

**LICENSING SUB – COMMITTEE**

4 January 2010

Report of the Head of Legal Services

Contact Officer: John Myall. Tel No: 01962 848443

Application : Premises Licence

**Farmers Fields off Blind Lane Wickham – Wickham Folk Festival**

**Part A. Report Buff**

- 1 Application**
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**Part A.****1. Application**

**Applicant:** Richard Davey,

**Premises:** Farmers Fields off Blind Lane Wickham

- 1.1 This application is for a premises licence to be granted under Section 17 of the Licensing Act 2003 for three fields situated between Blind Lane and Mill Lane, Wickham.
- 1.2 The purpose of the application is to allow licensable activities for the Wickham Folk Festival, which would normally be held in August each year.
- 1.3 The Wickham Folk Festival was held on one of these fields for four days in August 2007. Prior to that, the festival was held in and around Wickham Community Centre in August 2006.
- 1.4 The licensable activities requested are regulated entertainment, the provision of late night refreshment, and the sale of alcohol for consumption on the premises.
- 1.5 Notice of the application was displayed outside of the premises for a period of 28 days until 3 December 2009, and advertised in the Hampshire Chronicle on 12 November 2009.
- 1.6 A representation has been received from the Head of Environment concerning the Public safety and Public Nuisance objectives.
- 1.7 The Head of Environment also wishes the event to be limited to three days per year instead of the five days specified in the application.
- 1.8 A representation has been received from the Chief Officer of Police for Hampshire concerning the Crime and Disorder, Public Safety and Protection of Children objectives.
- 1.9 Representations have been received from five interested parties concerning the Crime and Disorder, Public Nuisance and Protection of Children objectives.
- 1.10 Representations have been received from three interested parties in support of the application.
- 1.11 A representation was received relating to the terminal hours of the event. The applicant amended the application to reflect these concerns

and the representation was withdrawn. The amended hours are shown in Section 5.

- 1.12 The Operating Schedule, copied at Appendix 1, proposes the Relevant Licensable Activities.
- 1.13 A list of possible conditions to reflect the operating schedule and representations is shown at Appendix 4.

**Designated Premises Supervisor**

Richard Davey

**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. The representations received are as follows:

#### **Head of Environment**

A representation has been received from the Head of Environment concerning the Public safety and Public Nuisance objectives.

#### **Hampshire Constabulary**

A representation has been received from the Chief Officer of Police for Hampshire concerning the Crime and Disorder, Public Safety and Protection of Children objectives.

#### **Hampshire Fire and Rescue Service**

No representations received.

#### **Child Protection Team**

No representations received.

#### **Head of Building Control**

No representations received.

#### **Head of Safety Standards**

No representations received.

**3. Interested Parties**

- 3.1 Representations have been received from five interested parties concerning the Crime and Disorder, Public Nuisance and Protection of Children objectives.
- 3.2 Representations have been received from three interested parties in support of the application.

#### **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 Policy Part 4, A8)

#### **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 the observations of the Police and the interested Parties.

(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 observations of the Police and the Head of Environment

(Licensing Policy Part 4, B3, B4)

### Public Nuisance

The Sub-Committee should consider any necessary conditions to prevent public nuisance caused by noise and light pollution from the premises having regard to the observations of the Head of Environment and the Interested Parties.

(Licensing Policy Part 4, Section C)

### Protection of Children

The Sub-Committee should consider any necessary conditions for the Protection of Children having regard to the observations of the Police, Head of Environment and the Interested Parties.

(Licensing Policy Part 4, 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.
4. No film shall be exhibited unless it has received a **U, PG, 12, 15 or 18** certificate from the British Board of Film Classification, or it is a current newsreel which has not been submitted to the British Board of Film Classification. The admission of children shall be restricted in accordance with the recommendations of the British Board of Film Classification.

### Possible Conditions

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

The licence may be used for a maximum of 5 days per year

OR

The licence may be used for a maximum of 3 days per year

### Operating Hours

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

Indoors and Outdoors.

Plays, films, live music, recorded music, performances of dance, anything of a similar nature to , live music, recorded music, performances of dance, provision of entertainment facilities for making



music, dancing, entertainment of a similar nature to the provision of facilities for making music and dancing.

- (i) Sunday to Thursday 1000 to 2330 each day
- (ii) Friday and Saturday 1000 to 0100 each day

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

Indoors and Outdoors.

- (i) Sunday to Saturday 2300 to 0100 each day

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

For consumption on the premises

- (i) Sunday to Saturday 1100 to 0100 each day

**All Licensing Objectives**

See Appendix 4

## **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 £100 has been received. It is anticipated that an appropriate level of officer attendance will be provided within the existing budget.

### **Appendices**

1. Application by Richard Davey
2. Representations by Responsible Authorities
3. Representations by Interested Parties
- 4a. Map of premises location.
- 4b. Possible conditions

Richard Davey  
13 Treeside Road  
Shirley  
Southampton  
SO15 5FY

05 NOV 2009

21/11 19/11 4965

C087

John Myall  
Licensing Officer  
Winchester City Council  
Colebrook Street  
Winchester

4th November 2009

Dear Mr. Myall,

05 NOV 2009

### Application for a Premises Licence, Fields off Blind Lane, Wickham

Please find attached my application for a Premises Licence for land between Blind Lane and Mill Lane in Wickham. The application is for a revived Wickham Folk Festival to be held in August 2010. The Festival will be similar to the Folk Festival held on the same site in 2007 insofar as it will be of a similar size and nature appealing to a respectable middle class, middle-aged audience (there was not a single incident of trouble at the 2007 Festival). However, mindful of licensing concerns arising from that event, which was held in the middle of one of the wettest summers on record, I thought it might be helpful at this early stage of our planning to highlight some of the improvements to the organisation and site layout which I propose in order to address the licensing issues identified in 2007.

Firstly, this is a new application with a new licensee and premises supervisor, namely, myself. I have some 20 years experience managing licensed premises in Southampton and elsewhere including experience of being the Premises Licensee for several outdoor events. I am a personal licence holder in Southampton. I believe I have a good record for managing well-run establishments that adhere to all licensing conditions and objectives. I will be assisted by two experienced site managers, Tim Soden and Rob Lloyd of Kent-based 'Yellow Events' plus an experienced and suitably qualified Health & Safety Officer, Mick Coleman, the former Stadium Manager and Safety Officer at Fratton Park and Stamford Bridge. Together we bring a level of professionalism, knowledge and experience of licensing and health & safety issues which was perhaps missing from the 2007 event. The organiser of that event, Peter Chegwyn, will be involved again in organising the artists and promotion of the event but he will **not** have responsibility for licensing or health & safety issues. Peter has recognised that he needs to concentrate on the things he can do well and leave others to do the things for which they are better qualified than he.

Secondly, we will be producing an Event Management Plan which addresses the issues of concern in 2007. For example, we will not be employing anyone under the age of sixteen in any capacity on the Festival site. We will change the site layout to ensure there is no public access via the narrow, unlit and unpaved stretch of Mill Lane. We aim to utilise the new pedestrian access now available onto the fields via the adjacent Wickham Community Centre car park so as to provide a safe pedestrian route from Wickham village centre enabling people to walk to and from the Festival site, Community Centre and village without needing to walk on any road. We will ensure the car park and campsite are better laid-out and will also ensure there are safe pedestrian and vehicle routes across the site with none of the pedestrian / vehicle conflict that was identified as being a problem in 2007.

Thirdly, we will ensure all licensing conditions are strictly adhered to at all times. I will be very happy to discuss with your colleagues at Winchester City Council, the police and fire authority all your requirements and ensure we put in place measures to address any issues of concern. I want to work with you to ensure a safe and secure event that adheres to all the licensing objectives. I will be happy to accept and work within all reasonable licensing conditions that you consider necessary for an event of this nature.

Cont./...

## **Application for a Premises Licence, Fields off Blind Lane, Wickham**

Sheet 2/...

I will be pleased to discuss all aspects of the event with members of your Safety Action Group in due course. As stated, I know of your concerns about licensing breaches at the last event held on this site. I want to work with you to ensure we put in place everything required for an event of this nature to adhere to all the licensing objectives. I am happy to accept any conditions on the Premises Licence that are considered reasonable and necessary for an event of this nature. I am sure you will want to ensure that all licence conditions are strictly adhered to. I hope that my 20 years experience of managing licensed premises and adhering to licensing conditions will give you some faith in my ability to supervise a safe and well-organised event in which you can have confidence that all licensing objectives and conditions will be met.

If you have any questions about the attached application or wish to discuss any matter with me at any time, do please get in touch. I usually work evenings helping to manage The Talking Heads live music venue in Southampton but am normally available daytimes and evenings on the phone number and email address printed on my letter-heading.

I look forward to hearing from you in due course.

Yours sincerely,

Richard Davey

P.S. Please note the appropriate notices will be displayed around the perimeter of the land for which I am seeking a licence from tomorrow, Thursday 5 November. The official notice will appear in next week's Hampshire Chronicle. A cheque for the licence fee is attached.



# Winchester

City Council

City Offices  
 Colebrook Street  
 Winchester  
 SO23 9LJ

**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 RICHARD DAVEY  
 (Insert name(s) of applicant)

apply for a premises licence under section 17 of 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			
THE FARMERS FIELDS, BLIND LANE WICKHAM HANTS (FIELDS BETWEEN BLIND LANE AND MILL LANE)			
Post town	WICKHAM	Post code	N/A

Telephone number at premises (if any)	N/A
Non-domestic rateable value of premises	£ NONE

## Part 2 - Applicant Details

Please state whether you are applying for a premises licence as  
Please tick yes

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  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 <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname <b>DAVEY</b>			First names <b>RICHARD</b>		
I am 18 years old or over				<input checked="" type="checkbox"/> Please tick yes	
Current postal address if different from premises address		<b>13, TREESIDE ROAD, SH. RLEY</b>			
Post Town	<b>SOUTHAMPTON</b>		Postcode	<b>SO15 5FY</b>	
Daytime contact telephone number			[REDACTED]		
E-mail address (optional)		[REDACTED]			

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address		[REDACTED]			
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  
01 08 2010

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

Day Month Year  
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

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

3 FARMERS FIELDS

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

[ ]

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

**Provision of regulated entertainment**

**Please tick yes**

- 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:**

- 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)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)  IN A TENT	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	10.00	01.00	<u>Please give further details here</u> (please read guidance note 3)  FOR MAX 5 DAYS PER ANNUUM	Both	<input checked="" type="checkbox"/>
Tue	10.00	01.00			
Wed	10.00	01.00	<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Thur	10.00	01.00			
Fri	10.00	01.00	<u>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</u> (please read guidance note 5)		
Sat	10.00	01.00			
Sun	10.00	01.00			

**B**

Films Standard days and timings (please read guidance note 6)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 2)  IN A TENT	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	10.00	01.00	<b>Please give further details here</b> (please read guidance note 3)  Max 5 DAYS PER ANNUM	Both	<input checked="" type="checkbox"/>
Tue	10.00	01.00			
Wed	10.00	01.00	<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)		
Thur	10.00	01.00			
Fri	10.00	01.00	<b>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</b> (please read guidance note 5)		
Sat	10.00	01.00			
Sun	10.00	01.00			

**C**

Indoor sporting events Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4).
Wed			
Thur			<b><u>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</u></b> (please read guidance note 5)
Fri			
Sat			
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 (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur					
Fri			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)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2) INDOORS IN A TENT	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
Mon	10.00	01.00	<b>Please give further details here</b> (please read guidance note 3)  MAX 5 DAYS PER ANNUM	Both	<input checked="" type="checkbox"/>
Tue	10.00	01.00			
Wed	10.00	01.00	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Thur	10.00	01.00			
Fri	10.00	01.00	<b>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</b> (please read guidance note 5)		
Sat	10.00	01.00			
Sun	10.00	01.00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place <u>indoors or outdoors or both</u> – please tick (please read guidance note 2)  INDOORS IN A TENT	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
Mon	10.00	01.00	Please give further details here (please read guidance note 3)  MAX 5 DAYS PER ANNUM	Both	<input checked="" type="checkbox"/>
Tue	10.00	01.00			
Wed	10.00	01.00	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	10.00	01.00			
Fri	10.00	01.00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	10.00	01.00			
Sun	10.00	01.00			



**G**

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	10.00	01.00	<i>IN DOORS IN A TENT</i>	Both	<input checked="" type="checkbox"/>
Tue	10.00	01.00		<u>Please give further details here</u> (please read guidance note 3)	
Wed	10.00	01.00	<i>MAX 5 DAYS PER ANNUM</i>		
Thur	10.00	01.00			
Fri	10.00	01.00	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Sat	10.00	01.00	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun	10.00	01.00			

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p><u>Please give a description of the type of entertainment you will be providing</u> FAMILY ENTERTAINMENT, STORY TELLING, PUNCH &amp; JUDY ETC.</p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2) INDOORS IN A TENT</p>	Indoors	<input type="checkbox"/>
Mon	10.00	01.00		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue	10.00	01.00	<p><u>Please give further details here</u> (please read guidance note 3)  MAX 5 DAYS PER ANNUM</p>		
Wed	10.00	01.00			
Thur	10.00	01.00	<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)</p>		
Fri	10.00	01.00			
Sat	10.00	01.00	<p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p>		
Sun	10.00	01.00			

<b>Provision of facilities for making music</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the facilities for making music you will be providing</b>	
			<b>Will the facilities for making music be indoors or outdoors or both – please tick</b> (please read guidance note 2)	
Day	Start	Finish	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input checked="" type="checkbox"/>	
Mon	10.00	01.00	<b>Please give further details here</b> (please read guidance note 3)  INDOORS IN A TENT  MAX 5 DAYS PER ANNUM	
Tue	10.00	01.00		
Wed	10.00	01.00	<b>State any seasonal variations for the provision of facilities for making music</b> (please read guidance note 4)	
Thur	10.00	01.00		
Fri	10.00	01.00	<b>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)	
Sat	10.00	01.00		
Sun	10.00	01.00		

J

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b>Will the facilities for dancing be indoors or outdoors or both – please tick</b> (see guidance note 2)	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input checked="" type="checkbox"/>	
			INDOORS IN A TENT		
			<b>Please give a description of the facilities for dancing you will be providing</b>		
Day	Start	Finish			
Mon	10.00	01.00	<b>Please give further details here</b> (please read guidance note 3)  MAX 5 DANCE PER ANNUM		
Tue	10.00	01.00			
Wed	10.00	01.00	<b>State any seasonal variations for providing dancing facilities</b> (please read guidance note 4)		
Thur	10.00	01.00			
Fri	10.00	01.00	<b>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</b> (please read guidance note 5)		
Sat	10.00	01.00			
Sun	10.00	01.00			

K

<b>Provision of facilities for entertainment of a similar description to that falling within i or j</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment facility you will be providing</u></b>  MUSIC & DANCE WORKSHOPS		
Day	Start	Finish	<b><u>Will the entertainment facility be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)  INDOORS IN A TENT	Indoors	<input type="checkbox"/>
Mon	10.00	01.00		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue	10.00	01.00	<b><u>Please give further details here</u></b> (please read guidance note 3)  MAX 5 DAYS PER ANNUAL		
Wed	10.00	01.00			
Thur	10.00	01.00	<b><u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u></b> (please read guidance note 4)		
Fri	10.00	01.00			
Sat	10.00	01.00	<b><u>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</u></b> (please read guidance note 5)		
Sun	10.00	01.00			

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 (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	23.00	01.00	Please give further details here (please read guidance note 3)	Both	<input checked="" type="checkbox"/>
Tue	23.00	01.00			
Wed	23.00	01.00	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)	Both	<input checked="" type="checkbox"/>
Thur	23.00	01.00			
Fri	23.00	01.00	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)	Both	<input checked="" type="checkbox"/>
Sat	23.00	01.00			
Sun	23.00	01.00			

*Max 5 DAYS PER ANNUM*

M

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption</b> <b>(Please tick box)</b> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)  Max 5 DAYS PER ANNUM		
Mon	11.00	01.00			
Tue	11.00	01.00			
Wed	11.00	01.00			
Thur	11.00	01.00			
Fri	11.00	01.00			
Sat	11.00	01.00			
Sun	11.00	01.00			
			<b>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</b> (please read guidance note 5)		

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

Name	RICHARD DAVEY
Address	13, TREESIDE ROAD SHIRLEY SOUTHAMPTON.
Postcode	SO15 5FY
Personal Licence number (if known)	2005/0546/02SPEC.
Issuing licensing authority (if known)	SOUTHAMPTON CITY COUNCIL

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

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	<del>09:30</del>		Non standard timings. Where you intend 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)
	N/A		
Tue	N/A		
Wed	N/A		
Thur	N/A		
Fri	N/A		
Sat	N/A		
Sun	N/A		



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)

CONFORM WITH ALL RELEVANT HEALTH & SAFETY LEGISLATION AND GUIDELINES IN THE EVENT SAFETY GUIDE  
PRODUCE EVENT MANAGEMENT PLAN.  
LIAISE WITH LOCAL SACS.

b) The prevention of crime and disorder

EMPLOYMENT OF SIA-LICENSED SECURITY PERSONNEL 24 HOURS A DAY.  
PRODUCE EVENT MANAGEMENT PLAN.  
ENFORCE CHALLENGE 21 ~~BE~~ IN BAR AREA  
ADMISSION BY TICKET ONLY

c) Public safety

AS ABOVE

d) The prevention of public nuisance

AS ABOVE  
NOISE LEVELS TO BE AGREED WITH LOCAL ENVIRONMENTAL HEALTH DEPARTMENT.

e) The protection of children from harm

AS ABOVE  
NO UNACCOMPANIED CHILDREN ALLOWED ON SITE  
ALL STAFF WORKING WITH CHILDREN TO BE CRB CHECKED  
ENFORCE CHALLENGE 21 SCHEME  
NO UNDER 18 YEAR OLD TO BE EMPLOYED ON SITE

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	[REDACTED]
Date	4/11/09
Capacity	PREMESIS SUPERVISOR

For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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)

RICHARD DAVEY  
13 TREESIDE ROAD SHIRLEY


Post town	SOUTHAMPTON	Post code	SO15 5F7
Telephone number (if any)	[REDACTED]		
If you would prefer us to correspond with you by e-mail your e-mail address (optional)			
[REDACTED]			

Part A

Consent of individual to being specified as premises supervisor

I RICHARD DAVEY [full name of prospective premises supervisor]  
of 13 TREESIDE ROAD SHIRLEY SOUTHAMPTON  
SO15 5F1 [home address of prospective premises supervisor]  
hereby confirm that I give my consent to be specified as the designated premises  
supervisor in relation to the application for PREMISES LICENCE [type of application]  
by RICHARD DAVEY [name of applicant]  
relating to a premises licence ..... [number of existing licence, if any]  
for THE THREE FARMERS FIELDS BUND LANE WICKHAM  
..... [name and address of premises to which the application relates]  
and any premises licence to be granted or varied in respect of this application made  
by RICHARD DAVEY [name of applicant]  
concerning the supply of alcohol at THREE FARMERS FIELDS BUND LANE  
WICKHAM [name and address of premises to which application relates].  
I also confirm that I am applying for, intend to apply for or currently hold a personal  
licence, details of which I set out below.

Personal licence number 2005/0546/OZ SPEC [insert personal licence number, if any]  
Personal licence issuing authority SOUTHAMPTON CITY COUNCIL  
[insert name and address and telephone number of personal licence issuing authority, if  
any]

 signed  
RICHARD DAVEY name (please print)  
19/10/09 dated

PART B

Consent of premises licence holder to transfer

I/we ..... [full name of premises licence holder(s)]  
the premises licence holder of premises licence number ..... [insert  
premises licence number] relating to .....  
..... [name and address of  
premises to which the application relates] hereby give my consent for the transfer of  
premises licence number ..... [insert premises licence number]  
to ..... [full name of transferee].

..... signed  
..... name (please print)  
..... dated

**John Myall**

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**From:** Abigail Toms  
**Sent:** 25 November 2009 11:14  
**To:** Licensing; David Ingram  
**Cc:** [REDACTED]  
**Subject:** RE: Licensing act 2003 Application for a Premises Licence - Wickham Folk Festival

Dear John/ Carol

With reference to the above licence application, I wish to make representation on grounds of public nuisance and public safety.

In respect of Public Nuisance, I am concerned that a 5 day event could cause substantial disturbance and disruption to nearby residential properties. The applicant has stated that noise levels are to be agreed with the Environmental Health Department. I have suggested some in the attached proposed conditions, but I am also mindful that the use of otherwise vacant fields for 5 days could cause considerable disruption to neighbours. I would, however, support an application if the event was limited to 3 days per annum with the attached Public Nuisance conditions.

In terms of Public Safety, the applicant has stated that they will produce an Event Management Plan. In order to ensure that it is provided in the level of detail required, covers all the necessary subject areas and there are assurances that it is implemented, I would ask that the Public Safety conditions in the attached document are included with any licence granted.

With kind regards

Abigail

**Abigail Toms**  
**Environmental Health Officer**  
**Part Time (Mon - Wed)**

**Tel: 01962 848350**

## **Public Safety**

### General

- PS.1 The Licence Holder shall notify the Licensing Authority of a future event at least 90 days before each event unless otherwise agreed with the Licensing Authority.
- PS.2 At least 60 days before an event, the Licence Holder shall arrange meetings with the Licensing Authority and other appropriate members of the Safety Advisory Group to discuss the measures that will be put into place to protect public safety and public nuisance. The frequency of meetings is to be agreed with the Licensing Authority.
- PS.3 The Licence holder shall ensure that the Event Organiser submits an event specific Event Management Plan to the satisfaction of the Licensing Authority at least 28 days prior to each event. The Event Management Plan and associated documentation (including site plan) must be clearly labelled indicating version number and date of publication.
- PS.4 The Licence holder shall ensure that the Event Organiser submits an event specific Traffic Management Plan to the satisfaction of the Licensing Authority at least 28 days prior to each event. The Traffic Management Plan and associated documentation (including site plan) must be clearly labelled indicating version number and date of publication.
- PS.5 The arrangements for protecting public safety and preventing public nuisance detailed in the final agreed versions of the Event and Traffic Management Plans shall be fully implemented prior to the commencement and during the event.
- PS.6 Each event specific event management plan is to include an event specific risk assessment clearly indicating the nature of hazards arising from the event and the controls which will be implemented in order to reduce the risks to as low as is reasonably practicable.
- PS.7 The Licence holder will ensure that a site plan(s) to Ordnance Survey standard or similar is submitted, to the satisfaction of the Licensing Authority, at least 28 days prior to the start of each event clearly indicating the position of the following;
- The site boundaries and entrances and exits to the site (including those for emergency services) which must be clearly labelled;
  - All road and track ways (including emergency routes), car parks and other vehicles compounds;
  - The location of all structures either constructed or brought onto site;
  - The location of the campsite(s), if appropriate;
  - The location of toilet, shower (if appropriate) and washing facilities
  - Drinking water points and associated pipework including sampling points and soakaways
  - The location of all lighting facilities including those for the event arena, associated walkways, vehicles routes and emergency routes
  - Welfare tent and medical services
  - Generators and other principle electrical connections
  - Fuel stores (refer to condition
  - Fairground rides
  - Fire fighting equipment and other associated fire fighting provision (refer to condition

PS.8 The event organiser shall ensure that the latest edition of the event specific risk assessment is brought to the attention of all staff, contractors, stall holders, performers and other visitors to the event

PS.9 The Licence holder shall provide full details of the training, experience and contact information for the following key personnel involved in the event to demonstrate their competence to effectively manage the event to ensure the risks to public safety are controlled;

- License holder
- Event Organiser
- Event Safety Officer
- Head of Security

at least 28 days in advance of each event.

PS.10 The Licence holder shall provide within the Event Management Plan details of the organisation and arrangements to be implemented for the duration of the event to ensure the effective planning, organisation, control, monitoring and review of all systems and procedures implemented to ensure public safety. This should also include details of the chain of responsibility for reporting safety issues.

PS.11 The Licence holder shall ensure that all on-site work is monitored by the Event Organiser, Site Manager and Event Safety Co-ordinator and safety inspections are undertaken to ensure that the Event Management Plan is implemented.

PS.12 The Licence holder shall ensure that the Event Organiser has appointed a suitably qualified Event Safety Coordinator. The role of the Event Safety Coordinator shall consist of the following;

- (i) Liaison with lead contractors, subcontractors and any self-employed persons to be employed at the venue and assessment of their competence;
- (ii) Inspection of the venue before and during the event;
- (iii) Assisting with inspection of all structures and electrical services;
- (iii) Checking and obtaining all relevant safety documentation and certification
- (iv) Advising of any unsafe work, inappropriate systems of work or unsafe equipment observed,
- (v) Assisting in stopping unsafe work activities, inappropriate systems of work or the use of unsafe equipment.
- (vi) to assist the Licensing Authority as directed in fulfilment of the above responsibilities numbered i) – vi)

#### Onsite Traffic Management Plan and Inclement Weather Plan

PS.13 The Licensee shall ensure that the Event Organiser submits an Onsite Traffic Management Plan as part of the Event Management Plan to the satisfaction of the Licensing Authority at least 28 days prior to each event.

PS.14 A contingency plan must be developed to deal with issues arising from prolonged periods of inclement weather leading up to and during the event in order to minimise the risk of vehicles sliding on unstable ground and presenting a risk to the public.

#### Site entry and exits

PS.15 The Licence Holder shall ensure that a sufficient number of exit gates of sufficient width are provided dependent on the nature and size of the event having regard to the requirements of HSG195 'The Event Safety Guide'.

PS.16 The Licence Holder shall ensure that all entrance and exit gates are kept free from any obstructions which may impede the prompt evacuation of the site and/or which may cause a person to slip, trip or fall. Where guy ropes, tent pegs, stakes and similar flank entrance and exit routes they shall be suitably guarded to the satisfaction of the Licensing Authority.

PS.17 Each gate in use shall be manned at all times during the event.

#### Structures

PS.18 The Licence Holder shall ensure that the Event Organiser submits to the Licensing Authority documentation for each specific event showing the position of all internal and external structures including structural drawings and calculations. This shall be inserted into the Event Specific Event Management Plan and be submitted to the Licensing Authority no later than 28 days before the start of each event. No licensable activities shall take place until the structural plans have been submitted to the satisfaction of the Licensing Authority or except with the consent of the Licensing Authority.

PS.19 The Licence Holder or their suitably qualified representative shall ensure that all structures are erected in accordance with the site plan and associated structural calculations and drawings, except where otherwise agreed to the satisfaction of the Licensing Authority. The Licence Holder must ensure that the checks have been carried out effectively and have been recorded and these records made available to the Licensing Authority on request. All structures must comply fully with their design criteria before the public are admitted onto the site.

PS.20 The Licence Holder, or nominated representative shall ensure that suitable and sufficient guarding is provided to the superstructure of tented structures, staging areas, king or queen poles, scaffolds or other hazardous areas in order to prevent access by members of the public.

PS.21 Details of any stands or seating provision shall be provided to the Licensing Authority at least 28 days prior to the start of the event together with full structural details. All such structures must comply fully with their design criteria before the public are admitted onto these areas of the site.

PS.22 Where seating or other structures are to be provided within marquees or buildings they should be arranged so as to enable prompt evacuation in the event of an emergency.

#### Safety barriers

PS.23 Where safety barriers are to be provided they shall be suitable for the purpose and appropriately installed.

## Electrical Safety

- PS.24 The Licence Holder shall ensure that all site electrical installations and generators shall be installed and checked by a competent electrician in accordance with the current edition of the regulations for Electrical Installations issued by the Institution of Electrical Engineers, relevant and current British Standards and HSE Guidance Note GS50 (second edition: 1997) and HSG195 'The Event Safety Guide'. Any defects shall be properly corrected and an electrical certificate in the form prescribed in the Institution of Electrical Wiring Regulations (latest edition) shall be submitted to the Licence Holder before any member of the public is admitted to the site. All electrical cable runs to areas where the public have access shall be buried or flown and otherwise protected against physical damage including precautions to stop them from being damaged or presenting a tripping hazard.
- PS.25 The Licence Holder shall ensure that the Event Organiser submits an Electrical Completion Certificate, provided by a suitably qualified electrical engineer, to the Licensing Authority prior to the public being allowed entry to the relevant part of the site. The certificate must confirm that the electrical installation is in safe working order and has been installed in compliance with current electrical safety regulations. Separate certificates shall be provided for each electrical installation on site.
- PS.26 The Licence Holder shall ensure that Portable Appliance Testing ('PAT' testing) has been carried out by all contractors and subcontractors bringing any electrical equipment onto the site. Evidence of this PAT testing must be kept on site by the relevant operators and be made available to the Licensing Authority on request.
- PS.27 A sensitive earth leakage protection system (residual current device) shall be installed and maintained as may be reasonably required by the Licensing Authority and the Fire Officer as part of the wiring installation for each electrical circuit. The device shall be designed to operate if the earth leakage current exceeds 0.03A and shall have a maximum operating time of 30 milliseconds. A test button shall be incorporated.
- PS.28 Where three phase portable generators are used, and it is not possible for Residual Current Devices to be installed, then all steps as may be reasonably required by the Licensing Authority shall be taken to ensure the safety of the public. This shall include the provision of an earth spike of sufficient size to take the full load capacity of the generator, and other equipment equal to or better than a suitable earth loop monitor shall be incorporated in the power circuit system.

## Fuel Provision and Storage

- PS.29 The location of all fuel stores must be agreed with the licensing authority and be provided with bunding to sufficiently contain any spillages and be provided with appropriate barriers to protect against unauthorised access.
- PS.30 The Licence Holder will liaise with the Event Organiser to ensure that each stall requiring use of liquefied petroleum gas is limited to two cylinders for each appliance, one in use and one spare. Spare cylinders shall be stored in a safe and secure storage compound of suitable design and construction for the storage of liquefied petroleum gas cylinders. Such storage facilities shall be provided in accordance with the current LP GAS Association Code of Practice No.7 'Storage of Full and Empty LPG Cylinders and cartridges' and HSG 195 'The Event Safety Guide' and any such other document which amends or updates the same.



PS.31 The Licence Holder shall ensure that any excess LPG cylinders found at any stall are removed and immediately placed back in the secure LPG storage area as per PS.30 above.

PS.32 Where the event requires other types of fuel to be stored on site adequate procedures and facilities must be implemented to ensure the safe storage and dispensing of this fuel to the satisfaction of the Licensing and Fire Authorities. Details of the arrangements to be implemented for the storage and dispensing of fuels must be submitted to the Licensing Authority at least 28 days prior to the event.

#### Waste

PS.33 The Licence Holder shall ensure that a plan is submitted at least 28 days prior to the start of the event and to the satisfaction of the Licensing Authority, to ensure that sufficient receptacles are provided for the storage of waste on site. The plan should include the arrangements for the regular emptying of such receptacles to ensure that waste is not allowed to accumulate and present a fire risk. All waste arising from the event must be disposed of in accordance with existing waste disposal Regulations.

PS.34 The Licence Holder shall, at any time during the event promptly remove any accumulation of waste which the Licensing Authority consider to be presenting a fire or other risk to public safety.

PS.35 All clinical waste arising from the event must be stored in appropriate receptacles and disposed of in accordance with existing waste disposal Regulations.

#### Sanitary accommodation

PS.36 The Licence Holder shall ensure that the Event Organiser provides a suitable and sufficient number of closets and urinals of an approved type in accordance with the guidance contained within HSG 195 'The Event Safety Guide'. Toilet blocks shall be suitably located to enable ease of access from all parts of the site.

PS.37 Provision shall be made for the regular emptying of all appliances and tanks used in connection with the provision of sanitary accommodation and washing facilities. All wastewater while on site shall be stored within road tankers and final disposal shall be off site to a location agreed with the Licensing Authority at least 14 days before the event.

PS.38 Regular inspections shall be carried out of sanitary facilities to ensure they remain in a clean state and good working condition at all times whilst the public are on site.

PS.39 Suitable and sufficient hand washing facilities of an approved type shall be provided with all sanitary accommodation.

PS.40 Suitable and sufficient sanitary and washing facilities shall be provided for use by disabled persons, designed to meet the requirements of BS 8300:2001 - Design of Buildings and their Approaches to Meet the Needs of Disabled People, Code of Practice.

PS.41 Satisfactory illumination shall be provided and maintained for all closets, urinals and water points during the hours of darkness to minimise the risk of a person slipping and tripping.

#### Water supply

- PS.42 The Licence Holder shall ensure that a constant adequate and wholesome supply of water is provided and maintained to all areas to the satisfaction of the Licensing Authority. "Wholesome" shall mean of the standard required to meet the Water Supply (Water Quality) Regulations 1989 (as amended) relating to the quality of water intended for human consumption. The water system shall be tested in accordance with the Water Supply (Water Quality) Regulations 1989 (as amended) and a certificate of compliance issued to the Licensing Authority at least 72 hours prior to consumption.
- PS.43 An adequate number of drinking water points shall be provided and located to the satisfaction of the Licensing Authority which shall be maintained with unrestricted access
- PS.44 Where appropriate, a constant, adequate and wholesome supply of drinking water from a minimum of two water points, shall be provided in the pit area of each stage. An adequate supply of paper or plastic cups shall be provided. These water points shall not be within reach of the public.
- PS.45 Any containers used for the storage of water must be suitable for use and maintained in a clean condition.
- PS.46 All pipework shall be disinfected prior to delivery to the site and shall be stored in such a way as to prevent recontamination. Provision shall be made for the shock chlorination of the system in situ, which shall be performed immediately on the request of the Licensing Authority.
- PS.47 Water supply pipes shall be protected against damage and where they cross an area with public or vehicular access then they shall be buried. They must not be run in ditches or streams unless staked well clear of any liquid.
- PS.48 The water distribution system shall be fitted with at least four isolating valves spread evenly across the pipework system.
- PS.49 Where applicable, the water distribution system shall be pressure fed using booster pumps to ensure an adequate pressure is maintained at all times to the tap head.
- PS.50 Separate mains water provision shall be made for exclusive use by the food vendors. This shall be available at least one day before commencement of the event in a location readily accessible by such caterers to ensure maintenance of good hygiene practices.
- PS.51 All wastewater from the public water supply points, shall be discharged to soak away pits with a minimum volume of 100 gallons. These soakaways shall be suitably located and shall be sufficiently guarded.

#### Fire Safety

- PS.52 The Licence Holder shall ensure that an event specific fire safety plan is submitted to the satisfaction of the Fire Authority at least 28 days prior to the start of the event, detailing the fire safety arrangements that are to be put in place. The plan should include details of fire teams, fire fighting equipment, spotting towers and signage and be supported by a site plan.

#### Medical Services

PS.53 The Licence Holder shall ensure that a specific assessment is made for each event to determine the level of medical cover required in accordance with the guidance contained with HSG195 'The Event Safety Guide'. The determined level of medical cover should be provided throughout the duration of the event.

PS.54 The Licence Holder shall ensure that at all times during the event that access is maintained for emergency vehicles arriving and leaving the site.

#### Campsites

PS.55 The campsite, if provided, must be of sufficient size to ensure effective separation of tents and vehicles to minimise the risk and spread of fire.

PS.56 The campsite must be provided with adequate access routes for emergency vehicles.

PS.57 No open fires shall be allowed on the campsite(s), unless otherwise agreed with the Licensing Authority.

PS.58 The Licence Holder must ensure that adequate management and monitoring of the campsite is undertaken to ensure compliance with conditions PS 55-57.

#### Lighting

PS.59 Sufficient lighting, to the satisfaction of the Licensing Authority, shall be provided in all areas to which the public have access and shall be maintained throughout darkness hours. This shall include public footpaths and roadways which may foreseeable be used by the public using the site. A lighting plan to be agreed with the Licensing Authority shall be submitted within the Event Management Plan.

PS.60 An emergency lighting system shall be installed to enable the public to exit marquees or other structures in the event of a power failure to the general lighting system. The installation of emergency lighting must comply with the requirements of BS5266 Part 1: 1988 (or any subsequent amendment or replacement thereof)

#### Stewards and Security

PS.61 A suitable number of appropriately trained stewards and security guards shall be provided in accordance with the guidance contained with HSG195 'The Event Safety Guide'. The Licensee shall ensure that the Event Organiser submits a Stewarding plan as part of the Event Management Plan to the satisfaction of the Licensing Authority at least 28 days prior to each event.

#### Communications

PS.62 An effective communications system shall be put in place to the satisfaction of the Licensing Authority to enable communication between the Licence Holder, Event Organiser, Event Safety Coordinator, Licensing Authority, Emergency Services and any other appropriate persons to ensure an effective and coordinated response can be implemented in the event of an emergency. Details of the communications system is to be provided to the Licensing Authority.

#### Lasers

- PS.63 If lasers are to be used on site, then a suitably qualified laser safety officer shall be appointed by the Licence Holder. HS(G)95 'The Radiation Safety of Lasers used for Display Purposes' and HSG 195 'The Event Safety Guide'. The Licence Holder shall arrange for the operator to meet with the relevant officers from the Licensing Authority at least 14 days prior to the event, to discuss and agree any issues arising from any operation of laser equipment at the event.
- PS.64 The use of any laser shall follow the advice given in the Health and Safety Executive Guidance HS(G)95 'The Radiation Safety of Lasers used for Display Purposes'.
- PS.65 A risk assessment for the use and operation of any lasers to be used on site, together with the technical information relevant to comply with HS(G)95 'The Radiation Safety of Lasers used for Display Purposes', shall be provided to the Licensing Authority not less than 28 days prior to the use of any laser on site.
- PS.66 Where outdoor display lasers are used, the Civil Aviation Authority and the Police must be notified 28 days in advance of the event.

#### Special Effects – Smoke and Fog

- PS.67 Such effects will only be permitted if they are provided from solid carbon dioxide (dry ice), liquid nitrogen or fog machines. Care will be taken that equipment is placed, sited or used in such positions to ensure that there is no risk of burns to visitors, performers, artistes, technical crews or other persons, or any risk of unacceptably high concentrations of gases which could cause asphyxiation.
- PS.68 All smoke/fog machines shall be positioned away from exit routes and protected from unauthorised interference.
- PS.69 The volume of smoke shall be kept to a minimum so as not to affect the escape routes, cause obstruction of exit signs or cause false alarms in any smoke detection system.
- PS.70 All smoke/fog machines shall be controlled by a competent operator at all times, following the instructions given by the smoke machine's manufacturer and in accordance with HSG 195 'The Event Safety Guide' and HSE Guide 'Smoke and vapour effects used in entertainment'

#### Strobe Lights

- PS.71 All strobe light effects must be operated on a flicker rate of not more than 4 flashes per second.
- PS.72 Where more than 1 strobe light is in use, the flashes must be synchronised. The Licence Holder is advised that continuous operation of strobe lighting for long periods should be avoided.
- PS.73 Where strobe lights or lasers are in use, warning notices of their use must be conspicuously displayed at the entrance to the event or in the ticket/programme. Siting of strobe lights must be in accordance with HSG 195 'The Event Safety Guide'
- PS.74 Stewards in areas where strobe lighting is used must be trained in dealing with persons suffering from epileptic fits.

#### Ultraviolet Light

PS.75 Ultraviolet lamps are only to be used strictly in accordance with the manufacturer's instructions.

PS.76 Exposure of performers and staff to ultraviolet lamps must be kept as low as reasonably practicable and no lamps are to be used which do not incorporate a UVB filter either integral with the lamp (double skinned lamp) or in the lamp housing. Lamps must not be used if the outer skin is broken or the filter is missing from the lamp housing.

#### Fairground Details

PS.77 The Licence Holder shall furnish to the Licensing Authority, not less than 28 days prior to the event, a list of all fairground rides, sideshows and similar attractions to be available during the event. The list shall show the nature of the attraction together with the names and addresses of the respective operators.

PS.78 All attractions shall comply with the Health and Safety Executive's guide HSG 175 "Fairgrounds and Amusement Parks - Guidance on Safe Practice" and associated documents.

PS.79 All relevant maintenance, inspection, test and insurance certificates and records for each attraction shall be held on site and made available to any authorised officer of the Licensing Authority on request.

#### Fireworks/ Pyrotechnic Displays

PS.80 If fireworks displays are to be provided, then a competent display operator must be appointed by the Licence Holder.

PS.81 The storage and operation of fireworks /pyrotechnics must follow the advice given in HSG 195 'The Event Safety Guide', HSG 123 'Working together on Fireworks Displays' and British Standard 7114:1988.

PS.82 For fireworks displays, the technical information required by HSG123 including a site plan and measurements shall be provided to the Licensing Authority not less than 28 days prior to the event.

PS.83 For pyrotechnic stage displays, the Licence Holder shall provide details of the quantity, type, description and effect not less than 7 days prior to the use of any pyrotechnic on site (or by arrangement, by such later date as may be agreed).

(Note: 'Fireworks displays' are defined as entertainment in their own right, 'pyrotechnic stage displays' are used to enhance a particular scene or song or to draw the audience's attention to or from a part of the stage set.)

#### Welfare Facilities

PS.84 A suitable number and size of tents, to be agreed with the Licensing Authority, shall be provided as chill out/ warm rooms for each event if applicable.

#### Traders

PS.85 Details of all traders (food and non-food) are to be provided to the Licensing Authority no less than 28 days before each event. These details are to include full contact details, nature of business and current food registration (where appropriate)

## Miscellaneous

- PS.86 The Licence Holder must ensure that all animals are removed from the event site, including campsite areas, at least three weeks prior to the start of any event.
- PS.87 No animals, other than guide dogs, helper dogs and dogs from enforcement agencies are to be allowed onto the site.
- PS.88 The Licence Holder will not permit, or allow the Event Organiser to permit any tattooing or other form of skin piercing on the site.
- PS.89 The Licence Holder shall not permit, or allow the Event Organiser to permit any activity, which involves members of the public inhaling gases.
- PS.90 The License holder shall ensure that a suitable and sufficient contingency plan is in place to address any public safety matters arising from prolonged periods of inclement weather leading up to and during the event in order to minimise the risk to the public.

## Public Nuisance

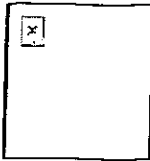
- PN.1 Noise levels from the event shall not exceed the following:
- (i) Between the hours of 12 noon and 2300 noise levels from the event shall not exceed 55dB  $L_{Aeq(5mins)}$  and between the hours of 2300 and 0100 on the following day, noise levels shall not exceed 45dB  $L_{Aeq(5mins)}$  as measured 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 shall not exceed 65dB  $(L)_{(5 mins)}$  as measured at 1m from the facade of any noise sensitive dwelling.
- PN.2 The Licensee shall ensure that the Event Organiser submits a Noise Management Plan as part of the Event Management Plan to the satisfaction of the Licensing Authority at least 28 days prior to each event.
- PN.3 The Licensee shall appoint a competent acoustician to ensure compliance with conditions PN1, PN2, PN4 and monitor onsite and offsite noise levels in accordance with the agreed Noise Management Plan.
- PN.4 A sound propagation test shall be carried out in accordance with the agreed Noise Management Plan before the event, with the prior agreement of the Licensing Authority.
- PN.5 The Licensee shall provide sound level monitoring equipment to IEC Type 1 Standard at (the) all stage sound mixing positions and the sound levels set by the Licensing Authority at these positions shall be adhered to. 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.

Levels will be set prior to the event during the sound propagation test, but the Licensing Authority reserves the right to alter the set levels if this is found necessary in order to prevent a noise nuisance and/or to ensure compliance with Condition PN.1.

- PN.6 The Licensee will affect full control over the public, organisations and traders on the site where amplified music is being played or other noise is generated. On receipt of a request from the Licensing Authority, the Licensee shall arrange for the noise level to be reduced or noise source eliminated if, in the opinion of the Licensing Authority, a noise nuisance is likely to be caused.
- PN.7 A plan showing the layout and direction of all stage loudspeakers and mixing desks shall be submitted to the Authority at least 28 days prior to the event. The plan should include a schedule of amplification equipment to be provided on site including any equipment associated with sponsor activities or trade stands.
- PN.8 The Licensee shall ensure that amplification equipment is not brought into the site unless:-
- a. it is for use as part of the licensed entertainment;
  - b. it is for the use of authorised traders for the sole purpose of providing incidental music to their stall or fairground attraction.
- PN.9 The Licensee shall maintain adequate and sufficient control over all performers taking part in the event (including the inclusion of appropriate terms in any agreements between the Licensee and such performers) so as to ensure that all performers comply with the noise conditions.





**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**

<b>Postal address of premises or club premises:</b> Fields off Blind Lane Wickham			
<b>Post town:</b>	Wickham	<b>Postcode:</b>	

<b>Name of premises licence holder or club holding club premises certificate (if known)</b> Richard Davey
--

**Police Details**

**Hampshire Constabulary is a responsible authority.**

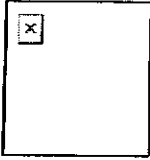
<b>Name and address:</b> Winchester Police Station North Walls Winchester SO238DW
---

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

- |   |                                     |
|---|-------------------------------------|
| 1) The prevention of crime and disorder | <input checked="" type="checkbox"/> |
| 2) Public safety                        | <input checked="" type="checkbox"/> |
| 3) The prevention of public nuisance    | <input checked="" type="checkbox"/> |
| 4) The protection of children from harm | <input checked="" type="checkbox"/> |

*Please select  
one or more  
boxes*

**RESTRICTED**



# HAMPSHIRE CONSTABULARY

## RESTRICTED

### 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)*

This Premises Licence application will authorise Licensable activities covering 5 days commencing 1<sup>st</sup> August 2010. The Licence has no expiry date and does not specify whether this is for a one off event per annum, nor if the 5 days will run consecutively. The applicant has stated in a covering letter that the 2010 event will be for the revived Wickham Folk Festival last held in the village in 2007. This event is already being advertised on the Wickham Folk Festival Website as a four day event between the 5<sup>th</sup> -8<sup>th</sup> August 2010.

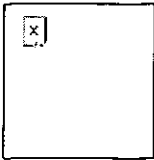
The applicant proposes Regulated Entertainment & the sale of alcohol until 0100 on each of the five days. Due to issues with the last event held in 2007 Hampshire Constabulary has considered the event as a whole and the likely risks involved with a large scale event, and the safety of those attending. We have therefore listed below conditions, which we feel are likely to negate any concerns relating to the Four Licensing Objectives.

In addition the conditions offered by the applicant at P on the Licence Application (page 24) are woefully inadequate for an event of this nature. Even more so when potentially the nature of the Festival can change without further reference to the Police or any of the other Responsible Authorities once a Licence is granted.

#### CRIME AND DISORDER

1. The sale by retail of alcohol from Sunday to Thursday inclusive to end at 2330hrs with Friday and Saturday at 0030 hrs.
2. Regulated entertainment to end at Midnight Sunday to Thursday inclusive. 0100hrs on Friday & Saturdays.
3. No new admissions or re-admissions to be allowed after 2300 hrs on any day.
4. The Premises licence holder/event organiser shall notify the Licensing Authority and Responsible Authorities as soon as an event is planned and preferably at least 6 months in advance. The Premises Licence holder/ Event organiser shall produce an initial event management plan (EMP), including a noise management plan and a traffic management plan. This EMP must be submitted at least 90 days before any event is proposed. The event management plan must include details of the number of stewards/security staff and SIA approved staff, and their respective roles. The final version shall be submitted to the safety advisory group (SAG), including to the Police licensing officer and Police Operations department based at Fareham, no later than 60 days prior to the start of any licensable

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# HAMPSHIRE CONSTABULARY

## RESTRICTED

### NEW GRANT OR VARIATION OF PREMISES LICENCE OR CLUB PREMISES CERTIFICATE

#### FORM FOR REPRESENTATIONS FROM HAMPSHIRE CONSTABULARY

activity.

5. The Premises Licence Holder/Event Organiser and Hampshire Constabulary shall agree a Statement of Intent setting out their respective responsibilities of the event. The police will carry out a risk assessment of the event in accordance with the event management plan and traffic management plan. If it is deemed by Police that additional police resources are required for this event, the event organiser shall be provided with details within 28 days of receipt of the event management plan and associated documents. It will be a condition of licence, that before any licensable activity takes place, the event organiser must submit a request to the Police for special Police services as detailed in the police report, and to cover the cost of providing such services

28 days prior to the commencement of the event. The police will provide written confirmation that this has been complied with to their satisfaction.

6. There will be a CCTV system covering the event unless agreed that it is not required by Police in writing. If deemed CCTV is required, then no later than 28 days prior to any event, the Premises licence holder/Event organiser shall submit to the Police full details of any CCTV system that is proposed. 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 Police with no licensable activity to take place until written agreement of the proposed CCTV system is agreed to the satisfaction of the Police. Any CCTV images must be provided to Police or Local Authority Officers on demand and must be capable of being viewed on any Windows based computer without the need for additional software.

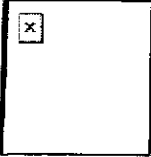
7. No licensable activities shall take place unless the event organiser agrees with the Licensing Authority/Safety Advisory Group, no later than 28 days before the start of each event, the number of stewards and security personnel required for the event and has received such agreement in writing. The number of appropriately trained stewards and security guards shall be provided in accordance with the guidance contained within HSG195 'The Event Safety Guide'.

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. If applicable 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 Stewards to wear High visibility jackets/tops that are of a different colour to any SIA registered staff.

8. All SIA registered staff to wear High visibility jackets/tops and the relevant SIA licence to be on display at all times throughout any event.

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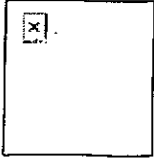
# HAMPSHIRE CONSTABULARY

## RESTRICTED

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

9. All persons engaged in either a Security, stewarding, traffic marshalls or fire warden role shall be identifiable by their High visibility jackets/tabards with the appropriate job title clearly displayed.
10. Male and Female SIA staff to be present on all entrances and exits throughout any event.
11. The event organiser shall prepare a drugs policy for the event which shall be based on three core messages:
  - Prevention
  - Drug dealers and users
  - Welfare and treatmentThis Policy must be agreed by Police at least 28 days before any event.
12. Random searching shall take place at all entrances to the event site for offensive weapons, drugs, alcohol along with other items that are not allowed on site. It will be a condition of entry to the site that members of the public agree to be subject to such searches.
13. There will be no 'legal highs' allowed on site, these to include any gas canisters unless for the purpose of cooking or lighting.
14. There shall be suitable receptacles for the safe retention of illegal substances at each entrance and exit and Hampshire Constabulary shall be informed of such arrangements so that appropriate disposal can be arranged.
15. An interlocking 6ft heras type perimeter fence shall be erected and maintained as a minimum and patrolled by security personnel to ensure that unauthorised access onto the site cannot be gained.
16. Adequate illuminated signage to be placed on all entrances and exits.
17. No alcohol should be allowed to be taken on or off the event site at any time.
18. No irresponsible drinks promotions/discounts shall be allowed at any event in accordance with the British Beer and Pub Association guidance on responsible promotions.
19. All sales of alcohol and any other drinks to be provided in polycarbonate or similar non glass drinking vessels and all glass bottled drinks to be decanted at point of sale.
20. Adequate signage to be displayed in relation to underage sales of alcohol and the "Challenge 21" scheme in all locations relevant to the sale of alcohol.
21. All reasonable steps shall be taken to ensure that no glasses or bottles are allowed inside the event site. Bottle banks shall be located at the event site entrances to facilitate this rule. These must be sited away from residential properties / campers to prevent noise nuisance.

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# HAMPSHIRE CONSTABULARY

## RESTRICTED

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

22. The Designated Premises Supervisor or nominated deputy, being a Personal Licence Holder, shall be present on site throughout any event when alcohol is being supplied under the Premises Licence. Details of the nominated deputy to be provided to the police within 28 days of the commencement of the event and clear signage displaying the name of the Designated Person or Authorised Person should be at any point of sale of alcohol.

23. Any area set aside for the purpose of camping must be clearly segregated from the main arena. The camping area must be securely fenced, marshalled 24/7 by SIA trained staff to a standard as required by the Police in conjunction with any recommendations contained within the Event safety Guide.

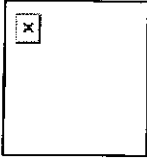
#### PUBLIC SAFETY

1. The provision of an adequate number of signed Emergency Exits will be identified in the Event safety Plan and identified on a to Scale site plan which forms part of the Event Management Plan
2. First Aid will be provided on site subject to a risk assessment and identified in the event safety plan.
3. A site evacuation procedure is prepared as part of the event management plan for each event and briefed to Security staff and Stewards.
4. A comprehensive Traffic management plan will be submitted as part of the event safety plan encompassing Traffic accessing, egressing and using the site.  
The Traffic management plan shall be submitted to the Police Operational Planning Unit 60 days prior to any event.
5. Effective communication to be made with the Local authority for compliance with the agreed event management plan.
6. Communications:  
An effective communications system shall be put in place with an identified single point of contact on site to the satisfaction of the Licensing Authority to enable effective communication between the Licence holder, event organiser, event safety organiser, Licensing Authority, Emergency services and any other appropriate persons to ensure an effective and coordinated response in the event of an emergency. Details of the communication system are to be provided to the safety advisory group.

#### PUBLIC NUISANCE

The Head of Environment as lead agency have already made their Professional Representation and

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**HAMPSHIRE CONSTABULARY**

**RESTRICTED**

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

recommendations. We strongly support the need for effective noise control.

**THE PROTECTION OF CHILDREN FROM HARM**

1. The Premises Licence holder/Event organiser shall prominently display notices at the point of sale that "It is an offence to purchase or attempt to purchase alcohol if you are under the age of 18 in accordance with Section 149 Licensing Act 2003.
2. Written authority to sell alcohol by DPS/Personal Licence holder shall be given to all bar staff and available on request.
2. Signage to be displayed promoting the "Challenge 21" scheme.
3. Bar staff shall ask for proof of ID whenever the customer appears to be under 21.
4. No persons under the age of 18 may serve alcohol.
5. Soft drinks shall be available on site as an alternative to alcohol. Drinking water shall be provided free of charge.
6. No persons under the age of 18 years of age shall be permitted onto the premises unless accompanied by an adult. Any person having responsibility for the welfare of children on site must be CRB checked and approved and the EMP should include a plan to deal with all such lost/found children.

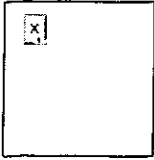
**State any conditions that the Police seek to negate the need for a hearing**

Agreement with the above recommendations

**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)

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**HAMPSHIRE CONSTABULARY**

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**NEW GRANT OR VARIATION OF PREMISES LICENCE  
OR CLUB PREMISES CERTIFICATE  
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**Recommendation of Police Officer**

A/A

**Signature of Police Officer Completing**

Signature: PC 1526 Gary Miller Licensing officer ( Delegated Authority )

Date: 03/12/2009

**Recommendation of Police Sergeant**

I agree that all the conditions sought are necessary to promote the four licensing objectives and are proportionate in relation to the licence sought.

**Signature of Police Sergeant**

Signature: PS 1780 Roy Jennings - Central OCU Licensing Sergeant

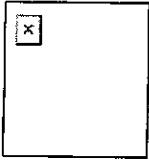
Date: 03/12/2009

**Decision of Police Licensing Inspector**

I fully support the above representations, and believe that the conditions are necessary and proportionate in order that the licensing objectives are met.

**Signature of Police Licensing Inspector**

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

Signature: Insp. 2320 Mick Pragnell - Central OCU Licensing Inspector

Date: 03/12/2009

**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.

**RESTRICTED**



**John Myall**

---

**From:** [REDACTED]  
**Sent:** 27 November 2009 18:57  
**To:** Licensing  
**Cc:** Cllr Therese Evans  
**Subject:** Licensing act 2003 Application for a Premises Licence - Wickham Folk Festival

I wish to object to the grant of this licence as I believe it will cause a public nuisance.

The fields off Blind Lane Wickham are close to several residential properties and the amenity of a large number of local residents in Blind Lane, Titchfield Lane, Mill Lane, Garnier Park, Dixon Park and Meon Park is likely to be severely adversely affected by the noise until the early hours of the morning and disturbance from large numbers of people attending this event. I can say this with some confidence because nuisance was caused when the festival was held in fields off Mill Lane and Blind Lane a year or so ago.

As well as the noise, the vehicles attending this event will cause inconvenience to local residents when they enter and leave the site. Blind Lane is a narrow road and totally unsuited to carrying large numbers of vehicles.

I hope that the Council will reject this application. If it is minded to grant it then please consider local residents and restrict the hours to something a little more sociable - say midnight, and please, if you must grant it, only consider granting the licence for a trial period of one year.

Andrew Case  
Mill Lane resident

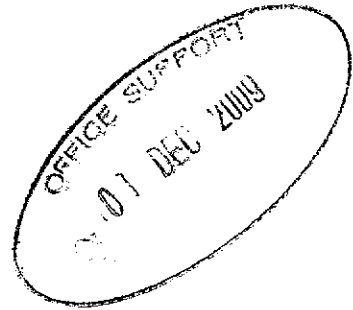
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Andrew Case  
Wilmots, Mill Lane, Wickham PO17 5AN

This message has been scanned for viruses by BlackSpider MailControl - [www.blackspider.com](http://www.blackspider.com)

Long Meadow  
Winchester Road  
Wickham, Hants.  
PO17 5HF

28 November 2009

Mr. Robert Heathcock  
Head of Environment Department  
Winchester City Council  
City Offices  
Cofebrook Street,  
Winchester, Hants.  
SO23 9LJ



Dear Mr. Heathcock,

Proposed Wickham Folk Festival - Farmer's fields off Blind Lane.

I am very concerned that there is a proposal to hold a Folk Festival for five days per year which would be licensable. Would you please consider the effect these activities would have on householders (some elderly and some with small children) in the vicinity of the proposed site, particularly if the Festival becomes a yearly event attracting increasing number of people attending.

Both Blind Lane and Mill Lane would appear to be unsuited to a large volume of traffic. The noise would be extremely trying for the occupants especially for children and the elderly trying to sleep. There is also a potential risk of excess alcohol consumption and crime under cover of the distraction of the music etc.

There surely must be fields in other areas, not bordered by private dwellings, which could be used.

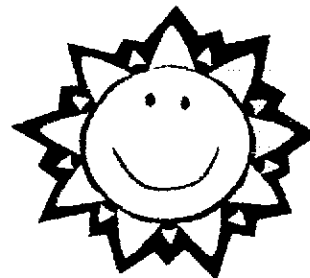
Yours sincerely,

A blacked-out signature area.

(Mrs.) E.F. Gulliford.

# Wickham Summer Playscheme

Wickham Community Centre,  
Mill Lane,  
Wickham,  
PO17 5AL  
Tel. 01329 833688



e-mail to [licensing@winchester.gov.uk](mailto:licensing@winchester.gov.uk)

Mr. John Myall, MLO, ABII,  
Licensing and Registration Manager,  
Winchester City Council.

26<sup>th</sup> November 2009

Dear Mr. Myall,

I am writing on behalf of Wickham Summer Playscheme regarding the application from Richard Davey, 13 Treeside Road, Shirley, Southampton, SO15 5FY for a Premises Licence for three farm fields off Blind Lane, Wickham in August 2010. This playscheme is non-profit-making and, for many years now, has successfully provided a facility for the children of Wickham and surrounding parishes (ages 5 – 11) during the first few weeks of the school summer holidays. 2010 will be its twentieth year in Wickham Community Centre. It runs from 9am – 5pm each weekday. Parents and children arrive from 8.30am onwards to register; some children stay all day and are collected at 5.00pm and others, who attend mornings only, are collected at 12.30pm.

While the Folk Festival provides worthwhile entertainment we, as a Playscheme, have experienced the downsides of being adjacent to it.

Whether or not the Festival organisers actually book facilities at Wickham Community Centre they create for us issues of child protection.

- We book Wickham Community Centre and use its entrance hall for registration in the mornings and for constant movements to and fro to the toilets, cooking activities in the kitchens and outside activities. To keep the children safe we staff these movements and monitor the toilets. However, when Festival goers are on the adjacent fields, as they were in 2007, we have to deal with a constant flow of those trying to use the same facilities as our children (i.e. toilets and the main entrance hall).
- In 2007 the demand on the toilet facilities in the Community Centre increased from day one to day two of the Festival because, as festival goers reported to us as they tried to use the facilities alongside our children, the toilet provision on the Festival site was proving inadequate and the weather conditions were not helping. This influx of 'strangers' raises issues for us under child protection and, of course, for Ofsted with whom we are registered.
- The Festival organisers have advertised the use of these facilities to their festival goers again on their website for 2010.
- Wickham Summer Playscheme books both indoor and outdoor facilities for use by children. In 2007, although the Festival was scheduled to be on the adjacent fields, their delivery lorries still used the hard surfaces at Wickham Community Centre. Without regard to the children's use of the all-weather sports pitches at the rear of the Community Centre the Festival organisers allowed the delivery of their equipment on to the sports area. Not only did this

render the sports pitches unusable for football or basketball, but the tall stacks constituted a hazard for children playing in the area. We of course asked for these to be removed but were told this was not possible because the recent rainfall made it difficult for their vehicles to get on to the fields. We had therefore to insist that the stacks be fenced off for safety reasons.

- There is a pedestrian walkway to the front of the Community Centre building which runs between two play areas used by our children, with the children able to move safely between the areas under the watchful eye of staff. One of the Festival delivery lorries, without warning staff or children or apparent regard to their even being there, proceeded to reverse along this pathway causing a flurry of consternation for the safety of the children and horror to those who were witnesses.
- Again in 2007, the organisers must have decided to switch an evening event into the Community Centre and sent a group of Festival workers into the Main Hall of the Community Centre to set up wiring and equipment for their event. They expected, without notice, either to set up in amongst our children's activities or for the Playscheme to move itself out of the Main Hall and Activity Room. They showed no regard for our procedures to protect the children in our care. Our Playscheme Leader telephoned for help and I was able to attend in response. In an uncomfortable stand-off I managed to prevent any further intrusions into the room and enabled the children to continue their activities unhindered in the surroundings and under the arrangements which their parents had booked.
- This last incident could have been put this down to misunderstanding, but the manner and tone of speech to which I was subjected later on that day indicated to me that the Festival team were not prepared to give any regard to the needs of the children in our care.

The attitude of the Festival organisers towards our Playscheme, both in 2007 and 2006, put pressure on our staff as we tried to look after the children in our care and maintain our standards. The presence of the Festival alongside the Community Centre again this year could also jeopardise our Ofsted registration. The Folk Festival may come and go as it pleases from this village but we wish this Summer Playscheme to run unhindered in 2010 and to continue in the long term.

Should Winchester City Council grant a Premises Licence to Richard Davey, we would urge you to add a clause that the Festival organisers need to meet with Wickham Summer Playscheme Committee as soon as possible in order to address our child protection concerns. We would like to discuss with them our policy document for the Wickham Festival 2010 and would seek their agreement that a senior member of their team be available on a mobile telephone during Playscheme hours to address any issues as they arise.

Yours sincerely,

Judy Lucas,  
Secretary  
Volunteer Committee,  
Wickham Summer Playscheme.



Ridge House  
Blind Lane  
Wickham  
Hampshire  
PO17 5HD

29th November 200

Mr John Myall  
Licensing and Registration Manager  
Winchester City Council  
Colebrook Street  
Winchester SO23 9LJ

Dear Mr Myall

Application for Premises Licence - Wickham Folk Festival

As you are aware, I have already been included in the signatures to the letter written to you by Mr Tim Allen of Wykeha Cottage, Blind Lane, Wickham. On reflection, I wish to comment further on the grounds that the very late night opening hours requested (1.00am) may well cause both a public nuisance and at worst more crime.

If alcohol is sold until 1.00am for 5 nights, this may well lead to noise, vandalism and even burglary in the middle of the night by groups of people who have drunk too much. An opportunity is also given to would-be burglars to act without being noticed.

I therefore would be grateful if you would consider imposing considerably shorter opening hours (possibly imposing 11.00pm or 11.30pm closing times for only 3½ days as were the previous arrangements for Wickham Folk Festival). I also trust that one site only will be designated for this temporary sale of alcohol in the "three farmer's fields" off Blind Lane.

Yours sincerely,

 Angela Robinson (Mrs) 

**John Myall**

---

**From:** David Roger-Jones [REDACTED]  
**Sent:** 30 November 2009 12:25  
**To:** Licensing  
**Cc:** Lucas Peter; WCC  
**Subject:** Application for a Premises Licence - Wickham Folk Festival 2010

Dear Sir

Mr Richard Daley has applied for a Premises Licence for three farmers fields off Blind Lane Wickham.

Although the licence does not mention the dates, the Festival web site advertises the duration as being 5th - 8th August 2010. Ref; <http://www.wickhamfestival.co.uk/>

The application is misleading in that the fields referred to also have access to Mill Lane, Wickham. Because the fields adjoin the site of Wickham Community Centre and a lot of the foot traffic will be using a public footpath across our site to Wickham village centre, **we object** to the application for the following reason:-

That the festival will be **detrimental to the protection of children**.

The grounds of our objection are:-

- The Community Centre hosts an annual Summer Play Scheme for children aged 4 - 11 years.
- The period of the Play Scheme in 2010 is from 26 July to 20th August, on each weekday from 8.30 am - 5.30 pm.
- In order to accommodate the Summer Play Scheme we have to restrict the use of the building and grounds, as far as possible, to child related activities.

Therefore the use of the adjoining land for a festival and the use by the festival goers of the public footpath will severely prejudice the integrity of the Wickham Summer Play Scheme.

We would add that, in the past, we have tried to accommodate the Wickham Festival but it has caused us serious security problems, to the extent that in 2007 it severely prejudiced the safety of the Play Scheme for three days.

With the increased duration and the additional expectation of child protection from Ofsted, the Community Association and Play Scheme organisers will be put under intolerable pressure.

Yours faithfully

[REDACTED]

David Roger-Jones  
Hon Secretary  
Wickham Community Association  
Mill Lane, Wickham, Hants PO17 5AL  
Tel: 01329 833688  
Charity No: 1090544  
Company No: 4329669

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**John Myall**

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**From:** John Myall on behalf of Licensing  
**Sent:** 24 November 2009 08:23  
**To:** 'Lesley Carr'  
**Subject:** RE: Wickham Festival - application for lisenca

-----Original Message-----

**From:** Lesley Carr [REDACTED]  
**Sent:** 23 November 2009 13:26  
**To:** Licensing  
**Subject:** Wickham Festival - application for lisenca

I fully support this application. I am a Wickham resident and attended the festival both years it was at Wickha, and then for 2 years in Gosport. In every case the festival has been a happy family event, with NO drunkenness or aggravation of any kind.

I have taken my grandchildren every year and have been pleased to realise that the elder two (aged 9 and 10) could safely wander round the festival alone because of the atmosphere, friendly stewards and security people, and generally pleasant environment.

Many of us in Wickham have been very sad to lose our festival to Gosport and look forward to welcoming it back next year.

It is a festival that appeals to 30+ age groups, with its selection of folk and blues music, children's activities etc.

Please grant the lisenca, including the late night lisenca, as this does two things. Firstly it spreads out the time that people leave the site. Secondly it provides ambience for quieter late night entertainment for those camping on site, eg acoustic music, film, comedy.

I also know from the one year in Gosport when the bar had to shut early that this was the one thing that caused disappointment. The festival goers were caught out and surprised by the early closing - not something that any other festival I know would think of doing. Of course there were no riots!! But people's fun was unnecessarily curtailed.

If people 'vote' against the lisenca, find out if they have ever attended the event, or whether they imagine it to be something that it is not.

Lesley Carr  
Bishopswood  
Kingsmead  
Wickham  
PO17 5AU

-----Original Message-----

**From:** Clive [REDACTED]  
**Sent:** 01 December 2009 10:37  
**To:** Licensing  
**Subject:** Premises Licence Application - Wickham

1<sup>st</sup> December, 2009

Licensing Section  
Winchester City Council  
City Offices  
Colebrook Street  
Winchester  
Hants  
SO23 9LJ

Ref: Premises Licence Application – Fields between Blind Lane & Mill Lane, Wickham.

Dear Sir/Madam,

As Wickham resident and business owner in Wickham, I would like here to express my support for the application referred to above which is in connection with the Wickham Music Festival 2010.

From my experience the previous two festivals were a great success and enjoyed by all. From a business perspective, an increase in trade was generated by new visitors to Wickham and in recessionary times the proposed event can only be a boost to the local economy.

As I recall, the Festivals held in 2006 and 2007 were peaceful with neither public nuisance nor public safety being compromised in any way.

If I understand matters correctly, it seems to me that the 4 licensing objectives of Winchester City Council were met and therefore we have previous evidence and experience that this application is worthy of support.

As my business is in Wickham Square I can state that it is my belief that granting of the Premises Licence Application would neither adversely affect me, nor do I believe that these 4 licensing objectives would not be adhered to.

I respectfully request therefore that this representation in favour of a Premises Licence is granted.

Yours faithfully,

Clive Clare-Barker  
(Proprietor)  
Wickham Wine Bar & Restaurant  
Wickham Square  
Wickham  
Hants  
PO17 5JN





Springlea  
Tanfield Lane  
Wickham  
Hampshire PO17 5NW  
24<sup>th</sup> November 2009

Licensing Section  
**Winchester City Council**  
City Offices  
Colebrook Street,  
Winchester S023 9LJ

Dear Sir/Madam

**Ref: Wickham Festival 2010: Venue - Fields in the vicinity of Mill Lane, Wickham**

I am a Wickham resident writing in favour of the license application for Wickham Festival 2010.

Attending each day of the 2006/7 festivals I was certainly unaware of any incidents of crime, lack of public safety, or any kind of public disorder, especially given that incidents of disorderly behaviour can occur randomly in any public space. The two previous events were well-received in the village as wholesome family entertainment contained within a safe environment for children. As such, the festival met the four objectives for the Licensing Act of 2003. Local people I spoke to at the previous festivals were very positive in their response. I found both festivals to be well-organized and considerate of requisite time constraints and the local surroundings.

In summary, I think that Wickham residents would welcome the return of the festival, and I see no justifiable reason for refusal of a licence. Local businesses will also benefit from increased revenue accrued from visitors to our historic village. Additional income for local businesses must be a significant factor in the current climate of financial constraints.

Written on behalf of residents at Springlea,

Yours faithfully,

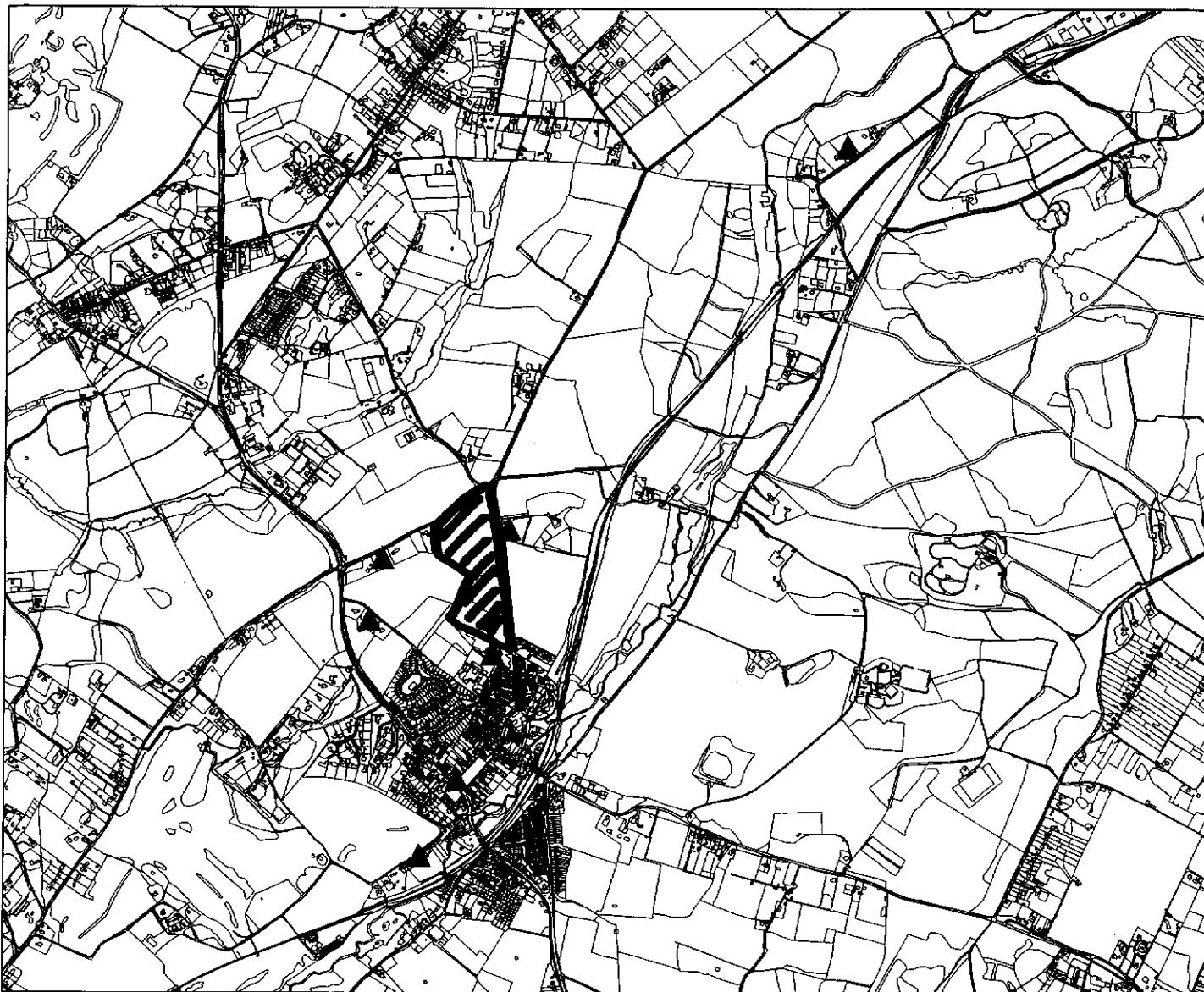
  
**Diann Dudley**

# Wickham Folk Festival

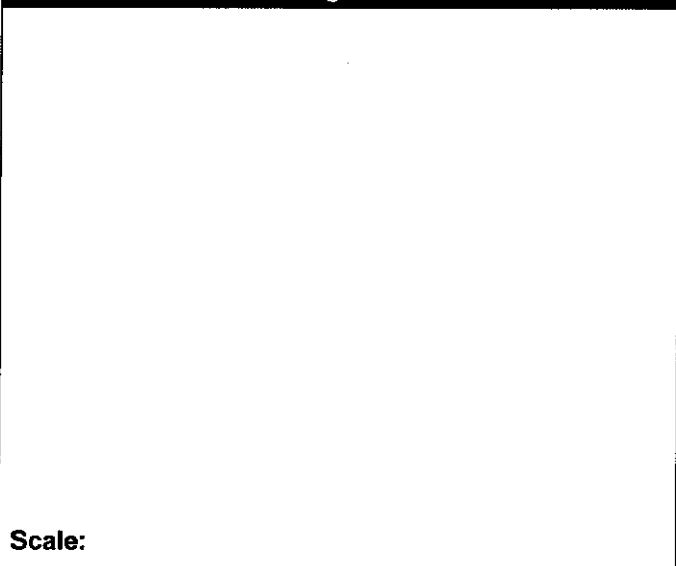
## Premises Licence



**Winchester**  
City Council



**Legend**



Km 0.25 0.5 0.75 1 1.25 1.5 1.75 2



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<b>Organisation</b>	Winchester City Council
<b>Department</b>	Legal Services
<b>Comments</b>	
<b>Date</b>	22 December 2009
<b>SLA Number</b>	00018301

## CRIME AND DISORDER

- CD1 The Premises licence holder/event organiser shall notify the Licensing Authority and Responsible Authorities at least 6 months in advance of an event. (Alternative condition at PS1)
- CD2 The Premises Licence holder/ Event organiser shall produce an initial event management plan (EMP), including a noise management plan and a traffic management plan. This EMP must be submitted at least 90 days before any event is proposed. The event management plan must include details of the number of stewards/security staff and SIA approved staff, and their respective roles. The final version shall be submitted to the safety advisory group (SAG), including to the Police licensing officer and Police Operations department based at Fareham, no later than 60 days prior to the start of any licensable activity. (Alternative conditions PS2, PS3, PS4)
- CD3 The Premises Licence Holder/Event Organiser shall agree with Hampshire Constabulary a Statement of Intent setting out their respective responsibilities of the event.
- CD4 Before any licensable activity takes place, the event organiser must submit a request to the Police for special Police services as detailed in any police report, 28 days prior to the commencement of the event.
- CD5 The licence holder shall install a CCTV system covering the event unless it is agreed that it is not required by Police in writing.
- CD6 If required, the premises licence holder/event organiser shall submit to the Police full details of any CCTV system that is proposed later than 28 days prior to any event. Full details of the proposed system (including contractor, agreed positions, installation, operation, playback facilities and retention of data) shall be submitted to the Police with no licensable activity to take place until written agreement of the proposed CCTV system is agreed to the satisfaction of the Police.
- CD7 The recordings shall be retained for a period of 30 days and be made available upon request by the Police or Local Authority. Any CCTV images must be provided to Police or Local Authority Officers on demand and must be capable of being viewed on any Windows based computer without the need for additional software.
- CD8 No licensable activities shall take place unless the event organiser agrees with the Licensing Authority/Safety Advisory Group, no later than 28 days before the start of each event, the number of stewards and security personnel required for the event and has received such agreement in writing. The number of appropriately trained stewards and security guards shall be provided in accordance with the guidance contained within HSG195 'The Event Safety Guide'.

- CD9 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, 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. If applicable 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.
- CD10 All SIA registered staff to wear High visibility jackets/tops and the relevant SIA licence to be on display at all times throughout any event.
- CD11 All Stewards to wear High visibility jackets/tops that are of a different colour to any SIA registered staff.
- CD12 All persons engaged in either a Security, stewarding, traffic marshal or fire warden role shall be identifiable by their High visibility jackets/tabards with the appropriate job title clearly displayed.
- CD13 Male and Female SIA staff to be present on all entrances and exits throughout any event.
- CD14 No new admissions or re-admissions to be allowed after 2300 hrs on any day.
- CD15 The event organiser shall prepare a drugs policy for the event which shall be based on three core messages: Prevention, Drug dealers and users, Welfare and treatment. This Policy shall be agreed with Police at least 28 days before any event.
- CD16 Random searching shall take place at all entrances to the event site for offensive weapons, drugs, alcohol along with other items that are not allowed on site. It will be a condition of entry to the site that members of the public agree to be subject to such searches.
- CD17 There shall be no 'legal highs' allowed on site, these to include any gas canisters from which the contents may be inhaled.
- CD18 There shall be suitable receptacles for the safe retention of illegal substances at each entrance and exit and Hampshire Constabulary shall be informed of such arrangements so that appropriate disposal can be arranged.
- CD19 An interlocking 6ft heras type perimeter fence shall be erected and maintained as a minimum and patrolled by security personnel to ensure that unauthorised access onto the site cannot be gained.
- CD20 Illuminated signs shall be placed on all entrances and exits.

- CD21 No person attending the event shall bring alcohol onto the premises and no alcohol shall be allowed to be taken off the event site at any time.
- CD22 No irresponsible drinks promotions/discounts shall be allowed at any event in accordance with the British Beer and Pub Association guidance on responsible promotions
- CD23 All sales of alcohol and any other drinks shall be provided in polycarbonate or similar non glass drinking vessels and all glass bottled drinks shall be decanted at point of sale.
- CD24 Signs shall be displayed in relation to underage sales of alcohol and the "Challenge 21" scheme in all locations relevant to the sale of alcohol.
- CD25 All reasonable steps shall be taken to ensure that no glasses or bottles are allowed inside the event site. Bottle banks shall be located at the event site entrances to facilitate this rule. These must be sited away from residential properties / campers to prevent noise nuisance.
- CD26 The Designated Premises Supervisor or nominated deputy, being a Personal Licence Holder, shall be present on site throughout any event when alcohol is being supplied under the Premises Licence. Details of the nominated deputy shall be provided to the police 28 days prior to the commencement of the event and clear signage displaying the name of the Designated Premises Supervisor or deputy should be at any point of sale of alcohol.
- CD27 Any area set aside for the purpose of camping must be clearly segregated from the main arena. The camping area must be securely fenced, marshalled 24 hours per day by staff licensed by the Security Industry Authority, in conjunction with any recommendations contained within the Event safety Guide

## PUBLIC SAFETY

### General

- PS1 The Licence Holder shall notify the Licensing Authority of a future event at least 90 days before each event unless otherwise agreed with the Licensing Authority.
- PS2 At least 60 days before an event, the Licence Holder shall arrange meetings with the Licensing Authority and other appropriate members of the Safety Advisory Group to discuss the measures that will be put into place to protect public safety and public nuisance. The frequency of meetings is to be agreed with the Licensing Authority.

- PS3 The Licence holder shall ensure that the Event Organiser submits an event specific Event Management Plan to the satisfaction of the Licensing Authority at least 28 days prior to each event. The Event Management Plan and associated documentation (including site plan) must be clearly labelled indicating version number and date of publication.
- PS4 The Licence holder shall ensure that the Event Organiser submits an event specific Traffic Management Plan to the satisfaction of the Licensing Authority at least 28 days prior to each event. The Traffic Management Plan and associated documentation (including site plan) must be clearly labelled indicating version number and date of publication.
- PS5 The arrangements for protecting public safety and preventing public nuisance detailed in the final agreed versions of the Event and Traffic Management Plans shall be fully implemented prior to the commencement and during the event.
- PS6 Each event specific event management plan is to include an event specific risk assessment clearly indicating the nature of hazards arising from the event and the controls which will be implemented in order to reduce the risks to as low as is reasonably practicable.
- PS7 The Licence holder will ensure that a site plan(s) to Ordnance Survey standard or similar is submitted, to the satisfaction of the Licensing Authority, at least 28 days prior to the start of each event clearly indicating the position of the following;
- The site boundaries and entrances and exits to the site (including those for emergency services) which must be clearly labelled;
  - All road and track ways (including emergency routes), car parks and other vehicles compounds;
  - The location of all structures either constructed or brought onto site;
  - The location of the campsite(s), if appropriate;
  - The location of toilet, shower (if appropriate) and washing facilities
  - Drinking water points and associated pipework including sampling points and soakaways
  - The location of all lighting facilities including those for the event arena, associated walkways, vehicles routes and emergency routes
  - Welfare tent and medical services
  - Generators and other principle electrical connections
  - Fuel stores (refer to condition
  - Fairground rides
  - Fire fighting equipment and other associated fire fighting provision (refer to condition

- PS8 The event organiser shall ensure that the latest edition of the event specific risk assessment is brought to the attention of all staff, contractors, stall holders, performers and other visitors to the event
- PS9 The Licence holder shall provide full details of the training, experience and contact information for the following key personnel involved in the event to demonstrate their competence to effectively manage the event to ensure the risks to public safety are controlled;
- License holder
  - Event Organiser
  - Event Safety Officer
  - Head of Security
- at least 28 days in advance of each event.
- PS10 The Licence holder shall provide within the Event Management Plan details of the organisation and arrangements to be implemented for the duration of the event to ensure the effective planning, organisation, control, monitoring and review of all systems and procedures implemented to ensure public safety. This should also include details of the chain of responsibility for reporting safety issues.
- PS11 The Licence holder shall ensure that all on-site work is monitored by the Event Organiser, Site Manager and Event Safety Co-ordinator and safety inspections are undertaken to ensure that the Event Management Plan is implemented.
- PS12 The Licence holder shall ensure that the Event Organiser has appointed a suitably qualified Event Safety Coordinator. The role of the Event Safety Coordinator shall consist of the following;
- (i) Liaison with lead contractors, subcontractors and any self-employed persons to be employed at the venue and assessment of their competence;
  - (ii) Inspection of the venue before and during the event;
  - (iii) Assisting with inspection of all structures and electrical services;
  - (iii) Checking and obtaining all relevant safety documentation and certification
  - (iv) Advising of any unsafe work, inappropriate systems of work or unsafe equipment observed,
  - (v) Assisting in stopping unsafe work activities, inappropriate systems of work or the use of unsafe equipment.

- (vi) to assist the Licensing Authority as directed in fulfilment of the above responsibilities numbered i) – vi)

#### Onsite Traffic Management Plan and Inclement Weather Plan

- PS13 The Licensee shall ensure that the Event Organiser submits an Onsite Traffic Management Plan as part of the Event Management Plan to the satisfaction of the Licensing Authority at least 28 days prior to each event.
- PS14 A contingency plan must be developed to deal with issues arising from prolonged periods of inclement weather leading up to and during the event in order to minimise the risk of vehicles sliding on unstable ground and presenting a risk to the public.
- PS15 A site evacuation procedure shall be prepared as part of the event management plan for each event and briefed to security staff and stewards.

#### Site entry and exits

- PS16 The Licence Holder shall ensure that a sufficient number of exit gates of sufficient width are provided dependent on the nature and size of the event having regard to the requirements of HSG195 'The Event Safety Guide'.
- PS17 The Licence Holder shall ensure that all entrance and exit gates are kept free from any obstructions which may impede the prompt evacuation of the site and/or which may cause a person to slip, trip or fall. Where guy ropes, tent pegs, stakes and similar flank entrance and exit routes they shall be suitably guarded to the satisfaction of the Licensing Authority.
- PS18 Each gate in use shall be manned at all times during the event.

#### Structures

- PS19 The Licence Holder shall ensure that the Event Organiser submits to the Licensing Authority documentation for each specific event showing the position of all internal and external structures including structural drawings and calculations. This shall be inserted into the Event Specific Event Management Plan and be submitted to the Licensing Authority no later than 28 days before the start of each event. No licensable activities shall take place until the structural plans have been submitted to the satisfaction of the Licensing Authority or except with the consent of the Licensing Authority.



- PS20 The Licence Holder or their suitably qualified representative shall ensure that all structures are erected in accordance with the site plan and associated structural calculations and drawings, except where otherwise agreed to the satisfaction of the Licensing Authority. The Licence Holder must ensure that the checks have been carried out effectively and have been recorded and these records made available to the Licensing Authority on request. All structures must comply fully with their design criteria before the public are admitted onto the site. The Licence Holder, or nominated representative shall ensure that suitable and sufficient guarding is provided to the superstructure of tented structures, staging areas, king or queen poles, scaffolds or other hazardous areas in order to prevent access by members of the public.
- PS21 Details of any stands or seating provision shall be provided to the Licensing Authority at least 28 days prior to the start of the event together with full structural details. All such structures must comply fully with their design criteria before the public are admitted onto these areas of the site.
- PS22 Where seating or other structures are to be provided within marquees of buildings they should be arranged so as to enable prompt evacuation in the event of an emergency.

#### Safety barriers

- PS23 Where safety barriers are to be provided they shall be suitable for the purpose and appropriately installed.

#### Electrical Safety

- PS24 The Licence Holder shall ensure that all site electrical installations and generators shall be installed and checked by a competent electrician in accordance with the current edition of the regulations for Electrical Installations issued by the Institution of Electrical Engineers, relevant and current British Standards and HSE Guidance Note GS50 (second edition: 1997) and HSG195 'The Event Safety Guide'. Any defects shall be properly corrected and an electrical certificate in the form prescribed in the Institution of Electrical Wiring Regulations (latest edition) shall be submitted to the Licence Holder before any member of the public is admitted to the site. All electrical cable runs to areas where the public have access shall be buried or flown and otherwise protected against physical damage including precautions to stop them from being damaged or presenting a tripping hazard.
- PS25 The Licence Holder shall ensure that the Event Organiser submits an Electrical Completion Certificate, provided by a suitably qualified electrical engineer, to the Licensing Authority prior to the public being allowed entry to the relevant part of the site. The certificate must confirm that the electrical installation is in safe working order and has

been installed in compliance with current electrical safety regulations. Separate certificates shall be provided for each electrical installation on site.

- PS26 The Licence Holder shall ensure that Portable Appliance Testing ('PAT' testing) has been carried out by all contractors and subcontractors bringing any electrical equipment onto the site. Evidence of this PAT testing must be kept on site by the relevant operators and be made available to the Licensing Authority on request.
- PS27 A sensitive earth leakage protection system (residual current device) shall be installed and maintained as may be reasonably required by the Licensing Authority and the Fire Officer as part of the wiring installation for each electrical circuit. The device shall be designed to operate if the earth leakage current exceeds 0.03A and shall have a maximum operating time of 30 milliseconds. A test button shall be incorporated.
- PS28 Where three phase portable generators are used, and it is not possible for Residual Current Devices to be installed, then all steps as may be reasonably required by the Licensing Authority shall be taken to ensure the safety of the public. This shall include the provision of an earth spike of sufficient size to take the full load capacity of the generator, and other equipment equal to or better than a suitable earth loop monitor shall be incorporated in the power circuit system.

#### Fuel Provision and Storage

- PS29 The location of all fuel stores must be agreed with the licensing authority and be provided with bunding to sufficiently contain any spillages and be provided with appropriate barriers to protect against unauthorised access.
- PS30 The Licence Holder will liaise with the Event Organiser to ensure that each stall requiring use of liquefied petroleum gas is limited to two cylinders for each appliance, one in use and one spare. Spare cylinders shall be stored in a safe and secure storage compound of suitable design and construction for the storage of liquefied petroleum gas cylinders. Such storage facilities shall be provided in accordance with the current LP GAS Association Code of Practice No.7 'Storage of Full and Empty LPG Cylinders and cartridges' and HSG 195 'The Event Safety Guide' and any such other document which amends or updates the same.
- PS31 The Licence Holder shall ensure that any excess LPG cylinders found at any stall are removed and immediately placed back in the secure LPG storage area as per PS30 above.
- PS32 Where the event requires other types of fuel to be stored on site adequate procedures and facilities must be implemented to ensure the safe storage and dispensing of this fuel to the satisfaction of the

Licensing and Fire Authorities. Details of the arrangements to be implemented for the storage and dispensing of fuels must be submitted to the Licensing Authority at least 28 days prior to the event.

#### Waste

- PS33 The Licence Holder shall ensure that a plan is submitted at least 28 days prior to the start of the event and to the satisfaction of the Licensing Authority, to ensure that sufficient receptacles are provided for the storage of waste on site. The plan should include the arrangements for the regular emptying of such receptacles to ensure that waste is not allowed to accumulate and present a fire risk. All waste arising from the event must be disposed of in accordance with existing waste disposal Regulations.
- PS34 The Licence Holder shall, at any time during the event promptly remove any accumulation of waste which the Licensing Authority consider to be presenting a fire or other risk to public safety.
- PS35 All clinical waste arising from the event must be stored in appropriate receptacles and disposed of in accordance with existing waste disposal Regulations.

#### Sanitary accommodation

- PS36 The Licence Holder shall ensure that the Event Organiser provides a suitable and sufficient number of closets and urinals of an approved type in accordance with the guidance contained within HSG 195 'The Event Safety Guide'. Toilet blocks shall be suitably located to enable ease of access from all parts of the site.
- PS37 Provision shall be made for the regular emptying of all appliances and tanks used in connection with the provision of sanitary accommodation and washing facilities. All wastewater while on site shall be stored within road tankers and final disposal shall be off site to a location agreed with the Licensing Authority at least 14 days before the event.
- PS38 Regular inspections shall be carried out of sanitary facilities to ensure they remain in a clean state and good working condition at all times whilst the public are on site.
- PS39 Suitable and sufficient hand washing facilities of an approved type shall be provided with all sanitary accommodation.
- PS40 Suitable and sufficient sanitary and washing facilities shall be provided for use by disabled persons, designed to meet the requirements of BS 8300:2001 - Design of Buildings and their Approaches to Meet the Needs of Disabled People, Code of Practice.

PS41 Satisfactory illumination shall be provided and maintained for all closets, urinals and water points during the hours of darkness to minimise the risk of a person slipping and tripping.

#### Water supply

- PS42 The Licence Holder shall ensure that a constant adequate and wholesome supply of water is provided and maintained to all areas to the satisfaction of the Licensing Authority. "Wholesome" shall mean of the standard required to meet the Water Supply (Water Quality) Regulations 1989 (as amended) relating to the quality of water intended for human consumption. The water system shall be tested in accordance with the Water Supply (Water Quality) Regulations 1989 (as amended) and a certificate of compliance issued to the Licensing Authority at least 72 hours prior to consumption.
- PS43 An adequate number of drinking water points shall be provided and located to the satisfaction of the Licensing Authority which shall be maintained with unrestricted access
- PS44 Where appropriate, a constant, adequate and wholesome supply of drinking water from a minimum of two water points shall be provided in the pit area of each stage. An adequate supply of paper or plastic cups shall be provided. These water points shall not be within reach of the public.
- PS45 Any containers used for the storage of water must be suitable for use and maintained in a clean condition.
- PS46 All pipework shall be disinfected prior to delivery to the site and shall be stored in such a way as to prevent recontamination. Provision shall be made for the shock chlorination of the system in situ, which shall be performed immediately on the request of the Licensing Authority.
- PS47 Water supply pipes shall be protected against damage and where they cross an area with public or vehicular access then they shall be buried. They must not be run in ditches or streams unless staked well clear of any liquid.
- PS48 The water distribution system shall be fitted with at least four isolating valves spread evenly across the pipework system.
- PS49 Where applicable, the water distribution system shall be pressure fed using booster pumps to ensure an adequate pressure is maintained at all times to the tap head.
- PS50 Separate mains water provision shall be made for exclusive use by the food vendors. This shall be available at least one day before commencement of the event in a location readily accessible by such caterers to ensure maintenance of good hygiene practices.

- PS51 All wastewater from the public water supply points, shall be discharged to soak away pits with a minimum volume of 100 gallons. These soakaways shall be suitably located and shall be sufficiently guarded.

#### Fire Safety

- PS52 The Licence Holder shall ensure that an event specific fire safety plan is submitted to the satisfaction of the Fire Authority at least 28 days prior to the start of the event, detailing the fire safety arrangements that are to be put in place. The plan should include details of fire teams, fire fighting equipment, spotting towers and signage and be supported by a site plan.

#### Medical Services

- PS53 The Licence Holder shall ensure that a specific assessment is made for each event to determine the level of medical cover required in accordance with the guidance contained with HSG195 'The Event Safety Guide'. The determined level of medical cover should be provided throughout the duration of the event.

- PS54 The Licence Holder shall ensure that at all times during the event that access is maintained for emergency vehicles arriving and leaving the site.

#### Campsites

- PS55 The campsite, if provided, must be of sufficient size to ensure effective separation of tents and vehicles to minimise the risk and spread of fire.

- PS56 The campsite must be provided with adequate access routes for emergency vehicles.

- PS57 No open fires shall be allowed on the campsite(s), unless otherwise agreed with the Licensing Authority.

- PS58 The Licence Holder must ensure that adequate management and monitoring of the campsite is undertaken to ensure compliance with conditions PS 55-57.

#### Lighting

- PS59 Sufficient lighting, to the satisfaction of the Licensing Authority, shall be provided in all areas to which the public have access and shall be maintained throughout darkness hours. This shall include public footpaths and roadways which may foreseeable be used by the public using the site. A lighting plan to be agreed with the Licensing Authority shall be submitted within the Event Management Plan.

- PS60 An emergency lighting system shall be installed to enable the public to exit marquees or other structures in the event of a power failure to the general lighting system. The installation of emergency lighting must comply with the requirements of BS5266 Part 1: 1988 (or any subsequent amendment or replacement thereof)

#### Stewards and Security

- PS61 A suitable number of appropriately trained stewards and security guards shall be provided in accordance with the guidance contained with HSG195 'The Event Safety Guide'. The Licensee shall ensure that the Event Organiser submits a Stewarding plan as part of the Event Management Plan to the satisfaction of the Licensing Authority at least 28 days prior to each event.

#### Communications

- PS62 An effective communications system shall be put in place to the satisfaction of the Licensing Authority to enable communication between the Licence Holder, Event Organiser, Event Safety Coordinator, Licensing Authority, Emergency Services and any other appropriate persons to ensure an effective and coordinated response can be implemented in the event of an emergency. Details of the communications system is to be provided to the Licensing Authority.

#### Lasers

- PS63 If lasers are to be used on site, then a suitably qualified laser safety officer shall be appointed by the Licence Holder. HS(G)95 'The Radiation Safety of Lasers used for Display Purposes' and HSG 195 'The Event Safety Guide'. The Licence Holder shall arrange for the operator to meet with the relevant officers from the Licensing Authority at least 14 days prior to the event, to discuss and agree any issues arising from any operation of laser equipment at the event.
- PS64 The use of any laser shall follow the advice given in the Health and Safety Executive Guidance HS(G)95 'The Radiation Safety of Lasers used for Display Purposes'.
- PS65 A risk assessment for the use and operation of any lasers to be used on site, together with the technical information relevant to comply with HS(G)95 'The Radiation Safety of Lasers used for Display Purposes', shall be provided to the Licensing Authority not less than 28 days prior to the use of any laser on site.
- PS66 Where outdoor display lasers are used, the Civil Aviation Authority and the Police must be notified 28 days in advance of the event.

## Special Effects – Smoke and Fog

- PS67 Such effects will only be permitted if they are provided from solid carbon dioxide (dry ice), liquid nitrogen or fog machines. Care will be taken that equipment is placed, sited or used in such positions to ensure that there is no risk of burns to visitors, performers, artistes, technical crews or other persons, or any risk of unacceptably high concentrations of gases which could cause asphyxiation.
- PS68 All smoke/fog machines shall be positioned away from exit routes and protected from unauthorised interference.
- PS69 The volume of smoke shall be kept to a minimum so as not to affect the escape routes, cause obstruction of exit signs or cause false alarms in any smoke detection system.
- PS70 All smoke/fog machines shall be controlled by a competent operator at all times, following the instructions given by the smoke machine's manufacturer and in accordance with HSG 195 'The Event Safety Guide' and HSE Guide 'Smoke and vapour effects used in entertainment'

## Strobe Lights

- PS71 All strobe light effects must be operated on a flicker rate of not more than 4 flashes per second.
- PS72 Where more than 1 strobe light is in use, the flashes must be synchronised. The Licence Holder is advised that continuous operation of strobe lighting for long periods should be avoided.
- PS73 Where strobe lights or lasers are in use, warning notices of their use must be conspicuously displayed at the entrance to the event or in the ticket/programme. Siting of strobe lights must be in accordance with HSG 195 'The Event Safety Guide'
- PS74 Stewards in areas where strobe lighting is used must be trained in dealing with persons suffering from epileptic fits.

## Ultraviolet Light

- PS75 Ultraviolet lamps are only to be used strictly in accordance with the manufacturer's instructions.
- PS76 Exposure of performers and staff to ultraviolet lamps must be kept as low as reasonably practicable and no lamps are to be used which do not incorporate a UVB filter either integral with the lamp (double skinned lamp) or in the lamp housing. Lamps must not be used if the outer skin is broken or the filter is missing from the lamp housing.

## Fairground Details

- PS77 The Licence Holder shall furnish to the Licensing Authority, not less than 28 days prior to the event, a list of all fairground rides, sideshows and similar attractions to be available during the event. The list shall show the nature of the attraction together with the names and addresses of the respective operators.
- PS78 All attractions shall comply with the Health and Safety Executive's guide HSG 175 "Fairgrounds and Amusement Parks - Guidance on Safe Practice" and associated documents.
- PS79 All relevant maintenance, inspection, test and insurance certificates and records for each attraction shall be held on site and made available to any authorised officer of the Licensing Authority on request.

## Fireworks/ Pyrotechnic Displays

- PS80 If fireworks displays are to be provided, then a competent display operator must be appointed by the Licence Holder.
- PS81 The storage and operation of fireworks /pyrotechnics must follow the advice given in HSG 195 'The Event Safety Guide', HSG 123 'Working together on Fireworks Displays' and British Standard 7114:1988.
- PS82 For fireworks displays, the technical information required by HSG123 including a site plan and measurements shall be provided to the Licensing Authority not less than 28 days prior to the event.
- PS83 For pyrotechnic stage displays, the Licence Holder shall provide details of the quantity, type, description and effect not less than 7 days prior to the use of any pyrotechnic on site (or by arrangement, by such later date as may be agreed).

(Note: 'Fireworks displays' are defined as entertainment in their own right, 'pyrotechnic stage displays' are used to enhance a particular scene or song or to draw the audience's attention to or from a part of the stage set.)

## Welfare Facilities

- PS84 A suitable number and size of tents, to be agreed with the Licensing Authority, shall be provided as chill out/ warm rooms for each event if applicable.

## Traders

- PS85 Details of all traders (food and non-food) are to be provided to the Licensing Authority no less than 28 days before each event. These details are to include full contact details, nature of business and current food registration (where appropriate)



## Miscellaneous

- PS86 The Licence Holder must ensure that all animals are removed from the event site, including campsite areas, at least three weeks prior to the start of any event.
- PS87 No animals, other than guide dogs, helper dogs and dogs from enforcement agencies are to be allowed onto the site.
- PS88 The Licence Holder will not permit, or allow the Event Organiser to permit any tattooing or other form of skin piercing on the site.
- PS89 The Licence Holder shall not permit, or allow the Event Organiser to permit any activity, which involves members of the public inhaling gases.
- PS 90 The License holder shall ensure that a suitable and sufficient contingency plan is in place to address any public safety matters arising from prolonged periods of inclement weather leading up to and during the event in order to minimise the risk to the public.

## PUBLIC NUISANCE

- PN1 Noise levels from the event shall not exceed the following:
- (i) Between the hours of 12 noon and 2300 noise levels from the event shall not exceed 55dB  $L_{Aeq (5mins)}$  and between the hours of 2300 and 0100 on the following day, noise levels shall 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 shall not exceed 65dB  $(L)_{(5 mins)}$  as measured at 1m from the facade of any noise sensitive dwelling.
- PN2 The Licensee shall ensure that the Event Organiser submits a Noise Management Plan as part of the Event Management Plan to the satisfaction of the Licensing Authority at least 28 days prior to each event.
- PN3 The Licensee shall appoint a competent acoustician to ensure compliance with conditions PN1, PN2, PN4 and monitor onsite and offsite noise levels in accordance with the agreed Noise Management Plan.
- PN4 A sound propagation test shall be carried out in accordance with the agreed Noise Management Plan before the event, with the prior agreement of the Licensing Authority.

- PN5 The Licensee shall provide sound level monitoring equipment to IEC Type 1 Standard at (the) all stage sound mixing positions and the sound levels set by the Licensing Authority at these positions shall be adhered to. 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.
- PN6 Levels will be set prior to the event during the sound propagation test, but the Licensing Authority reserves the right to alter the set levels if this is found necessary in order to prevent a noise nuisance and/or to ensure compliance with Condition PN.1.
- PN7 The Licensee will affect full control over the public, organisations and traders on the site where amplified music is being played or other noise is generated. On receipt of a request from the Licensing Authority, the Licensee shall arrange for the noise level to be reduced or noise source eliminated if, in the opinion of the Licensing Authority, a noise nuisance is likely to be caused.
- PN8 A plan showing the layout and direction of all stage loudspeakers and mixing desks shall be submitted to the Authority at least 28 days prior to the event. The plan should include a schedule of amplification equipment to be provided on site including any equipment associated with sponsor activities or trade stands.
- PN9 The Licensee shall ensure that amplification equipment is not brought into the site unless:-
- (i) it is for use as part of the licensed entertainment;
  - (ii) it is for the use of authorised traders for the sole purpose of providing incidental music to their stall or fairground attraction.
- PN10 The Licensee shall maintain adequate and sufficient control over all performers taking part in the event (including the inclusion of appropriate terms in any agreements between the Licensee and such performers) so as to ensure that all performers comply with the noise conditions.

#### The Protection of Children from Harm

- PC1 The Premises Licence holder/Event organiser shall prominently display notices at the point of sale that "It is an offence to purchase or attempt to purchase alcohol if you are under the age of 18. Section 149 Licensing Act 2003."
- PC2 Written authority to sell alcohol by the DPS or a Personal Licence holder shall be given to all bar staff and available on request.

- PC3 Signs shall be displayed promoting the "Challenge 21" scheme.
- PC4 Bar staff shall ask for proof of ID whenever the customer appears to be under 21.
- PC5 No persons under the age of 18 shall serve alcohol.
- PC6 Soft drinks shall be available on site as an alternative to alcohol. Drinking water shall be provided free of charge.
- PC7 No persons under the age of 18 years of age shall be permitted onto the premises unless accompanied by an adult.
- PC8 Any person having responsibility for the welfare of children on site shall be subject to a Criminal Records Bureau check.
- PC9 EMP shall include a plan to deal with all lost or found children.