

# PROMOTION EVENT RISK ASSESSMENT FORM 696

## Guidance for Artistes and Promoters

(Users should ensure that this guidance sheet is handed or sent to all persons disclosing their personal details)

The Promotion Event Risk Assessment Form 696 is designed to allow the management of licence premises, promoters of music events, security and the police to work in partnership to identify and minimise any risk of most serious violent crime happening at the proposed event. Should areas of concern be identified the police intention is to work together to identify a Risk Management Plan to enable the event to proceed with minimum risk of most serious violent crime.

The use of this Form is voluntary. However, it is noted that the completion of this Form may be a licence condition on some premises licence, in which case the completion of this Form is mandatory for those premises.

The management of the licence premises or the promoter considers that the proposed event requires a Promotion Event Risk Assessment Form 696 to be completed and it is for this purpose that your and your client's personal details are required.

The information provided will be cross-referenced with our systems and data sources to assist with the risk assessment.

The information is processed in accordance with our policing purpose as defined by the Code of Practice for the Management of Police Information (MoPI) as follows:

- Protecting life and property;
- Preserving order;
- Preventing the commission of offences;
- Bringing offenders to Justice;
- Any duty or responsibility arising from common or statute law

If you or your client has any concerns or queries regarding the above processing please contact the Metropolitan Police Service Data Protection Officer (details provided below).

**Data Controller Details:** Sir Paul Stephenson, Commissioner for the Metropolis

**Information Commissioner's Office Data Controller Registration Number:** Z4888193

**Data Protection Officer Details:** Merilyne Davies, Public Access Office, PO Box 57192, London, SW6 1SF (Tel: 020 7161 3500)

For a copy of the Metropolitan Police Service's Fair Processing Notice please refer to the following link or contact the Data Protection Officer (details above):

<http://www.met.police.uk/foi/pdfs/otherinformation/corporate/paofairprocessingstatement.pdf>

## Guidance for Management of licensed premises / event promoter

When complete please submit via e-mail to The Proactive Licensing Intelligence Unit to complete an intelligence assessment and copy in the local Police Licensing Unit for their information at least 14 days in advance of your event to make sure that there is sufficient time to implement any Risk Management Plan if needed. The Proactive Licensing Intelligence Unit will provide you with feedback either directly or through the local Borough Police Licensing unit of your event with no less than 7 days before your event. If you have not received feedback before this time please contact The Proactive Licensing Intelligence Unit directly on 02073217760

[SCD9ProactiveLicensingIntelligence@met.police.uk](mailto:SCD9ProactiveLicensingIntelligence@met.police.uk)

# PROMOTION EVENT RISK ASSESSMENT FORM 696

The use of this Form is voluntary. However, it is noted that the completion of this Form may be a licence

Please complete this section to enable Clubs and Vice Unit to monitor the use of this Form.	
Is completing Form 696 for Promoted Events a condition on the premises licence?	Yes No
<b>PLEASE NOTE - The use of this Form is not primarily intended for a live music event. If you are using this form for a live music event please give your reasons why in the box.</b>	

condition on some premises licence. In that case the completion of this Form is mandatory in accordance with the premises operating licence.

**Recommended guidance** to music event organisers, management of licence premises or event promoter on when to complete Form 696 is where you hold an event that is –

- Promoted / advertised to the public at any time before the event, and
- predominantly features DJs or MCs performing to a recorded backing track, and
- runs anytime between the hours of 10pm and 4am, and
- is in a nightclub or a large public house.

The recommended guidance does not restrict the use of the Form solely to any specific event. Event managers and promoters may, if they wish, use it for events not strictly covered by the guidance. The Metropolitan Police Service will aim to give appropriate support and advice to ensure a safe event.

**PLEASE COMPLETE ALL SECTIONS.**

<b>Name of Premises</b>			
Maximum Capacity of Premises			
Full Address			
Telephone Number	T	Email Address	
Designated Premises Supervisor			
Contact Telephone Numbers	Landline: T	Mobile: T	

PROMOTER'S DETAILS	
Promoter's Full Name <i>(include any other names used)</i>	
Date of Birth (dd/mm/yyyy)	
Address	
Contact Telephone Numbers	Landline: T Mobile: T
Email Address	

PROMOTION / EVENT DETAILS			
Promotion / Event Name			
Event Date (dd/mm/yyyy)			
Start Time (HH:mm)		Finishing Time (HH:mm)	
Expected numbers attending event?		Is this a regular event at this venue?	Yes No
Is the event...? <i>(Check relevant box)</i>	Private Public	Will tickets be sold on the door?	Yes No

**Please list below all DJ's, MC's, featured Artistes / other promoters performing**



**RESTRICTED WHEN COMPLETE**

<b>SECURITY FOR THE EVENT</b>			
Please provide the name of the security company to be used			
Contact Name at Security Company to be used			
Registration No.		Email	
Contact Nos. of Security Company	Landline: T	Mobile: T	

<b>SECURITY DETAIL AND DEPLOYMENT</b>		
Number of door supervisors	Male:	Female:
Please outline below how you propose to deploy your security staff and what equipment will be available to facilitate searching on entry		
Total Security Staff		
Performer / Artiste Security <i>(Show company name &amp; contact numbers)</i>		

Do you have other knowledge that would need special considerations to be made to limit crime and disorder? If so, please give details below.

When complete please e-mail this whole document **at least 14 days in advance** to:

[\*\*SCD9ProactiveLicensingIntelligence@met.police.uk\*\*](mailto:SCD9ProactiveLicensingIntelligence@met.police.uk)

Retention period: 6 years  
MP 822/09



Working together for a safer London

## AFTER PROMOTION / EVENT DEBRIEF

Name of Premises:

Date of Event:

Please complete this page if you have any information concerning the event that will enable police to give you appropriate support and advice to ensure safer future events. Full, honest disclosure is essential.

Name and contact number of person completing this form:

Name:

Contact Telephone Numbers:

When complete please e-mail to:

**Clubs Focus Desk**  
**SC9 Proactive Intelligence Unit**  
**020 7321 7760**

**[SCD9ProactiveLicensingIntelligence@met.police.uk](mailto:SCD9ProactiveLicensingIntelligence@met.police.uk)**