christmas.*

*As the star at the top of the Christmas tree begins to sparkle we hear the voice of the Christmas fairy calling the Christmas Elves to work. Santa is on his way and there is lots to be done to prepare for his arrival. She casts a magic Christmas spell which brings the first Christmas snow to Liverpool. As the elves finish preparing the tree we see and hear Santa and his sleigh approaching. Santa addresses the crowd before launching one big Christmas party!*

*One Magical City is an immersive and entertaining show that features dazzling lights, evocative music, choreographed lighting, pyrotechnics and Aerial performers.*

### 13 Performances and Entertainment

Performances and entertainment will take place throughout the evening from 4pm – 8pm to encourage visitors to move around site.

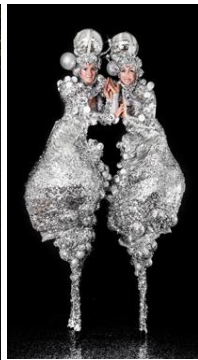
- Radio City presenters hosting the evening as the 'voice of god.' They will not be seen on a stage, they will be housed within Adlib's control point and play music and announcements.
- Street based walkabout performers and musicians appropriate to the areas
- Pantomime casts to feature on South John Street on the bridge above Nat West, hosted by Radio City. Pantomime cast members include:

Theatre	Pantomime	Celebrity Cast
Liverpool Empire	Snow White and the Seven Dwarfs	Jorgie Porter (Hollyoaks, I'm a Celebrity...) Leanne Campbell (Radio City)
Epstein Theatre	Aladdin	Natasha Hamilton (Atomic Kitten), Sean Smith (X Factor) Mark Byron (Big Brother) Jordan Davies (Magaluf Weekender)
St Helen's Theatre	Aladdin	Amy Childs Harry Derbridge (both The Only Way is Essex)
Unity Theatre	Little Red and the Big Bad Wolf	N/A

### Pantomimes



## Walkabout Performers

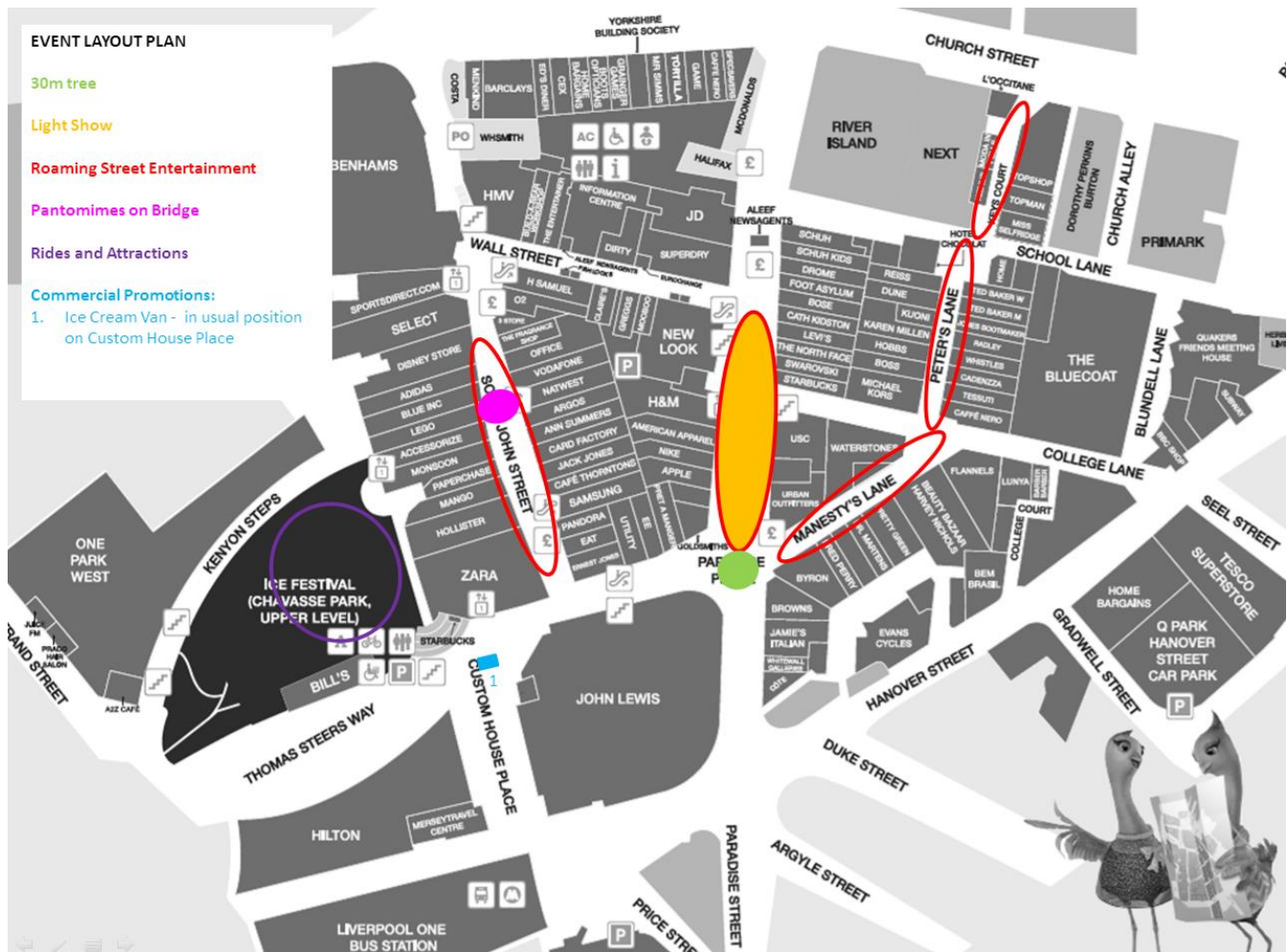


Performances in the street on Paradise Street will stop 30 minutes before the light switch on show but Radio City presenters will continue to host the event from within the Control marquee (not on a stage). Performances on South John Street will also stop at 5.30pm to allow people time to move to Paradise Street for the switch on show.

## Occupier Involvement

Retailers and restaurants are encouraged to hold their own events and entertainment in store and have been invited outside their store/restaurant to sample with food or non-alcoholic drinks. All occupiers wishing to undertake activity outside their store/restaurant will submit H&S documents to the HSC Manager for approval including public liability insurance, risk assessment, food hygiene certificates and policy. Documents are available upon request.

## Location Plan of All Performances 4pm – 8pm



## 14 Venue and Site Design

All streets, stores, restaurants and leisure venues will be fully open for the duration of the event except Bar Hutte under the 30m tree which will open after the light show has taken place. The public are intended to flow around site while short performances take place in different locations before and after the light show.

The 30m tree positioned on Paradise Place is 70 metres away from Hanover Street which will have moving traffic throughout the event. All lights as part of the light show will be in front of the tree and not facing the road. The special effects are 20m high on the roofs of John Lewis and Byron Burger and are not large fireworks or do not create loud bangs.

The Civil Aviation Authority will be informed about the search lights (100m Falcon Beams) and pyrotechnics as part of the light show and set up and rehearsal period.



## 15 Views of Paradise Street at Night



## 16 Temporary Structures and Infrastructure

Details of the locations and structures used for the lights switch on show are in sections 17.1 – 17.9.

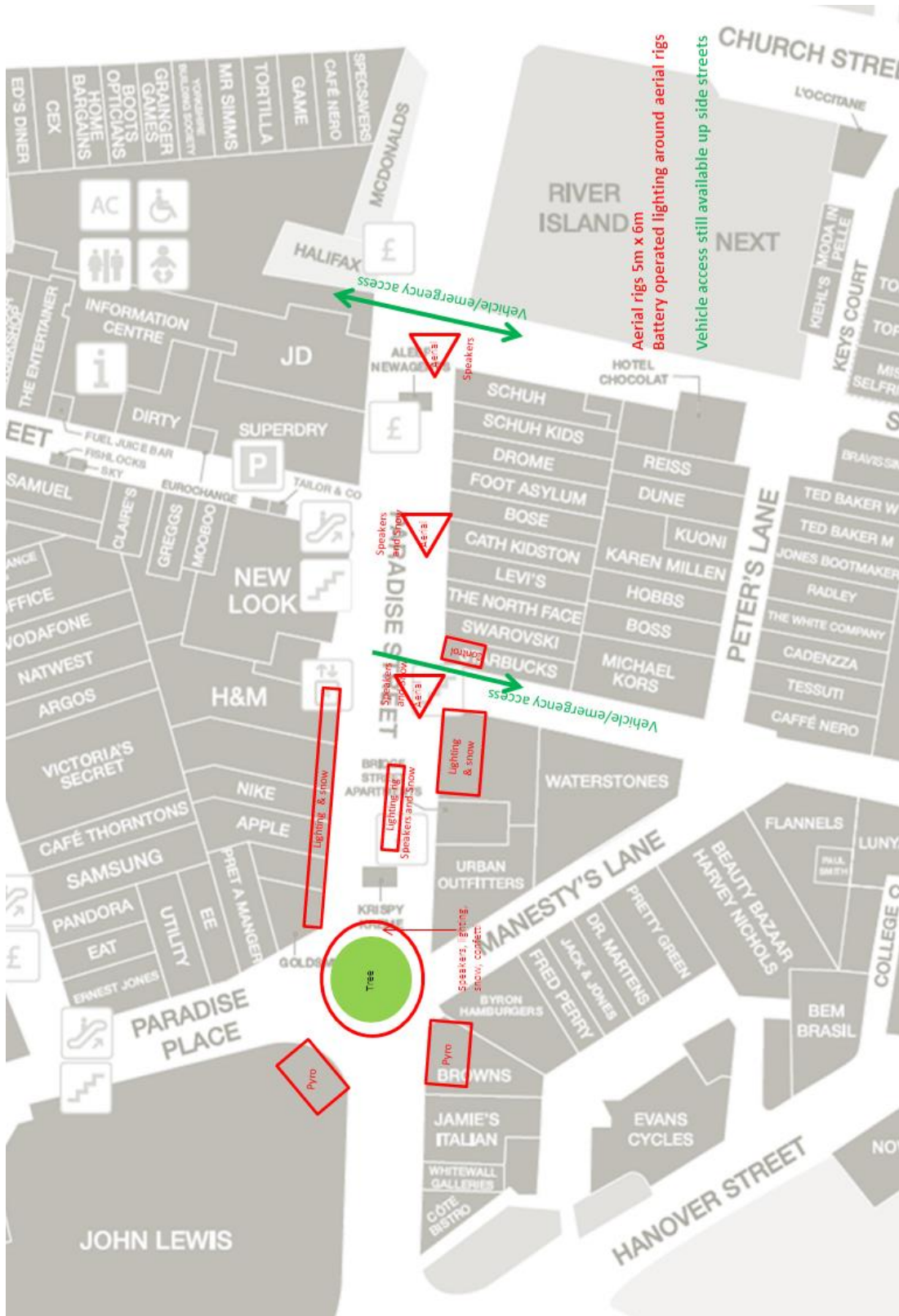
Rigging times will be outside store opening hours in the street. All areas will be sufficiently barriered during work and while any structures are in place. SIA Security will guard any lighting left unmanned outside opening hours. Rigging on residential roofs will be done during the day only in order to not disturb residents at night.

All activities at the event site relating to the assembling of the structures will be overseen by the Facilities Managers who will ensure that contractors and personnel follow safe working practices and install the temporary structures and lighting as detailed in the specification and plans. Details will be taken from the permit to work system.

### Restaurant/Café Seating

Starbucks, Krispy Kreme, Pret a Manger, Byron Burger, Brown's and Jamie Oliver's outdoor seating areas will be removed for the event. Cote Bistro and Salt House Tapas seating will remain in place as this is solid-sided semi-permanent seating with permanent umbrellas within their areas. It is further down Paradise Street towards Hanover Street and not directly in the front of the show viewing area.

## 17 Layout of Lighting, Sound, Aerial and Special Effects structures



### 17.1 Control Point

A 3m x 3m version of the below marquee will be used as the Control marquee situated on the roof of Starbucks as per last year however the structure is more robust to better withstand high winds. Structural details can be found in appendix L.



### 17.2 Lighting

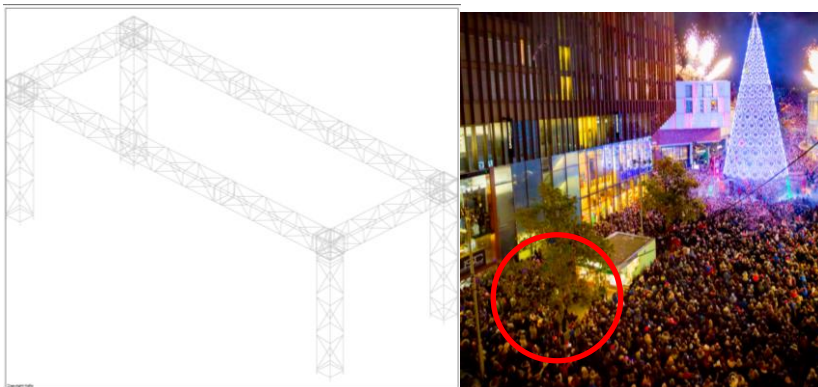
Lighting equipment including colour washes, moving lights and search lights will be positioned on the roof of Bridge Street Apartments, the balcony above H&M and Apple, in a barriered channel near Krispy Kreme and around the front of the tree as shown on the diagram above. There will be no strobe effects.

Please see appendix F –Rigging Plan, for complete details of individual lights.

A black box truss structure measuring a maximum of 9m long down the street and 3.5m wide will be situated behind Krispy Kreme on which lighting and special effects will be rigged. There will be a low level covered section 2.5m wide x 2.5m long x 1m high within this truss structure to hide cables and other equipment. At 1m high the audience can still see over it. It is built with stage decks as the roof (1m high off ground) and heavy height curtain attached to cover the sides and enclose the equipment. The whole lighting rig will be barriered off so the public are not permitted in/under it.

This truss structure will also be used to rig the small snow machines.

The truss structure has been positioned behind Krispy Kreme looking at audience positions from last year to take up as small amount of space as possible which is a viable viewing area.



### 17.3 PA System

Speakers will be positioned at the front of the tree facing the audience and within the barriered areas for 3 aerial rigs along Paradise Street. All audience distances from speakers and sound levels will be within the recommendations stated in section 19.

### 17.4 Special Effects

Special effects including snow, pyrotechnics and confetti cannons will be programmed as part of the light show. The following table lists the MAXIMUM selection and largest type of special effects that could be used. The final detail will be available as an appendix document however no effects will be added to the below.

Effect	Location	Video
<b>Confetti</b>		
Stadium shot X-treme	Base of tree	<a href="http://www.bpm-sfx.com/videos/stadium_shot/">http://www.bpm-sfx.com/videos/stadium_shot/</a>
XL confetti blaster	Base of tree	<a href="http://www.bpm-sfx.com/videos/confetti-xl/">http://www.bpm-sfx.com/videos/confetti-xl/</a>
Powershot confetti canons	On lighting truss structure	<a href="http://www.bpm-sfx.com/videos/powershot/">http://www.bpm-sfx.com/videos/powershot/</a>
<b>Pyrotechnics</b>		
Theatrical flash pot	John Lewis roof (when Santa appears)	<a href="https://www.youtube.com/watch?v=_covsjkbgjs">https://www.youtube.com/watch?v=_covsjkbgjs</a>
20m comet	John Lewis and Byron Burger roof	<a href="https://www.youtube.com/watch?v=QQTkPNgTdxw">https://www.youtube.com/watch?v=QQTkPNgTdxw</a>
20m high mine	John Lewis and Byron Burger roof	<a href="https://www.youtube.com/watch?v=-zqyoigfu0g">https://www.youtube.com/watch?v=-zqyoigfu0g</a>
Stage pyrotechnics range	John Lewis and Byron Burger roof	<a href="http://www.bpm-sfx.com/videos/stage_pyro/">http://www.bpm-sfx.com/videos/stage_pyro/</a>
<b>Snow</b>		
Snow Boys	On lighting truss structure in Paradise Street	<a href="http://www.bpm-sfx.com/videos/snow/">http://www.bpm-sfx.com/videos/snow/</a>
Snow Boy Turbo	Either side of the tree	As above

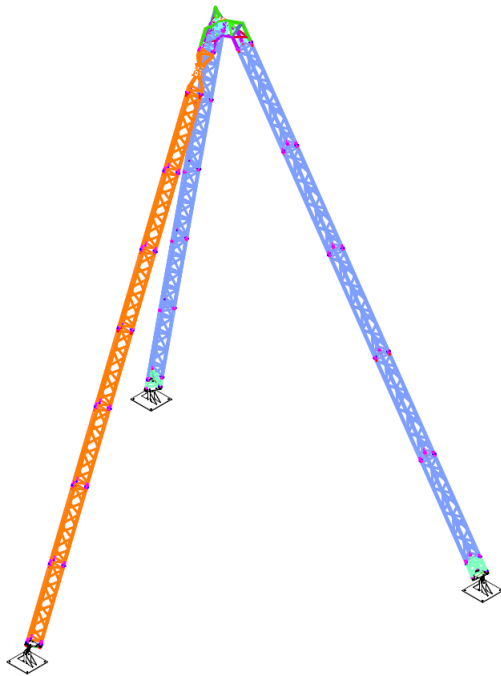
All H&S documents for the special effects can be found in appendix H.

## 17.5 Cabling

All cabling will be at high level attached between trees and lampposts and to the roofs. The cabling to be attached from roofs to trees/lampposts will be thin DMX cabling as each area has its individual power supplies so power cables will not be over the audience.

## 17.6 Floor Standing Aerial Rigs

There will be 3 floor based aerial rigs on Paradise Street as shown on the layout plan. These will be provided by Wired Aerial Theatre who will also be providing the performers. They will be of the truss style shown below and require an area of 6m x 5m to be barriered off around them in a triangle shape. The front facing the audience will be between two legs then the back will be a single leg. Structural details of the aerial rigs and H&S documents from Wired Aerial Theatre can be found in Appendix J.





### 17.7 30m Tree

The 30m tree is designed and installed by Trapeze Creative and is the same as last year. Each heart is lit with LEDs which can be programmed individually. Structural details can be found in appendix K.



30m tree with Bar Hutte



Individual hearts lit

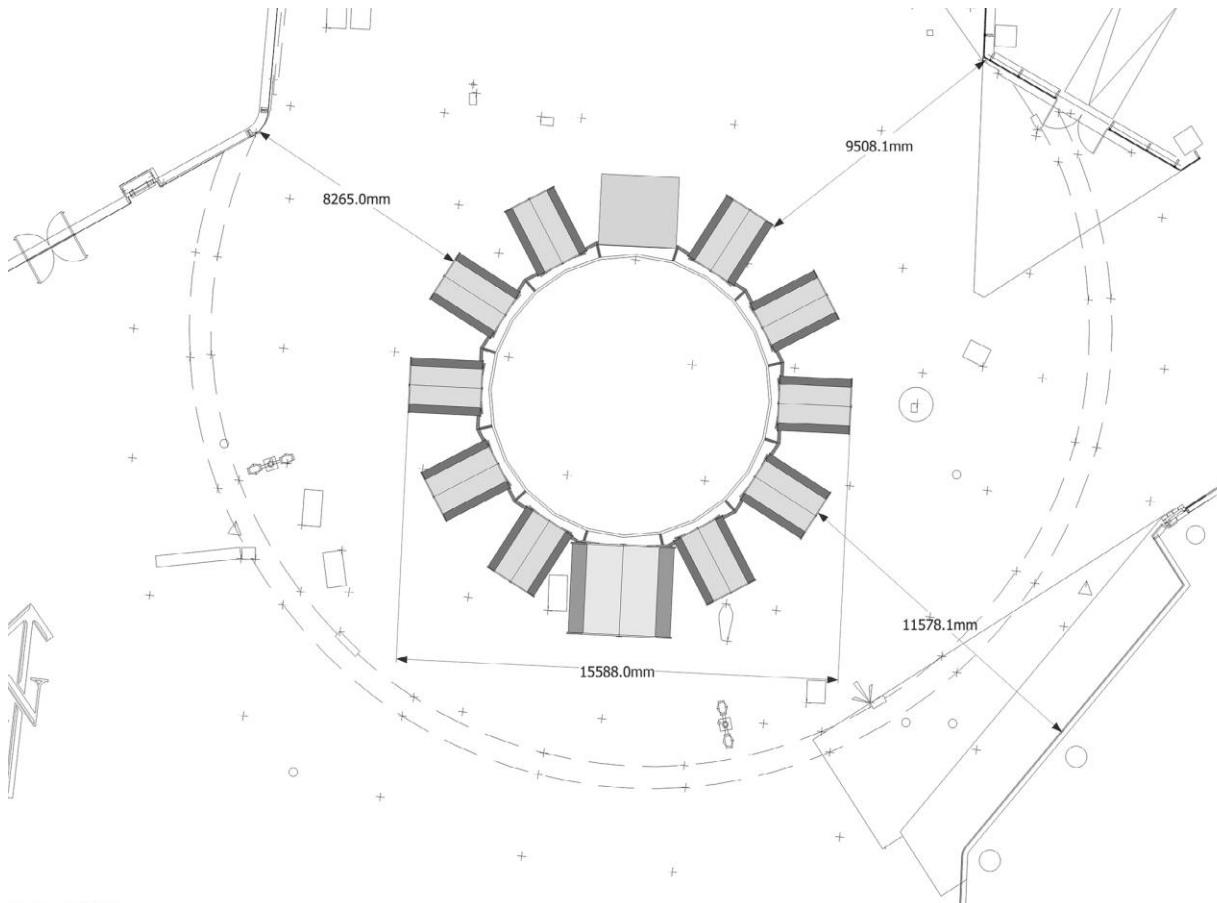
### 17.8 Bar Hutte

Bar Hutte, operated by Bitter Twisted, is situated underneath the 30m tree. The bar will not open until after the light show has taken place to avoid issues with the light show audience standing on Paradise Street preventing access.

A City stakeholder gathering will take place in Bar Hutte before the show, then the attendees will be escorted outside to a barriered viewing area before the show begins.

Once open after the lights switch on, all the booth cabins are only accessible from within the bar. The bar entrance/exit will be stewarded to prevent public exiting with alcohol.

Layout Plan of Bar under tree and cabins (seating booths) around base of tree.



### 17.9 South John Street pantomime stage

The 1<sup>st</sup> level bridge on South John Street near All Saints will be closed to the public with barriers, including the stairs leading up to the bridge. Adlib will provide a PA system and 2 spotlights at each side of the bridge within the barriered area as last year.



## 18 Power Installations and Lighting

Electricity is provided to the PA, lighting and special effects at each roof and balcony plus street level in the individual areas where the equipment is situated. The following supplies will be in place:

Location	Power Source
Bridge Street roof	Hired generator situated on College Lane, with cable to roof
H&M balcony	Existing power source from plant room cabled onto balcony
Lighting channel near Krispy Kreme	Existing power source via grate in the ground within the channel location
John Lewis roof	Existing source on roof near pyrotechnics location
Byron Burger	(no power)
Aerial rig lighting along Paradise Street	Batter powered lighting. PA system DMX cables only between lampposts
At the 30m tree	Hired generator situated within the tree compound

All power supplies will be installed by qualified engineers and the generators will be hired with a technician from the company. All electrical appliances and cabling hold current PAT test certificates and are visually inspected before each use. Liverpool ONE engineers will confirm this before they connect the power. All work will be carried out under the control of a competent electrician who will remain on site whilst the public are present.

All electrical installations and equipment used must comply with BS 7909 (2011) Code of Practice for Temporary Electrical Systems for Entertainment and Related Purposes and other relevant guidance.

## 19 Sound - Noise and Vibrations

Sound levels will be measured and agreed during sound checks at the rehearsals and will be maintained as appropriate for the comfort of the general public and surrounding stores, restaurants and residents during the event.

As per HSE recommendations for audience exposure <http://www.hse.gov.uk/event-safety/noise.htm> the average continuous sound level must not exceed 107dB in any part of the audience and a peak sound level must not exceed 140dB, however these levels are the absolute maximum and are deemed too high for this event so recommended levels are around 95dB for this type of event. Members of the public will be positioned 3m away from the speakers around the front of the tree and at least 1m from ground level speakers further down Paradise Street in accordance with HSE guidance.

The Christmas Launch takes place between 16:00 – 20:00 so will not cause nuisance to residents during the night. They have been informed in advance of the event. The rehearsals will take place between 20:00 – 23:00 which is within Liverpool ONE's usual noise curfews.

Liverpool ONE has the final say on the volume of the performances to ensure that retail or leisure partners and neighbors are not adversely affected.

## **20 Timings of Lights Switch On Show**

Before the start of the lights switch on show Radio City will announce that the lampposts will be switched off on Paradise Street. There will be signage at entrance points to the street advising customers of this in advance of the event along with stewards and City Star volunteers throughout the area. Due to the system the lights must stay off for 15 minutes to allow the bulbs to cool down before they can be switched on again. This fits with the light show which is 10 minutes. The pea lights in the trees will remain on for the show. The lampposts will be turned back on after. Please see the timings below assuming a light show start time of 6pm:

17:56:00 street lamps switched off (15 minute countdown to switch on begins)

18:00:00 light show starts

18:10:00 light show finishes and search lights continue

18:10:00 play out music starts in the trees

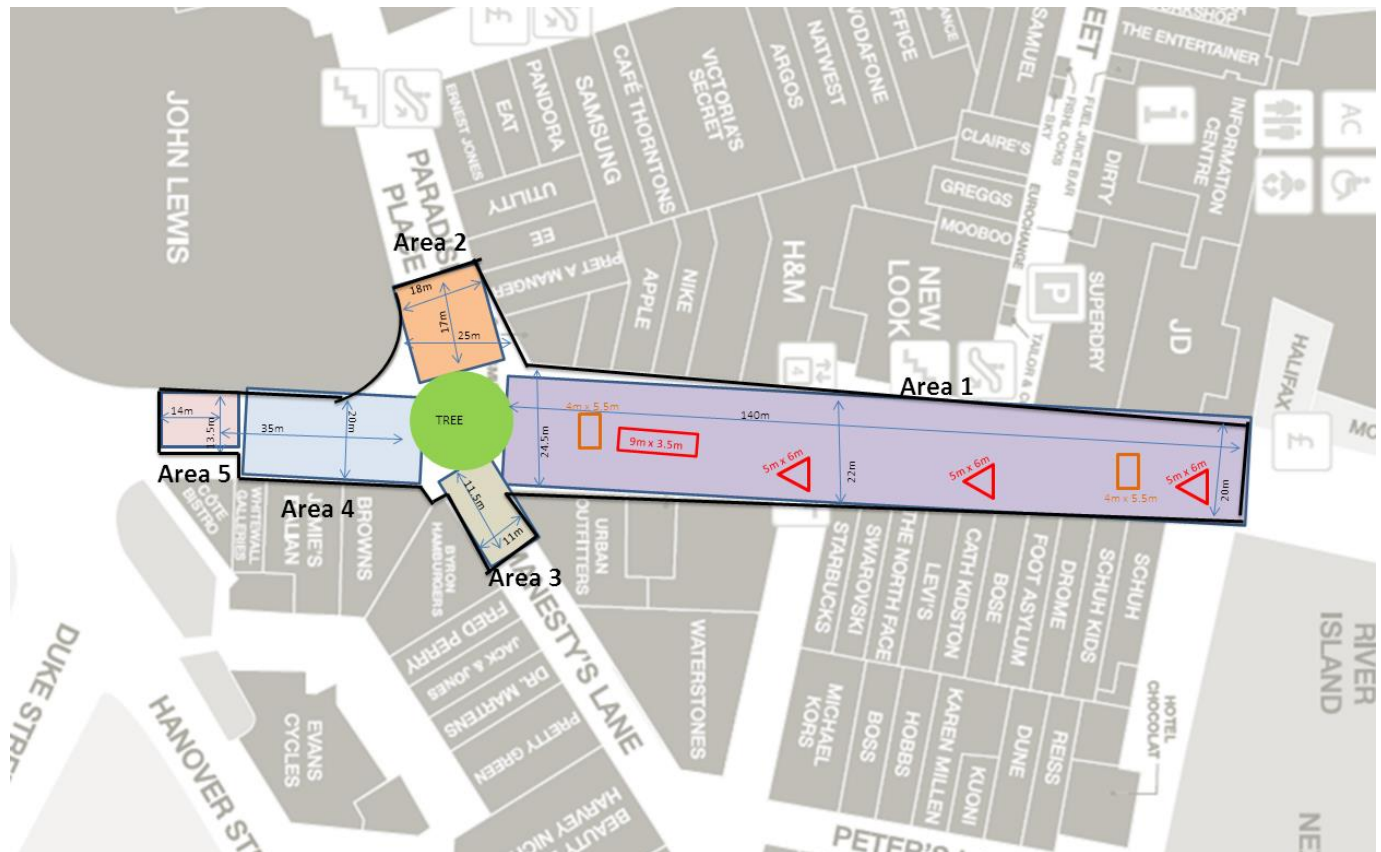
18:11:00 street lamps come back on

18:13:00 'Play out' music finishes

## 21 Suitable Viewing Areas and Capacity

The lights switch on show can be viewed down the length of Paradise Street as well as partially from some of the streets adjoining Paradise Street. The public will not get a better view closer to the tree, it is best viewed further away so there will be no reason (no celebrity/giveaway) which entices the audience to push towards the front.

The total capacity is 7,962 people and is calculated as follows:



Viewing Area	Square metres m <sup>2</sup>	Number of people at 2 people per m <sup>2</sup>
1	2,800	5,600
2	340	680
3	126.5	253
4	700	1,400
5	189	378
- Aerial rig triangles x3	-45	-90
- Lighting rig	-31.5	-63
- Kiosks x2	-44	-88
- Street furniture (trees, lampposts, benches, bins, signage, screens)	-54	-108
<b>TOTAL</b>	<b>3,981m<sup>2</sup></b>	<b>7,962 people</b>

## 22 Audience Management

A total of 107k visitors entered Liverpool ONE throughout the day of Christmas launch in 2015. There were an estimated 45k visitors to the full estate between 4pm – 8pm during the event, and 10k passed through Paradise Street in the 2 hour period surrounding the 10 minute show.

NB - Explanation of footfall camera figure: Footfall cameras on Paradise Street can count the number of entries to the street per hour, they cannot count the number of people stood on Paradise Street at any one time. Last year, figures showed that 10k people entered and exited Paradise Street between 5pm – 7pm, some of whom watched the light show. The light show was at 6pm lasting 15 minutes so people were static from approximately 5.30pm – 6.15pm (a footfall camera figure is not available for this 45 minute slot). Before and after the show time, the full 10K figure passed through the street and did not all stand and watch the show, which explains the difference between the capacity of the street and the footfall figure. Eg if someone passed through at 6.30pm they will have missed the show but are still counted in the hourly figure.

The event will attract a varied cross section of people drawn primarily from the local area. Given the content of the event an audience containing families and young people is expected.

30x stewards from Corvus have been appointed to work on the evening in addition to CSOs, supervisors and Facilities Managers. A full list of all staff can be found in appendix C.

- Stewards will be working 15.00 – 20.00 to allow for team briefings
- The stewards will be deployed throughout the estate in teams until 17:00 when most will be redeployed to Paradise Street for the light show.
- Sub-contracted Stewards will be in teams of 3 or 4 along with a Liverpool ONE CSO/Supervisor who will be working from the other side of the shift.
- There will be a full team brief on day of event delivered by Chris Bull along with laminated timetable of events for each steward to carry
- Each Liverpool ONE supervisor to have radio and communicate with 3-4 stewards accordingly.
- The Liverpool Customer Support Duty Shift of 10 staff will be patrolling the site regularly and can be called by radio if urgent attendance is required. 4 of these are first aid trained.

All Liverpool ONE CSOs are experienced in working on public events on site and aware of the site emergency plans and procedures and are well versed and practiced in delivering these.

Visual inspections will be made of the audience throughout the event by Chris Bull from the Control room via CCTV. The control room has over 600 on site CCTV cameras, access to the perimeter area and city watch cameras. This gives the team the ability to monitor activity in many areas and monitor crowd and footfall levels, movement and any indication of large groups approaching the event area.

As the light show on the tree can be viewed from all sides there will be barriers in reserve on all streets facing the tree: Paradise Place, Manesty's Lane and Hanover Street so the barriers can be closed at these points to prevent more people accessing Paradise Street viewing area as shown on the stewarding and barrier plan. There will be barriers and

stewards at the bollards at the junction of Hanover Street and Paradise Street to prevent public building up in this area to view the tree light show.

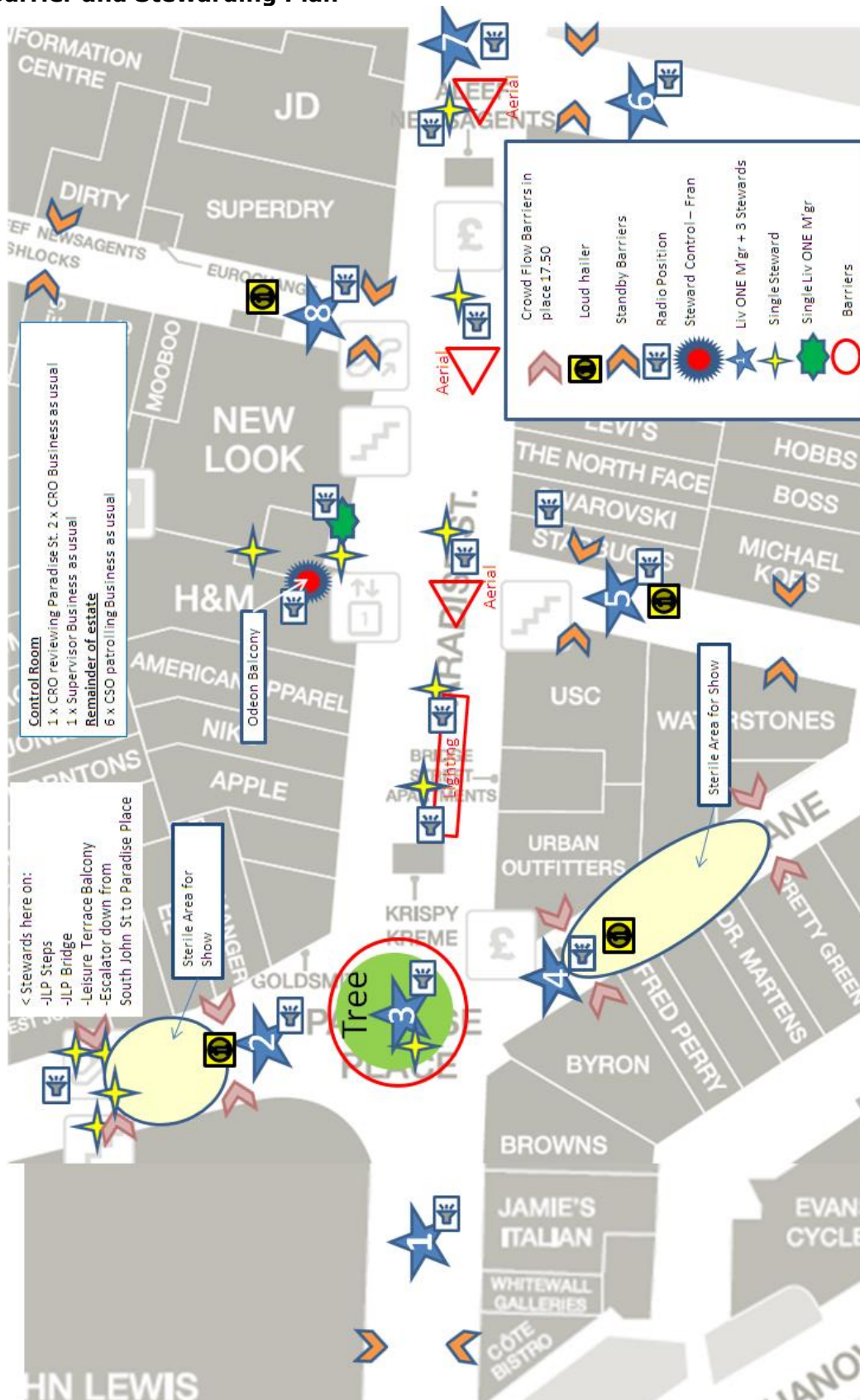
If the audience starts to become too dense in Paradise Street stewards and barriers will be deployed to stop further access until the crowd subsides. Barriers as shown on the below plan will be in so these can be closed to stop more people accessing Paradise Street. Barriers will be kept in unobtrusive positions unless required.

The steward team will not make any decisions regarding crowd flow or restriction of entry unless advised by their supervisor via Chris Bull, however they will communicate information regularly regarding numbers and footfall in their area. Sub-contracted Stewards will be in teams of 3 or 4 along with a Liverpool ONE CSO/Supervisor who will be working that afternoon from the other side of the shift. (See Steward Plan for light show)

The Liverpool Customer Support Duty Shift of 10 staff will be patrolling the site regularly and can be called by radio if urgent attendance is required. 4 of these are first aid trained.



## 23 Barrier and Stewarding Plan





## 24 Medical, Ambulance and First Aid Management

First aid will be provided by 4x dedicated Customer Support Officers who will be positioned at strategic points around the site. They will be called via radio from the control room to deal with any incidents. They will be carrying first aid bags but extensive first aid supplies including an NWS emergency grab bag are available in the management suite for rapid deployment in larger scale emergencies.

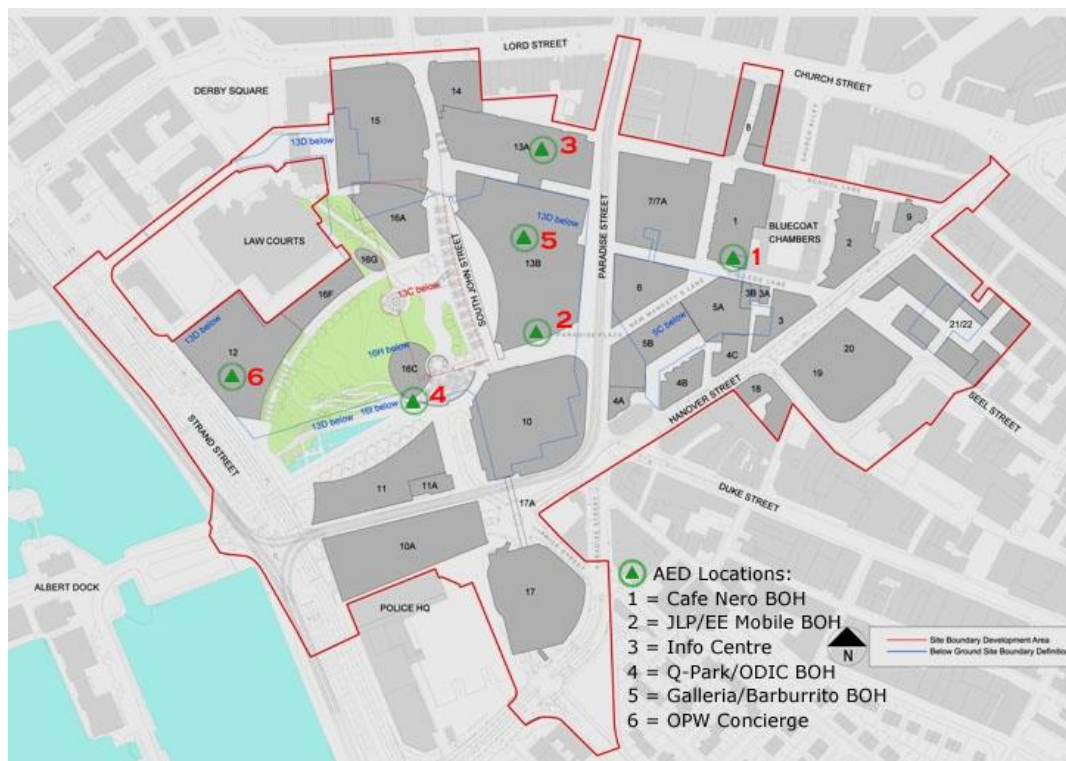
The rides/attractions in Chavasse Park will have their own separate dedicated first aid staff.

First aid facilities are provided on site by Liverpool ONE for all staff. For the build and breakdown periods, each contractor will provide first aid kits and a nominated first aider.

In the event of an incident requiring an ambulance, the Control Room will call the ambulance and it will be escorted to the relevant area, accessing through the nearest point manned by the Customer Support Duty Shift. These access points are Paradise Street/Lord Street, Paradise Street/Hanover Street, College Lane/Hanover Street & JLP Collection Points and are part of the standard protocol arrange with NWS. The team on site are well versed in rapid deployment to assist with NWS and would need to be on hand to facilitate access and drop bollards. NWS control room also have a standard message when the Liverpool ONE postcode is advised to alert the control room should the 999 call have been raised by another party.

### Defibrillator Locations

There are 6 defibrillators located around site in the following places.



## **25 Fire Safety**

All fire routes will be open and full accessible during the event.

There are no Red Care services on site as all alarms go via the control room and work on a double knock system. This means the team will have early indication of a fire and be able to communicate this if needed to the events team who will if required, be able to direct the audience to another location in advance of the fire brigade arriving and any situation escalating.

Should there be a situation where emergency service access is required; Chris Bull (Head of Soft Services) will make the decision if the event is to be suspended. The Liverpool ONE Control Room will deploy the duty shift to the bollards positions to enable access to the affected area.

There will be various communication links with the stage and the radio presenter, Melody Beard, Chris Bull and the control room.

The audience will be informed via the event PA systems that they will be required to move as directed by the stewards to allow access for the emergency services. The steward team will direct visitors to safe exit areas and routes away from any danger.

All event staff will be instructed to report any incidence of fire or emergencies to the Liverpool ONE Control Room.

RV points are as per the normal protocol with blue light agencies which are already in practice at Liverpool ONE

Please see appendix L for Adlib's H&S documents for the light show and appendix H for BPM's H&S documents for the special effects which both include fire risk assessments and procedures.

## **26 Major Incident Planning / Emergency Planning**

An emergency may require a multi-disciplinary approach in which Liverpool ONE Management, the police, ambulance, fire service, and the Liverpool ONE Events Team may all play a part.

Liverpool ONE's existing Emergency Procedures will be followed in the event of an incident or emergency.

Situations which may occur within Liverpool ONE and may require an event suspension or stop can be found in Appendix B – Emergency Response.

'Responsible' meeting room can be used as an emergency briefing room where the Leadership Team can gather in the event of an emergency. Members of the Leadership Team should gather in this room with the team member who has witnessed any incident.

Public announcements and statements to the media will be delivered, depending on the content, by Donna Howitt (Marketing and Business Performance Director) or Chris Bliss (Estate Director) under Liverpool ONE's Standard Operating Procedures in relation to the event or Liverpool ONE incident.

An emergency evacuation plan has been developed by Liverpool ONE Management in conjunction with the emergency services and the licensing authority. The plan includes:

- Identification of key decision making personnel
- Provisions for stopping the event if necessary
- Identification of emergency routes
- Identification of rendezvous point for emergency vehicles
- Details of hospitals and traffic routes

Specific actions in relation to certain emergency situations have been detailed in the Section 39 – Contingency Plans.

A crisis management procedure for this event has been developed and can be found in Appendix B– Emergency Response.

## **27 Event Team Communication**

In house radios will be issued to the Event Team and a dedicated channel will be provided for event communication that is linked in to the Control Room.

The stewards will be on a separate radio channel and communicate with George Williams via their supervisor. George will relay any message to the Liverpool ONE events teams and vice versa.

Radio Channels:

- 1 – Operation of Light Show ONLY
- 2 – Event Management of performances (Radio City stilt walkers, bands, performers etc)
- 3 – Safety, Stewarding, First Aid
- 4 – Leadership Team and members of the Operation Team (Chris Grundy to confirm)

In addition to the dedicated event channels the Control Room have the standard 'business as usual' channels for Security and Cleaning.

Correct radio procedures and discipline will be maintained in line with Liverpool ONE operational procedures.

The Control Room log incidents and items to report on their Shift Report.

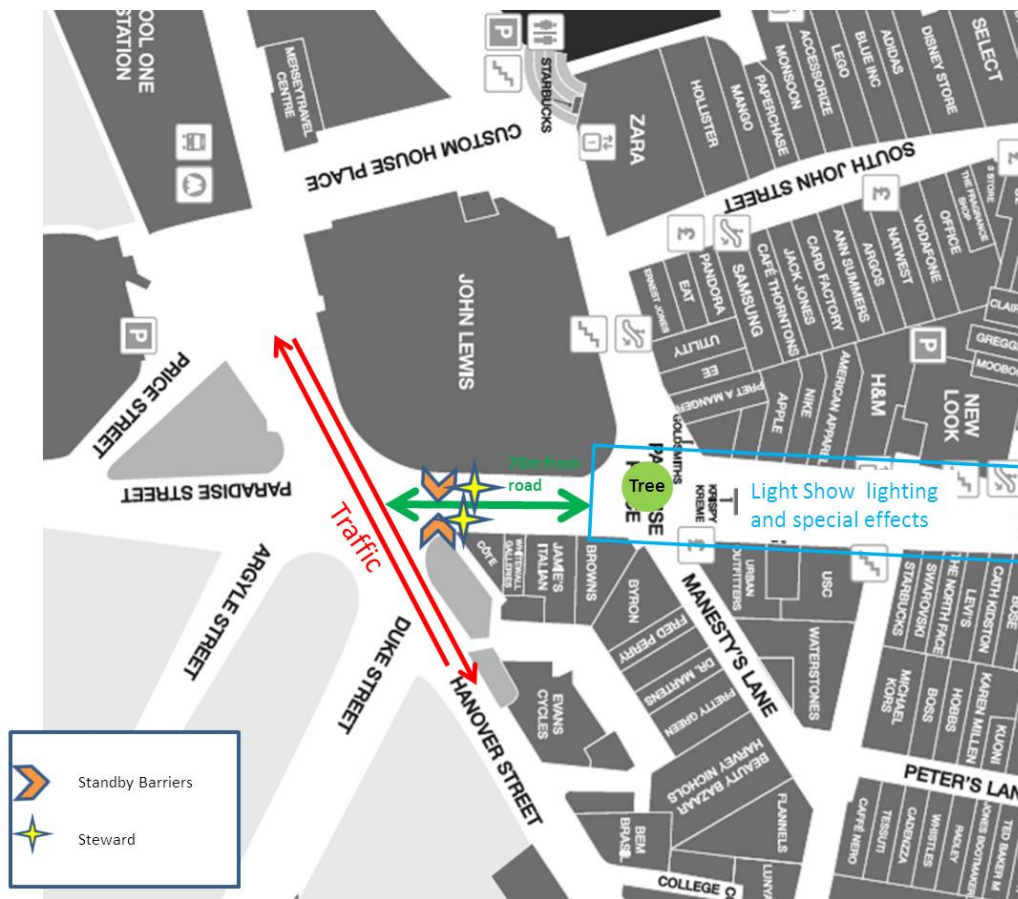
The Event Management Team will carry mobile phones to be used in the event of a radio failure and will be provided with a contact list. Please see Appendix C – Contacts, roles, radios.

A Team Briefing will be held before the event, the purpose of which is to clearly define roles and responsibilities of all involved. All staff working on the event will receive a written event timetable and details of the performances, and specific jobs to do throughout the evening. Chris Bull will brief the teams regarding site rules and safety.

## 28 Transport Management

The areas in which the event will be held are fully pedestrianized within Liverpool ONE.

Hanover Street will be closest street with vehicle movement near the light show area on Paradise Street and this is 70 metres from the tree and pyrotechnics on the roofs facing Paradise Place. The impact on road users on Hanover Street has been considered and it is deemed that as Hanover Street is 70m away from the show and all elements of the beam lighting in the show and special effects are pointing away from Hanover Street towards McDonalds the light show should not create a hazard for road users therefore a closure would not be required.



All contractors must observe a strict 5mph speed limit throughout the site and will be limited to access only between the hours of 21:00 and 08:00. Hazard lights must be operational and where necessary, marshalling must be used.

Deliveries / retail access to site will be maintained via the usual service yards to which the public has no access.

## **29 Organisation of Contractors**

All contractors have undertaken site visits. They will submit the relevant H&S documentation to Karen Palmer (HS&C Manager) and Claire Hopkins (Building Fabric Manager). The documentation can be found in the appendices and details of contractors and their contact details are available from Liverpool ONE. A Permit to Work will be issued following successful application.

All personnel working on site will be required to work with regard for their own and others health and safety. They are also required to work in accordance with current legislation, good practice and within Liverpool ONE's Site Safety and their companies own health and safety management framework.

To facilitate compliance and to ensure awareness of potential health and safety problems and conflicts between contractor activities, contractors will receive information in respect of site practices, access routes, and access times.

During night working the Night Facilities Manager will monitor contractor activity. Contractors rigging and de-rigging timetables have been agreed with Melody Beard and Chris Lee who will approve their permits to work. Please see the contractor timetable in Appendix E – Rig and De-rig Schedule.

## **30 Event Inspection**

The set up of the equipment will be inspected before rehearsals begin and before the event takes place. A walk through of the whole set up and crowd barriers will be done in the morning of 10 November and again before the event begins. If any issues arise from the event inspection they can be escalated to Melody Beard (Events Manager) or Chris Bull (Head of Soft Services).

## **31 Waste Management**

Litter bins are provided throughout site and will all be completely emptied between 2pm – 3pm, then throughout the event they will be emptied as needed by the Liverpool ONE Cleaning Team. Liverpool ONE Facilities Managers will monitor the areas to ensure that waste and combustible items do not build up. Liverpool ONE will provide a number of litter pickers throughout the duration of the event who are issued with appropriate PPE. Additional bins will be placed in the viewing areas where necessary.

## **32 Facilities for Persons with Special Needs**

Liverpool ONE is aware of the legal requirements under the Equality Act 2010 and has taken the appropriate steps to ensure reasonable access and facilities are provided to all persons with special needs who may attend Liverpool ONE.

Because Liverpool ONE is an open area, there will be free access for all disabled individuals. The event takes place at street level.

A viewing area for wheelchairs will be barriered outside Byron Burger and accessible from Paradise Street if not too full with people or via Manesty's Lane.

### **33 Public Information**

Members of the public will be informed of event details and approximate light show time in advance through signage on site, the website and a printed leaflet which will also be distributed on the evening of the event. All stewards, CSOs and event staff will have the timetable available and can direct members of public to the appropriate locations.

For general information about Liverpool ONE, an Information Centre located on Wall Street will be open for the duration of the launch event. There are also Info pods located around site which display an interactive map for use by the public. Customer Support Officers regularly patrol all areas of Liverpool ONE and are able to give general information about Liverpool ONE and the local area. They are also in radio contact with the Control Room if they need access to specific information which they do not have.

### **34 Welfare**

Public Toilets are located on Wall Street and will be open for the duration of the event. They are fully accessible and have facilities for all. Debenhams, John Lewis and the restaurants facing the park also have toilet facilities.

### **35 Promotion**

The Christmas launch will be promoted on Radio City with pre-records and live reads by the presenters from 1 November. Press releases have been issued including details about the Christmas launch. The media message will be carefully managed to ensure the event details are clear.

The event will also be on Liverpool ONE's Facebook, Twitter, website, posters in lifts and the information centre, what's on leaflets and on-site plasma screens. Liverpool ONE will monitor social media and update regularly before and during the event.

Members of the public will be informed of the performance times and locations by Radio City presenters on Paradise Street and South John Street.

The Empire Theatre will be promoting their involvement in the light show via their database of 150K and on social media.

Early promotion will state the times as 4pm – 8pm then closer to the event date the public will be informed of the 6pm switch on time.

### **36 Children**

Liverpool ONE is a public space so access to this event by unaccompanied children cannot be prevented.

Children are expected to be accompanied by adults. If any large groups of children are causing a problem Liverpool ONE CSOs (supported by the Community Police if available) can move them on.

In the event of unruly groups attending, they will be approached by the stewarding team and informed of the required behavior. Should they refuse to comply they will be escorted from the immediate area and instructed they cannot return to the event until they behave well. At this point the individuals will be handed over to the duty shift team to enable the stewards to return to the event.

In the case of a lost child, Liverpool ONE standard procedures will apply.

### **37 TV & Media & VIP**

Media are expected to attend to report on the event and will be assisted by Laura Carter (Head of Communications) and team. 2 members of the team from Influential PR agency will also be in attendance, headed up by Jane Woodhead. There will be no specific press viewing areas although some photographers or film crew will be escorted by the Liverpool ONE team to high level viewing areas not open to the public.

### **38 Accident Reporting and Investigation**

Liverpool ONE's accident book is located in the Control room. Any employee, contractor or freelance worker who suffers an accident must ensure that the accident is reported to Karen Palmer (HSC Manager) as soon as possible.

For major injuries a RIDDOR report should be made by the quickest practical means, normally by telephone, and a note will be made of the call. A RIDDOR form (F2508) must be filled out. The HSE's contact details are:

Telephone: 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)

Online form: <http://www.hse.gov.uk/riddor/report.htm>

Karen Palmer (HSC Manager) will carry out an investigation of all accident and incidents and a written report will be undertaken.

### **39 Contingency Plans**

Through previous consultation with the Safety Advisory Group and information from the conditions from past events the following contingency measure are proposed.

#### **Overcrowding**

Visual inspections will be made of the audience throughout the event by Karen Palmer (HSC Manager), Chris Bull (Head of Soft Services), Chris Grundy (Operations Director), Event Safety Officer from TESS, Fran Bowman (Facilities Manager) and the Control Room. CSOs and stewards can be deployed from other areas to move people from particular areas if they are blocking entrances or walkways.

Social media will also be used to monitor activity and provide instant messages to visitors on site and those planning to come.

An event suspension will be considered if audience numbers become too high in a particular area (having put all measures in place to prevent excess numbers) and this will be communicated through the event radios. The PA system will also be used to address the visitors in Paradise Street.

### **Emergency Response**

Emergency routes will not be affected by any event structures. Should there be a situation where emergency service access is required, Chris Bull will make the decision if the event is to be suspended. The Liverpool ONE Control Room will deploy the duty shift to the bollards to enable access to the affected area. The audience will be informed via the PA system or via the stewards that they will be required to move as directed by the stewards to allow access for the emergency service. The steward team will direct visitors to safe areas.

### **Barriers**

Barriers set up around tree, lighting and aerial rigs will be secured together correctly and the stewards will prevent any public from standing/climbing on them. Should any collapse or failure of the barriers occur, the event will be suspended and a termination will be considered depending on the breach. Stewards will move the audience immediately from the area and will maintain red routes.

### **Speakers and lighting at ground level**

Speakers and lighting will be in barriered channels on Paradise Street. All stands will be suitable for outdoor use for the specific light and PA purpose. Safety chains will be used where necessary on the equipment and the bases of the stands are sufficiently weighted (in built weights). Please see appendix L for Adlib's structural details. Stewards will be manning the barrier area to ensure public do not climb over and the barriers will be a sufficient distance from the equipment to ensure the public cannot lean over to touch. All equipment is suitable for outdoor use and is waterproof. Barriers will be positioned so that should lighting or PA equipment fall, it will fall within the barriered area only. The event will be suspended until a technician from Adlib attends via a radio call to inspect, remove or repair the equipment before the event is deemed safe to continue.

### **30m tree**

Structural calculations have been carried out during the design process and the construction will be overseen and carried out by qualified personnel. The tree will be in situ for approximately 2 months so has been engineered to be a semi- permanent structure. The tree has been designed to be stable in winds up to a maximum of 75 miles per hour. Once fully installed the Tree will be inspected and signed off by the contractor.

### **Adverse Weather Conditions**

Weather forecasts will be considered in advance of the event and precautions will be taken in the event of bad weather. Wind monitoring will be carried out before the event and will be done during the event if necessary. There is an anemometer available in the Control room at Liverpool ONE.

BPM, who are supplying the special effects, will implement their own wind and weather procedures in conjunction with Liverpool ONE. Full details are in the BPM event documentation in appendix H

If extreme weather occurs the event as a whole or specific elements of it may need to be cancelled, postponed or stopped. The weather will be checked daily from when set up starts then the final check (as long as weather is suitable) will be done at midday on the



day of the event. Should the event be cancelled before or on the day, the public will be informed via Liverpool ONE social media and the website, as well as through media partner Radio City's social media. At the time on completing this manual no extreme weather is forecast.

### **Alcohol**

CSOs and Stewards will monitor the audience during the event. Anyone found to be consuming alcohol will be asked to put it away or dispose of it. If they continue to drink they will be asked to leave the area by the CSOs.

## **40 Risk Assessments**

Numerous pieces of legislation require risk assessments to be carried out and, in particular, the Management of Health and Safety at Work Regulations 1999. All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people.

Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who work, or otherwise come into contact with the hazards.

The risk assessment for the Christmas Launch is based on activities that shall be undertaken whilst Liverpool ONE is fully accessible to the public during rigging and de-rigging and for the event itself. The assessment shall incorporate the experience of holding previous events at Liverpool ONE. Please refer to the Event Delivery Risk Assessment as detailed in Appendix A.

## **41 Additional Event Documentation:**

Appendix A	Event Risk Assessment
Appendix B	Emergency Response Plan
Appendix C	Site contact & Radio list
Appendix D	Event Timetable
Appendix E	Rig & De-rig Schedule
Appendix F	Rigging plan for lighting, sound and special effects
Appendix G	Security Timetable
Appendix H	Special effects H&S documentation from BPM inc: Public liability insurance Show Documentation File (method statement and H&S policy) Risk assessments for all effects Data sheets for all effects Videos of effects
Appendix I	Lights Switch On Show storyline document
Appendix J	Wired Aerial Theatre H&S documentation inc: Public liability insurance Structural details of the aerial rigs Method statement for installation/removal Risk assessment for installation/removal Risk assessment for performance
Appendix K	30m tree structural details
Appendix L	Adlib H&S documentation inc: Public liability insurance Structural details of control marquee Technical details of lighting box truss structure Method statement for installation/removal/operation of all items Risk assessment for installation/removal/operation of all items Proof of PAT testing
Appendix M	Civil Aviation Authority application for search lights

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## APPENDIX 4: MAJOR EVENT PROFORMA

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## Notification of Large Event at Liverpool ONE

Contact Details	
Title	
First Name	
Surname	
Email	
Phone	

Type of Event			
<i>Organised by Liverpool ONE:</i>		<i>Organised by Third Parties:</i>	
Large Seasonal Event		Brand Experimental	
Enlivenment Programme		Seasonal/Niche Market Stalls	
Large One-Off Event		Retail and Leisure Partner's Event	
		Other Third Party	

Event Details	
Event Title	
Event Description	

Location	
Location(s) Proposed	

Event Duration and Hours		
Event Start Date		
Event Finish Date		
Hours	Monday to Friday	
	Saturday	
	Sunday	

Construction of Temporary Structures	
Summary of Structures	
Construction start date	
Construction finish date	
Removal start date	
Removal finish date	

Photos and Diagrams

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