

LICENSING SUB COMMITTEE HEARING



AGENDA

Date: Wednesday 5th July 2023

Time: 10.00am

Venue: Council Chamber, Causeway House, Bocking End, Braintree CM7 9HB

Membership:

| |
|---------------------|
| Councillor J Baugh |
| Councillor I Parker |
| Councillor R Wright |

Members are requested to attend this meeting, to transact the following business:-

1. **Appointment of Chairman.** To appoint a Chairman to conduct the business of this Hearing.
2. **Apologies for Absence.**
3. **Declarations of Interests.** To declare the existence of any interests relating to Items on the Agenda having regard to the Code of Conduct for Members and having taken appropriate advice (where necessary) before the meeting.
4. To consider an application under the Licensing Act 2003 for a Premises Licence in respect of **LAND NORTH OF HALSTEAD ROAD, SIBLE HEDINGHAM CO9 3AN** (Report and application attached).

If you require any further information relating to this Agenda, or you wish to forward your apologies for absence, please contact the Governance Team on (01376) 552525 or e-mail governance@braintree.gov.uk

Dan Gascoyne
Chief Executive

Agenda Item: 4

| | |
|---|-------------------------------------|
| Report Title: Application for a Premises Licence - Land North of Halstead Road, Sible Hedingham, Essex, CO9 3AN | |
| Report to: Licensing Sub-Committee | |
| Date: 5th July 2023 | For: Decision |
| Key Decision: No | Decision Planner Ref No: N/A |
| Report Presented by: John Meddings, Principal Licensing Officer | |
| Enquiries to: John Meddings, Principal Licensing Officer | |

1. Purpose of the Report

- 1.1 Members of the Licensing Sub-Committee are requested to consider an application for the grant of a new Premises Licence having regard to the representations received and the requirement to promote the four licensing objectives:

- a) The prevention of crime and disorder
- b) Public safety
- c) The prevention of public nuisance
- d) The protection of children from harm

2. Recommendations

- 2.1 Members are advised that they have the following options when determining this application for Land North of Halstead Road, Sible Hedingham, Essex, CO9 3AN:

- 1. To **Grant** the application for a Premises Licence on the terms and conditions described within the operating schedule to the Premises Licence application.
- 2. To **Grant** the application for a Premises Licence on the terms and conditions described within the operating schedule to the Premises Licence application, modified to such extent as considered appropriate to promote the licensing objectives.
- 3. To **Grant** the application for a Premises Licence with amended activities or times.
- 4. To **Refuse** the application for a Premises Licence.

The Licensing Sub-Committee is asked to give full reasons for its decision.

The Sub-Committee is reminded that the applicant, or any person making representations in relation to this matter, may appeal against the decision of the Council to the Magistrates' Court.

3. Summary of Issues

3.1 Premises

Land North of Halstead Road, Sible Hedingham, Essex, CO9 3AN

Ordnance Survey map reference: TL7932NE

Title Number: EX966100

3.2 Applicant

Mrs Jennifer Jane Powell

3.3 Proposed Designated Premises Supervisor

Mrs Jennifer Jane Powell

- 3.4 The application was received on 27th March 2023 for the grant of a new Premises Licence at Land North of Halstead Road, Sible Hedingham, Essex, CO9 3AN. The application was subsequently deemed valid on 28th March 2023 and consultation started.

The purpose of the new application is to include:

Live Music – Indoors and Outdoors Every Day 09:00 - 23:30

Recorded Music - Indoors and Outdoors Every Day 09:00 - 23:30

Provision of dancing - Indoors and Outdoors Every Day 09:00 - 23:00

Sale by Retail of Alcohol – on and off the premises Every Day 09:00 - 23:00

- 3.5 The applicant has detailed steps within the operating schedule to promote the four licensing objectives.
- 3.6 The application has been properly made in accordance with the Licensing Act 2003 and all procedures correctly followed. The completed application form is attached as Appendix 1.
- 3.7 During consultation the applicant agreed conditions with Environmental Health (Appendix 2) and Health and Safety (Appendix 3). These conditions, along with those detailed in the application's operating schedule, will be included on the premises licence.
- 3.8 A previous application for the site was submitted by the applicant in October 2022, which was subsequently refused after determination at a Licensing Sub-Committee Hearing held on 25th January 2023.

4. Representations

- 4.1 The Section 182 Guidance for the Licensing Act 2003 states that relevant representations can be made in opposition to, or in support of, an application and can be made by any individual, body, or business that has grounds to do so.
- 4.2 During the 28 day consultation period under the Licensing Act 2003, the Licensing Authority received representations from 10 interested parties (Appendix 4).
- 4.3 Although conditions have been agreed between the applicant, Environmental Health and Health and Safety, they have requested that their representations stand to ensure the agreed conditions form part of any Premises Licence, if granted.

5. Options

- 1. To **Grant** the application for a Premises Licence on the terms and conditions described within the operating schedule to the Premises Licence application.
- 2. To **Grant** the application for a Premises Licence on the terms and conditions described within the operating schedule to the Premises Licence application, modified to such extent as considered appropriate to promote the licensing objectives.
- 3. To **Grant** the application for a Premises Licence with amended activities or times.
- 4. To **Refuse** the application for a Premises Licence.

6. Financial Implications

- 6.1 None arising from this report

7. Legal Implications

- 7.1 The Licensing Sub-Committee is required to give reasons for its decision and any party who is dissatisfied may appeal to the Magistrates Court within 21 days of the decision being published. If such an appeal is made by the Premises Licence Holder then any decision taken is stayed until such time as an appeal is heard.

8. Equality and Diversity Implications

- 8.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:

- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act
- (b) Advance equality of opportunity between people who share a protected characteristic and those who do not
- (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.

- 8.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).
- 8.3 The Equality Impact Assessment indicates that the proposals in this report will/will not have a disproportionately adverse impact on any people with a particular characteristic.

9. List of Appendices

- 1. Application for a Premises Licence and supporting documents (Appendix 1)
- 2. Conditions Agreed - Environmental Health (Appendix 2)
- 3. Conditions Agreed - Health and Safety (Appendix 3)
- 4. Representations (Appendix 4)
- 5. Decision Notice 25.01.2023 (Appendix 5)

10. Background Papers

- 1. [Licensing Act 2003](#)
- 2. [Revised Guidance issued under section 182 of the Licensing Act 2003 – April 2018](#)

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 Jennifer Jane Powell

(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 | | | |
| Land North of Halstead Road, Halstead Road, Sible Hedingham | | | |
| Ordnance Survey map reference: TL7932NE Title Number: EX966100 | | | |
| Post town | Halstead | Postcode | CO9 3AN |

| | |
|---|----------|
| Telephone number at premises (if any) | N/A |
| Non-domestic rateable value of premises | £Unknown |

Part 2 - Applicant details

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

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

- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ 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 (by ticking yes to one box below):

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 type="checkbox"/> | Mrs <input checked="" type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other Title (for example, Rev) | |
| Surname Powell | | | First names Jennifer Jane | | |
| Date of birth | | I am 18 years old or over <input checked="" type="checkbox"/> | | Please tick yes | |
| Nationality British | | | | | |
| Current residential address if different from premises address | | | | | |
| Post town | | | | Postcode | |
| Daytime contact telephone number | | | | | |
| E-mail address (optional) | | | | | |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information) | | | | | |
| N/A | | | | | |

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 | | |
| Date of birth | | I am 18 years old or over <input type="checkbox"/> | | Please tick yes | |
| Nationality British | | | | | |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information) | | | | | |
| N/a | | | | | |
| Current residential address if different from premises address | | | | | |
| Post town | | | | Postcode | |
| Daytime contact telephone number | | | | | |
| E-mail address (optional) | | | | | |

(B) OTHER APPLICANTS

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

| |
|---|
| Name |
| Address |
| Registered number (where applicable) |
| Description of applicant (for example, partnership, company, unincorporated association etc.) |

| |
|---------------------------|
| Telephone number (if any) |
| E-mail address (optional) |

Part 3 Operating Schedule

When do you want the premises licence to start?

| DD | MM | YYYY |
|----|----|------|
| 08 | 05 | 2023 |

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

| DD | MM | YYYY |
|----|----|------|
| | | |

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

10.23 acres of open land with road access onto A1124. Bordered by the River Colne on one side.

Entrance to the 2nd field is across the culvert marked on the attached plan.

Emergency vehicle access will be in accordance with individual event management plans.

Ordnance Survey map reference: TL7932NE

Title Number: EX966100

Easting (x) 579636 Northing (y) 232548

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

N/A

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

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

☐

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



In all cases complete boxes K, L and M

A

| | | | | | | |
|---|-------|--------|---|--|----------|--------------------------|
| Plays Standard days and timings (please read guidance note 7) | | | <u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | | Indoors | <input type="checkbox"/> |
| | | | | | Outdoors | <input type="checkbox"/> |
| | | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 4) | | | |
| Mon | | | | | | |
| | | | | | | |
| Tue | | | | | | |
| | | | <u>State any seasonal variations for performing plays</u> (please read guidance note 5) | | | |
| Wed | | | | | | |
| | | | | | | |
| Thur | | | | | | |
| | | | <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 6) | | | |
| Fri | | | | | | |
| | | | | | | |
| Sat | | | | | | |
| | | | | | | |
| Sun | | | | | | |

B

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|---|--------------|---------------|--|----------|--------------------------|
| Films Standard days and timings (please read guidance note 7) | | | <u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 4) | | |
| Mon | | | | | |
| | | | | | |
| Tue | | | | | |
| | | | <u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5) | | |
| Wed | | | | | |
| | | | | | |
| Thur | | | | | |
| | | | <u>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</u> (please read guidance note 6) | | |
| Fri | | | | | |
| | | | | | |
| Sat | | | | | |
| | | | | | |
| Sun | | | | | |

C

| | | | |
|--|--------------|---------------|---|
| Indoor sporting events Standard days and timings (please read guidance note 7) | | | <u>Please give further details</u> (please read guidance note 4) |
| Day | Start | Finish | |
| Mon | | | |
| Tue | | | <u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5) |
| Wed | | | |
| Thur | | | |
| Fri | | | <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> (please read guidance note 6) |
| Sat | | | |
| Sun | | | |
| | | | |

D

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|--|-------|--------|--|----------|--------------------------|
| Boxing or wrestling entertainments Standard days and timings (please read guidance note 7) | | | <u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 4) | | |
| Mon | | | | | |
| | | | | | |
| Tue | | | | | |
| | | | <u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5) | | |
| Wed | | | | | |
| | | | | | |
| Thur | | | | | |
| | | | <u>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</u> (please read guidance note 6) | | |
| Fri | | | | | |
| | | | | | |
| Sat | | | | | |
| | | | | | |
| Sun | | | | | |
| | | | | | |

E

| | | | | | |
|--|-------|--------|--|----------|-------------------------------------|
| Live music Standard days and timings (please read guidance note 7) | | | <u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input checked="" type="checkbox"/> |
| Day | Start | Finish | | | |
| Mon | 09:00 | 23:30 | <u>Please give further details here</u> (please read guidance note 4) Within a temporary structure. Outside. Dependant on weather and aesthetic of individual event, to be detailed on Event Management Plan for each event | | |
| Tue | 09:00 | 23:30 | | | |
| Wed | 09:00 | 23:30 | <u>State any seasonal variations for the performance of live music</u> (please read guidance note 5) In extreme hot weather, sides of a temporary structure may be opened to ventilate area and ensure less risk of heat exhaustion to audience and performers. | | |
| Thur | 09:00 | 23:30 | | | |
| Fri | 09:00 | 23:30 | <u>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</u> (please read guidance note 6) N/A | | |
| Sat | 09:00 | 23:30 | | | |
| Sun | 09:00 | 23:30 | | | |

F

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|--|--------------|---------------|---|----------|-------------------------------------|
| Recorded music Standard days and timings (please read guidance note 7) | | | <u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input checked="" type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 4) Recorded music would be played within the temporary structure and/or outside in between band performances as incidental music. Also as accompaniment for other guests and performers. | | |
| Mon | 09:00 | 23:30 | | | |
| Tue | 09:00 | 23:30 | <u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5) N/A | | |
| Wed | 09:00 | 23:30 | | | |
| Thur | 09:00 | 23:30 | <u>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</u> (please read guidance note 6) N/A | | |
| Fri | 09:00 | 23:30 | | | |
| Sat | 09:00 | 23:30 | | | |
| Sun | 09:00 | 23:30 | | | |

G

| | | | | | |
|---|-------|--------|--|----------|-------------------------------------|
| Performances of dance Standard days and timings (please read guidance note 7) | | | <u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input checked="" type="checkbox"/> |
| Day | Start | Finish | | | |
| Mon | 09:00 | 23:00 | <u>Please give further details here</u> (please read guidance note 4) Performances will take place within a temporary structure or open air arena. To be detailed on individual event management plans. | | |
| Tue | 09:00 | 23:00 | | | |
| Wed | 09:00 | 23:00 | <u>State any seasonal variations for the performance of dance</u> (please read guidance note 5) An open air option in the case of extreme heat. To be detailed on individual event management plans. | | |
| Thur | 09:00 | 23:00 | | | |
| Fri | 09:00 | 23:00 | <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 6) N/A | | |
| Sat | 09:00 | 23:00 | | | |
| Sun | 09:00 | 23:00 | | | |

H

| | | | | | |
|--|-------|--------|---|----------|-------------------------------------|
| Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7) | | | Please give a description of the type of entertainment you will be providing Stand Up Comedy. Audience participation acts i.e. Quiz Guest speakers. Story Tellers Poetry readings | | |
| Day | Start | Finish | <u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | <input type="checkbox"/> |
| Mon | 09:00 | 23:00 | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input checked="" type="checkbox"/> |
| Tue | 09:00 | 23:00 | <u>Please give further details here</u> (please read guidance note 4) Performances will take place within a temporary structure or open air arena. To be detailed on individual event management plans. | | |
| Wed | 09:00 | 23:00 | | | |
| Thur | 09:00 | 23:00 | <u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5) | | |
| Fri | 09:00 | 23:00 | An open air option in the case of extreme heat. To be detailed on individual event management plans. | | |
| Sat | 09:00 | 23:00 | <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 6) | | |
| Sun | 09:00 | 23:00 | | | |
| | | | N/A | | |

I

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|--|-------|--------|---|----------|--------------------------|
| Late night refreshment Standard days and timings (please read guidance note 7) | | | Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3) N/A | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 4) | | |
| Mon | | | | | |
| | | | | | |
| Tue | | | | | |
| | | | <u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5) | | |
| Wed | | | | | |
| | | | | | |
| Thur | | | | | |
| | | | <u>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</u> (please read guidance note 6) | | |
| Fri | | | | | |
| | | | | | |
| Sat | | | | | |
| | | | | | |
| Sun | | | | | |

J

| | | | | | |
|---|-------|--------|---|------------------|-------------------------------------|
| Supply of alcohol Standard days and timings (please read guidance note 7) | | | Will the supply of alcohol be for consumption – please tick (please read guidance note 8) | On the premises | <input type="checkbox"/> |
| | | | | Off the premises | <input type="checkbox"/> |
| Day | Start | Finish | | Both | <input checked="" type="checkbox"/> |
| Mon | 09:00 | 23:00 | State any seasonal variations for the supply of alcohol (please read guidance note 5) | | |
| | | | | | |
| Tue | 09:00 | 23:00 | | | |
| | | | | | |
| Wed | 09:00 | 23:00 | | | |
| | | | | | |
| Thur | 09:00 | 23:00 | Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6) | | |
| | | | | | |
| Fri | 09:00 | 23:00 | | | |
| | | | | | |
| Sat | 09:00 | 23:00 | | | |
| | | | | | |
| Sun | 09:00 | 23:00 | | | |
| | | | | | |

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

| | |
|--|--|
| Name Mrs. Jennifer J Powell | |
| Date of birth . | |
| Address | |
| | |
| Postcode | |
| Personal licence number (if known) P2420 | |
| Issuing licensing authority (if known) Braintree District Council. | |

K

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 9).

L

| Hours premises are open to the public Standard days and timings (please read guidance note 7) | | | State any seasonal variations (please read guidance note 5) |
|--|-------|--------|--|
| Day | Start | Finish | For events extending over more than one day, 'wild' camping to be available overnight to the public who have opted for extended tickets. |
| Mon | 00:00 | 12:00 | |
| | 12:00 | 00:00 | Camping will take place away from the site of the Licensable activity. |
| Tue | 00:00 | 12:00 | No licensable activities to occur outside of the times agreed by the licence. |
| | 12:00 | 00:00 | |
| Wed | 00:00 | 12:00 | |
| | 12:00 | 00:00 | |
| Thur | 00:00 | 12:00 | <u>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</u> (please read guidance note 6) |
| | 12:00 | 00:00 | |
| Fri | 00:00 | 12:00 | The land would be accessible to those camping overnight but the licensable activities would not take place outside of the licensed times. |
| | 12:00 | 00:00 | |
| Sat | 00:00 | 12:00 | |
| | 12:00 | 00:00 | |
| Sun | 00:00 | 12:00 | |
| | 12:00 | 00:00 | |

M

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

1. Event Management Plan to be submitted 3 months before for larger events of 1000 people.
2. To follow health and safety guidelines in all aspects. Risk Assessments to be drawn up and included in individual event management plans.
3. To ensure professional services are obtained and utilised as required.
4. To ensure all professional employees and volunteers are adequately briefed and are able to contact each other and the organiser immediately in the event of a problem arising.

b) The prevention of crime and disorder

1. A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement and is either a:
 - o Proof of age card bearing the PASS Hologram;
 - o Photocard driving licence; o o Passport; or
 - o Ministry of Defence Identity Card.
 - o Proof of age card bearing the PASS Hologram;
 - o Photocard driving licence; o o Passport; or
 - o Ministry of Defence Identity Card

The premises shall clearly display signs at each point of sale and in areas where alcohol is displayed advising customers that a 'Challenge 25' policy is in force.

2. All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to including under-age sales, how to recognise drunkenness and the duty not to serve drunk persons.
3. Training records shall be maintained and kept for a minimum of 12 months and made available to police or licensing authority staff upon reasonable request.
4. A refusals record shall be maintained at the premises, which details all refusals to sell alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the sale. All entries must be made as soon as possible and in any event within 4 hours of the refusal and the record must be made immediately available to police or licensing authority staff upon reasonable request.
5. The premises shall have in place and operate a zero-tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances and advertise the same within the premises on posters and similar means. This policy may form part of the event management plan.

This policy shall specifically include but not be limited to:

- i. Searching practices upon entry;
- ii. Dealing with patrons suspected of using drugs on the premises;
- iii. Scrutiny of spaces including toilets or outside areas;
- iv. Clear expectations of staff roles (including the DPS, managers/supervisors and door supervisors);

- v. Staff training regarding identification of suspicious activity and what action to take;
 - vi. The handling of items suspected to be illegal drugs or psychoactive substances
 - vii. Steps taken to discourage and disrupt drug use on the premises
 - viii. Steps to be taken to inform patrons of the premises drug policy/practices
 - ix. Patrol of perimeter (Heras) fencing to deter drug supply.
6. The Licence shall not authorise licensable activity open to the public more than six times a year.
 7. Customers will not be permitted to remove from the premises any drinks supplied by the premises in open containers.
 8. A traffic and event management plan shall be submitted to the Licensing Authority, Essex Police and Essex County Council Highways at least 3 months prior to any planned festival style event open to the public where 1000 or more are expected to attend and licensable activity shall not take place if any of these object to the traffic management plan in writing within 6 weeks of submission and that objection is not rescinded.
 9. An incident log shall be maintained and made immediately available to police or licensing authority staff upon reasonable request. The log must be completed as soon as is possible and shall record the following: (a) All crimes reported to the venue (b) All ejections of patrons (c) Any complaints received concerning crime and disorder (d) Any incidents of disorder (e) All seizures of drugs or offensive weapons.
 10. SIA licensed security staff shall be used in accordance with a site security plan which will form part of the event management plan and a record shall be maintained (on the premises) which is legible and details: a) The day and date when door supervisors are deployed; b) The name and SIA registration number of each door supervisor on duty at the premises; and c) The duty start and end time for each door supervisor. This record shall be retained for 31 days and be immediately provided to police or licensing authority staff upon reasonable request
 11. The licence holder will appoint a competent security/stewarding contractor with expertise in the operation of security and stewarding of large-scale outdoor events. The security/stewarding contractor will ensure there are the correct number of SIA registered security staff at the event. Full details will be contained within the EMP.
 12. The licence holder will ensure a full stewarding plan and evacuation plan will be produced as part of the EMP.
 13. At all planned festival style event open to the public where 1000 or more are expected to attend drinks will be dispensed in either plastic bottles or collapsible cups or containers, no glass vessels to be handed to the public.
 14. At all planned festival style events open to the public where 1000 or more are expected to attend the licence holder will ensure the perimeter of the licensed area will be securely fenced and cordoned off to enable the licence holder to safely control the event.

15. At all planned events open to the public where 1000 or more are expected to attend, off sales of alcohol in glass bottles will be allowed in a dedicated security-controlled area which will be detailed in the Event Management Plan/Alcohol Management Plan and on the Site Plan each year. The customer will be advised that no glass is allowed on site and required to immediately deposit their purchases away from the area of licensable activity.
16. In addition to water, other non-alcoholic beverages shall be available at all times whilst alcohol sale or supply takes place.
17. . The sale of glass bottles for Champagne, sparkling or premium wines and the use of glass containers will be allowed only at private events not open to the public.

c) Public safety

1. Marquees and Big Top to be erected by experienced/trained team. No public access allowed during installation. Detailed on individual event management plan.
2. Any temporary fabric structures to be checked on a daily basis once installed. Additional checks and measures to be carried out in the event of adverse weather conditions.
3. No vehicles allowed to move on site within the public hours unless with previous permission and cordoned off from the public by not less than 3 stewards/marshals/security team members.
4. Traffic Management Company to be employed for larger events as required and detailed on individual event management plan.
5. Pedestrian entrance to be marshalled by stewards in Hi Vis vests as required and detailed on individual event management plan.
6. Access route encircling site for larger events as required to avoid having vehicles on site and alert public to presence of the river. Detailed on individual event management plan.
7. Generators to be situated away from temporary structures. Sand and/or appropriate fire extinguisher to be available beside each generator in case of fire.
8. No smoking allowed in Marquees or Big Top.
9. Lost child collection point at First Aid tent. Children under 12 to be issued with wristbands holding parent's phone number.
10. Water barrels and fire extinguishers to be placed throughout site for immediate use in case of fire as required and detailed on individual event management plan.
11. Emergency exit through neighbouring farmland agreed with the owner.
12. No open fires to be allowed on the area of licensable activity, the public camping area or the car park.

13. Adequate lighting to be installed over entrances and car park for larger events as required and detailed on individual event management plan.
14. All traders to send proof of PLI, Risk Assessment and Food Hygiene certificate (if applicable). No traders to be admitted without the appropriate paperwork being submitted.
15. Toilets to be constantly lit after sunset for larger events of 1000 people as required and detailed on individual event management plan.

d) The prevention of public nuisance

1. All neighbouring dwellings to be provided with contact details of the organiser both before and during larger events and encouraged to raise any concerns.
2. Entrance to carpark to be manned by Stewards/Marshals wearing Hi Vis vests. Site entrance signs to be set by entrance for larger events as required and detailed on individual event management plan.
3. No drinks in open containers to be removed to the campsite or car park.
4. Professional technician employed with equipment to monitor decibel levels and ensure noise is funnelled in one direction for larger events as required and detailed on individual event management plan.
5. Entrance to Big Top/Marquee during event to be angled to decrease noise disruption for neighbouring properties.
6. Decibel checks to be carried out throughout the course of the event for larger events offering amplified music as required and detailed on individual event management plan.
7. Bar staff to exercise their discretion, training and licensing directives when serving alcohol.
8. Professional S.I.A. licensed security staff to intervene in the event of any disruptive behaviour as required.

e) The protection of children from harm

1. Children under 12 to be supplied with wrist bands showing a parent's phone number and directed to the First Aid tent should they become lost. First Aid tent to be pointed out to all on entrance to the site for larger events as required and detailed on individual event management plan.
2. DBS checked volunteers to be called to the First Aid tent via walkie talkie or PA announcement in the event of a lost child for larger events as required and detailed on individual event management plan.
3. No child allowed to be returned without a full description of the child being given to the volunteer. If child is reluctant to go with person collecting them, police to be called as required and detailed on individual event management plan.

Checklist:

Please tick to indicate agreement

- 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 designated 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. ✓
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15). ✓

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

| | |
|--------------------|--|
| Declaration | <ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or |
|--------------------|--|

| | |
|-----------|--|
| | her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15) |
| Signature | |
| Date | 12/02/2023 |
| Capacity | Applicant/owner |

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). 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 14)

Mrs Jennifer J Powell

Post town

Postcode

Telephone number (if any)

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

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or

- (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- **Dance:** no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- **Cross activity exemptions:** no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
- 3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
- 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
- 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
- 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
- 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
- 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
- 10. Please list here steps you will take to promote all four licensing objectives together.
- 11. The application form must be signed.
- 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
- 14. This is the address which we shall use to correspond with you about this application.
- 15. **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or

- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.**
- A birth or adoption certificate issued in the UK, **when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.**
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with an official document giving the**

person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A certificate of registration or naturalisation as a British citizen, **when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.**
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.**
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:

- (i) working e.g. employment contract, wage slips, letter from the employer,
- (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
- (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
- (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Phone Numbers within this Event Management Plan submitted to the Council for the purpose of this Licensing Application have been redacted

Event Management Plan

| | |
|------------------------------|---|
| Event Name | CozFest 2023 |
| Event Location | CozFest, Halstead Rd, Sible Hedingham. CO9 3AN |
| Event Date | 26-29/08/22 |
| Organisation | |
| Document last updated | 02/05/23 |

Event overview

Music Festival with stalls, activities, beer tent and live music. The festival commemorates the life of Corran 'Coz' Powell, giving young musicians a chance to experience a festival style performance alongside professional musicians and technicians.

Licence and application checklist

| Checklist | Yes | No | N/A |
|---|--|--------------------------|-------------------------------------|
| <u>Event Notification Form (ENF)</u> | | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Road Closure Application</u> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <u>Temporary Event Notice (TEN)</u> | | <input type="checkbox"/> | <input type="checkbox"/> |
| Any other licensing requirements (provide details) consents and licences | <u>PPL/PRS</u> | | <input type="checkbox"/> |
| Have you checked if your event requires planning permission? (provide details) | <u>X</u> No permanent structures | <input type="checkbox"/> | <input type="checkbox"/> |

Key event management contacts

The event manager has overall responsibility for all aspects of the event. Depending on the nature and scale of the event, other people will have key tasks and responsibilities allocated to them but will report to the event manager.

| Name | Role | Responsibility | Contact Details |
|--|--|---|-----------------|
| Jennifer Powell | Event Manager | Overall responsibility | |
| Mystral Martin | Event Organiser | Bands/Technical Crew Co-ordinator Event day management Stewards/Marshalls | |
| Antony Powell | Production Organiser | All event infrastructure, ordering, delivery timings etc | |
| Roy Edwards | Volunteer Coordinator | Volunteer recruitment, training and event day management | |
| Richard Jackson Security Services | Security Co-ordinator | Site/public security. Traffic management | |
| Andy Baldwin Excalibur Sound and Light Ltd | Production Manager | Sound, lighting and band management in marquee. | |
| Karla Pleasance | Health and Safety Officer. Nebosh C83337 | Risk assessments, legal compliance, fire points, site inspections, first aid provision | |
| MTM Billy Smart | Ordered 02/05/23 Delivery 23/08/23 Collection 29/08/23 Clean 26/08/23 | 8 Toilets/Accessible toilet and wash facilities | |
| Jennifer Powell | Waste Management | Organisation of waste clearance and recycling | |

Key event contacts – other

| Suppliers (marquees, catering etc) | | | | |
|---|---------|------------------------|-----------------|---------------|
| Organisation | Contact | Service | Contact details | Notes |
| Catering TBC | | | | |
| | | | | |
| Authorities (fire, police, first aid etc) | | | | |
| Organisation | Contact | Service | Contact details | Notes |
| Bee McNeil | | First Aid Co-ordinator | | |
| Sam James | | First Aider | | |
| Jennifer Powell | | First Aider | | Radio Contact |
| Mystral Martin | | First Aider | | Radio Contact |
| Attractions, artists and entertainment | | | | |
| Organisation | Contact | Surname | Contact details | Notes |
| Love You Burlesque | Jenny | Powell | Organiser | |
| Artists TBC | | | | |
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Organisational structure

| | | | | | |
|---|---|--|--|---|--|
| | | | Event manager Jennifer Powell | | |
| Security Richard Jackson Security Services | Safety manager Karla Pleasance (Neebosh) Elena Nelld (Big Top) | Stalls Co-ordinator Jasmine Jarman | Production Co-Ordinator Antony Powell | Bar Manager Jeraden Powell | Production Manager Andy Baldwin |
| Staff TBC (All staff listed Who have attended training and volunteer land upkeep. Not all will be attending) | | | Production staff Andrew Baldwin Bex Crane | Stewards Roy Edwards Adam Wood Bee McNeil Ben Roper Ben Smith Sam James Matt Kneller Michael Edgell Fabris | Volunteers Chege Bennett Chris MacKinnon Eileen Penn George Hector Jonathan Swift Matt Kipling James McDonagh Sam Edwards Tony Finch |
| | | | Crew Provided by Excalibur Sound and Light. Chief, Bex Crane | | |

Programme Schedule

| Schedule CozFest 22 event – prior to event day | | | | | | | |
|--|--------------------------------------|-------|--------|-----------------|--|---------|----------|
| Date | Task | Start | Finish | Resources/ who | Notes | In Hand | Complete |
| 31/07/2023 | Contact local residents and farmers. | | | Jennifer Powell | Alert them to the event. Give contact telephone number in case of any complaint. | | |
| 05/08/23 | Erection of | 8am | 4pm | See list of | Over seen | | |

| | | | | | | | |
|---|--------------------------------------|-----------------------|--------------------------|--|---|------------------------------|------------------|
| 06/08/23 | house Big Top | | | stewards/volunteers Trained Team Only | by trainers. Early date to allow for weather. | | |
| | Event area to be mowed and flattened | Following Hay Harvest | T.B.C. Laurence Gagen | Roy Edwards Land owners | | Yes | |
| 19/08/23 | Erection of house marquee | 11am | 3pm | A+J Powell Bee McNeill Roy Edwards Jeraden Powell | | All contacted | |
| TBC | Hired generator arriving | 10 am | | Phase Hire Ltd | | | |
| 23/08/23 | Toilets delivered | 10am | 12 noon | MTM Billy Smart | | Booked 02.05.23 | |
| Schedule CozFest 22 event – event day | | | | | | | |
| Task | | Start | Finish | Responsible | | In Hand | Completed |
| Final H+S check of Big Top | | Pre 11am | | Elena Neild | | | |
| Sign off of generators by electrician | | Pre 11am | | Phase Hire Ltd | | | |
| Stall holders arrive on site | | From 8am | 11.45am | Stalls coordinator Jasmine Jarman Add phone number | All vehicles off site by 11.45am and no further vehicle movements | X stalls coordinator briefed | |
| Band and Stall Holder Vehicle Access roped off. | | 25/08/23 | 27/08/21 | Jennifer Powell Posts supplied by Ashley Richardson | | X | |
| Schedule CozFest 22 event – post event | | | | | | | |
| Date | Task | Start | Finish | Responsible | | In Hand | Complete |
| 28/08/23 | Breakfast for | 9am | 10.30am | Jonathan Swift | | X | |

| | | | | | | | |
|----------------------|--------------------|-------|-------|------------------------------|--|--------|--|
| | volunteers | | | | | | |
| 28/08/23 | Site clearance | 10.30 | | Volunteers Trailer | | X X | |
| 02/09/22 03/09/22 | Big Top knock down | 10.30 | 17.00 | Jenny Powell Trained Team | | X | |

Health and safety

Event Risk Assessment.

All contractors to supply Risk Assessments, proof of public liability insurance, proof of employers liability insurance, proof of food hygiene standards (if applicable.)

See Stall Holder Spreadsheet and Docs

Security

Richard Jackson Security to patrol the site and car park throughout the weekend.

Will be contactable on 2 way radio throughout the event.

Richard Jackson

Verified by Jennifer Powell

Stuart Watson

Paul Lowther

Stewarding

4 Adult steward volunteers. Lead by Mystral Martin, Co-ordinator.

Communication will be through mobile phone and/or close range radio (Walkie Talkies.)

Emergency procedures

Ambulance/Fire engine entry via main entrance.

Necessary announcements over Sound system and secondary speaker near entrance.

30ft of exit not fenced off. 3 Stewards to cordon off area when vehicles leaving the site.

Stage P.A. to be used in the event of necessary evacuation.

Fire extinguishers supplied by Flame Guard Fire and Security.

Water barrels placed at intervals in main arena.

Emergency exit from field available through neighbouring farmland.

First aid and medical cover

4 individual volunteers and head security guard with First Aid certificate.

Electricity

Hiring professional generator for main stage and bar. Phase Hire Ltd.

Fire safety at your event

Minimum of 8 Fire extinguishers supplied by Flame Guard Fire and Security. Will advise and supply any additional equipment required.

10 X 10 gallon drums of water to be placed throughout the site.

5 X water mist fire extinguishers to be placed throughout the site.

Emergency exit through neighbouring fields agreed with (Owner)

Stall holders requested to bring diesel silenced generator. Extra precautions such as straw bale wall constructed around any petrol generators.

Inflatable play equipment

PL insurance and Risk Assessment from contractors will be required and checked.

Event communications – surrounding residents

All residents in the locality will be contacted prior to the event and given contact telephone numbers for the organiser and managers of the event for the day.

Event day communications – Internal

All managers will have a comprehensive list of suppliers and contractors with telephone numbers. Staff will use mobile phones and short band radios to communicate effectively with each other.

Lost children

First Aid tent will be used as a collection point and will be clearly advertised as such. All incidents will be documented. Parents and guardians will be required to give ID and a description of the child before they are allowed to leave with them. Police to be contacted if child is unwilling to go with them. All children issued with wristbands showing parents telephone number on entry.

Licensing

Live Music/Performance of dance.

Sale of Alcohol.

PPL/PRS

Insurance

Event Insurance. Tel: (

Ref: QFS135768 23/06/22

Provision of food

Food to be provided by outside contractors. PL Insurance and food Hygiene certificates will be copied and retained in all circumstances.

Site considerations

Site plan: See attached

Site Plans TBC once suppliers and contractors have fulfilled necessary documentation and been approved. All of the above to be included.

Toilets

8 Portable Toilets on hire from MTM to be delivered 23/08/23 plus an accessible toilet.

More facilities will be ordered if ticket sales indicate increased numbers.

Adequate lighting provided overnight.

Vehicles on site

We will employ car park attendants and assistance when leaving the site. Emergency exit is available via the neighbouring farm.

Parking will be located in the far field. No vehicles to be moved in event area after 11.45am Saturday 26th August. Except for emergency vehicles. Any other unexpected and necessary vehicle movements will be cordoned off by no less than 3 site staff in Hi Vis vests and escorted off site

3 Stewards required to cordon off area for any vehicle needing to leave the site.

Traffic, transport and parking

Parking to be entirely on field adjacent to site overseen by stewards wearing Hi Vis jackets. All vehicles entering or leaving site to be guided by stewards.

Signs erected to make drivers aware of site entrance ahead.

Environmental considerations

Waste management and Recycling

Labelled bins for waste distributed throughout site.

Food contractors to be responsible for safe disposal of hazardous substances, such as oil, off site.

Compostable waste to be retained for composting on site.

Stewards and volunteers to continually monitor and remove waste to a designated area for removal on 28/08/23 and by 03/09/23

Volunteer team to assist with the collection and removal of waste on 03/09/23.

Noise

The site was partially chosen as it is in a very rural area and disturbance to local residents/businesses would be minimal.

Ambient decibel level to be checked 19th and 20th August.

Live Music stage to be monitored by sound engineer. Decibel levels to be checked half hourly. Stage will be enclosed by the Big Top and the entrance placed so as to minimise disturbance to the immediate neighbours. (Very few homes/businesses in area.) Directional sound equipment supplied by Excalibur Sound and Light.

Straw bales may be placed to reduce sound further.

General noise from attendees: Security and Stewards will encourage any excessive noise makers to cease and the organiser reserves the right to evict anyone causing disturbance.

Local residents will be provided with a contact number for the day should they wish to make a noise complaint.

Weather

Severe weather and event cancellation

CozFest 23 may need to be cancelled in the event of extreme storm and/or flooding.

All ticket purchasers will be informed via e-mail/text/social media in the event of cancellation and their ticket price refunded.

The main marquee will be erected up to three weeks prior to the event, dependent on weather and trained staff availability and inspected daily for indications of weather damage. Any necessary reinforcements to be undertaken by the organiser and management staff.

4X4 vehicle assistance will be available should any vehicles become stuck in mud.

| | |
|---------------|--------------|
| DOC. REF. NO. | CF/Aug 2021 |
| REV. | 01 |
| DATE | 22/07/2021 |
| PAGE | Page 1 of 15 |

RISK ASSESSMENT

| | | | |
|-----------------------------------|---|-------------------------------|-----------------|
| Location: | Foxborough Hills, Halstead Rd, Sible Hedingham, Essex CO9 3AN | Assessment Date: | 22/07/2021 |
| Client: | CozFest 2021 | Assessment Valid Till: | 01/09/22021 |
| Job Reference Number: | NA | Assessment By: | Karla Pleasance |
| Brief project description: | A Music Festival with stalls, activities, beer tent and live music. The festival commemorates the life of Corran 'Coz' Powell, giving young musicians a chance to experience a festival style performance alongside professional musicians and technicians. | | |
| | | | |

Risk Assessment Matrix

| Risk Assessment Key | | | | | |
|---------------------|------------------|---|--------|---|------|
| Severity Score | Likelihood Score | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| 1 | | | | | |
| 2 | Low | | | | |
| 3 | | | Medium | | |
| 4 | | | | | High |
| 5 | | | | | |

| Likelihood Key | |
|----------------|------------|
| Score | Likelihood |
| 1 | Improbable |
| 2 | Remote |
| 3 | Probable |
| 4 | Likely |
| 5 | Frequent |

| Severity Key | |
|--------------|------------|
| Score | Severity |
| 1 | Negligible |
| 2 | Minor |
| 3 | Reportable |
| 4 | Serious |
| 5 | Fatality |

This risk assessment has been collated to bring to attention all potential risks and hazards that have been identified by a safety officer in a review of the supply of services for this event. This risk assessment is based on the standard 5 step Hazard Identification and Risk Assessment Procedure which can be provided upon request. This risk assessment will be reviewed if there is a reason to suspect that this is no longer valid, if there has been a significant change in the event or following an incident.

| TASK / SUBJECTS | | | UNCONTROLLED RISK LEVEL Severity x Likely hood = Risk | | | PRECAUTIONS or CONTROL MEASURES | RESIDUAL RISK LEVEL Severity x Likely hood = Risk | | | FURTHER ACTION / COMMENTS |
|--------------------------------------|--|---|--|---|---|--|--|---|---|---|
| Access times for contractors / staff | Rushed work resulting in injuries from unsafe work practices | Contractors, staff, visitors, organisers. | 3 | 2 | M | Ensure that all parties know the build and pull out time constraints. Ensure the Productin Manager patrols the site during this time in order to ensure Health & Safety Regulations are adhered to. | 2 | 1 | L | Clear communication and notification to all contractors and associated parties prior to event load in detailing all access / egress timings |
| Accident and Incident | Injury and/or Death | All personnel | 3 | 2 | M | All working practices to be overseen by organizing on site staff / nominated team All incidents/accidents and near misses to be reported to organisers and completion of all requisite paperwork | 2 | 1 | L | Continuous vigilance by ALL nominated parties |
| Cables / cable runs | Trip Hazards | ALL | 2 | 2 | M | All cable runs to be buried if possible. If not possible to bury then clearly highlight using cable ramps or segregating the cable runs from public footfall areas. Provide warning signs. | 2 | 1 | L | Production Manager to oversee and check all installations before energization takes place. |

| TASK / SUBJECTS | HAZARD(S) | WHO'S AT RISK? | UNCONTROLLED RISK LEVEL Severity x Likely Hood = Risk | | | PRECAUTIONS or CONTROL MEASURES | | | RESIDUAL RISK LEVEL Severity x Likely Hood = Risk | | | FURTHER ACTION / COMMENTS |
|--|--|---|--|---|---|--|---|---|--|--|--|--|
| | | | | | | | | | | | | |
| Chain of command | Emergency situations | All persons on site | 3 | 2 | M | Emergency group formed of key Organiser personnel drawn up, to include security and stewards, agree to meet to agree strategy in the event of an emergency situation. Regular contact between Organisers and nominated team to ensure up to date understanding of all situations Fully understood use of communication tools i.e. phones and radios Fully understood emergency procedures as provided by the organisers | 2 | 1 | L | | | Key person from Organising team to instigate system and explain to all staff as soon as they arrive on site. |
| Chemical or other hazardous substances | Burns, allergic reactions, inhalation related problems, and other related medical conditions | All persons on site, especially event contractors | 2 | 3 | M | Organisers to ensure full compliance of all HSE regulations. Under COSHH, Productin Manager to monitor the use of chemicals and implement suitable controls / prohibitions Contractors to be informed in advance of compliant construction materials. All non-compliant materials and/or substances to be removed off site immediately | 1 | 2 | L | | | Continuous monitoring required by on site organising team |

| TASK / SUBJECTS | HAZARD(S) | WHO'S AT RISK? | UNCONTROLLED RISK LEVEL Severity x Likely Hood = Risk | | | PRECAUTIONS or CONTROL MEASURES | RESIDUAL RISK LEVEL Severity x Likely Hood = Risk | | | FURTHER ACTION / COMMENTS |
|--|--|--------------------------------------|--|---|---|--|--|---|---|--|
| Control of contractors working on site | Various injuries, conflict of activities | Contractors, venue staff, organisers | 2 | 2 | M | Organising team will monitor all contractor activity as far is applicable Safe working practices to be monitored at all times Production manager to monitor during build up and pull out | 2 | 1 | L | All organizing team staff will be briefed before build up starts if there are any specific hazards to watch out for. |
| Children on site within exhibition build / break | Severe injuries and death. | All persons on site. | 3 | 2 | M | Children under 16 are not allowed within any construction areas on site for the duration of buildup and break down. All venue staff, security and organiser staff to stay vigilant at all times | 1 | 1 | L | Any person who tries to bring a child into any construction areas during build up and pull out will be turned away and asked to leave site. There will be no exception to this rule. |
| TASK / SUBJECTS | HAZARD(S) | WHO'S AT RISK? | UNCONTROLLED RISK LEVEL Severity x Likely Hood = Risk | | | PRECAUTIONS or CONTROL MEASURES | RESIDUAL RISK LEVEL Severity x Likely Hood = Risk | | | FURTHER ACTION / COMMENTS |

| | | | | | | | | | | |
|------------------------------|--------------------------------------|-----------------------|---|---|--|---|---|---|----------------------------------|---|
| Crowd Management | All crush related injuries and death | All persons on site | 3 | 1 | M | All people movement to be monitored by security, organisers, stewards and volunteer staff. Evacuation procedures to be followed as outlined within the Event Management Plan. Site maximum capacity limit to be agreed by organiser and monitored at all times | 1 | 1 | L | Continuous monitoring by all event and organising staff. |
| Emergency exits & procedures | Panic | All persons on site | 3 | 2 | M | Emergency Procedures in place and distributed prior to and during the show to all concerned parties Organisers to brief security and vendors along with any other sub-contractors working at the site. Keep all exit routes clear, particularly the emergency ones. | 1 | 1 | L | Emergency procedures to be made available by Organisers to contractors and particularly security / stewards. Full emergency plan details contained within the Event Management Plan. |
| TASK / SUBJECTS | HAZARD(S) | WHO'S AT RISK? | UNCONTROLLED RISK LEVEL Severity x Likely Hood = Risk | | PRECAUTIONS or CONTROL MEASURES | | RESIDUAL RISK LEVEL Severity x Likely Hood = Risk | | FURTHER ACTION / COMMENTS | |

| Electricity: connections, & power | Electrocution, short circuits, fire | Contractors, organizing staff and event attendees | 3 | 3 | H | Official electrical contractor will install the main electrical supply to all required areas and will check installation prior to energizing. Electrical contractor / engineer to liaise with venue allocated staff. | 2 | 2 | M | Continuous monitoring to ensure that changes are not made after energizing. On site electrician to be available throughout event? |
|-----------------------------------|-------------------------------------|---|--|---|---------------------------------|---|--|---|---------------------------|--|
| Environment | Ambient temperature - Heat | All persons on site | 2 | 2 | M | Organisers to monitor heat levels and unusual air conditions. | 1 | 1 | L | Continuous monitoring by organising team |
| Features & attractions | Slip, trip and fall hazards | Event participants / attendees | 2 | 3 | M | Main contractor/s to follow standard HSE codes of practice and provide a sufficient risk assessment for all their work carried out along with method statements and proof of public liability insurance. | 2 | 1 | M | Separate risk assessments to be provided by all contractors working on site |
| TASK / SUBJECTS | HAZARD(S) | WHO'S AT RISK? | UNCONTROLLED RISK LEVEL Severity x Likely Hood = Risk | | PRECAUTIONS or CONTROL MEASURES | | RESIDUAL RISK LEVEL Severity x Likely Hood = Risk | | FURTHER ACTION / COMMENTS | |

| Fire prevention of temporary structures | Flame burns and smoke inhalation | All personnel | 3 | 2 | M | <p>Fire extinguishers to be placed in visible key areas across the site.</p> <p>All construction materials to conform to fire resistance material regulations</p> <p>All non- conforming items must be reported to the Organisers in advance, and a suitable Risk Assessment to support a request to be presented.</p> | 2 | 1 | L | Floor Team / Organisers to monitor continuously |
|--|--|--------------------------------|--|---|---------------------------------|--|--|---|---------------------------|--|
| Floor Loadings (temporary structures) | Unsafe Loading limits / Accidents | Contractors / on site staff | 2 | 2 | M | Organisers to check construction drawings to ensure suitable compliant construction | 1 | 1 | L | All relevant documentation / structural drawings to be made available at all times |
| Foreign Contractor / Artists / Event attendees | Communication is poor; cannot understand English; different standards. | Contractors, participants etc, | 2 | 2 | M | Spot-checks on foreign contractors / artists on site and further explanation provided in own language if deemed necessary. | 1 | 1 | L | Separate Risk Assessments to be obtained if deemed necessary |
| TASK / SUBJECTS | HAZARD(S) | WHO'S AT RISK? | UNCONTROLLED RISK LEVEL Severity x Likely Hood = Risk | | PRECAUTIONS or CONTROL MEASURES | | RESIDUAL RISK LEVEL Severity x Likely Hood = Risk | | FURTHER ACTION / COMMENTS | |

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|---|---|--|--|---|---|---|---|---|---|--|
| Hot working (welding, grinding, cutting etc...) | Burns, blinding, physical damage | Contractors and other personnel on site | 2 | 3 | M | Area to be cordoned off to prevent any public or non authorised personnel accessing the area of work All relevant PPE to be worn, which must be in original condition | 2 | 1 | L | On- going supervision required from nominated safety staff. Failure to comply with any HSE recommendation may result in the work being prevented to take place. |
| Lifting (Fork lifting) | Death or serious injury | All persons on site | 2 | 3 | M | All company drivers to have their operating licenses checked and machines inspected. Failure to comply on any level will result in the lifting operation to be halted. | 2 | 2 | L | Continuous vigilance by Organising team |
| Site pathways / access | Trip, slip or fall hazards Emergency access routes | All persons on site | 2 | 3 | M | All pathways to be indicated on site floor plans that are distributed to all involved parties. Organiser to ensure that no structure or crowd build-ups encroach into the pathways. Continuous vigilance so far is practicable to ensure safe working environment | 2 | 1 | L | Failure to comply with clear access routes may result in the event not being permitted to open. |
| Lighting | Unusual light conditions | All persons on site | 2 | 2 | M | If strobe effects are to be used then suitable warnings and signage to be assigned, and conventional speed patterns to be utilized. All beams to be located suitably and adjusted if the fittings have moved. Programming to be carried out by suitably trained personnel | 1 | 1 | L | Installation by suitably qualified lighting engineers and vigilance thereafter by all Organising Staff |
| TASK / SUBJECTS | HAZARD(S) | WHO'S AT RISK? | UNCONTROLLE D RISK LEVEL Severity x Likely Hood = Risk | | | PRECAUTIONS or CONTROL MEASURES | RESIDUAL RISK LEVEL Severity x Likely Hood = Risk | | | FURTHER ACTION / COMMENTS |

| LPG/Gasses on site including storage arrangements | Fire / explosion resulting in injury | All persons on site | 3 | 2 | M | To adhere with local authority and venue gas regulations. | 2 | 1 | L | All organising team staff to be vigilant of any cylinders in public reach and remove if required |
|---|--|-------------------------------|--|---|---|---|--|---|---|--|
| Naked Flames | Burns, fire, death. | All persons on site, visitors | 3 | 3 | H | Naked flames across the event site are not permitted under any circumstances, this includes fire pits / BBQ's / camp fires. | 2 | 1 | L | Reporting of any non pre informed use of naked flames by organising team |
| Noise Loud music | Damage to ears caused by pressure Failure to hear emergency loud speakers Tinnitus | All persons on site | 2 | 2 | M | Organisers to be aware of excessive noise levels, whether through the use of power tools or unreasonable music levels All artists / contractors informed that sound levels will be reduced should the dB limit reach unsafe levels. PPE to be used if applicable for on site staff for the duration of the 'live' event periods | 1 | 2 | L | DB meter to be available on site for sound level monitoring. |
| TASK / SUBJECTS | HAZARD(S) | WHO'S AT RISK? | UNCONTROLLED RISK LEVEL Severity x Likely Hood = Risk | | | PRECAUTIONS or CONTROL MEASURES | RESIDUAL RISK LEVEL Severity x Likely Hood = Risk | | | FURTHER ACTION / COMMENTS |

| Manual handling | Musculoskeletal injuries | Contractors / organising team staff | 3 | 2 | M | FLT's and trolleys to be provided by relevant company to minimize risk. Floor Team to monitor safe working practices | 2 | 1 | L | Continuous on site monitoring by organising team. |
|---------------------------------|--------------------------------------|---|--|---|---------------------------------|---|--|---|---------------------------|---|
| Packaging and General Waste | Fire | All persons on site | 3 | 3 | H | Collected by venue cleaning staff on regular basis and taken to offsite compactors and subsequent removal Monitoring of waste hidden in voids to be monitored by venue and event team. | 2 | 1 | L | Organisers and venue to continuously monitor. |
| Public Address Announcements | Equipment failure | All persons on site | 2 | 2 | M | All emergency instructions in line with the management team are to be issued verbally or via loud hailers. | 1 | 1 | L | Organisers and venue to continuously monitor |
| Stand / temporary installations | Slip, trip or fall and fire hazards. | All visitors / on site staff and contractors. | 2 | 3 | M | Floor Manager to check all structures in particular for flammable materials. | 2 | 1 | M | Continuous monitoring by all relevant parties |
| TASK / SUBJECTS | HAZARD(S) | WHO'S AT RISK? | UNCONTROLLED RISK LEVEL Severity x Likely Hood = Risk | | PRECAUTIONS or CONTROL MEASURES | | RESIDUAL RISK LEVEL Severity x Likely Hood = Risk | | FURTHER ACTION / COMMENTS | |

| Staff Working Long Hours | Tiredness, dehydration, leading to slips, trips & falls | All staff | 3 | 3 | H | Ensure staff take breaks throughout the day Rotate difficult / intensive tasks Late starts due to late night working is to be undertaken. Ensuring adequate staff numbers to cover all required functions | 2 | 2 | M | Continuous monitoring by all relevant parties |
|------------------------------------|---|---|--|---|---|--|--|---|---|--|
| Temporary Electrical Installations | Electrocution, short circuit, fire | Contractors, Organisers, Staff & Security | 3 | 2 | M | All electrical mains distribution boards are switched and locked off when not in use. All electrical installations to be carried out by an approved competent electrical contractor tested and certified before the power is switched on. All installations to comply with venue and visual inspections carried out by duty Electrical Safety Inspector. | 2 | 1 | L | All installations and appliances deemed unfit will be banned from the venue All equipment arriving from Hire Companies must have a PAT sticker, which is in date. |
| TASK / SUBJECTS | HAZARD(S) | WHO'S AT RISK? | UNCONTROLLED RISK LEVEL Severity x Likely Hood = Risk | | | PRECAUTIONS or CONTROL MEASURES | RESIDUAL RISK LEVEL Severity x Likely Hood = Risk | | | FURTHER ACTION / COMMENTS |

| | | | | | | | | | | |
|--------------------------------|--------------------------------|-----------------------|---|---|---|--|---|---|---|---|
| Traffic, Transport and Parking | Vehicle / Pedestrian accidents | ALL | 3 | 3 | H | Parking to be entirely on field adjacent to site overseen by stewards wearing Hi Vis jackets. All vehicles entering all leaving site to be guided by stewards. | 1 | 2 | L | Signs erected to make drivers aware of site entrance ahead. |
| Trip Hazards | Sprains and strains | All personnel | 2 | 2 | M | Cleaners to ensure waste is removed from gangways Sand build up in key areas to be monitored to prevent falls Floor Team to watch for trailing cables at all times | 2 | 1 | L | General monitoring |
| TASK / SUBJECTS | HAZARD(S) | WHO'S AT RISK? | UNCONTROLLED RISK LEVEL Severity x Likely Hood = Risk | | | PRECAUTIONS or CONTROL MEASURES | RESIDUAL RISK LEVEL Severity x Likely Hood = Risk | | | FURTHER ACTION / COMMENTS |

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|---|--|--|---|---|---|--|---|---|---|---|
| Vulnerable People | Injury | All personnel who have a disability whether mental or physical. Also pregnant women or elderly attendees | 2 | 2 | M | Floor Team and Security to be aware of people who may if necessary require additional assistance to exit in an emergency. Ensure medical assistance can be provided when applicable | 2 | 1 | L | General monitoring |
| Vehicle access and interface with pedestrians / other contractors working in vicinity | Death, serious injury, damage to property, fire hazard | All persons on site | 3 | 3 | H | Venue security staff to manage areas throughout the build-up/pull out periods. Any vehicles required to access the site area to be marshalled safely to the required destination | 2 | 1 | L | Planning pre show On site vigilance from all parties |
| TASK / SUBJECTS | HAZARD(S) | WHO'S AT RISK? | UNCONTROLLED RISK LEVEL Severity x Likely Hood = Risk | | | PRECAUTIONS or CONTROL MEASURES | RESIDUAL RISK LEVEL Severity x Likely Hood = Risk | | | FURTHER ACTION / COMMENTS |

| | | | | | | | | | | |
|------------------------|--|-----------------------|---|---|---|---|---|---|---|---|
| Waste Management | Disease, illness caused by toxic waste build up | All persons on site | 2 | 2 | M | Food vendors are solely responsible for the safe removal of all waste from site. Labelled bins for waste distributed throughout site. Compostable waste to be retained for composting on site. | | | | Stewards and volunteers to continually monitor and remove waste to a designated area for removal post event. Volunteer team to assist with the collection and removal of all waste post event. |
| Wind / Weather | Adverse weather causing in resulting in drop of temperature, hypothermia, high winds, etc. | ALL | 2 | 3 | H | 1. check weather forecast 72, 48 and 24 hours before event; 2. inform participants if unsettled weather is likely; 3. if wind speed is high then move all participants away from temporary structures 4. inform emergency services if necessary. | 2 | 1 | L | Continuous monitoring of weather conditions by organizing team. |
| Working Machinery | Cuts, Loss of limb, Injury from flying materials | All persons on site | 2 | 2 | M | All hazardous machinery to include guarding of all moving parts Maintenance records to be available for checking Hazardous machinery only to be used by trained and experienced personnel – training records to be checked | 2 | 1 | L | Floor Team to make checks on all such equipment / Continuous monitoring throughout tenancy period |
| TASK / SUBJECTS | HAZARD(S) | WHO'S AT RISK? | UNCONTROLLED RISK LEVEL Severity x Likely Hood = Risk | | | PRECAUTIONS or CONTROL MEASURES | RESIDUAL RISK LEVEL Severity x Likely Hood = Risk | | | FURTHER ACTION / COMMENTS |

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|-------------------|---|---------------------|---|---|---|--|---|---|---|---|
| Working at height | Injuries due to falls (1 st party and 3 rd party). Broken Limbs. Impact injuries. | All persons on site | 3 | 3 | H | <p>All contractors to be made aware of standard HSE working at height regulations in advance</p> <p>Only suitable lifts/towers and ladders will be allowed and will be inspected on site</p> <p>Ladders may be used on site, subject to safe working practices and suitable equipment</p> <p>Scaffolding to conform to BS5973</p> <p>Fall arrest systems are not allowed as a first level of protection</p> <p>Suitable head protection to be worn by everyone working at a height greater than 2m off the hall floor.</p> <p>Waste materials not to be thrown from tower scaffolding or other areas at height</p> <p>No equipment to be lent between contractors</p> <p>Only suitably trained and experienced staff to undertake work at height</p> | 3 | 1 | L | Continuous monitoring throughout tenancy period |
|-------------------|---|---------------------|---|---|---|--|---|---|---|---|

END



Webb, Alison

From: Blake, Steve
Sent: 24 April 2023 17:45
To: Licensing; Meddings, John; gen@cozfest.uk
Cc: Batchelor, Colin; Shipham, Chris
Subject: Application for a Premises Licence - 23/00744/LAPREM/LA, Cozfest, Land North of Halstead Road, Sible Hedingham

Importance: High

Dear Licencing,

With regard to the above License Application, I can confirm that, subject to the inclusion of the offered conditions below and the withdrawal of all other objectors' representations, Environmental Health withdraw their objection to this grant. Should proceedings continue, Environmental Health will remain engaged as objectors, purely to have a voice at the hearing to ensure the committee understands that the applicant's willingness to discuss and engage has resulted in the agreed conditions, which we would like to see included on the grant and all points of our objection being satisfied. This is merely a formality to ensure that conditions agreed upon are not dismissed and, therefore, not applied if the committee mistake withdrawal for agreement to the application as is.

Environmental Health will require that the Applicant submit to this authority a Noise Control Management Statement at least one month before the date of any major proposed event. This statement can be incorporated the Applicants Event Management Plan or be submitted independently.

The Noise Control Management Statement's noise control measures must follow on the lines of 'The Noise Council's Code of Practice on Environmental Noise Control at Concerts' and that the 'Recommended Noise Control Procedure' as detailed in the afore mentioned document will be carried out.

This document is designed to assist those planning a large music event and can address the potential environmental problems that noise from the event might create.

The Noise Control Management Statement should include the applicants proposals relating to:

- Planning aspects (of the proposed event)
- Before the event activities
- During the event management activities and control
- And post event Public control/clean-up activities

The Code of Practice does strongly recommend that event organisers should appoint a reputable Noise Consultant for the large Musical events and Environmental Health would require additional details relating to:

- Recorded background levels that have been monitored prior to the proposed event
- Identification as to the nearest Noise sensitive residential property(s)
- Alignment and orientation of the loudspeaker system (to optimise minimum noise disturbance)
- What arrangements will be carried out re Sound Testing prior to each event (in order to attain maximum level that can be obtained to enable the guidance to be met)

- Arrangements re noise monitoring within the venue at the noise monitoring position and other locations
- Arrangements and contact details for the events single point of contact (SPOC) to be made available for the Council's Noise Team, the Police and members of the public.

The provision of a Site Location plan for the event should be available within documentation in order to indicate the location of the stage, mixing desk, location/direction of speakers, monitoring points and the location of the nearest noise sensitive premises.

In conclusion, Environmental Health will be prepared to liaise with the Applicant should she so wish in order that the above measures are workable and manageable.

Yours Sincerely,

Steve Blake

Senior Environmental Health Officer

Braintree District Council | Causeway House, Bocking End, Braintree, CM7 9HB

☎ 01376 552525 | www.braintree.gov.uk | steve.blake@braintree.gov.uk

Webb, Alison

From: Stevens, Lucy
Sent: 06 April 2023 12:57
To: Licensing; Meddings, John; LeBesque, Lisa; Stevens, Lucy; Gennie Powell
Subject: Response from The Health & Safety Authority - Application for a Premises Licence 23/00744/LAPREM/LA
Attachments: RE: Application for a Premises Licence - 22/00744/LAPREM/LA

APPLICATION FOR PREMISES LICENCE 23/00744/LAPREM/LA COZFEST, HALSTEAD ROAD, SIBLE HEDINGHAM, HALSTEAD, ESSEX CO9 3AN

I can confirm that, subject to the inclusion of the offered conditions below and the withdrawal of all other objectors' representations, The Health & Safety Authority withdraw their objection to this grant. Should proceedings continue, The Health & Safety Authority will remain engaged as objectors, purely to have a voice at the hearing to ensure the committee understands that the applicant's willingness to discuss and engage has resulted in the agreed conditions, which we would like to see included on the grant and all points of our objection being satisfied. This is merely a formality to ensure that conditions agreed upon are not dismissed and, therefore, not applied if the committee mistake withdrawal for agreement to the application as is.

Agreed conditions (see attached confirmation of agreement).

1. The maximum capacity at any event shall not exceed 5000. For events with over 500 attendees an Event Safety Management Plan must be submitted 3 months prior to the event.
2. The final event management plan and major incident plan shall be submitted at least 28 days prior to any event over 500.
3. All persons on site at any event with over 500 guests to be issued with a wristband, including guests, staff, band members and concessions.
4. There will be no lasers, pyrotechnics, fireworks permitted at any events without agreement from the Local Authority. Requests must be made 3 months prior to an event.
5. Any inflatables must not be used in strong wind conditions. Any inflatable will be supervised by at least one designated person who has been adequately trained in inflatable safety.
6. Access to rivers, ditches, ponds will be appropriately cordoned off from the public.
7. Toilets shall be provided in the following numbers
 NB As your audience split is unknown you should assume a 50/50 split.

Your facilities should be based on those given in BS 6465-1:2006 Sanitary installations, table 13 - minimum provision of sanitary appliances for temporary events (events with a gate opening time of 6 hours or more

| EVENTS WITH A GATE OPENING TIME OF 6 HOURS OR MORE | | | | |
|--|------------------------------------|------------------------|----------------------------|------------------------------|
| Female WC, and male WC where only WCs are provided | Male WC where urinals are provided | Urinals | Washbasins | Wheelchair accessible toilet |
| 1 per 100 females | 1 per 500 males | 1 urinal per 150 males | 1 per 5 toilets or urinals | As required - minimum 1 |

8. Hand washing facilities shall be provided and located close to
 - each set of sanitary , and
 - any areas where there is any contact with animals (pony rides, petting zoo, exotic animals etc)
9. Drinking water shall be provided free. This can either be by way of suitably located taps or by the provision of bottled water.
10. Overnight camping is permitted in an area separate from all vehicles.
11. No open fires or gas canisters are permitted on site during events or camping. The exceptions to this are:-
 - gas cylinders are permitted to be used by traders in the course of business, and
 - no open fires to be held on the area of the licensable activity, the public camping area or the car park.
12. All vehicles shall be parked in the field allocated for car parking. The only exceptions to this will be emergency vehicles and concession vehicles which may be needed at the concession.
13. No vehicle shall be permitted to move other than in the car park or access lane from the start of an event until the close of an event, unless accompanied by a minimum of three staff members each wearing high visibility clothing. All vehicle movements during an event shall be made at walking pace.
14. For events over 500 people details of all food vendors shall be provided at least 21 days prior to the event. Food vendors must have a Food Hygiene rating of 3, 4 or 5. The following information will be submitted to the Local Authority
 - Name & address of food business,
 - contact number of food business
 - operator, name of local authority,
 - date of last inspection,
 - food hygiene rating,
 - nature of food / drink to be sold.
14. There will be a minimum of 2 first aiders onsite, dedicated to that role. All first aid staff covering events are trained in Emergency First Aid at Work and manual handling.
15. The weather forecast will be checked 48 hours and 24 hours before the event. If adverse weather warnings have been issued for lightning and/ or flooding and/or high winds the event will be cancelled.
16. The site must be adequately lit for any events that take place after dusk.
17. There must be written procedures in relation to emergency arrangements that include how the alarm will be raised, contacting emergency services, crowd management, show stop procedures. All staff shall be fully briefed in these procedures.
18. Temporary structures such as lighting, stages, tents etc. will be installed by a competent person.
19. Toilet facilities must be adequately lit after dusk.

Kind regards

Lucy

Lucy Stevens
Senior Environmental Health Officer



A.J. & E.J. Barrow

Brook Street Farm, Hedingham Road, Halstead, Essex, CO9 1UH

The Licensing Officer
Braintree Council Officer
Causeway House
Bocking End
Braintree
CM7 9AB

26 April 2023

Dear Sir,

RE: 23/00744/LAPREM/LA – Land North of Halstead Road

We would like to oppose the above application as we feel that when the Powell's first purchased the land originally, it was in memory of their son, which we have great sympathy with. We were also led to believe it would be a place where families in similar situations could go to think of those no longer with us in a peaceful surrounding.

We could see no reason that this would cause any problem, but now not only do they have their "Coz Festival" which again we can accept once a year, but other events have taken place causing more noise and danger on a very busy road.

Our land borders their field and we have animals grazing the meadows, which again is a concern to our stock, when events where alcohol and probably other substances are being consumed.

The road safety is another issue as we have witnessed 2 deaths outside our farm gate in recent years and as the field in question is on the same stretch of road this is very concerning.

We hope you will consider our concerns regarding the application to this premise license, and you will not permit it.

Kind regards,

Alan and Elizabeth Barrow

Webb, Alison

From: Simmons, Fay on behalf of Planning Comments
Sent: 20 April 2023 12:54
To: Licensing
Subject: FW: 23/00744/LAPREM/LA - Land North of Halstead Road

Good afternoon

Please see below email for your attention

Thank you

Fay Simmons
Planning Administrator
 Braintree District Council | Causeway House, Bocking End, Braintree, CM7 9HB
 ☎ 01376 552525 Ext. 2785 | www.braintree.gov.uk | ✉ fay.simmons@braintree.gov.uk

Disclaimer

Statements made by planning officers and Council employees are not binding on the Local Planning Authority. It is not the responsibility of the Local Planning Authority to ensure you do apply for planning permission. If you wish to have a planning issue decided conclusively then the appropriate procedure must be used to obtain a formal decision from the Local Planning Authority.

From: Fiona Ward
Sent: 18 April 2023 12:14
To: Planning Comments <planning@braintree.gov.uk>
Subject: 23/00744/LAPREM/LA - Land North of Halstead Road

18 April, 2023

Re: 23/00744/LAPREM/LA - Land North of Halstead Road

We would like to object to this premise license application for the following reasons:

1. The applicant has yet again failed to consult any neighbours to the land about her plans for events and the mitigation she will put in place to prevent a repeat of public nuisance created by previous events under her responsibility as licensee.
2. At the previous hearing the applicant admitted that she had not complied with all the licensing objectives: there had been no Challenge 25 in place, no searches for drugs, and music was played well beyond licensing hours. She also admitted that loud music had been played until 2.00am, when in actual fact it was 4.00am.
3. The applicant failed to clear the site after last year's Cozfest because of lack of staff to do the job. The council had to issue an Enforcement Enquiry last year, several months after the last event. Despite clearing part of the site, it has not been fully cleared and the shipping container and trailer are still there.

4. The applicant claimed to have used an SIA registered company for security when no staff had come through a recognised agency.
5. This application refers throughout to events of more than 1,000 people. All previous events have had much fewer than 1,000 but have created serious disturbance to many neighbouring properties, causing a public nuisance. The applicant will only submit an Event Management Plan for events over 1,000 people which means it is unlikely any event held will have an Event Management Plan submitted in advance with all the necessary safeguards required by council officials regarding noise, dispersal, traffic and safety.
6. The applicant has failed to agree to a professional sound survey covering key neighbouring properties (including our own) in advance of any events and to put in place an effective Noise Management Policy for approval. Her claim that sound can be channelled in one direction is a complete fallacy and contrary to the physics of sound. The applicant states a 'professional technician' will monitor decibel levels which she claims was carried out at previous events. However, no details about agreed target sound levels experienced at neighbouring properties was ever supplied.
7. There is no time frame to manage the erection and dismantling of a marquee/big top.
8. The application is for 6 events. This is not the maximum being set by the applicant to appease neighbours but is safeguarded anyway by the land contract. It does not specify the time period for each event, which could be many days, and especially during public holiday weekends.

Once again, the applicant has shown herself not to be a suitable and reliable person to put on and manage events in this rural location, which was never designed to hold licensed public events attended by hundreds of people and cars.

Andrew & Fiona Ward

Foxborough Hills Farm
Halstead Road
Sible Hedingham
Sent from my iPad

Good afternoon,

We would like to register our strong objection to the proposed Premises Licence Application

Reference: **23/00744/LAPREM/LA - Land North of Halstead Road**

It is very disappointing, although not totally unexpected, to have to learn from Mrs Ward of Foxborough Hills Farm, rather than Mrs Powell herself, of a new Licence application, by Mrs Powell, for a Licence to hold 6 Events per annum on the land North of Halstead Road. This is in spite of Mrs Powell's assurances at the previous Hearing, that she would let us know what she proposed to do in the future and would try to work with us to ensure our concerns were taken into account.

Whilst we appreciate Mrs Powell has no obligation to inform us of her decision to reapply for the Licence, once again this shows a complete lack of consideration or compassion to work with the neighbours most affected by the excessive disturbance that these festival style events cause, and is a major concern to all of us most affected.

In addition, we would like to object to the following:

1. The notice confirms an application for 6 Events per annum, however this number is based purely on a non-binding covenant agreement between Mrs Powell and the previous landowner, and could easily be amended in the future; without recourse to planning. This is of particular concern given Mrs Powell's previous application for a 365-day License;
2. The time limit for each Event is not specified. The current Cozfest impacts the area for 4 days, with campers arriving on the Friday night and not required to leave until the Monday, causing disturbance throughout the entire August Bank Holiday weekend. Future events could last as long, or even longer, as no parameters have been specified, potentially causing significant disturbance, particularly over the summer months.
3. Mrs Powell has history of not adhering to the guidelines; for example, not clearing the site promptly; even now, 8 months later, the site has not been fully cleared from the previous Cozfest. At the last Hearing she just noted with a smile that the reason for the delay was that "it was just little me left to clear up, and I'm only little." This is not amusing to us, nor is it acceptable. She should have arranged for staff to carry out the waste removal; however once again has shown her complete lack of planning or any concern for how her behaviour affects others;
4. Last year, the huge, red and blue, circus style tent, remained in place for a month. If there are 6 events per year, this could result in a temporary structure being in place for 6 months of the year. No guarantees have been provided to confirm that any structure will be removed quickly following an Event to ensure that this is not the case;
5. When hiring the field out to others, Mrs Powell was not been on site to ensure all Regulations are being followed. One particular Event continued to play loud music until 4.00am, requiring intervention by the authorities, however Mrs Powell, who does not live nearby, remained unaware of the significant issues the Event was causing local residents. This shows a complete lack of management and control of Events, which severely affect the neighbouring properties;

6. Licences are granted with the requirement to ensure the Events run within specified guidelines, however on another occasion, huge scaffolding towers were erected against planning requirements. Mrs Powell simply said she was unaware of the rules. This ignorance/lack of knowledge and understanding, further confirms our concerns over Mrs Powell's ability to run these Events. It is not sufficient to plead ignorance of the Law which causes distress and concern to those affected by her wrongdoings;
7. Mrs Powell has noted that the decibel levels from the music will be monitored, however there is no mention of any cap or level to which the Event will be operated. Our house, Beckfield House, is in direct line of the field, with Sparrows Cottage, Sparrows Farm and Foxborough Hills even closer. How will the levels be monitored, what is the maximum level deemed acceptable, how often will the readings be taken and how will any limits be enforced? The problem is exacerbated on hot days when the sides of any temporary structure may be opened, or the speakers moved outside. Mrs Powell makes no mention of this. Monitoring noise, even if undertaken, is irrelevant if no maximum level has been set, and will do nothing to help the residents affected;
8. This application gives no assurance that there will be any Event Management Plan put in place for Events less than 1,000 people, however any Event, no matter how small, can cause the same impact and public nuisance of larger Events to local residents, in particular regarding noise, but also for putting in place the required safeguards regarding alcohol and drug misuse and public safety. Residents should feel confident that suitable safeguards are put in place to protect us from these issues no matter what size the Event, however no such assurances have been given, providing further cause for concern;
9. The original Licence was granted for a 3-day music event, to be held over the August Bank Holiday weekend, in memory of a deceased loved one. In extending this agreement to a further 5 Events a year, Mrs Powell is commercialising that death which is both unreasonable and against the original ethos of the event. It is taking advantage of the goodwill of those in the area who agreed to that, to extend the Licence further.

At the end of the day, we are trying to protect this rural neighbourhood from the unrelenting noise and disturbance these Events cause, often over Bank Holidays or weekends. There is the added concern of drugs and alcohol which have not been adequately addressed. Anti-social behaviour, excessive noise, littering and possible driving under the influence of drugs or alcohol also cause huge reasons for concern. This is a field on a narrow, dangerous road. It is not really suitable for a single large gathering, it is wholly unsuitable for multiple such events. There are no pavements, no street lights, no public transport and no local amenities nearby.

We would thereby strongly request that you **REJECT** this application.

I add as an addendum our previous points of concern which are equally valid for this License application

Additional Points raised previously but equally significant now

1. Whilst this is a Premises Licence Application, the first issue is that there is no physical property to which this application can apply. Currently a huge circus style tent is erected on the land which, whilst the current CozFest is for one weekend only, has remained on site for

20 days. This is a bold temporary structure, totally out of keeping with the rural nature of the area, and is an eyesore to the community;

2. The disturbance from the current CozFeast is significant. The continuous thumping from the music and voices over the microphone can be clearly heard at our property which is around ¼ mile away; the noise for those closer must be unbearable. To allow the possibility of 5 further Events of alcohol fuelled disruption, similar to that currently suffered over the Bank Holiday weekend, is unreasonable in this rural area;
3. This area is already greatly impacted by the considerable noise and disturbance from other events such as the International, and other, Clay Pigeon Shoots at Hepworth Hall CO9 2QN, which produce weeks of continuous gunfire from 9.00am to 6.00pm, and two motocross sites within a few hundred metres of this site (Foxborough Quarry and Halstead Hills) with regular meets throughout year. In addition to the considerable noise produced, there are other obvious issues such as increased traffic, mud and litter etc. which can be significant, and adversely affect the area;
4. Halstead Road is a very narrow road with no paths. It is an incredibly busy road, the top of which, at its junction with Hedingham Road A1017, is already registered as an Accident Blackspot; the CozFest itself is even held in memory of the death of (we believe) the owners' son, following a road traffic accident. The opening in to the field is narrow and directly off the main road, which means that entry and exit into the field is extremely dangerous, and with no pedestrian access, the site is totally unsuitable for any mass gatherings;
5. Large numbers of visitors coming to an open event, bring with them the additional issues of littering, waste, barbeques and bonfires etc. all of which contribute not only to general pollution of the area, but also to noise and light pollution. The possibility of fires from naked flames, especially in the recent unprecedented hot weather, is realistic, and the disturbance to wildlife, including the many badgers, deer, muntjac, foxes, rabbits and birds, in this primarily agricultural area, would be considerable;
6. Currently people camp for up to four days over the CozFest period, however with additional Licences, people will be able to camp for longer periods of time, and additional toilet, ablution and waste removal facilities will necessarily be required, putting additional strain on this area;
7. This Premises Licence Application is for 6 Events per annum which will require a number of temporary facilities. Therefore, should not PLANNING PERMISSION be required for this venture? Even if temporary structures are erected, over time these will be deemed to be permanent structures, and subsequently planning applications will no doubt follow for houses etc. This is an additional concern, over and above those noted above;
8. The site is agricultural land. To extend the Licence 6 Events per year, in essence, changes the use of this land to commercial. Should this not therefore be considered a CHANGE OF USE application, subject to the relevant Change of Use application.

We would therefore ask that you **REJECT THIS APPLICATION** to ensure the underlying rural/agricultural nature of this land and the surrounding area is maintained and the community and wildlife is not subjected to excessive noise, littering, traffic and disturbance throughout the year, which the granting of a 6 Event Licence will most certainly produce.

**Regards,
Kim and Paul Jackson
Beckfield House,
Halstead Road,
Sible Hedingham,
Essex.
CO9 3AN**

Webb, Alison

From: Simmons, Fay on behalf of Planning Comments
Sent: 25 April 2023 10:45
To: Licensing
Cc:
Subject: FW: Objection to licensing application 23/00744/LAPrem/LA - Land North of Halstead

Good Morning

Please see below email for licensing

Thank you

Fay Simmons
Planning Administrator
 Braintree District Council | Causeway House, Bocking End, Braintree, CM7 9HB
 ☎ 01376 552525 Ext. 2785 | www.braintree.gov.uk | ✉ fay.simmons@braintree.gov.uk

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From: Ian Simpson
Sent: 25 April 2023 10:02
To: Planning Comments <planning@braintree.gov.uk>
Subject: Fwd: Objection to licensing application 23/00744/LAPrem/LA - Land North of Halstead

 You don't often get email from [Learn why this is important](#)
 Hello,

I tried to do this online but could not find the application today despite seeing it yesterday.

Kind regards
 Ian

Begin forwarded message:

From: Ian Simpson
Date: 25 April 2023 at 09:54:02 BST
To: licensing@ofwat.gov.uk
Subject: Objection to licensing application 23/00744/LAPrem/LA - Land North of Halstead

We would like to object to this license application for the following reasons:

1. The applicant has not as far as we are aware consulted us or any neighbours to the land about the events she plans to hold and how she will avoid them being a nuisance and risk to road users on a dangerous road.
2. At a previous event music was played well beyond licensing hours, loud music was played into the early hours of the morning.
3. The lay of the land surrounding the location of the events is a valley which means that loud sounds echo around the area as is evident by the echo of shotgun fire we are currently enduring from event being held in the area. From talking to our neighbours we understand that a professional sound survey covering key neighbouring properties has not been carried out and therefore there can not be an effective Noise Management Policy.
4. The application I understand limits the events to six per year as that is the maximum allowed by the land contract. However I could not see anything that determines the duration for each event, which could be many days including weekends especially during public holiday weekends, when we are trying to enjoy being outside. The events could also all occur in the summer meaning there could be an event every two weeks for three months.
5. This rural location on a busy, narrow twisting road seems completely inappropriate location for public events involving hundreds of people and cars.

Kind regards
Ian

Mr Ian Simpson
Brook House
Hedingham Road
Halstead
CO9 1UH

Webb, Alison

From:
Sent: 18 April 2023 13:43
To: Licensing
Subject: RE: Application for a Premises Licence - CozFest Land North Of, Halstead Road, Sible Hedingham, Essex

You don't often get email from [Learn why this is important](#)

I understand there is a new application and my objection still remains

From:
Sent: Thursday, October 20, 2022 3:07 PM
To: 'licensing@braintree.gov.uk' <licensing@braintree.gov.uk>
Subject: Application for a Premises Licence – CozFest Land North Of, Halstead Road, Sible Hedingham, Essex

With reference to the above application I wish to lodge my objection. I can not see any reason as to why this is required to be a full all year round license to support what is a single annual weekend event. The land is just an open field with single access. There are no permanent structures that would support such an application and the land is not suitable for this on an ongoing basis.

What was meant to be a small social annual event is now being taken down commercial lines and If such a license is granted it will be used to justify more and more events without any of the other required planning requirements or impact assessments.

I have no issue with the event in its old structure and people should be able to use their own land for their personal enjoyment but this does not mean it can be turned into a commercial enterprise.

I ask that all of the applied licenses are rejected.

Yours Sincerely

Jonathan Willis
 Crows Cross
 Halstead Road
 Sible Hedingham
 Essex
 CO9 3RJ

The Licensing Officer
 Braintree District Council.
 Courtenay House.
 Boching end.
 Braintree CM7 9HB.

Mr & Mrs M Dent.
 Sparrows Cottage,
 Halstead Road.
 Sible Hedingham.
 CO9 3AN.
 Tel No
 18-05-23.

Dear Sir/Madam.

Re Premises Licence Application - 23/00744

LAPREN/LA. Cozpert, Land North of
 Halstead Road, Sible Hedingham CO9 3AN.

Our attention has been drawn to a
 Licence application at the above location.

As our property & land is directly next
 to where these events are to take
 place we must object strongly to the
 proposal of a Live/Recorded Music application
 up until 23.30. Surely 23.00 hours is late
 enough.

Also the limit of 6 Events per year
 Surely must stipulate that one event
 means for one day only.

If you wish to contact us to discuss this
 further please do not hesitate.
 Yours faithfully

Mr M & Mrs J Dent.

23/00744/LAPREM/LA

24/04/2023

I am writing into **object** to this premise license application.

Firstly, I would like to make a point that the Blue Notices were not put up to maximise visibility for the public to see. This is one of the reasons why no residents knew about this application until late. Since I raised this issue with the licensing team one of the 2 notices has been moved to a more viable location

When the applicant registered their interest to buy the land in question it was in memory if a deceased family member to plant trees and maybe a small once a year mini festival. To me this was acceptable if licensing law was followed and that there were no issues with little disruption to residence.

It is clear that the intention of the landowner is not to have this one-off mini festival each year but to have the ability to serve alcohol and play loud music for 365 days a year for 14 hours each day! There is no stipulation on how long each of the 'six events' can be. The applicant has also stated there could be camping 24/7 365.

It wasn't long ago since the first application was refused. From the new application its clear that the applicant has not taken on board what was said in the hearing and what was said in the judgement.

I would like to make the following points.

1. It would have been good practice for the applicant to provide an example of their event management plan as this contains a huge amount of information that would help their application.

Licensable Objectives

2. Not implementing traffic and event management plan for under 1,000 attendees. Please see attached photos of the exit view from the site. It is a concealed entrance and without adequate management there could be a serious accident. Just opposite the entrance there was once a car on its roof.

Why should the applicant not have any plans in place for attendance under 1,000 people?



Prevention of crime and disorder

3. Site security plan also states that it will only be created for over 1,000 attendees as it forms part of the 'Event Management Plan'.

Again Stewarding & Evac plan is only part of the Event management plan. Therefore they will not have one for under 1,000 attendees.

4. A glass policy will only be in effect for over 1,000 attendees. So glass will be allowed under 1,000.
5. Under 1,000 no security fence will be installed.
6. There is zero mention of CCTV. CCTV is crucial for the prevention of crime and disorder. It can keep both the event organisers and members of the public accountable for their actions. There are many CCTV systems that can be rented especially for events like CozFest. There is zero excuse for not implementing CCTV.

The prevention of public nuisance.

7. In reference to Point 1. The applicant has already failed to do this. They did not inform residents to their new application. They have not attempted to liaise with us.
8. There is no mention of hiring an accredited sound acoustic company to undertake a sound survey to inform the applicant, licensing committee & residence the impact of the event. The survey would also then make recommendations on sound limits and other necessary conditions. The licensing committee must therefore refuse this application based on this alone.
9. There is zero mention of waste management and disposal to combat litter and smell. It's been 8 months since the last event and still the site has not been cleared. No provisions were created to clear the site and the applicant admitted this in the last hearing.
10. There is zero mention of a dispersal policy.

As this application is requesting 365 days a year operation there needs to be a change of use for the land in question. There is no such planning application.

The 'Big Top Tent' also could be in place for the whole year as there is no mention when it will be put up and taken down after each event. As this would then be classed as a permanent structure planning permission needs to be applied for. No such application has been made.

This application will seriously impact the quality of live not just for myself but for my neighbours as well.

This application does not meet the licensing's objectives:

- **Prevention of crime and disorder**
- **Public Safety**
- **Prevention of public nuisance**

I would therefore urge to committee to **reject** the application.

Yours Sincerely,

William Ward

Foxborough Hills Farm, CO93AN

Comments for Licensing Application 23/00744/LAPREM/LA

Application Summary

Application Number: 23/00744/LAPREM/LA

Address: Land North Of Halstead Road Sible Hedingham Essex

Proposal: Premises Licence

Case Officer: Mrs Vicki Gorham

Customer Details

Name: Mrs sarah couch

Address: Foxborough Hill Cottage, Halstead Road, Sible Hedingham, Essex CO9 3AN

Comment Details

Commenter Type: Neighbour

Stance: Customer objects to the Licensing Application

Comment Reasons:

Comment: 18/04/2023 8:30 PM I am surprised that this has even put forward. I live adjacent to the feild and have had to suffer previous nights of LOUD music/live bands. I have major concerns that it first this feild was bought from the farmer and therefore this is was the land was originally designed for not a Circus Tent Music and live bands which because of the area the music travels bounces off the trees and it's a real nuisance. I have major concerns that because the applicant her own licence for alcohol. This is going to be more of the nuisance of music noise afterwards with the campers which again it travels and because we are elevated it's so noisy. I think the applicant knows that the numbers won't always be over 1000 therefore will not have to adhere to the rules. Therefore won't have to have security on inspection of guests and also not have wardens. This will mean it won't have to comply with even basic Health and safety on site and with traffic. The first application was for weddings etc so as it hasn't been applied for we won't be having weddings?

I honestly believe this is detrimental to the area we hold dearly for the serenity it deserves and it could be nothing but a roudy noisy problem that the applicants will not look after for all the right reasons . Also as they are not residents of the area it's very easy to think it doesn't affect them directly.

Decision Notice – Premises Licence

| | |
|------------------|--|
| MEMBERS PRESENT: | Councillor J Baugh (Chairman of the Licensing Sub-Committee) Councillor Mrs M Cunningham Councillor R Wright |
| PREMISES: | CozFest Land North of Halstead Road Sible Hedingham Halstead, Essex CO9 3AN |
| APPLICANT: | Mrs J J Powell |
| DATE OF HEARING: | Wednesday, 25th January 2023 |
| DATE OF NOTICE: | Wednesday, 1st February 2023 |

The Licensing Sub-Committee has read the material presented to it and has considered all the evidence and submissions.

In considering the provisions of the Licensing Act 2003, the Statutory Guidance issued under Section 182 of the Licensing Act 2003 (issued December 2022) and Braintree District Council's Licensing Policy, the Licensing Sub-Committee has decided to **REFUSE** the application for a Premises Licence for the site known as CozFest, Land North of Halstead Road, Sible Hedingham.

The decision of the Licensing Sub-Committee in respect of this application for a Premises Licence takes effect on 1st February 2023.

Reasons for Decision

The Licensing Sub-Committee is required to consider the application for the Premises Licence as submitted in accordance with Section 18 of the Licensing Act 2003.

The Statutory Guidance issued under Section 182 of the Licensing Act 2003 (December 2022) states that each application for a Premises Licence must be considered by a Licensing Authority on a case-by-case basis and that representations submitted by Responsible Authorities, other persons and the applicant should be taken into account.

In addition, the Guidance states that the determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end.

The Licensing Authority should consider wider issues such as other conditions already in place to mitigate potential negative impacts on the

promotion of the licensing objectives and the track record of the business. Furthermore, the Guidance reminds the Licensing Sub-Committee that it is imperative that the factors which form the basis of its determination are limited to the consideration of the promotion of the licensing objectives and nothing outside those parameters. Consequently, the Licensing Sub-Committee's decision cannot be based on planning grounds or other matters which fall outside of the provisions of the Licensing Act.

The decision of a Licensing Authority should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what is intended to be achieved.

The Licensing Sub-Committee has considered the application and the submission of the applicant during the Hearing. The applicant has advised that they wish to hold one large festival style event and five smaller events akin to weddings and farmers markets.

The site to be licensed is a 10-acre agricultural field in a rural location. Its boundaries are formed by the River Colne, the A1124 and neighbouring fields not within the applicant's ownership. The extent of the site is denoted by a red line on the map submitted by the applicant with the application. All licensable activities and other ancillary uses would take place within this red line area. The site has a single point of access and egress from the A1124. The property of the nearest objector shares two boundaries with the site, with the remaining objectors being within 1km of the site, three of whom are on the west of the site on the opposite side of the A1124.

The applicant has advised that there is a covenant on the land which restricts their use of the land to six public events per annum. The Licensing Sub-Committee has had sight of the Land Registry Office Copy Entries which confirm that the use of the land is subject to a restriction of six events, but they do not specify if the events are public or private. The Licensing Sub-Committee notes also that the covenant restricting the use of the land is a private matter between the landowner (the applicant) and the Transferor/beneficiaries of the covenant and it cannot be enforced by other parties, such as the Licensing Authority, should the restriction be exceeded.

Neither in the application, nor during the Hearing has the applicant specified the proposed duration of the six events and reference has only been made to previous CozFest events which took place under Temporary Event Notices. No further explanation has been provided to the Licensing Sub-Committee.

The Licensing Sub-Committee acknowledges that during the consultation period and prior to the Hearing, the applicant has worked with the three Responsible Authorities Essex Police; Braintree District Council Environmental Health; and Braintree District Council Health and Safety to agree conditions which would apply to the Premises Licence in the event that the Licence was granted. One of the conditions agreed with Braintree District Council Health and Safety stipulates an attendance threshold of 500 people, which if met would trigger the submission of an Event Management Plan by the applicant. Part M of the application sets out that an Event

Management Plan would be submitted for events where more than 1500 guests were in attendance. The Licensing Sub-Committee is concerned that neither the applicant, nor the application have provided sufficient information as to the steps which would be put in place to promote the licensing objectives for licensed events where less than 1500 guests were expected to attend.

The Licensing Sub-Committee is not satisfied from the information contained within the application and the submission made by the applicant during the Hearing when outlining the application and responding to questions raised by objectors and Councillors, that consideration has been given to how events will be managed when an Event Management Plan is not required. The applicant has referred to an Event Management Plan prepared for a previous, discontinued application, but a copy of this was not provided. This would have helped the Licensing Sub-Committee and the objectors to understand what measures might be put in place to promote the licensing objectives and to allay any concerns about how events would be managed.

The Licensing Sub-Committee has noted the reference in Part M of the application to the Challenge 25 Scheme for the sale of alcohol; to the use of SIA Registered security staff; and to lighting. However, it is considered that insufficient information has been provided as to the steps which the applicant would take to promote the licensing objective of the prevention of public nuisance. This licensing objective is of most concern to the objectors.

Whilst this application has been determined on its merits, the Licensing Sub-Committee has had regard to the concerns raised by the objectors about the previous use of the site under Temporary Event Notices and it has considered their concerns in terms of the licensing objective of the prevention of public nuisance. Concerns have been raised in respect of noise (from regulated entertainment and ancillary to the use of the premises by patrons) emanating from the premises. It is acknowledged that the site is an open field without any structures to prevent noise carrying and affecting the immediate neighbouring property, Sparrows Cottage and those further away including Beckfield House. Reference has also been made to public nuisance caused by vehicles entering and exiting the site via its single access and egress and by people exiting the site on foot, or via other means.

The Licensing Sub-Committee has considered granting the Premises Licence subject to the imposition of further conditions for events falling outside the requirement to provide an Event Management Plan. However, having regard to the Statutory Guidance and the site it is considered that the proposed conditions could be disproportionate for the promotion of the licensing objective of the prevention of public nuisance.

Whilst it is not a legal requirement to seek professional advice in submitting an application, regrettably it is clear to the Licensing Sub-Committee that the applicant would have benefitted from obtaining such advice. In particular, the application has provided insufficient information to satisfy the

Licensing Sub-Committee that adequate arrangements would be put in place by the applicant to manage all events permitted by a Premises Licence, whether large or small. The application and subsequent negotiations with the Responsible Authorities appear to have focussed on festival style events and not on all events which could be held under the terms of a Premises Licence. The Licensing Sub-Committee considers that it is unacceptable that arrangements are not in place for smaller events, which the applicant has advised they wish to hold such as weddings, farmers markets and events with fewer than 1500 attendees. Such events could equally cause behaviours to undermine the licensing objectives.

On balance, the Licensing Sub-Committee considers that based on the information available to it at the Hearing; the concerns raised by the objectors; and the need to promote the licensing objective of the prevention of public nuisance this application should be refused.

End of Decision.

Right of Appeal

If you wish to appeal against the Council's decision you must do so in writing to the Magistrates' Court within 21 days of being notified in writing of the Council's decision. A fee must be paid to the Magistrates' Court and your application should be marked 'Pre-Court' and sent to the:-

Essex Magistrates' Court
Court Administration Centre
P.O. Box 10754
Chelmsford
Essex
CM1 9PZ

Telephone: 01245 313300
Email enquiries: esosprey@justice.gov.uk

For further guidance on appeals to the Magistrates' Court please contact the Magistrates' Court or seek independent legal advice. Further information is also available at www.justice.gov.uk.

Right to Request a Review

At any stage following the grant of a Premises Licence, you may be able to ask the Licensing Authority to review the Premises Licence. You will need to complete an application form which can be obtained from the Council or from www.gov.uk. An application for a review must be about the effect that the Premises Licence is having on at least one of the four licensing objectives. Further information about reviews can be found at www.gov.uk.

HEARING PROCEDURE FOR PREMISES LICENCES/CLUB PREMISES CERTIFICATES
WHERE APPLICANT AND OBJECTORS ARE PRESENT

1. Welcome and Introduction

- [1] The Chairman welcomes the people who are present and introduces the Members. He/she will ask the Members to confirm that they have no declarations of interest to declare in respect of the application.
- [2] The Chairman asks the Applicant to introduce himself/herself and then asks the Objectors to introduce himself/herself/themselves.
- [3] The Chairman then confirms that the hearing will be conducted in accordance with this procedure. If any party wishes to rely upon any evidence that has not been disclosed prior to the hearing, they must ask for the Chairman's permission at this point.

2. The Applicant's Case

- [1] The Chairman asks the Applicant or his/her representative to present his/her application for a licence.
- [2] The Applicant or his/her representative may then call any witnesses and/or give evidence in support of his/her application.
- [3] The Objector[s] or their spokesperson may then question the Applicant [if he has given evidence] and any witnesses.
- [4] The Chairman or any Member of the Sub-Committee may ask questions of the Applicant and any witnesses.
- [5] If there are any witnesses, the Applicant or his representative will then be given a final opportunity of asking any further questions of the witnesses to clear up any points raised in the earlier questioning.

3. The Objector[s] Case

- [1] The Objector[s] will give their reasons for objecting to the application.
- [2] The Objector[s] or their representative will then call any witnesses in support of their objection.
- [3] The Applicant or his representative may then question the Objector[s] [if they have given evidence] and any witnesses.

- [4] The Chairman or any Member of the Sub-Committee may ask questions of the Objector[s] and any witnesses.
- [5] If there are any witnesses, the Objector[s] or their representative will then be given a final opportunity of asking any further questions of the witnesses to clear up any points raised in the earlier questioning.

4. Closing Statements

- [1] By or on behalf of the Objectors. The Objectors may summarise any points they wish to make and comment briefly on the Applicant's replies to questions. They cannot introduce new issues.
- [2] By or on behalf of the Applicant. The Applicant or his/her representative may summarise any points they wish to make and comment briefly on the Objector's replies to questions. They cannot introduce new issues.
- [3] The Chairman will then ask the Legal Adviser whether there are any other matters to be raised or resolved before the hearing is adjourned. The Sub-Committee will then retire to a separate room with the Legal Adviser and Member Services Officer to deliberate.
- [4] If the Legal Adviser gives legal advice to Members during the period of adjournment this advice will be repeated in summary form when the hearing reconvenes.

5. Decision

- [1] The Chairman will then announce the Sub-Committee's decision and ask the Legal Adviser to read out the details including the reasons.
- [2] Before closing the hearing, the Chairman will notify the Applicant and the Objector[s] of the rights of appeal available to the parties should they disagree with the decision. Such appeal should be made within 21 days of receiving written notification of the Sub-Committee's decision.