

LICENSING SUB COMMITTEE HEARING



AGENDA

Date: Monday 23rd January 2017

Time: 10.00am

Venue: Council Chamber, Causeway House, Bocking End, Braintree

Membership:

Councillor Mrs J Allen
Councillor J Baugh
Councillor A Hensman
Councillor H Johnson

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 the **SMILE FESTIVAL 2017, GREAT MEADOW END FARM, MEADOW END, RIDGEWELL.** (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 Alison Webb on (01376) 552525 Ext. 2614 or e-mail

alison.webb@braintree.gov.uk

Emma Wisbey
Governance and Member Manager

APPLICATION FOR A PREMISES LICENCE GREAT MEADOW END FARM, MEADOW END, RIDGEWELL		Agenda No: 4
Portfolio	Environment and Place	
Corporate Outcome:	A prosperous district that attracts business growth and provides high quality employment opportunities Residents live well in healthy and resilient communities where residents feel supported	
Report presented by:	John Meddings, Licensing Officer	
Report prepared by:	John Meddings, Licensing Officer	
Background Papers:		Public Report
<ol style="list-style-type: none"> 1. Application for a Premises Licence (Appendix 1) 2. Site Plan (Appendix 2) 3. Event Management Plan (Appendix 3) 4. Representation – Essex Police (Appendix 4) 5. Representation – Health & Safety (Appendix 5) 6. Licensing Act 2003 7. Revised Guidance issued under section 182 of the Licensing Act 2003 – March 2015 		Key Decision: No
Executive Summary:		
<p>Members of the Licensing Sub-Committee are requested to consider an application for a new Premises Licence following representations that have been received from two of the Responsible Authorities.</p>		
Decision: To determine one of the following options -		
<p>In determining this application for Great Meadow End Farm, Meadow End, Ridgewell, Essex, CO9 4RH the Licensing Sub-Committee can make one of the following decisions:</p> <ol style="list-style-type: none"> 1. To Grant the application for a Premises Licence with conditions as described within the operating schedule provided. 2. To Grant the application for a Premises Licence with additional conditions deemed necessary to promote the four 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. <p>The Licensing Sub-Committee is asked to give full reasons for its decision.</p>		

Purpose of Decision:	
Members of the Licensing Sub-Committee are requested to consider the application made by Mr Gentry and Mr Price.	
Corporate Implications	
Financial:	None
Legal:	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. 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.
Safeguarding:	None
Equalities/Diversity:	The decision of the Licensing Sub-Committee may affect the business operations of the proposed licence holder.
Customer Impact:	The application has been advertised in accordance with statutory timescales.
Environment and Climate Change:	None
Consultation/Community Engagement:	A statutory 28 day consultation period has taken place. A public notice has been displayed at the premises and in a locally circulated publication.
Risks:	None
Officer Contact:	John Meddings
Designation:	Licensing Officer
Ext. No:	2213
E-mail:	John.meddings@braintree.gov.uk

1. Background

1.1 Premises

Great Meadow End Farm

1.2 Address

Great Meadow End Farm
Meadow End
Ridgewell
Essex
CO9 4RH

1.3 Applicants

Mr Ben Gentry Mr James Price

1.4 Designated Premises Supervisor

Mr Matthew Suckling

2. Application

- 2.1 An application was received and validated from Mr Ben Gentry and Mr James Price on 24 October 2016 for a new Premises Licence at Great Meadow End Farm, Meadow End, Ridgewell, Essex CO9 4RH (Appendix 1). The application was deemed valid on 22 November 2016 and the consultation started.

The application requests a limited period between the 17 July 2017 and the 26 July 2017.

The purpose of the new application is to include:

Sale by retail of alcohol for consumption on the premises:

Saturday 12:00 to 22:30

Sunday 12:00 to 20:30

Provision of regulated entertainment

Live Music - Outdoors

Saturday 10:00 to 23:00

Sunday 10:00 to 21:00

Recorded Music – Outdoors**Saturday 10:00 to 23:00****Sunday 10:00 to 22:00****Provision of Performances of Dance - Outdoors****Saturday 10:00 to 23:00****Sunday 10:00 to 22:00****Opening Hours****Saturday 10:00 to 23:30****Sunday 11:00 to 22:30**

- 2.2 In accordance with the Licensing Act 2003, a notice was displayed on the premises for a period of no less than 28 days. During this consultation period the notice was inspected for compliance.
- 2.3 Within the operating schedule attached to this application, the applicant has described a number of measures that the applicant intends to take to promote the four licensing objectives; these will become conditions of the licence if granted.

3. Representations

- 3.1 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.
- 3.2 Following the 28 day consultation period under the Licensing Act 2003, the Licensing Authority has received two representations from Responsible Authorities, Essex Police and Health & Safety.



Braintree
Application for a premises licence
Licensing Act 2003

For help contact

Telephone: 01376 557790

* required information

Section 1 of 19

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

Smile 2017

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Ben

* Family name

Gentry

* E-mail

[REDACTED]

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☐ Applying as a business or organisation, including as a sole trader

☒ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name	<input type="text"/>
* Street	<input type="text"/>
District	<input type="text"/>
* City or town	<input type="text"/>
County or administrative area	<input type="text"/>
* Postcode	<input type="text"/>
* Country	<input type="text"/>

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name	<input type="text" value="Great Meadow End Farm"/>
Street	<input type="text" value="Meadow End"/>
District	<input type="text"/>
City or town	<input type="text" value="Ridgewell"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="CO9 4RH"/>
Country	<input type="text" value="United Kingdom"/>

Further Details

Telephone number	<input type="text"/>
Non-domestic rateable value of premises (£)	<input type="text"/>

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☒ An individual or individuals
- ☐ A limited company
- ☐ A partnership
- ☐ An unincorporated association
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales
- ☐ Other (for example a statutory corporation)

Confirm The Following

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

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INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Family name

Is the applicant 18 years of age or older?

☒ Yes ☐ No

Continued from previous page...

Applicant Postal Address

Is the address the same as (or similar to) the address given in section one?

☒ Yes

☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

☒ Yes

☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail	<input type="text"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>

Second Applicant Name

Is the name the same as (or similar to) the details given in section one?

☐ Yes

☒ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name	<input type="text" value="James"/>
Family name	<input type="text" value="Price"/>

Is the applicant 18 years of age or older?

☒ Yes

☐ No

Continued from previous page...

Second Applicant Postal Address

Is the address the same as (or similar to) the address given in section one?

☐ Yes

☒ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Second Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

☒ Yes

☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

Remove this applicant

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start?

/ /
dd mm yyyy

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

/ /
dd mm yyyy

Provide a general description of 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.

Grassy field situated next to the A1017. Field currently not used by the owner who has given permission for use of it. There are very few houses surrounding proposed premises meaning minimal noise disturbance. Alcohol bar will be in the field along with all other vendors of food and drink. No alcohol shall be allowed off site, nor will public be allowed to bring own

Continued from previous page...

alcohol to festival. All alcohol will be served in plastic cups.

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

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PROVISION OF PLAYS

Will you be providing plays?

☐ Yes

☒ No

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PROVISION OF FILMS

Will you be providing films?

☐ Yes

☒ No

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PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

☐ Yes

☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

☐ Yes

☒ No

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PROVISION OF LIVE MUSIC

Will you be providing live music?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

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.

Continued from previous page...

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

☐ Indoors

☒ Outdoors

☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Live music to be played on a large outdoor stage. Music will be amplified using PA system.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Festival is set to take place on 22nd and 23rd July 2017. No other dates will be used.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

Continued from previous page...

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

☐ Indoors

☒ Outdoors

☐ Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State 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.

Recorded music will be played in-between live performances to fill in any gaps in the live music schedule . Roughly 15-20 minute slots of recorded music while live equipment is switched between bands.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

No seasonal variation.

Continued from previous page...

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

☐ Indoors

☒ Outdoors

☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Performances of dance will be performed by the general public in the licensable areas.

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Performances of dance will only be performed on the the two days set out in the license.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes

☒ No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes

☒ No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes

☐ No

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- ☒ On the premises ☐ Off the premises ☐ Both

If the sale of alcohol is for consumption on
the premises select on, if the sale of alcohol
is for consumption away from the premises
select off. If the sale of alcohol is for
consumption on the premises and away
from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Alcohol will be on sale, supervised and sold responsibly during the event. The team will adopt the Challenge-25 policy, serving only to those with ID and querying anybody who looks under 25. Alcohol will be available from 12pm until 10:30pm. The event will open from 10am and finish at 11pm. Alcohol will not be sold after this time, audience will be allowed a 30 minute drinking up time within this time period. Whilst camping is planned for the event, alcohol will not be sold to campers outside of this time period.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

Continued from previous page...

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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

Name

First name

Family name

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number
(if known)

Issuing licensing authority
(if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☒ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Continued from previous page...

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 etc gambling machines etc.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

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Continued from previous page...

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

The Smile team will personally oversee the event ensuring that the licensing objectives are maintained. The team will use professional security and event management teams to ensure the event runs smoothly and safely. The team will adopt the Challenge-25 policy when selling alcohol, enforcing a strict no ID - no alcohol policy. An EMP (Event Management Plan) will be drawn up by the Smile organisers and sent to the relevant authorities and implemented during the proposed event.

b) The prevention of crime and disorder

Professional event management and security teams combined with a vast team of volunteers including the Smile organisers will personally oversee the event to ensure crime and disorder is minimised if not avoided completely. There will be a zero tolerance policy, any potential troublemakers will be removed from the site with police contact where necessary. See Event Management Plan.

c) Public safety

Professional event management and security teams combined with a vast team of volunteers including the Smile organisers will personally oversee the event to ensure public safety is a priority. Medical, Ambulance and First Aid will be present at the Festival. See Event Management Plan.

d) The prevention of public nuisance

Professional event management and security teams combined with a vast team of volunteers including the Smile organisers will personally oversee the event to ensure the prevention of public nuisance. Noise controls will be implemented throughout the day to avoid excessive noise. See Event Management Plan.

e) The protection of children from harm

Professional event management and security teams combined with a vast team of volunteers including the Smile organisers will personally oversee the event to ensure the protection of children from harm. Smile will be a friendly, family based event, it will be promoted and organised with this ethos. There will be a dedicated point at which lost children and parents can meet. See Event Management Plan.

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PAYMENT DETAILS

Continued from previous page...

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £8700	£315.00
Band D - £87001 to £12500	£450.00*
Band E - £125001 and over	£635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500	£900.00
Band E - £125001 and over	£1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39000	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00
Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

* Fee amount (£)

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

☒ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

Continued from previous page...

* Date

/ /
dd mm yyyy

Full name

Capacity

* Date

/ /
dd mm yyyy

Full name

Capacity

* Date

/ /
dd mm yyyy

Full name

Capacity

* Date

/ /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/braintree/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

OFFICE USE ONLY

Applicant reference number	<input type="text" value="Smile 2017"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

< Previous [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) Next >

Braintree
District Council

Personal Licence
Application for
Premises Permit

The Licensing Section
Causeway House
Bocking Road
Braintree
Essex CM7 8HS

Part A

Consent of individual to being specified as premises supervisor

I, **MATTHEW Suckling** [full name of prospective premises
supervisor] of

[home address of prospective premises
supervisor] hereby confirm that I give my consent to be specified as the designated
premises supervisor in relation to the application for **Premises Licence** [type of
application] by **BEN GENTRY** [name
of applicant] relating to a premises licence
[number of
existing licences, if any] for **GREAT MEADOW END FARM,**
MEADOW END, RIDGEWELL, CO9 4RH

[name and address of premises to which the application
relates] and any premises licence to be granted or varied in respect of this application
made by **BEN GENTRY** [name of applicant]
concerning the supply of alcohol at **GREAT MEADOW END FARM**
CO9 4RH

[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal
licence, details of which I set out below.

Personal licence number

[insert personal licence number, if any]

Personal licence issuing authority

[insert name and address and telephone number of personal licence issuing authority, if any]

..... signed

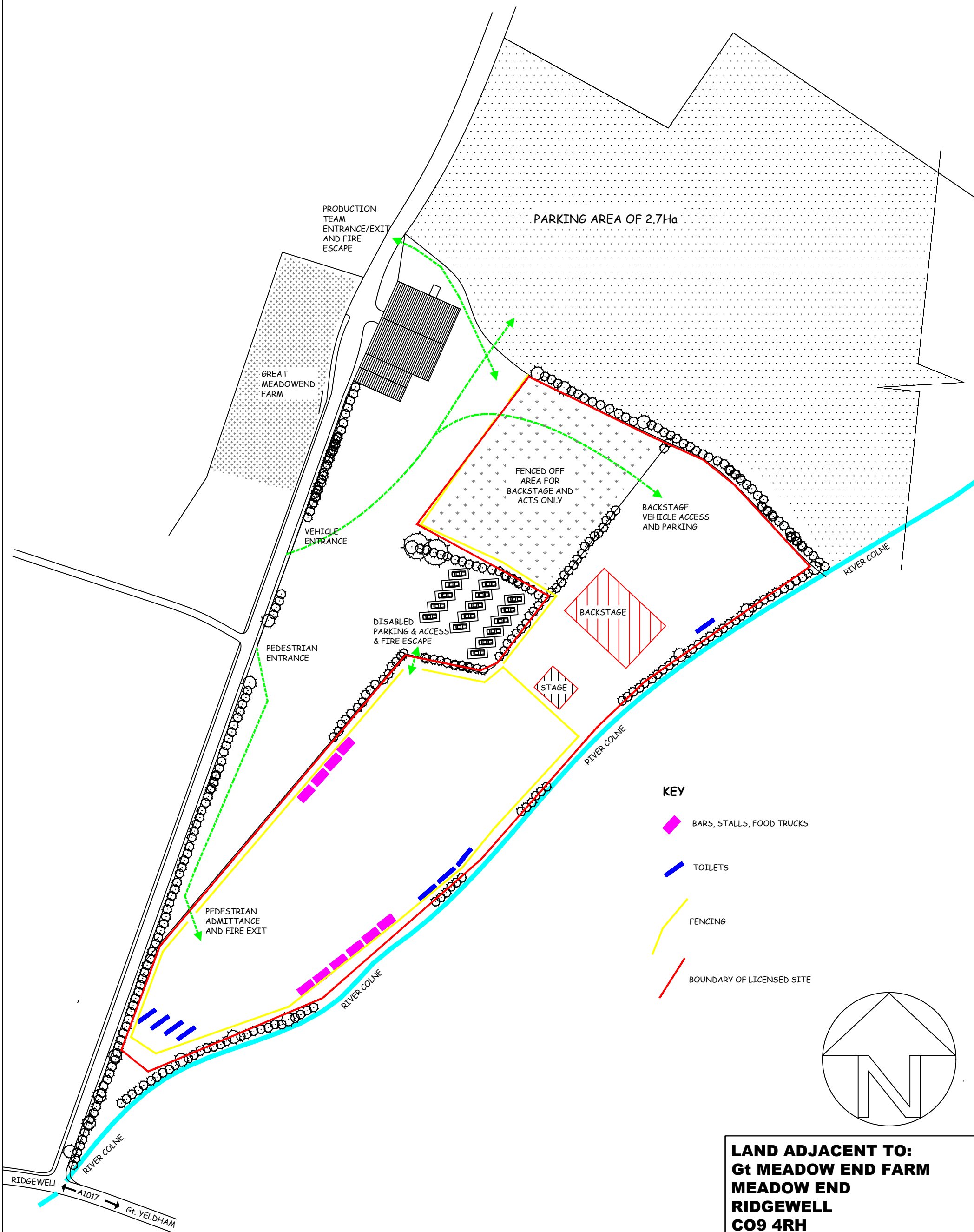
M. Suckling..... name (please print)

18/10/16..... dated

R6v1

Page 1 of 1

LADP&CON



APPENDIX 3

The Smile of Arran Trust

Event Management plan

Smile 2017
22nd-23rd July 2017

Author	Ben Gentry
Contact Details	
Date of Event	22 nd – 23 rd July 2017
Review Date	September 2017
Version 1	26 th September 2016
Version 2	23 rd October 2016

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Event Overview

The event will consist of a two-day family friendly festival raising money and awareness for The Smile of Arran charity. We are aiming for 2000 members of the public to attend our festival over the whole weekend. Staff, volunteers, security and artists will consist of 200 people in total making the total participation of the event 2200 people.

The location for the event is Great Meadow End Farm, Meadow End, Ridgewell, CO9 4RH.

The event will take place on the weekend of 22nd and 23rd July 2017.

Construction and load-in of the event will take place on 20th and 21st July 2017.

Derig and Load-out will take place 24th and 25th July 2017.

Saturday 22nd: Gates will open at 11:00am for general public. Live music will be played from 12:00pm until 11:00pm. The main site will close at 12:00am to the public.

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Sunday 23rd: Gates will open to the general public at 11:00am. Live Music will be played from 12:00pm until 09:00pm. Gates will close to all general public at 10:00pm.

There will be three types of tickets available for purchase. There will be 2000 tickets available to purchase prior to the event which will be sold through a third party vendor. A small supply of tickets will be available on the gate. All tickets will be exchanged for a wristband before entry to the festival is permitted. The three types of tickets are Weekend, Saturday day and Sunday day. Day ticket holders will be provided with paper wristbands and weekend ticket holders will be provided with premium fabric wristbands.

Staffing of the event will be as follows:

Role	No. of Staff
Check in staff, working on main gate issuing wristbands and checking ID	6
Traffic Staff, maintain order in the car park and make sure space is utilized correctly	10
Bar staff, serve customers with alcoholic and non-alcoholic drinks, checking ID if they believe the person to be under-age.	10
Management team, be on site to solve any problems that may arise while festival is taking place	4
Medical staff, provide first aid to any member of public or staff who requires it	5
Security, to provide safety and keep public order	30

Members of staff from all areas will be required to wear high visibility vests or suitable uniforms and identification at all times while on site. Identification will have their name and job role; this is so members of the public can identify festival staff when needed.

Food vendors that are invited to the festival will be of local sourcing and will provide high quality food. All food vendors will abide by the latest hygiene laws. There will be a variety of food types on offer for the public to purchase. Fees and/or donations from vendors are to be discussed between organizing committee.

Alcohol will be served throughout the duration of the festival at the designated bar where bar staff will run the full duties of the bar, from serving alcohol to stock taking. All persons drinking alcohol **MUST** be 18 years of age or over. Any persons drinking alcohol under the age of 18 will be escorted from the site and their wristband removed.

Audience Overview

We are aiming for a total audience participation of 2000 and 200 staff. The maximum capacity for the venue is 2500.

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Provisional ticket prices are as follows: (Subject to change)

Ticket Type	Adult (Ages 15 and older)	Child (11 - 14)	Under 11's
Weekend	£35	£20	Free
Saturday Day	£25	£15	Free
Sunday Day	£15	£10	Free
Car Parking	Free	-	-

Anyone under the age of 15 must be accompanied by a paying adult (Over 18 years old) in the main festival.

Site Overview

The festival audience capacity is up to and including 2500 people at any one time. This will be controlled by the sale of wristbands and management of specific entrance and exit points.

There will be parking available for 100 vehicles from the general public, and 20 parking spaces available for production and festival staff vehicles. General public parking will be free for the duration of the event.

Appropriate signage will be posted in and around the festival site to clearly communicate and direct members of the public to their destination.

Toilets and running water will be available on site for general public use. Toilets and running water will also be available for campers within the campsite. These facilities will be monitored and checked regularly by festival staff throughout the duration of the festival.

First aid cover will be in a designated area where these first aiders are to be situated. There will be a two-way communication between the first aider and the Event Manager; this is so that the emergency services can be called if necessary.

Event Management

Command, Control and Communication

The festival will have a strict chain of command, ensuring that all decisions have gone through the correct decision-making process to achieve the best result. All matters regarding particular departments will go past the relevant H.O.D. Each H.O.D will be responsible for making the safest and most informed decision at that moment in time, ensuring that the welfare of public and staff is paramount within the decisions made. All

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festival staff will report directly to their department's H.O.D. From then on, the relevant H.O.D will deal with the matter or situation. If need be the H.O.D will inform the Event Manager where advice and information will be given or a decision made.

The importance of communication is highly recognised on site. Communication between Management and other particular departments will be continuous throughout the weekend.

Communication between management and other departments will be executed by a two-way radio system. This will allow accurate flow of communication and allow communication across the entire festival site. Site radio systems will be hired from a professional contractor and all necessary equipment such as earpieces will also be hired. High professionalism and etiquette will be used across the radio system at all times.

Management will also have mobile phone communication as a form of back-up to the radio system. A contact list will be located in the Site Information Point containing all staff, contractors, management, local authority personnel and emergency services details.

Public communication will be used when necessary. These announcements will be made using the festival's PA system; this will allow clear audible messages to all members of the public.

Fire Protocols

All driveways will be kept clear at all times to allow emergency services onto the site when required. All fire/ emergency exits will be appropriately sign posted to well inform members of the public. All entrances and exits will be unlocked at all times and manned by stewards and security staff. The site will have six additional fire points as well as water points, the fire points will be at; the entrance, camping entrance, one within the camping site, both sides of the stage and the bar. Site fire points will have relevant portable fire extinguishers that conform to the colour coding standards as well as fire blankets.

- In the event of a fire, the staff member who is first at the incident is to use radio communication to report the fire to the information point and to evacuate members of the public from the relevant area.
- The information point will put out a radio call to all staff, informing them of a possible evacuation. If safe to do so festival staff are to use relevant fire safety equipment to extinguish the fire. If unsafe to do so the information point will call the emergency services.

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- A PA announcement will be made informing members of public to evacuate the site via the appropriate fire exits. All festival staff are to usher audience members to the assembly points.
- Once the emergency services are on site all proceedings will be past over. Staff are to assist where possible.
- The Event Manager and emergency services will then decide whether to allow the festival to proceed. All gas cylinders provided by the food outlets shall only have two cylinders onsite at all times, one being hooked up and one as a spare.

Management Responsibilities

All main departments will have a manager responsible for the department's activities, staff and performance of tasks. The list below states a brief outline of each Managers duties and responsibilities.

Events and Production managers – Ben Gentry, James Price, Abbie Tosh and Chloe Tosh

The Events & Productions Managers will make overall decisions concerning the events management and operations of the event. These decisions include strategic decisions concerning security/ stewarding, crowd management, and any other matters in discussion. All members of the management team are to report to the Events & Production Managers. In all circumstances, the Events & Productions Managers have the final decision.

Designated Premises Supervisor – Matt Suckling

The Designated Premises Supervisor is the sole person responsible for the sale and storage of the alcohol onsite. The Designated Premises Supervisor will also be the member of the team responsible for the training and general running of the bar services.

Health and Safety Officer

The sole responsibility of the Events Health & Safety Officer is the safety and welfare of all persons on site and to uphold safety procedures on the day of the event. The officer must also ensure that all safety protocols are implemented and that fire extinguishers and emergency exits are not blocked off at any point within the event, as well as upholding risk assessments. The Health and Safety Officer will be the sole person filling in incident report forms and keeping record of accidents or injuries if they should occur.

Technical Manager

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The Productions Technical Manager is responsible for all the events technical requirements regarding staging, lighting, sound and power. The Technical Manager will work with the event's technical supplier to ensure that all technical equipment is fit for purpose and that all deadlines are met ready for performance.

Stage Manager

Head of Stage is responsible for all duties on and backstage. Stage Manager is to ensure that the stage schedule continually runs on time, as well as manage the health and safety elements on and off the staging area. Stage Manager is also responsible in managing the production team and regulating breaks and shift patterns.

Temporary Structures/Main Stage

All temporary structures and equipment installations will be designed and built/installed by professional propriety contractors with the festival events team, supporting and assisting in the tasks.

Temporary structures will include the main stage and technical area which will be supplied by a professional technical supply company with many years of experience with festival stage and technical equipment. The technical company will be delivering and erecting both the main stage and the technical area with their own company staff. All activity on stage will comply with restrictions and capabilities on the staging's technical abilities. There will be no public access on stage or to the backstage areas and the stage will be managed by the Stage manager.

There will be two marquees which will be used for the bar and seating areas. These marquees will be supplied and erected by the staff from a professional marquee company. Two small marquees will be used for exit and entrance points, these marquees are supplied by a large professional marquee supplier and will be erected by the festival event team.

Fencing will be used to stop unauthorised access to the festival, including backstage and the main stage areas. Fencing will be used to ensure that all members of the public only use the main entrances to the festival site; this is to allow the festival team to control the flow into the main site and stop unpaid audience members from entering. The camping site will be fenced off from the main festival site to again stop unauthorised access to the camping site.

Handrails and barriers will be used where necessary.

Food outlets will be securely positioned on site by the professional food outlet companies.

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The Management staff will check all temporary structures before the festival site will be opened to the general public. This is to ensure that all safety measurements are in place and that structures have been correctly erected and fit for purpose.

If weather conditions deteriorate, it will be the Managements team decision to either take down the temporary structures or to close the event. Weather will be monitored on the lead up to the event.

Main Facilities and Attractions

The front of the main stage will be fenced and stewarded throughout the duration of the event; this is to ensure public safety as well as safety to our performers and artists on stage. If for some reason a member of public accesses the stage, they will have their wristband removed and be escorted from the festival site immediately.

Performers on stage will not be allowed to enter the audience area, or climb over the fencing.

The festival's power system (diesel powered generators) will also be fenced off and situated away from members of the public.

The stage lighting and sound system will be controlled from the technical area, which will also be fenced off from unauthorised persons for the security of technical equipment.

Information Point

The festival will have a well sign-posted Information Point. This point is for all public information including: first aid, lost children and frequently asked questions. The information point will be manned at all times, day and night, for the assistance of campers also. The information point will also be headquarters for all deliveries, contractors and Festival staff will have to report to the Information Point each day to be signed in and collect a staff pass or uniform.

Camping/Overnight Stay

There will be no overnight camping for general public for the duration of the event.

Toilets/Showers

Toilets will be provided around the festival site, which will be accessible to all persons. All toilets will be check frequently throughout the day by festival staff. There will be no shower facilities available.

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Site Access & Egress

The majority of audience members will be local people from villages surrounding Ridgewell and Great Yeldham. All access will be via Meadowend; a narrow lane leading up to the field being used. Due to the narrow access, road diversions will be in place to reduce congestion by diverting traffic through a temporary one-way system as show on Fig. 1 below.

The festival site will be split into sections that will be used for certain functions, these functions are Main Area, Car Parking and Camping Area. The areas can be seen clearly on Fig. 2 below.

The car park will hold approximately 100 vehicles, festival staff will be in the car park at all times to direct traffic and keep the flow of traffic smooth. Staff vehicles will be parked in the main car park with all other vehicles. Car parking tickets will be available on a first come first serve basis.



Fig. 2

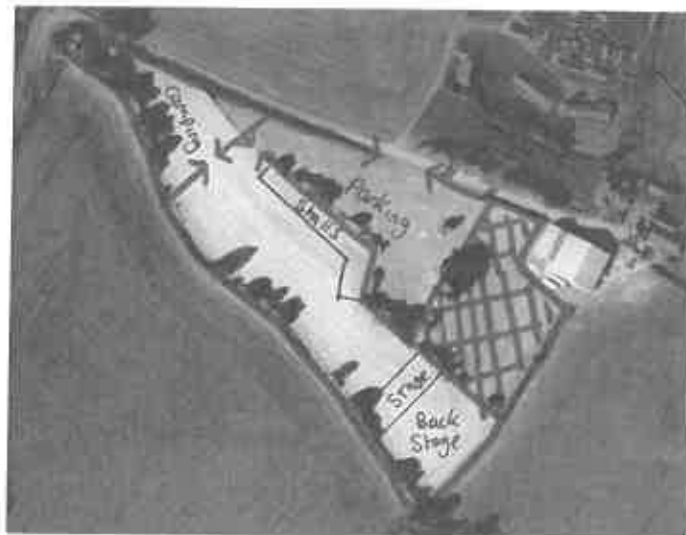


Fig. 1

Competent Persons

All personnel will be competent to perform the tasks and duties they are given. This is to ensure that all tasks are performed to the highest possible standard and fulfilled correctly. No member of the festival staff will perform a task they do not feel confident undertaking.

Risk Assessments

Risk assessments will be provided for all identified risks and hazards. Risk assessments will be written by contractors, suppliers and the management team. No activity or task will be performed unless a risk assessment has been produced and proved before the fit-up of the event. All tasks and activities will be performed under the legal regulations and requirements.

The events risk assessments will cover:

- The Main Stage
- Performers
- Emergency Evacuation Procedure
- Alcohol on Site
- Electricals and Cabling
- Fencing
- Lost Persons
- Manual Handling

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- Temporary Structures
- Facilities and Utilities
- Adverse Weather
- Contractors
- On/Off Site Traffic

All other risk assessments will be covered by contractors and suppliers. Appropriate measures will be in place to implement the highest standards of public and staff safety which will be maintained throughout the event.

Food and Refreshments

The Events Managers will obtain all the details for all food and drink refreshment caterers. All caterers will provide relevant information prior to the fit up and arrival of the festival. All drinks will be served in plastic receptacles. No glass is permitted on site; the Events Managers will be in contact with the caterers prior to the event to ensure this. Alcohol is only to be sold at the main Bar - no other caterers are to sell alcohol.

Catering units that are grouped will have a fire break of 1.5 metres. This is to ensure fire safety and to prevent the spread of a fire. All catering units will provide fire safety elements such as fire blankets and fire extinguishers. Hygiene certificates will also be provided prior to the event.

Catering and refreshments will be served throughout the day and into the evening of the event, up to 10pm latest on Saturday and 8pm on Sunday. Alcohol will be served from 12 noon until 10:30pm on Saturday and 12 noon until 8:30pm on Sunday. All persons purchasing alcohol must be of the age of 18 or above. Photo Identification may be needed to purchase alcohol. It will be the DPS's responsibility to ID people, they will operate challenge-25. Over 18 wristbands will be available.

Electrical Systems

All power generators will be supplied by the festival's technical supplier. The generators that the event will be using are ultra-silent to ensure that noise pollution is to a minimum. The events Technical Manager will maintain the generators during the event. All generators will be situated away from public access areas and only staff and Event Management will have access to the generators.

As the event will have campers on site throughout the night, suitable flood lighting and emergency lighting will be on continuously through the night. All suspended lighting will be fitted with a safety bond suitable for that particular electrical item. Festival staff will have suitable handheld torches to assist members of the public, as well as to assist if there is a

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power failure. In the event of a power failure emergency lighting will immediately take effect.

Site Inspection

Before members of the public are allowed to enter the site, all members of the management will inspect their departments to ensure all safety policies, regulations and procedures are in place. Once all members of management have done so, the Festival's Events & Productions Manager and the Event's Health & Safety Officer will carry out a full site inspection to again confirm that all safety policies, regulations and procedures are correctly in place and the actions reflect what the risk assessments state.

Smoking

Due to the nature of the festival being family-orientated and child-friendly, the festival would like to strongly discourage smoking. Cigarettes will not be available to purchase on site. Designated smoking areas will be situated on site where the festival team would ask, where possible, for smokers to smoke within that area. The camping site is strictly a no-smoking area. Any persons seen smoking within the campsite will be asked to continue smoking within a designated area.

Waste Management

Waste bins will be provided throughout and across the festival site. These bins will be managed by the festival staff. All areas of the festival site will be cleared of litter and all members of staff doing this activity will be wearing the correct P.P.E. Waste will be cleared and removed after the audience has vacated the festival site. Once members of the audience have vacated, a cleaning process will be in action to prepare the site for the Sunday performance. Recycling bins will be on site to recycle most of our waste; recycled waste will be separated by different bins.

Crowd Management

Stewards and security will be on site throughout the duration of the festival to ensure public safety and welfare. By purchasing a ticket, this confirms that all members of the public have read and agreed to the festivals terms and conditions which will be on the ticket confirmation printout and published at the main entrance. Members of the public breaking these terms and conditions are to be dealt with at the discretion of the Events & Productions Manager. Breaking these terms and conditions may result in being escorted off the site and having the wristband/ticket removed.

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Noise Management

The festival is aware of the importance of keeping noise pollution to a minimum. To ensure that noise is kept to a suitable level we will take measurements of the background levels at the nearest noise sensitive property. From the levels given, we will ensure that at the same property, the noise will not exceed 15dB higher than the background levels, over an average of 15 minute periods for the duration of the festival. These measurements will be conducted by a member of the technical team and the measurement used will be dBA Leq15. Expected levels at the nearest noise sensitive property is commonly between 65-70 dBA, whilst in the festival area itself between 90 - 100 dBA, as a rough indication. The background noise levels may vary throughout different sections of the day (day time and evening for example) and therefore we are willing to take measurements at louder points of the day and reassess at quieter points of the day, should this be a required element.

We have an experienced sound team working with us, who are aware of the implications loud noise can have to members of public and staff of the festival, as well as those in surrounding areas who are not specifically involved with the festival, and understand the consideration for these patrons. Foam ear plugs will be readily available for any staff working on stage and any other members of staff or public who request these.

The festival team will work with the local authority and uphold their regulations for the duration of the festival.

Emergency Plan

Public and staff safety is paramount and is a main priority. An emergency may require a multidisciplinary approach, in which the organiser, the police, ambulance service and the fire authorities may all play a part. An emergency evacuation procedure has been drawn up prior to this event and all members of staff and management will be informed of this procedure.

Radio communication will be the main form of communication during an emergency. A designated phone will also be available as a secondary form of communication. During an emergency, management will confirm where and what type of emergency it is. It will then be the decision of the Events & Productions Manager whether to evacuate. All members of management will be informed that the event is evacuating before this happens. This allows management to prepare and inform other members of the festival staff. The Events & Productions Manager will at this stage be contacting the emergency services. The performance at that moment in time will be stopped by the Head of Stage who will then inform the audience using the festival's PA system. Head of Stage will ask the audience to calmly leave the main site via the emergency exits that will be clearly sign posted. All

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stewards and festival staff will usher members of the public to the festivals designated assembly points. When the festival site is cleared of members of the public the Management Team will complete a sweep of the site, (if safe to do so), to ensure that all areas are clear. Once the emergency services have arrived they will perform the necessary procedures and actions. The festival team will assist where necessary and if possible.

After the emergency services have dealt with the matter, it will be the discretion of the Events & Productions Manager and emergency services whether the festival is safe to continue.

If a situation escalates, the Events & Productions Manager will either part evacuate, where people are moved from the danger in one part of the site to a safe area of the site, or fully evacuate where the whole site must be evacuated immediately. This will be carried out using the safest and most controlled means possible to guide public and staff to safety. The relevant public announcement will be made regarding the situation. The evacuation of V.I.Ps and performance artists will follow the same instructions given to members of the public however; they will be guided, instructed and informed by the Deputy Head of Stage and Artist Liaison Officer.

An incident report book will be located in the site's Information Point. All incidents or near misses MUST be reported. Any volunteer, contractor, freelancer or visitor who experiences an incident or near miss must report it in the incident report book. From then, the relevant manager must also be notified to re-assess that particular task or activity. An onsite first aider will be called at all reports just to confirm whether or not a doctor or further treatment is required. A RIDDOR form (F2508) must be filled out. The HSE's contact details are:

The Events & Productions Manager will be notified at the earliest possible moment. Any serious incident will be reported to the Events & Productions Manager ASAP.

Webb, Alison

From: Licensing Braintree and Uttlesford
Sent: 07 December 2016 11:14
To: Licensing
Subject: FW: Application for a premises licence - Field Next to A1017, Great Meadow End Farm, Meadow End, Ridgewell, CO9 4RH
Attachments: Premises Licence app Ben Gentry.pdf; Ben Gentry Premises Plan.pdf; Matthew Suckling DPS Consent.jpg

Dear Licensing,

Under the public safety objective, Essex Police wish to object to the proposed licence application. There are concerns specifically regarding the traffic management, lighting and location arrangements. I am currently awaiting the report from Highways and will be in a position to offer further details once received.

Kind regards

Vicky

Licensing Officer 72551 Vicky Powell
 Braintree & Uttlesford District Policing Area



To find out what is happening in your neighbourhood and all about your local neighbourhood policing team visit www.essex.police.uk/yourarea and enter your postcode

If in doubt tag 'Licensing' on STORM or Athena Investigations – At or near licensed premises, which are pubs, bars, nightclubs, restaurants, private members clubs AND include premises selling hot food and drink between 11pm – 5am (Kebabs and burgers etc.)

From: Licensing Applications Essex
Sent: 29 November 2016 08:14
To: Licensing Braintree and Uttlesford
Subject: FW: Application for a premises licence - Field Next to A1017, Great Meadow End Farm, Meadow End, Ridgewell, CO9 4RH

Louise Carroll 7077
 Licensing Clerk
 Essex Police Licensing Team (Alcohol)
 Witham Police Station





APPENDIX 4

Police Objection Notice – New Grant Premises Licence

On 18/11/2016 Essex Police received from **Mr Ben Gentry & Mr James Price** an application in respect of proposed licensable activities to take place On **17-26/07/2017** at **GREAT MEADOW END FARM (FIELD NEXT TO A1017)**. Essex Police are satisfied this event is likely to undermine the Prevention of Crime and Disorder and the Public Safety Objective contained within the Licensing Act 2003.

The details supporting this belief are as provided below;

PUBLIC SAFETY OBJECTIVE

- Traffic control difficulties and lack of adequate safe pedestrian walkways to site

After consultation with Essex County Council Highways the proposed site was identified as not suitable due to traffic management control and the undesirable combination of walking patrons and motor vehicles entering and exiting the site

- Access and egress of Emergency Services

After consultation with Essex Fire and Rescue Service it was identified that the combination of a large number of walking patrons and cars using the same entrance would prove unsuitable for the safe access of Emergency Vehicles

- Access and egress of attendees

There are no clear traffic management control and crowd management procedures provided in the application

- Inadequate car parking capacity

It has been identified that there will be car parking for 100 cars. This would have an effect to increase the footfall of walking patrons or off road parking to an undesirable level.

- Public safety issues regarding proximity to flowing water and fast road.

The site is boarded by water on one side which would prove hazardous. The site is also adjacent to fast road the A1017. This would be undesirable for the safety of patrons on site and to patron exiting and entering to the site in vehicles and on foot

CRIME AND DISORDER OBJECTIVE

- The lack of a credible Event Management Plan

The premises licence application relies on details contained in the Event Management Plan. Essex Police consider that this plan does not have sufficient detail to satisfy the licensing objectives and what steps the licence holder will take to promote these objectives. For example there is a lack of a coherent alcohol policy, a detailed security schedule and search procedures, there is no detailed site plan

NOT PROTECTIVELY MARKED

You are invited to discuss this matter with Vicky Powell, the Police Licensing Officer at Braintree Police Station.

Signature		Date	
Name	Vicky Powell Pp Chief Officer of Police for the area	05/01/2017 Date	Licensing Officer

NOT PROTECTIVELY MARKED

Webb, Alison

From: Horsewell, Nadine [REDACTED]
Sent: 21 December 2016 15:23
To: Meddings, John
Subject: RE: EMP for Smile 2017

Follow Up Flag: Follow up
Flag Status: Flagged

Hi John

As it stands the Event Management Plan that has been submitted does not provide enough information, and some of the control measures detailed are insufficient, and are therefore a concern for Environmental Health, Health and Safety.

Below are details of the concerns and the additional information we will require in relation to this event before the application can be supported.

- The plan makes no mention of lighting. Lighting and emergency lighting will be required.
- Parking provisions are not sufficient.
- The plan does not detail ground conditions and natural hazards in relation to the site and how risks related to these will be managed.
- Details of the type of stage, stage size are required from the applicant.
- The sight line for the stage appears narrow on the plan supplied. Are the acts proposed likely to cause a surge for the stage by members of the public? You may need to consider no children under 5 years if there is any risk/medium or high likelihood of a crowd surge
- Details of the capacity of marquees and how this will be monitored are required from the applicant.
- The plan makes no mention of providing free water for members of the public. This would be required and suitable provisions made e.g. bottled water or drinking fountains.
- A major incident plan that covers fire, crowd surge, disorder, power/lighting failure, weather, delayed start etc. is required. A copy of this should be sent to the Environmental Services department for review.
- A copy of the all the risk assessments detailed in the plan should be sent to the Environmental Services department for review.
- Will coaches, disabled vehicles, be expected at the site? If so what provisions have been made for these in terms of parking.
- Toilet provisions are not detailed on the plan. How many are to be provided and what location?
- Will there be any merchandising stalls?
- Will there be any facilities for disabled members of the public e.g. a viewing platform
- I would suggest the first aid provisions detailed are not sufficient (based on guidance from the HSE event safety guide assessment tool)
- The applicant needs to provide details of who the Health and Safety advisor for the event is and their qualifications
- We will require details of all the food vendors to check that they are registered. We would suggest that you restrict food vendors to those that have achieved a 4 or 5 on the food hygiene rating scheme.
- Please confirm camping is for festival staff only and not members of the general public.

Kind regards

Miss Nadine Horsewell
 Environmental Health - Technical Officer – Food Safety & Health and Safety

**HEARING PROCEDURE FOR PREMISES LICENCES/CLUB PREMISES CERTIFICATES
WHERE APPLICANT AND RESPONSIBLE AUTHORITIES 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 Responsible Authorities to introduce 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 can then call any witnesses and/or give evidence in support of his/her application.
- [3] The Responsible Authorities 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 can ask questions of the Applicant and any witnesses.
- [5] If there any witnesses, the Applicant or his representative will then be given a final opportunity of asking any further questions of any witnesses to clear up any points raised in the earlier questioning.

3. The Responsible Authorities' Case

- [1] The Responsible Authorities will give their reasons for objecting to the application.
- [2] The Responsible Authorities will then call any witnesses in support of their objection.

- [3] The Applicant or his representative may then question the Responsible Authorities and any witnesses.
- [4] The Chairman or any Member of the Sub-Committee may ask questions of the Responsible Authorities and any witnesses.
- [5] The Responsible Authorities will then be given a final opportunity of asking any further questions of any witnesses to clear up any points raised in the earlier questioning.

4. Closing Statement

- [1] By or on behalf of the Responsible Authorities, the Objectors can 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 can summarise any points they wish to make and comment briefly on the Responsible Authorities 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 closed. 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 then this advice will be repeated in summary form when the Sub-Committee reconvenes the hearing.

5. Decision

- [1] The Chairman will then announce the Sub-Committee's decision and ask the Legal Adviser to read out the details including their reasons.
- [2] Before closing the hearing, the Chairman will notify the Applicant 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.