



Winchester City Council

LICENSING SUB-COMMITTEE

Tuesday 24 April 2007

9.30am

Wykeham Room, Guildhall, Winchester

SUPPLEMENTARY AGENDA

The following report was not made available for publication within the statutory deadline. Therefore, the Chairman will need to decide whether or not to accept this item onto the agenda as a matter requiring urgent consideration.

Slammin' Vinyl, Matterley Bowl, Winchester

LR 219

City Offices
Colebrook Street
WINCHESTER

City Secretary & Solicitor

17 April 2007

Agenda Contact: Colin Veal Tel: 01962 848 438 email: cveal@winchester.gov.uk

The Membership of the Sub-Committee will be:

Cllrs Mather (Chairman), Howell and Pearce (reserve Berry)

Appointments - The Sub-Committee consists of a Chairman and two other Members who are appointed on a rota basis from the membership of the full Licensing and Regulation Committee (not including deputies) subject to availability. Five Members of the Committee have been nominated as Chairmen for the sub-committee and are also appointed on a rota basis.

For information, the Membership of the Licensing and Regulation Committee is:

Councillors: Mather (Chairman), Johnston (Vice Chairman), Baxter, Berry, Hammerton, Howell, Izard, Love, Pearce, Ruffell, Sutton, Wagner, Weston, Wood, Wright



LICENSING SUB – COMMITTEE

24 April 2007

Report of City Secretary and Solicitor

Contact Officer: John Myall. Tel No: 01962 848443

Application for a Premises Licence:

**Matterley Bowl
Alresford Road
Winchester**

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Part A.**1. Application****Applicant:** Grant Smith**Premises:** Matterley Bowl

- 1.1 This application is for a new premises licence for the area of land known as the Bowl at Matterley Farm. This land has been used, for a number of years, for music events known as Creamfields, Homelands and Hi Fi South.
- 1.2 The application is for a licence to permit the provision of regulated entertainment, the provision of late night refreshment and the sale of alcohol for a music event at the Bowl from 29 June 2007 to 1 July 2007 with a maximum capacity of 15,000 persons at any time.
- 1.3 The event will be promoted by Slammin' Vinyl and known as the Sanctuary Festival and it is proposed to provide recorded music, facilities for dancing, and hot food and drink from 1900 On Friday 29 June until 0200, and from 1400 Saturday 30 June until 0600 on Sunday 1 July. These activities are proposed to take place both indoors in marquees and outdoors.
- 1.4 The sale of alcohol is proposed from 1700 On Friday 29 June until 0100, and from 1200 Saturday 30 June until 0400 on Sunday 1 July.
- 1.5 Notice of the application was displayed outside of the premises for a period of 28 days until 28 March 2007, and advertised in the Hampshire Chronicle on 1 March 2007.
- 1.6 Representations have been received from Hampshire Constabulary regarding all four licensing objectives.
- 1.7 Representations have been received from the Director of Communities regarding the public safety and public nuisance objectives.
- 1.8 Representations have also been received from interested parties; Itchen Valley Parish Council and Beauworth Parish Meeting. These representations relate to public nuisance.
- 1.9 Notice of hearing was sent to all parties on 2 April 2007.
- 1.10 The Operating Schedule, copied at Appendix 1, proposes the Relevant Licensable Activities.

Designated Premises Supervisor

Oliver D Kay

Steps to promote the Licensing Objectives

Please see Section Q Appendix 1

Relevant Representations**2. Responsible Authorities**

All of the Responsible Authorities have been served with a copy of the application and make the following representations:

Director of Communities

No representations received.

Hampshire Constabulary

No representations received.

Hampshire Fire and Rescue Service

A representation was received regarding a number of safety issues.

Child Protection Team

No representations received.

Director of Development

No representations received.

Head of Safety Standards

No representations received.

3. Interested Parties

1. Itchen Valley Parish Council
2. Beauworth Parish Meeting

Both interested parties are concerned with the Public Nuisance objective.

4. Observations

The Sub-Committee is obliged to determine this application with a view to promoting the Licensing Objectives:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

In making its decision, the Sub-Committee is also obliged to have regard to the National Guidance and the Council's Licensing Policy.

The Sub-Committee must have regard to all of the representations.

The Sub-Committee must take such of the following steps it considers necessary to promote the Licensing Objectives:

1. Grant the licence subject to conditions in accordance with the operating schedule (modified to such extent as the authority considers necessary for the promotion of the licensing objectives) and the mandatory conditions;
2. exclude from the scope of the licence any of the licensable activities to which the application relates;
3. refuse to specify a person in the licence as the premises supervisor;
4. Reject the application.

Terminal hours.

The Sub-Committee should take account of the National Guidance and the Council's Licensing Policy with regard to terminal hours and take such steps as it considers necessary to promote the Licensing Objectives.

Licensing Objectives.

Crime and Disorder

The Sub-Committee should consider any necessary conditions to prevent crime and public disorder relating to the premises having regard to licensing policy and the operating schedule.

(Licensing Policy 1.6, 2.11, 2.17)

Public Safety

The Sub-Committee should consider any necessary conditions relating to public safety having regard to the Licensing Policy, operating schedule and the observations of the Hampshire Fire and Rescue Service.

(Licensing Policy B3, B4)

Public Nuisance

The Sub-Committee should consider any necessary conditions to prevent public nuisance caused by noise pollution from the premises having regard to the Licensing Policy, operating schedule and the representations of the Interested Parties.

(Licensing Policy Section C)

Protection of Children

The Sub-Committee should consider any necessary conditions for the Protection of Children having regard to the Licensing Policy and the Operating Schedule.

(Licensing Policy D6, D7)

Human Rights

It is considered that Articles 6 (right to a fair trial) 8 (right to respect for private and family life) and Article 1 of the First Protocol (right to peaceable enjoyment of possessions) may be relevant. As there is a right of appeal to the Magistrates' Court, it is considered that there would be no infringement of Article 6. Article 8 is relevant, insofar as the nearby residents could claim that this right would be infringed by disturbance from customers. This should be balanced against the applicants' right to use of their premises under Article 1 of the First Protocol. Interference with these rights is permitted, where this interference is lawful, necessary in a democratic society, and proportionate. Likewise, the residents may argue that their rights under Article 1 of the First Protocol would be infringed. If conditions are imposed, there should be no interference with any convention rights. To the extent that any interference may occur, it would be justifiable in a democratic society, and proportionate.

5. Conditions

Mandatory Conditions

Under the Licensing Act 2003, the following conditions must be imposed on the Premises Licence in any event:-

1. No supply of alcohol may be made under the Premises Licence (a) at a time when there is no designated premises supervisor in respect of the premises licence, or (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. Where individuals are required on premises to carry out security activities, they must be licensed by the Security Industry Authority.

Possible Conditions

If the application is granted, the Sub-Committee may wish to consider the following conditions to reflect the Operating Schedule:

Operating Hours

1. hours the premises may be used for regulated entertainment shall be:

Recorded Music and Provision of Facilities for Dancing. (indoors and outdoors).

(i) **Friday 29 June 2007** **1900 to 0200**

(ii) **Saturday 30 June 2007** **1400 to 0600**

2. The hours the premises may be used the provision of late night refreshment shall be

(i) **Friday 29 June 2007** **1900 to 0200**

(ii) **Saturday 30 June 2007** **1400 to 0600**

3. The hours the premises may be used for the sale of alcohol shall be:

(i) **Friday 29 June 2007** **1700 to 0100**

(ii) **Saturday 30 June 2007** **1200 to 0400**

The hours the premises may open for other than Licensable Activities shall be:

(i) **Friday 29 June 2007** **1400 to 0200**

(ii) **Saturday 30 June 2007** **1200 to 0600**

All Licensing Objectives

1. The Premises Licence Holder shall produce an Event Management Plan (EMP), including a Noise Management Plan and a Traffic Management Plan. The final *approved* version shall be submitted to the Licensing Authority no later than 28 days before the start of the event.

Crime and Disorder

2. The Premises Licence Holder shall agree with Hampshire Constabulary no later than 28 days before the start of the event:
 - a) the need for Special Police Services for the event, and
 - b) request Special Police Services from Hampshire Constabulary if they are required. The Premises Licence Holder and Hampshire Constabulary shall agree a Statement of Intent setting out their respective responsibilities of the event.
3. A CCTV system with recording facilities shall be operated throughout the event. The recordings shall be retained for a period of 30 days and be made available upon request by the Police. Full details of the proposed system (including contractor, agreed positions, installation, operation, playback facilities and retention of data) shall be submitted to the Licensing Authority no later than 28 days prior to each event.
3. No licensable activities shall take place unless the Premises Licence Holder agrees with the Licensing Authority, no later than 28 days before the start of each event, the number of stewards required for the event. A schedule of stewards and security personnel shall be made available to the licensing authority no later than 24 hours before the start of licensable activities for the public, such schedule to include the following details: name, date of birth, reference number, location on site and whether or not SIA registered. The schedule shall list the position and numbers of all security and steward personnel on site. This shall include dedicated teams for the campsites, the arena, the big tops, the perimeter and the car parks. There shall be both static and mobile positions. All Security staff and stewards to wear clearly identifiable reflective jackets.
4. A perimeter fence shall be erected and patrolled by security to ensure that unauthorised access cannot be gained. This perimeter shall contain an agreed number of access/egress points which shall be manned by security or stewards.
5. Crime prevention advice shall be written in consultation with Hampshire Constabulary and displayed on signage around the site and on the Premises Licence Holder's website in advance of each event.
6. The campsites shall be patrolled by security and stewards. There shall be watch towers with CCTV cameras manned throughout the event. The watch towers must be manned by stewards throughout the time that the campfires are in use. The stewards on duty in the fire watch towers shall be issued with two way radios. There must also be suitable fire fighting equipment positioned adjacent to the tower readily available and clearly identified.

7. The Premises Licence Holder shall prepare a drugs policy for the event which shall be based on three core messages:
 - Prevention
 - Drug dealers and users
 - Welfare and treatment
8. Random searching shall take place at all entrances to the campsites and the arena entrance for offensive weapons or drugs along with other items that are not allowed onsite. The seizure of any property shall be recorded and shall then be passed on to Hampshire Constabulary via security for evidential purposes where appropriate. Searching of persons shall be carried out by members of the same gender. The ticket conditions shall indicate that searching will be carried out and there shall be signage with this message at all entrances.
9. There shall be a suitable receptacle for the safe retention of illegal substances and Hampshire Constabulary shall be informed so that appropriate disposal can be arranged.
10. All reasonable steps shall be taken to ensure that no glasses or bottles are allowed inside the arena. Bottle banks shall be located at the arena entrance and plastic containers shall be available for decanting facilities.
11. There will be no irresponsible drink discounting with no beers sold above 5% alcohol by volume.

Public Safety

1. The Premises Licence Holder shall carry out a fire Safety campaign warning of the dangers of fires with particular reference to gas cylinder safety. Infrastructure and accumulated litter shall be removed from scenes of potential disorder if appropriate. Small campfires that are not doing any harm or causing any damage may be allowed by the Premises Licence Holder.
2. The Premises Licence Holder shall appoint an Event Safety Coordinator. The role of the Event Safety Coordinator shall consist of the following:
 - (i) Liaison with lead subcontractors and any self-employed persons to be employed at the venue and ascertain their competence;
 - (ii) assistance in the inspection of the venue before and during the event;
 - (iii) assistance in the inspection of all structures and electrical services;
 - (iv) checking and obtaining all relevant certification, safety policies etc.;
 - (v) advising of any unsafe work or inappropriate systems of work or unsafe equipment observed and,
 - (vi) assisting in the stopping of unsafe work or inappropriate systems of work or the use of unsafe equipment.

This person shall have no other duties or responsibilities.

3. The Premises Licence Holder shall install an appropriate number of exit gates positioned evenly around the entertainment arena. These shall be alphabetically signed to the front and rear and shall be lit. Each gate shall be manned throughout the time that the public are in the arena.
4. The Premises Licence Holder shall formulate a major incident plan for each event. This shall be inserted into the Event Management Plan.

Public Nuisance

1. The Premises Licence Holder shall employ a team of suitably qualified Noise Consultants to monitor on site and off site noise.
2. Noise levels from the event shall not exceed the following:
 - (i) Between the hours of 12 noon and 2300 noise levels from the event will not exceed 55dB $L_{Aeq(5mins)}$ and between the hours of 2300 and 0800 on the following day, noise levels will not exceed 45dB $L_{Aeq(5mins)}$ as measured at a distance of 1m from the façade of any noise sensitive dwellings.
 - (ii) In addition in the frequency range of 63 and 125 Hz noise levels will not exceed 65dB (L) as measured at 1m from the facade of any noise sensitive dwelling.
3. A noise hotline shall be installed which will be manned throughout the vent. This number will be circulated to the local authority and parish councils. All calls to the hotline will be logged and actioned.
4. The sound systems of the principal stages shall be available for testing by the Licensing Authority at least 24 hours before each event. All testing of amplified equipment before each event shall be agreed with the Licensing Authority.
5. The Premises Licence Holder shall ensure that the Licensing Authority officers who require unrestricted access to the sound mixing positions and backstage areas of the stages for the purpose of sound level measurements and communication with the mixing engineer(s) shall be issued with the correct event accreditation.
6. The Premises Licence Holder shall provide sound level monitoring equipment to IEC Type 1 Standard at all stage sound mixing positions. The sound level equipment shall be set up so as to display $L_{Aeq,1min}$ and the positioning of the equipment shall be in agreement with, and approved by the Licensing Authority .
7. Agreed levels shall be set prior to the event during the sound test in agreement with the Licensing Authority. These levels shall only be altered by agreement with the Licensing Authority.
8. The Premises Licence Holder shall have full control over all amplified noise sources on site (including vehicles in the car parks and portable equipment

in the campsites) and shall arrange for any noise sources to be reduced or eliminated.

9. The Premises Licence Holder shall submit a plan to the Licensing Authority showing the layout of all stage loudspeakers and mixing desks. This shall include a schedule of the amplification equipment and shall include any sponsor activities no later than 21 days prior to each event.
10. Security personnel shall ensure that unauthorised amplification equipment is not brought onto the site. Any unauthorised equipment shall be confiscated and returned post event.
11. Any outdoor stage shall finish at 2300 on each event day.
12. Any rehearsals or sound checks shall take place between of 1000 and 1800 unless agreed by the Licensing Authority .

Protection of Children

1. The Premises Licence Holder shall ensure that no person under the age of 18 years shall be admitted to the premises.

6. Other Considerations

Corporate Strategy (Relevance To:)

This report covers issues which affect the principles of “safer and more inclusive communities” and “safeguarding our high quality environment for the future.”

Resource Implications

A licence fee of £2100 has been received. It is anticipated that an appropriate level of officer attendance will be provided within the existing budget.

None

Appendices

1. Application by Grant Smith
2. Representations by Responsible Authorities
3. Representations by Interested Parties
- 4a. Map of premises location.
- 4b. Event Operating Schedule

**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.
You may wish to keep a copy of the completed form for your records.

I/We GRANT SMITH..... apply for a premises licence under section 17 of
(Insert name(s) of applicant)
the Licensing Act 2003 for the premises described in Part 1 below (the premises)
and I/we are making this application to you as the relevant licensing authority in
accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description	
MATTERLEY FARM OUINGTON DOWN	
Post town <u>ALRESFORD</u>	Post code <u>SO24 0HY</u>

Telephone number at premises (if any)

Non-domestic rateable value of premises

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

Please tick yes

- | | | | |
|----|---|-------------------------------------|-----------------------------|
| a) | an individual or individuals* | <input checked="" type="checkbox"/> | please complete section (A) |
| b) | i. as a limited company | <input type="checkbox"/> | please complete section (B) |
| | ii. as a partnership | <input type="checkbox"/> | please complete section (B) |
| | iii. as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| | iv. other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) | a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) | a charity | <input type="checkbox"/> | please complete section (B) |

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

*If you are applying as a person described in (a) or (b) please confirm:

- Please tick yes
- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
 - I am making the application pursuant to a
 - statutory function or
 - a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname First names

I am 18 years old or over

Current postal address if different from premises address

Post Town Postcode

Daytime contact telephone number

E-mail address (optional)

SECOND INDIVIDUAL APPLICANT (if applicable)

N/A

Mr

Mrs

Miss

Ms

Other title
(for example, Rev)

Surname

First names

Please tick
✓ yes

I am 18 years old or over

Current postal
address
if different from
premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address
(optional)

(B) OTHER APPLICANTS.

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned

Name
Address
Registered number (where applicable)
Description of applicant (for example partnership, company, unincorporated association etc)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
2	9	06
2	0	07

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day	Month	Year
0	1	07
2	0	07

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

12,500

Please give a general description of the premises (please read guidance note 1)

What licensable activities do you intend to carry on from the premises?
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Please tick yes

Provision of regulated entertainment

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H)

Provision of entertainment facilities for:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j)
(if ticking yes, fill in box K)

Provision of late night refreshment (if ticking yes, fill in box L)

Supply of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			State any seasonal variations for indoor sporting events (please read guidance note 4)
Fri			
Sat			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon				Both	
Tue					
Wed					
Thur			Please give further details here (please read guidance note 3)		
Fri					
Sat			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Sun					
			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tue						
Wed				State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur						
Fri				Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat						
Sun						

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both	<input checked="" type="checkbox"/>	
Tue						
Wed				State any seasonal variations for playing recorded music (please read guidance note 4)		
Thur						
Fri	1900 → 0200 HRS (SATURDAY)			Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	1400 → 0600 HRS (SUNDAY)					
Sun						

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tue						
Wed				State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur						
Fri						
Sat				Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun						

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing			
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoor		
Mon				Please give further details here (please read guidance note 3)	Outdoor	
Tue			Both			
Wed						
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)			
Fri						

Sat			Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)
Sun			

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing	
			Will the facilities for making music be indoors or outdoors or both – please tick [Y] (please read guidance note 2)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon				
Tue				
Wed			State any seasonal variations for the provision of facilities for making music (please read guidance note 4)	
Thur				
Fri				
			Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sat				
Sun				

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick [Y] (see guidance note 2)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give a description of the facilities for dancing you will be providing	
			TENT + MARQUEES OUTDOOR STAGE	

Mon			Please give further details here (please read guidance note 3)
Tue			
Wed			State any seasonal variations for providing dancing facilities (please read guidance note 4)
Thur			
Fri	1400 → 0200 HRS (SATURDAY)		Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)
Sat	1400 → 0600 HRS (SUNDAY)		
Sun			

K

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing	
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoor
Mon				Outdoor
				Both
Tue			Please give further details here (please read guidance note 3)	
Wed				
Thur			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within j or k (please read guidance note 4)	
Fri				
Sat			Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sun				

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both	<input checked="" type="checkbox"/>	
Tue						
Wed				State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur						
Fri	1900 → 0200 HRS (SAT)				Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)	
Sat	1400 → 0600 HRS (SUN)					
Sun						

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption (Please tick box Y) (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>	
Day	Start	Finish		Off the premises		
Mon			State any seasonal variations for the supply of alcohol (please read guidance note 4)	Both		
Tue						
Wed				Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
Thur						
Fri	1700 → 0100 HRS (SAT)					
Sat	1200 → 0400 HRS (SUN)					
Sun						

Sun			
-----	--	--	--

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name..... OLIVER D. KAY

Address..... 20 PARKWAY, WAVEENDON, MILTON KEYNES

Postcode..... MK17 8UH

Personal Licence number(if known)..... MK00089519 (ISSUE 01/06, EXP 31/2016)

Issuing licensing authority (if known)..... MILTON KEYNES

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

N/A - STRICTLY OVER 18'S IN ANY CASE

O

Hours premises are open to the public Standard timings (please read guidance note 6)			State any seasonal variation (please read guidance note 4)
Day	Start	Finish	
Mon			Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)
Tue			
Wed			
Thur			
Fri	1400	→ 01200 HRS (SAT.)	
Sat	1200	→ 0600 HRS (SUN)	
Sun	0600	→ 1400 HRS CAMPERS ONLY	

P

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

SEE EMP

b) The prevention of crime and disorder

SEE EMP

c) Public safety

SEE EMP

d) The prevention of public nuisance

SEE EMP

e) The protection of children from harm

SEE EMP

Please tick ✓ yes

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 11) **If signing on behalf of the applicant please state in what capacity.**

Signature



Date

30/01/07

Capacity

EVENT PROMOTER

For joint applications signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (please read guidance note 12) **If signing on behalf of the applicant please state in what capacity.**

Signature

.....

Date

.....

Capacity

.....

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

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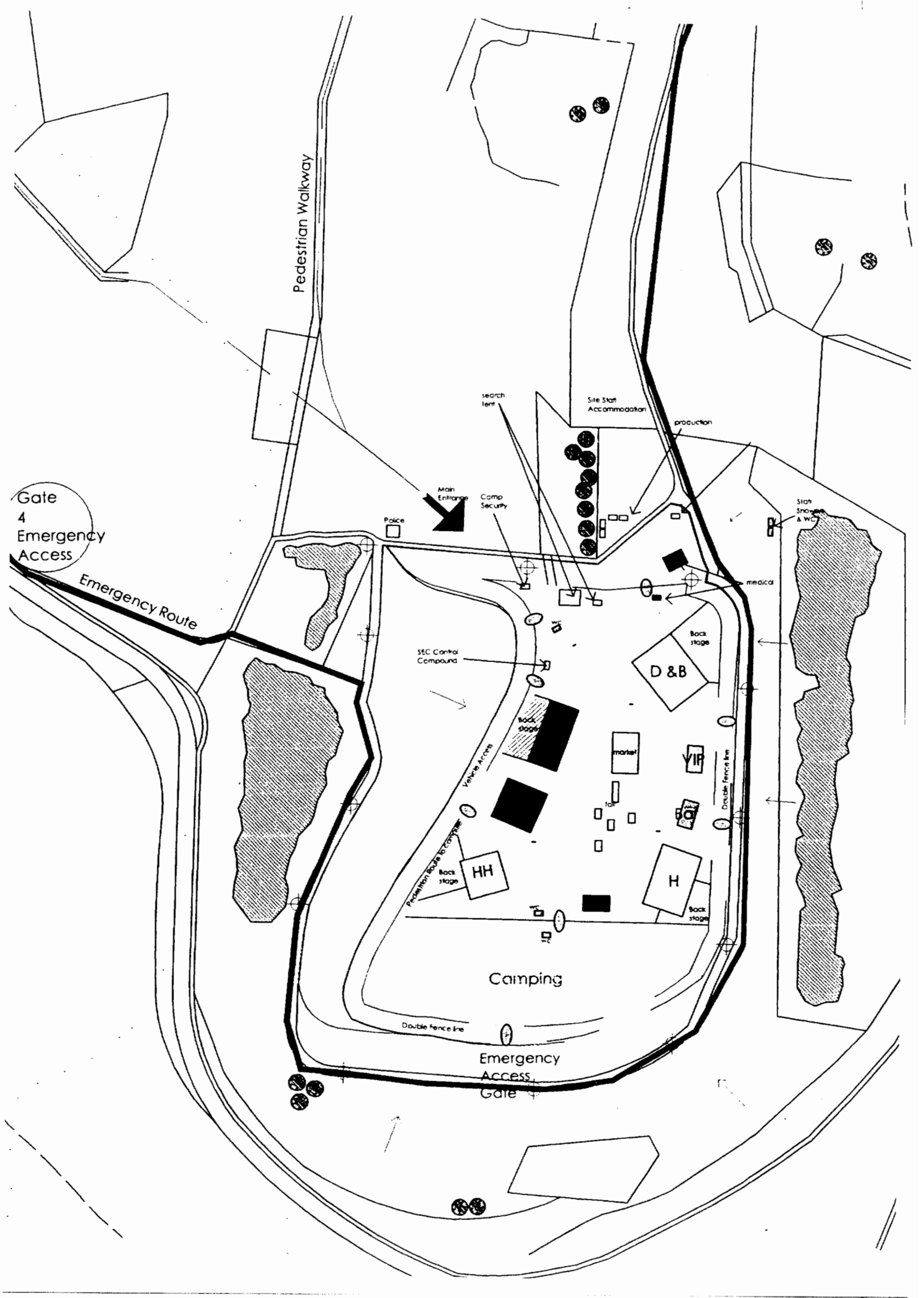
Post town	Post code
------------------	------------------

Telephone number (if any)

If you would prefer us to correspond with you by e-mail your e-mail address (optional)

Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day, e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



Gate 4
Emergency Access

Pedestrian Walkway

Emergency Route

Main Entrance

Police

search tent

Camp Security

Site Staff Accommodation

production

Station Shop & WC

medical

SEC Control Compound

D & B

YIP

Vehicle Access

HH

H

Camping

Double fence line

Emergency Access Gate

Double fence line

Production Gate to compound

Back stage

Back stage

Back stage

Back stage

market

to

to

to

to

to

to

to

to

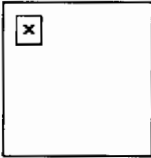
to

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HAMPSHIRE CONSTABULARY

RESTRICTED

NEW GRANT OR VARIATION OF PREMISES LICENCE OR CLUB PREMISES CERTIFICATE FORM FOR REPRESENTATIONS FROM HAMPSHIRE CONSTABULARY

Before completing this form please read the guidance notes on page 3.
Once completed please send your representation form to your local Licensing Authority.
You must keep a copy of the completed form for police records.

**Hampshire Constabulary wish to make a representation(s) regarding the grant or variation of a Premises Licence or Club Premises Certificate issued under the Licensing Act 2003.
These representations must be made within 28 days**

Postal address of premises or club premises:

Slammin Vinyl
Matterley Farm
Ovington Down

Post town: Alresford

Postcode: SO24 OHY

Name of premises licence holder or club holding club premises certificate (if known)

Grant Smith

Police Details

Hampshire Constabulary is a responsible authority.

Name and address:

Winchester Police Station
North Walls
Winchester
Hampshire
SO23 8DW

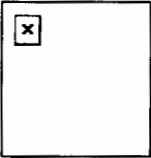
This application to object relates to the following licensing objective(s)

- 1) **The prevention of crime and disorder**
- 2) **Public safety**
- 3) **The prevention of public nuisance**
- 4) **The protection of children from harm**



*Please select
one or more
boxes*

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NEW GRANT OR VARIATION OF PREMISES LICENCE OR CLUB PREMISES CERTIFICATE FORM FOR REPRESENTATIONS FROM HAMPSHIRE CONSTABULARY

State the ground(s) for representation *(please read guidance notes 1 & 2)*

The applicant has failed to address our concerns and recommendations in relation to supplying clear concise information within the Premises Licence Application. We believe this failure undermines all four of the Licensing Objectives.

1. The Prevention of Crime and Disorder
2. Public Safety
3. The Prevention of Public Nuisance.
4. The Protection of Children from Harm

This large scale music event has the potential to impact considerably not only on the general public but public resources too. We consider it paramount that our concerns are addressed before any Premises Licence is issued.

We comment on the following that the Licensing panel may wish to consider.

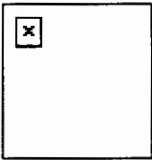
The Prevention of Crime and Disorder

.1. At least 28 days prior to each event, after consultation with Hampshire Constabulary, the Premises Licence Holder shall 1) agree with Hampshire Constabulary the need for Special Police Services for the event; and 2) request Special Police Services from Hampshire Constabulary if Special Police Services are required. The Premises Licence Holder and Hampshire Constabulary shall agree a Statement of Intent setting out their respective responsibilities for the event.

.2. A CCTV system with recording facilities shall be operated throughout the event. The recordings shall be retained for a period of 30 days and be made available upon request by the Police. Full details of the proposed system (including contractor, agreed positions, installation, operation, playback facilities and retention of data) shall be submitted to the Licensing Authority no later than 28 days prior to each event.

.3. No licensable activities shall take place unless the Premises Licence Holder agrees with the Licensing Authority, no later than 28 days before the start of each event, the number of stewards required for the event. A schedule of stewards and security personnel shall be made available to the licensing authority no later than 24 hours before the start of licensable activities for the public, such

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NEW GRANT OR VARIATION OF PREMISES LICENCE OR CLUB PREMISES CERTIFICATE FORM FOR REPRESENTATIONS FROM HAMPSHIRE CONSTABULARY

schedule to include the following details: name, date of birth, reference number, location on site and whether or not SIA registered. The schedule shall list the position and numbers of all security and steward personnel on site. This shall include dedicated teams for the campsites, the arena, the big tops, the perimeter and the car parks. There shall be both static and mobile positions. All Security staff and stewards to wear clearly identifiable reflective jackets.

.4. A perimeter fence shall be erected and patrolled by security to ensure that unauthorised access cannot be gained. This perimeter shall contain an agreed number of access/egress points which shall be manned by security or stewards.

.5. Crime prevention advice shall be written in consultation with Hampshire Constabulary and displayed on signage around the site and on the Premises Licence Holder's website in advance of each event.

.6. The campsites shall be patrolled by security and stewards. There shall be watch towers with CCTV cameras manned throughout the event. The watch towers must be manned by stewards throughout the time that the campfires are in use. The stewards on duty in the fire watch towers shall be issued with two way radios. There must also be suitable fire fighting equipment positioned adjacent to the tower readily available and clearly identified.

.7. The Premises Licence Holder shall prepare a drugs policy for the event which shall be based on three core messages:

- Prevention
- Drug dealers and users
- Welfare and treatment

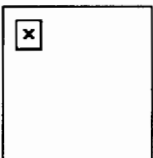
.8. Random searching shall take place at all entrances to the campsites and the arena entrance for offensive weapons or drugs along with other items that are not allowed onsite. The seizure of any property shall be recorded and shall then be passed on to Hampshire Constabulary via security for evidential purposes where appropriate. Searching of persons shall be carried out by members of the same gender. The ticket conditions shall indicate that searching will be carried out and there shall be signage with this message at all entrances.

.9. There shall be a suitable receptacle for the safe retention of illegal substances and Hampshire Constabulary shall be informed so that appropriate disposal can be arranged.

.10. All reasonable steps shall be taken to ensure that no glasses or bottles are allowed inside the arena. Bottle banks shall be located at the arena entrance and plastic containers shall be available for decanting facilities.

11. There will no irresponsible drink discounting with no beers sold above 5% ABV.
(alcohol by volume)

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Public Safety

1. The premises Licence Holder shall carry out a fire Safety campaign warning of the dangers of fires with particular reference to gas cylinder safety. Infrastructure and accumulated litter shall be removed from scenes of potential disorder if appropriate. Small campfires that are not doing any harm or causing any damage may be allowed by the Premises Licence Holder.

2. The Premises Licence Holder shall appoint an Event Safety Coordinator. The role of the Event Safety Coordinator shall consist of the following:

(i) Liaison with lead subcontractors and any self-employed persons to be employed at the venue and ascertain their competence;

(ii) assistance in the inspection of the venue before and during the event;

(iii) assistance in the inspection of all structures and electrical services;

(iv) checking and obtaining all relevant certification, safety policies etc.;

(v) advising of any unsafe work or inappropriate systems of work or unsafe equipment observed and,

(vi) assisting in the stopping of unsafe work or inappropriate systems of work or the use of unsafe equipment.

This person shall have no other duties or responsibilities.

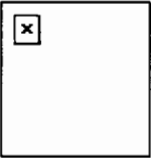
3. The Premises Licence Holder shall install an appropriate number of exit gates positioned evenly around the entertainment arena. These shall be alphabetically signed to the front and rear and shall be lit.

(i) Each gate shall be manned throughout the time that the public are in the arena.

4. An Event Management Plan shall be formulated, of which the final version shall be provided to all the relevant authorities 28 days prior to the commencement of the event.

5. The Premises Licence Holder shall formulate a major incident plan for each event. This shall be inserted into the Event Management Plan.

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**NEW GRANT OR VARIATION OF PREMISES LICENCE
OR CLUB PREMISES CERTIFICATE
FORM FOR REPRESENTATIONS FROM HAMPSHIRE CONSTABULARY**

The Protection of Children from Harm

1. There is nothing within the Premises Licence application stating how this issue will be addressed. The applicant merely states 'N/A - Strictly over 18's in any case' It is not known how this restriction will be achieved.

State any conditions that the Police seek to negate the need for a hearing

If all the recommendations are addressed.

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS REPRESENTATION

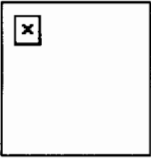
Part 3 – Signatures *(please read guidance note 3)*

Recommendation of Police Officer

Signature of Police Officer Completing

Signature: Pc 1526 Gary Miller, Winchester District Licensing officer

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**NEW GRANT OR VARIATION OF PREMISES LICENCE
OR CLUB PREMISES CERTIFICATE
FORM FOR REPRESENTATIONS FROM HAMPSHIRE CONSTABULARY**

Date: 27/03/2007

Recommendation of Police Sergeant

[Empty box for Police Sergeant recommendation]

Signature of Police Sergeant

Signature: _____
Date: _____

Decision of Police Licensing Inspector

These representations need to be addressed, we have had dialogue with the applicants agents regarding these issues and they have not been clarified despite promises being made. The application itself is difficult to tie into the Event Plan provided as there are no reference points to indicate how the four Licensing Objectives are to be achieved. These Objectives need to be tied to the Event Plan by reference prior to any Licence being granted, to prove the applicants comprehension of their application within the objectives set out in the Act. If the points raised are addressed and ratified then we would consider withdrawing the representations.

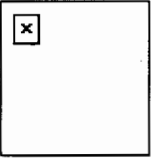
Signature of Police Licensing Inspector

Signature: N.Jenkins
Date: 27/03/2007

NOTES FOR GUIDANCE

- 1. The ground(s) for representation must be based on one of the licensing objectives.
- 2. Please list any additional information or details, for example dates of problems which are included in the grounds for representation if available.
- 3. The representation form must be signed.

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**NEW GRANT OR VARIATION OF PREMISES LICENCE
OR CLUB PREMISES CERTIFICATE
FORM FOR REPRESENTATIONS FROM HAMPSHIRE CONSTABULARY**

RESTRICTED

MEMORANDUM

TO: City Secretary and Solicitor

F.A.O: Licensing Dept

FROM: Mrs Sue Blazdell

DATE: 28 March 2007

**Licensing Act 2003
Application for Premises Licence - Slamming Vinyl
Premises Details - The Bowl, Matterley Estate Winchester
Representation**

I write in respect of the above and having considered the application in detail, I would make the following comments.

The Homelands festival has been held on this site for several years and over that time it is apparent that, on the whole, local residents have accepted when and over what time period the event takes place.

However as far as public nuisance is concerned this application is for a two day event with camping. The proposal is for regulated entertainment to take place from 1900-0200 on Friday and 1530-0600 on Saturday/Sunday morning. Thus the potential for noise disturbance over a long period is high.

There is no proposal in the application or EMP (dated 29 February 2007) to show the applicant is prepared to reduce the numbers of sources of noise over the event, principally between 2300 and 0600, to aid noise reduction. In addition the applicant has not given any undertaking that he will ensure that the principal performers for the event complete its performance prior to 2300 and that any outdoor stages will close at the same time. Previous experience has demonstrated this is a useful procedure to adopt.

In view of the above an EH representation is registered.

If you require any further information with regard to this matter, please contact me on extension 2479.

With regards

Sue Blazdell

Mrs Sue Blazdell
Environmental Protection

MEMORANDUM

TO: City Secretary and Solicitor

F.A.O: Carol Stefanczuk

FROM: Charlotte Adcock

DATE: 28/03/2007

Licensing Act 2003

Application for Premises Licence - Slamming Vinyl

Premises Details - The Bowl, Matterley Estate Winchester

REPRESENTATION

Public Health and Safety.

The Event Management Plan has no information on the tent structures, site layout, crowd control, means of escape etc, which will be contrary to Public Health and Safety

Regards

Charlotte Adcock
Environmental Health

ITCHEN VALLEY PARISH COUNCIL

Clerk Mrs Joyce Edgell
Little Orchard
Station Hill
Itchen Abbas
Winchester SO21 1BB

Tel. 01962 779643

e-mail jjedgell@btinternet.com

Chairman Mrs Alison Matthews
Lake House
Avington
Winchester
Hampshire SO21 1DE

Tel. 01962 779632

Fax. 01962 779015

e-mail Ralphmatts@aol.com

The Licensing Manager,
Winchester City Council,
Colebrook Street,
Winchester.

17th March, 2007

Dear Sir,

Licensing Application for 29th/30th June Slammin' Vinyl

The Parish Council objects to the grant of a Licence for this event on the grounds that it will constitute a public nuisance.

In making this objection the Parish Council represents the people who live and work in the vicinity of the proposed site. The Chairman and Clerk of the Parish Council and others affected have met the promoters and discussed various aspects of the event with them.

If permitted the event will generate:

- **NOISE**

The event will last for 35 hours with a break from 2am to 2pm on Saturday, ie 23 hours of noise. Those adversely affected by the noise still have to go to work on Monday, other events have been held on Bank Holiday weekends.

A reduction in the number of people does not seem to mean a reduction in noise levels. We query whether there is sufficient marquee provision compared with open air arenas.

The impact on those wishing to walk on the South Downs Way and use the Cheesefoot Head Car Park should be considered. This event will mean that the part of the East Hants AONB nearest to Winchester will be disrupted by noise and traffic.

- **TRAFFIC (General Disturbance)**

The organisers expect to start erecting fences etc on 22nd June and to finish removing them on 3rd July so the disruption will last for 12 days in total.

We all saw last year, with the Motocross, how badly controlled traffic caused chaos locally. There is obviously great concern that this could happen again with a new

promoter. What steps will the City Council take to ensure that a satisfactory traffic plan is prepared and implemented?

For many years we have asked that the diversion signs directing traffic to the B 3047 should only be put up if there is an actual emergency. It does cause an increase in the volume of traffic using the road and that will be particularly difficult this year as Itchen Abbas Church is holding a fete on the Saturday, planned long before this application was made.

- LITTER

This is always a problem, especially if it is windy when the litter blows around into verges and woods. The camp site at the Motocross was a good example of this. Fly posting by organisers of other events occurs along the A 31 and there is still an AA diversion sign at the entrance to the road to Avington left over from the motocross.

- LIGHT POLLUTION

This occurs throughout the period of the event and frequently in the days either side. Can the Council please ensure that if a Licence is granted lighting is limited and directed downwards.

The event will adversely affect the quality of life and sleep of residents over a large area. It is impossible to tell in advance which way the wind will carry the noise so it is impossible to identify in advance those areas which will suffer the most. Consequently those planning other activities for that weekend have to take into account the possible impact of the noise and traffic.

The organisers will tell you that the event will be well managed and this may or may not be true. What happens inside the site is irrelevant for local people. The public nuisance lies in the noise, traffic, litter and light pollution.

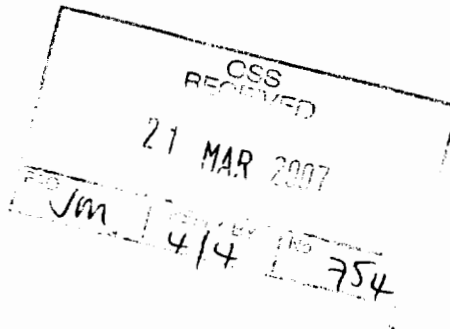
The Parish Council has asked me to express its concern that with a fee of only £2,100 council taxpayers not only suffer from the impact of the event but pay for it as well.

We ask you to refuse the Licence.

Yours faithfully,

Joyce Edgell

Joyce Edgell
Clerk



John Myall

From: Sue Scholes [sscholes@IT-catalyst.co.uk]
Sent: 26 March 2007 15:12
To: Carol Stefanczuk
Subject: Music event on 29th June at Matterley Bowl

Dear Ms Stefanczuk,

Many thanks for your letter of 20th March, detailing the application for the Music Event at the Matterley Bowl on 29th June. Presumably this festival will be held in the same location as the Homelands festival.

I have canvassed opinion in Beauworth, and residents have the following concerns, which I think fall under the licensing objectives:

1) Traffic management.

Following the chaos, and resulting dangerous road conditions, which resulted from the Motocross of Nations last September, we are very concerned that the same thing does not occur again. The traffic was extremely badly managed, resulting in at least 3 accidents on the A272, and gridlock for most of the weekend. Is parking going to be provided for the event at the same location as for the Motocross, or is it to be the same as for the Homelands Festival? If the latter, we do not have any objection, provided that the anticipated numbers are similar to those for Homelands. If it is to be in the same place as for the Motocross, we would object most strongly to a license being granted. We would also ask that effective measures are taken to prevent vehicles parking on the verges of the A272 and the surrounding lanes.

2) Noise.

We are concerned about the noise pollution that may result, especially over Saturday the night/Sunday morning, when the music may continue until 6am. Depending on the wind direction, Homelands can be clearly heard in Beauworth. If this were to occur for an entire night, this would be unacceptable; we object to the music being allowed to continue through the small hours, and ask that a license is not granted for such a continuous length of time.

3) Light pollution.

This was again a very big problem during the Motocross of Nations - there was excessively bright lighting, which could be seen for miles, and which affected some local residents. If a license is granted, we would ask that conditions are imposed regarding the amount and strength of lighting.

4) Provision of adequate numbers of toilets and wastebins.

During the Motocross of Nations, human waste was found lining the hedgerows the South Downs Way and other local paths. We felt that provision of toilets was inadequate for the numbers attending. We have similar concerns for this festival, and are especially concerned that festival goers may not use the toilets, given the likely condition they may be in after 2 or 3 days' use. We would ask that a minimum number of toilets is specified for the event, along with an adequate provision of wastebins. Litter from the Motocross was again a big problem.

5) Proposed length of the festival.

We feel that the festival continuing over 3 days is unacceptable to local residents, especially given our concerns listed above.

Yours sincerely

Sue Scholes
Chairman
Beauworth Parish Meeting.

17/04/2007

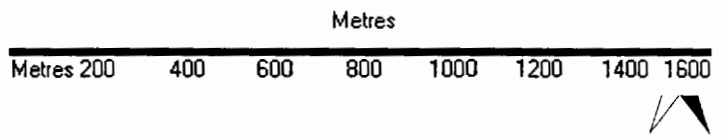
Appendix 4a

Slammin' Vinyl



Legend

Scale:



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Organisation	Winchester City Council
Department	City Secretary and Solicitor
Comments	
Date	17 April 2007
SLA Number	00018301



SANCTUARY FESTIVAL 2007

29th – 30th JUNE

THE MATTERLEY BOWL, WINCHESTER

EVENT OPERATING SCHEDULE

Contents

- 1. Event operating schedule**
- 2. Event overview**
- 3. Event management Team**
- 4. Sanctuary show planning**
- 5. Medical provisions**
- 6. Event Security**
- 7. Sanctuary fire provisions**
- 8. Traffic ,Car parking, Bus services**
- 9. Noise Management**
- 10. Show schedules**
- 11. Alcoholic Beverage**
- 12. Catering**
- 13. Cleaning and Waste Management**
- 14. Traders**
- 15. Musical entertainments**
- 16. Smoke free legislation**
- 17. Campsite management**
- 18. Crowd control**
- 19. Community impact**
- 20. Contractors**

1. Event Operating Schedule

Sanctuary Festival 2007 licensed capacity for 15,000 visitors

This operations Schedule hopes to give an overview of procedures and planning specifically for the Sanctuary event.

The Operations schedule will interconnect with action statements and procedures contained within the EMP (Event Management plan).

We will cover all aspects relevant to running an event which will be safe for the attending public and take into consideration the impact which the show may have to local communities and public services.

2. The event overview:

The Sanctuary festival 2007

The Sanctuary Festival 2007 is a promotion of dance music and will hope to encompass various arenas hosting different styles of Rave type music popular with today's 18-25 audience.

The event will be held in the bowl area Matterley Farm and will have a double heras fence system around the perimeter with gates for access to the public and emergency service should it be required.

The arena will consist of 6 big top marquees containing the music presentations along with a live stage presentation funfair, bars Catering areas, Medical, security and welfare areas

The arena will have a temporary road way installed to allow for a wet weather access should the need arise.

The Event aims to create a fantastic weekend's entertainment in a safe environment creating least most impact to surrounding dwellings and transportation routs.

The show will have a camping audience with 3000 visitors spending the full duration of the show on site. The show will also have a fully equipped camp shop open through the day to keep visitors stocked with essential supplies and maintaining them on site.

The event will employ a professional security team and Medical staff to oversee the attending public for the full duration of the show, also a professional waste management company to oversee

cleaning and that hygiene is maintained to the highest levels on site and after the event.

Car parking is also managed by a professional team in the public coach and production/performer parking areas of Matterley bowl.

3. The event Management team:

The event management team consists of 8 experienced event personnel working from a centrally located office located aside the event.

The team of 2 administrators, 2 event managers, 2 assistant Production managers, 1 senior production manager and the event promoter and co-ordinator will work from this office from the start of set up through to the event break down and clean up.

The team's priorities are to oversee health and safety for the contractors and visiting public along with keeping the event within any conditions which are set by the Winchester council or responsible authorities.

The show also employs 7 arena managers who are responsible for the camping and music arenas along with a fair ground manager.

The event will also employ a BAR manager and catering is overseen by Managements catering team.

This team liaise with the event managers throughout the event for all requirements and needs, this enables the arenas to function satisfactory to health and safety and public health requirements along with keeping in with the event schedules and running times.

The event office is a fully functional office with full telephone and online communications as well as Radio communication with the security, medical, Car parking Management, cleaning Managers and showground management, noise management teams and Arena managers.

The event team are fully available to liaise with all agencies throughout the show along with inter event management discussions at set periods, to discuss the events and requirements of subcontractors, visitors and attending participants and artistes for the event duration.

4. Sanctuary 2007 Show Planning

The Sanctuary event is carefully planned and takes in to account the topography of the show site.

The main points for planning which are taken in to account are:

1. Access for emergency services to the site.
2. Emergency access to the public arenas on the event site itself
3. Positioning of medical provisions on the event site
4. Strict control on the entry to avoid glass, alcoholic drinks, fireworks and drugs being brought in to site.
5. Traffic planning and arrival times for visitor access market trader / catering /performer arrivals
6. Layouts for the camping access and flow on the event site for access to the arenas. Crowd movement to the music arenas wcs/shower facilities/fresh drinking water

We create a CAD drawing of the event layout which accompanies the EMP to clearly show the planned access. This is open to change if advised by the responsible authorities and Winchester council officers, but is a work in progress document.

The internal planning is a process which is subject to change however the % of space used in the arenas and big tops will be included in the fire risk assessment created for the fire service, advice will be taken in to account from the fire officers once the reports have been analysed.

Extreme weather conditions will also be taken into account for the event; wet weather at the bowl has been experienced before by some members within the event management team working on other similar events.

Should the show encounter a wet weekend, every effort will be maintained to continue the events as planned. Torrential rain may affect the live stage music presentations and outdoor areas, however the covered events can be run as normal with security controlling the crowd numbers in each venues to maintain safety and avoid overcrowding tented cover will take this in to account.

The will have temporary track road links which will keep the event from becoming non accessible for Emergency vehicles and the security and medical teams working on the show itself.

Car parking will need assistance as these areas can become muddy and cars may need towing from this area should they become bogged down.

In the event of bad weather being forecast, which should be available 5 days prior to the show, we will employ a towing team to be present at the site for the event duration.

5. Medical Provisions

The event employs a professional Medical cover for the entire duration of the show the team KRMBS are regularly employed at the shows created by the promotions team and have a good working knowledge of the type of audience that will be attending.

The event Medical centre which is situated at the main entrance of the arena has full communications with security and event management team control, as well as direct communications with the NHS ambulance service.

The medical cover is as per purple guide requirements for an event licensed for 15,000 visitors; however we do increase the cover from first aid to paramedic cover taking into account the types of activities which take place at an event of this nature.

The medical teams also work from satellite stations within the arenas, which is more accessible to the general public at the show.

Medical cover is also placed at the live stage while events are taking place for the duration of the musical performances.

Medical cover is run for 24hrs from Friday 10am to Sunday 2pm, this cover works in shifts and maintains a medical log to record injury and illness which may take place at the show.

Briefings and discussions are held throughout the event with the KRMBS team, so as to have a full understanding of their needs and issues should they arise.

A full schedule of medical cover will be supplied by KRMBS

6. Event Security Sanctuary Festival 2007

The event employs a professional security company (Stuart Security Group) the company have an excellent working knowledge of this type of event and many years of event security management, working on similar and larger scale events nationwide.

The security use SIA registered security personnel and stewards.

The security schedule is determined by the on site needs to specific areas and arenas; it's also calibrated with the times of various events taking place within the event programme.

The planning for security takes place at combined event Co-ordination meetings, with the event team and security management. Discussion points regards access crowd management, evacuations and emergency situations are taken in to account.

Communication is consistently maintained for the duration of the event with regular meetings between the event management and medical team management.

The positioning and amount of cover required at each point are also taken in to account;

- 1. Emergency access points**
- 2. Emergency procedure planning**
- 3. Fire exits manning**
- 4. Gates and entry control (search lanes)**
- 5. Arena cover**
- 6. Stage Security cover**
- 7. Musical venues (Big Top cover)**
- 8. Campsite patrols and covers**
- 9. Reaction teams**
- 10. Security control positioning**

The security control unit is central to the security management system and has full telephone, online and radio communications.

A full schedule will be provided by Stuart Security group.

7. Sanctuary event Fire provisions and risks assessment

The fire risk on the event site will be fully assessed by an independent fire risk assessment company and documentation will then be submitted to the Fire officer for approval.

This information will take into account the venues capacities, exits and egress in a fire emergency, along with materials used to create the production infrastructure.

The assessment will also create a working guide to which planning can use, along with requirements for certification from contractors for materials which maybe used for the event.

The fire risk assessment will also show the details of the types of fire fighting equipment which will be brought in additionally to existing site water supplies.

The event also employs a fire team of 4 qualified fire fighters to work shifts throughout the duration of the public attendance ,their role is to firstly confirm fire appliances on the event site are in working order and to place additional appliances in areas where determined for possible use.

The Fire teams will also do full checks on all venues exits to confirm they are in functional working order, along with checks on traders and LPG GAS and storages of any flammable materials or fuels on the event site.

Monitoring of the campsites is a combined effort between the security teams and fire team personnel.

Full radio communications with the security and medical control centres are maintained at all times.

The teams can respond immediately to any fire source issues with the use of an on site fire vehicle which carries relevant extinguishers to control varies types of fire which can result from different ignition sources.

The fire team also report to the event management team and will hold a log of any incidents which may occur over the event duration.

If in the case of a fire emergency or a fire which may be deemed as unsafe or which has caused major damage or may re-ignite, the event management team/security control will contact the fire services.

8. Sanctuary Traffic management, Car parking transportation

The event will have a professional car parking team to oversee parking from 9am Friday morning in the car parking areas on the site.

We will be applying to highways for a various changes and permissions for road ways directional signage

We will be running a shuttle bus from the Winchester railway station from Friday 29th June Saturday 30th June Sunday 1st July.

The event will have a drop off point within the site boundaries for the bus to arrive and depart and visitors to line up and egress from the transportation.

The arrival period for the event will be from Friday 29th 11am – 11pm Saturday 30th 11am- 11pm with majority of camping visitors arriving before 9pm on the 29th. We will ensure that good directional signage and quick parking within the parking areas keeps traffic moving form the roadways.

The Coach parking will be brought into the coach parking area and parked by profession parking teams.

Parking teams will report the progress of the parking to the event managers throughout the day and will be in full radio contact with security, Medical and Fire teams.

9. Sanctuary Noise management team

The noise management team are an independent company (Capita Symonds) this company also have a good working knowledge of the site and its surrounding residential areas.

A focus will be made on the dwellings that may be most effected by the noise generated from the event site.

The show will be given conditions by Winchester council which the independent noise team are employed to keep the event within compliance.

The noise from musical arenas and incidental music sources at the event will be controlled by professional engineers who will work with the noise management teams and Winchester council to keep in compliance and on schedule, with regards licensed times for the various entertainments areas, fairground attractions will be closely monitored also with set levels for all the systems being used at the event maintained by the noise team. This also applies for the PA announcement and incidental music.

The entertainment arenas will be active from:

10. Show running schedules

Gates open for camping arrivals 11am June the 29th

Musical events Friday June 29th

Duration of shows 7pm – 2am

Drum and Bass Arena

Hard core Arena

Techno Arena

Saturday 30th June 2007

Gates open to public 11 am

Fun Fair attractions 11 am – 6am

Market areas 11 am – 6am

Bars 11am – 4.30am

Catering 11am – 6am

Live stage 2pm – 11pm

Music Arenas x 6 - 7pm -6am

Sunday 1st July 2007

Arenas close 6am.

Campsites close 2pm

The noise from these areas will be continuously monitored off site at designated locations; it will be the event management teams who oversee along with security the time tables to which the licensing is agreed.

Arenas and system ratings

Drum and Bass 45k
Hard core arena 45k
Techno Arena 20k
House arena 20k
Live stage 35k
Old Skool 30k

11. Alcoholic Beverages

The sales of alcohol on the event site will be closely monitored by the bar manager on all outlets. Sanctuary festival is strictly over 18yrs admittance however control will still be enforced.

The bar staff will be made very aware of the importance of clearly serving to only visitors who are obviously over 18 or that have positive ID to confirm there age.

The bars will also be running a token's operation with staff at the token kiosks also only selling bar tokens to 18yrs or over to assist in keeping a tight control.

The bars will also be closely watched by Security and each bar will have its own security manager who will also be able to challenge any persons seeking to purchase alcoholic beverages under the age of 18yrs.

We also will be monitoring closely any drinks promotions to ensure drink is not being served to anyone less than 18yrs.

We will have a maximum requirement of 14 licensed bar areas

These will be positioned in the following arenas:

11am – 2am Friday / main arena - Tented bar 20m x 5m
11am – 4.30am Saturday

11am - 2am Friday / Camp site bar Tented Bar 10m x 5 m
11am – 4.30 Sunday

7pm - 2am Friday / Drum and Bass big top

7pm - 2am Friday / Hard core arena big top

11am - 430 am Saturday - Sunday Main Arena bar Tented Bar 20m x 5 m

7pm – 4.30 am Saturday 12 x big top bar locations 8m x 4m 2
BARS in each big top inside Big top arenas.

Campsite bar 11am – 7pm Saturday

All bars will be run by the bar manager Oliver Kay, registration MK 00089519 with designated bar managers and serving personnel.

12. Catering

All catering on site will be managed by the catering manager and his catering team, all checks on fuel such as LPG will be made by the manager.

We will also position catering so as to give easy access to the public throughout the event duration.

Several food courts will be located through the site and will offer a wide and varied choice to the attending visitors.

Food and hygiene certification will be provided from catering manager to the event management team.

13. Cleaning and waste management

The event will be employing a professional team (**DC site services**) to oversee the continuous cleaning of the event arenas and the surrounding road ways.

The teams will continuously clean the campsite and public areas as well as WC's /showers along with maintaining the walk ways to the events areas.

The waste will be taken to a centralised Skip location and this waste will then be cleared and taken to the local dump.

We have also asked that waste may be sorted to recycling skips on site, so that a set amount of waste may be used for recycling use.

The litter teams will liaise with event managers throughout the show so as to clear any litter which could or may become a hazard to the events safety.

14. Traders

All traders will be positioned in the locations shown on the main event plan. Checks will be made through out the event to meet the health and safety requirements and legislations

15. Musical entertainments arenas

The musical arenas will have a designated production manager, stage manager and security manager in each area.

The production managers will over see the safe construction of the arenas along with management of the areas when they are open to the public.

The stage managers will ensure all timings agreed with the authorities are adhered to and that control is maintained at the stage areas.

The sound control will be maintained by engineers working with CAPITA SYMONDS Noise teams, directly.

The live stage arena sound desks will be located in a front of house position in front of the stage.

The systems being provided will be within the following power ratings.

Main stage	35 kva
Drum and bass	45 kva
Hardcore arena	45 kva
Old school	30kva
Hard house	20kva
Techno	20kva
Funky house	20kva

All the arenas will have pit areas placed at the front of the stages and security deployed to the front and sides to monitor the crowds and deal with any front of stage issues.

The security teams will also be given fresh water in plastic containers to distribute to the crowd should over heating become an issue.

16. Smoke free venues (New legislations)

The Sanctuary event will take place just inside new legislation that is introduced this summer July 1st regards no smoking within public venues.

We fully intend to enforce non smoking environments within the tented arenas used at the show.

We will create signage to endorse this policy at the venue entrances and security will be briefed to oversee that the smoking ban is implicated within all the event venues used.

These will include:

Indoor music areas

WC's

Offices

17. Campsite management

The shows campsite is located at the far end of the event site within the Matterley bowl arena.

The campsites will be monitored throughout the shows duration 24hrs a day by the security teams and fire teams.

Medical are also at the ready 24hrs to respond to any on site issues which may arise.

There will be a possibility of early arrivals at the event these will be allowed entry to the camp site from 11am Friday 29th June

A provision of 2 WC's will be placed in campsite parking for this eventuality and the gates will be manned overnight by security personnel.

Fresh drinking water will be made readily available from stand pipes located around the camping areas.

The camp shop will also provide water, milk, washing products ect to sustain the camping community while at the show.

We will also run a camp site welfare office.

18. Crowd control

Crowd controls at the show will be overseen by the event management team and security teams.

Entrance gates will have a team of gate supervisors and security to maintain the control at points of entry.

Searches will be made to enforce the No Drugs, no alcohol and glass policies along with ticket checks and ticket exchanges for wrist bands.

The event has applied for a 15,000 capacity Public entertainments license, we have created a ticket allocation based on previous years sales which we feel will enable us to sell the tickets in an advance and day application, meeting our capacity without breaching the licensed capacities.

The allocation is as follows:

3000 weekend camping (Friday Arrival)

10,000 Saturday day tickets

This will leave us 2000 which will be allocated to event contractors and take into consideration on site staff.

The event will maintain order by constant monitoring of the campsites and arenas throughout the event duration.

The security team will endeavour to create a PR style contact with the Sanctuary audience with foot patrols through the days communicating and assisting the visitors.

In the event of on site disturbances security will provide a quick response team to deal with any unruly visitors, this will be assessed and dealt with on site and a full eviction policy as shown in the EMP will be carried out if the need is felt necessary.

All evictions will be recorded and paperwork made fully available to Winchester council and Police should it be required.

Steps have been taken to avoid such issues with additional fencing planned and very tight access with all visitors requiring wristbands to enter the entertainments arenas and sports areas.

Fortification of the show will be maintained by Security patrols on the roadways and around the event perimeters.

PR will also be used as a deterrent for any persons intending to visit the Sanctuary festival without a ticket.

19. Community impact

It's our desire to create a minimum impact on the residents whom live in close vicinity to the Matterley farm bowl.

We feel it's in everyone's best interests to keep all impacts whether by Traffic, noise, litter ect to a minimum.

We have met with some local residents at parish meetings and we have discussed issues from similar events held at the venue. We are happy to make further contact before the show to discuss the event and offer access to the show in an attempt to give a transparent trust to what we are creating in the neighbourhood.

We feel very strongly that the Sanctuary event will bring a fantastic event to the youth in the south of the UK and estimate 80% of tickets will be sold in the region.

It's with this in mind that we feel it's vital to retain a good image with the people of the surrounding areas and we are open for discussions at any time with residents.

We have in the past made every effort to contain the events which we host and monitor off site noise, so as to keep control and satisfaction to the community while we present the shows.

The event team will work very closely with the professionals we employ and Winchester council officers to uphold any conditions which may be set by Mendip council and responsible authorities.

Contractors

The contractors for the show will be required to supply Risk assessments and safe working practice polices to the event management teams for submission to Winchester council, should they be required.

All contractors will be given information on the conditions of working at the event as per the EMP.

The event management team will ensure that health and safety at work is implemented and contractors work within the guide lines of the health and safety executive.

All certification will be collected by the event management team before the contractors start work at the show; this documentation will be available in the production Office at the event.

The contractors will also be asked to supply a minimum of 5 million pounds public and employees insurances for the event, this is aside the 10,000,000 event cover held by Slammin Vinyl.