

**Licensing & Gambling Acts  
Sub-Committee 6.3.14**

**APPLICATION FROM THE RETREAT, LITTLE HORWOOD  
UNDER THE LICENSING ACT 2003 FOR A PREMISES  
LICENCE TO BE GRANTED**

**1. THE APPLICATION**

Applicant(s): Halo Events LTD

Premises: Land at the rear of The Retreat, Buckingham Road, Little Horwood, Buckinghamshire, MK17 0PX

**1.1 New Application**

The application is for a new Premises Licence under section 17 of the Act. The detail in respect to the hours and activities applied for are set out in the application form, attached as Appendix 1.

The steps the applicant intends to take to promote the licensing objectives are set out in the operating schedule (see appendix 1, Part P of application form). The applicant has produced an Event Management Plan which forms part of the operating schedule. This is subject to change and the final copy will be made available at the hearing.

In an effort to clarify the proposed permissions these are set out in Appendix 2. A location plan is attached as Appendix 7 and a plan of the premises is attached as Appendix 8.

**2. RELEVANT REPRESENTATIONS**

**2.1 Responsible Authorities**

**Thames Valley Police – No representation**

**Environmental Health – A representation from Environmental Health was received during the consultation period. The applicant and the District Environmental Health Officer have subsequently agreed the conditions attached as Appendix 3.**

**Licensing Authority - No representation**

**Bucks Fire and Rescue – No representation**

**Planning – No representation**

**Trading Standards – No comment**

**Area Child Protection Committee – No comment**

**Primary Health Care Trust – No comment**

## **2.2 Other Parties**

We received six representations during the consultation period from other parties. Copies of the representation are attached as Appendix 4.

### **3. NOTICE OF HEARING AND RESPONSES**

All parties were served Notices of Hearing on receipt of the representation along with the document, 'Licensing Act 2003 – The Procedure to be followed at Hearings'. The parties have therefore been notified of the consequences of failing to attend.

The submissions that have been received to date following service of the Notice of Hearing are attached as Appendix 5 and 6. This consists of a letter from the applicant that has been sent to all of the other parties on receipt of their representations and additional letters from two of the other parties.

Members will be notified of any further responses at the hearing.

### **4. GENERAL INFORMATION**

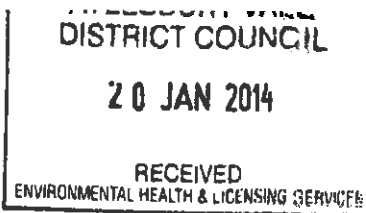
The general information Members need to have regard to when determining applications made under the Licensing Act 2003 is set out in a separate document which is attached to the Agenda under cover of which this report has been published.

### **5 ISSUES RAISED BY THE APPLICATION**

The issues raised by the application are for the Sub-Committee to determine having regard to all the relevant considerations. Whatever, the Sub-Committee decides, it must give reasons.

To assist Members and the parties further, The Licensing Services Manager will draw attention to any issues arising from this application at the hearing.

|                      |                         |
|----------------------|-------------------------|
| Contact Officer      | Peter Seal 01296 585083 |
| Background Documents | None                    |



Aylesbury Vale District Council

Form LA04 (11/05)

**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 Halo Events Ltd  
*(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**

|   |                |                  |          |
|---|----------------|------------------|----------|
| <b>Postal address of premises or, if none, ordnance survey map reference or description</b> |                |                  |          |
| Land at the rear of The Retreat, Buckingham Road, Little Horwood, MK17 0PX                  |                |                  |          |
| <i>THE RETREAT</i>  |                |                  |          |
| <b>Post town</b>  | Little Horwood | <b>Post code</b> | MK17 0PX |
| <b>Telephone number at premises (if any)</b>  |                | 07923 001 820    |          |
| <b>Non-domestic rateable value of premises</b>  |                | £ 0.00           |          |

**Part 2 - Applicant Details**

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

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)

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

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

Please tick yes

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

**(A) INDIVIDUAL APPLICANTS (fill in as applicable)**

|  |                                     |                                      |                                    |   |  |
|--|-------------------------------------|--------------------------------------|------------------------------------|---|--|
| <b>Mr</b> <input type="checkbox"/>                               | <b>Mrs</b> <input type="checkbox"/> | <b>Miss</b> <input type="checkbox"/> | <b>Ms</b> <input type="checkbox"/> | <b>Other Title (for example, Rev)</b>           |  |
| <b>Surname</b>   |                                     |                                      | <b>First names</b>                 |   |  |
| <b>I am 18 years old or over</b>                                 |                                     |                                      |                                    | <input type="checkbox"/> <b>Please tick yes</b> |  |
| <b>Current postal address if different from premises address</b> |                                     |                                      |                                    |   |  |
| <b>Post Town</b>   |                                     |                                      | <b>Postcode</b>                    |   |  |
| <b>Daytime contact telephone number</b>                          |                                     |                                      |                                    |   |  |
| <b>E-mail address (optional)</b>                                 |                                     |                                      |                                    |   |  |

**SECOND INDIVIDUAL APPLICANT (if applicable)**

|                                    |                                     |                                      |                                    |   |  |
|------------------------------------|-------------------------------------|--------------------------------------|------------------------------------|---|--|
| <b>Mr</b> <input type="checkbox"/> | <b>Mrs</b> <input type="checkbox"/> | <b>Miss</b> <input type="checkbox"/> | <b>Ms</b> <input type="checkbox"/> | <b>Other Title (for example, Rev)</b>           |  |
| <b>Surname</b>                     |                                     |                                      | <b>First names</b>                 |   |  |
| <b>I am 18 years old or over</b>   |                                     |                                      |                                    | <input type="checkbox"/> <b>Please tick yes</b> |  |

|  |  |                 |  |
|--|--|-----------------|--|
| <b>Current postal address if different from premises address</b> |  |                 |  |
| <b>Post Town</b>   |  | <b>Postcode</b> |  |
| <b>Daytime contact telephone number</b>                          |  |                 |  |
| <b>E-mail address (optional)</b>                                 |  |                 |  |

**(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.

|  |  |
|--|--|
| <b>Name</b>  | Halo Events Ltd  |
| <b>Address</b>   | The Retreat, Buckingham Road, Little Horwood, MK17 0PX |
| <b>Registered number (where applicable)</b>  | 07560033   |
| <b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b> | Limited company  |
| <b>Telephone number (if any)</b>   | 07923 001 820  |
| <b>E-mail address (optional)</b>   | tania@primelocationlets.co.uk                          |

**Part 3 Operating Schedule**

When do you want the premises licence to start?

|     |       |        |
|-----|-------|--------|
| Day | Month | Year   |
| 0   | 1     | 052014 |

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

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
|     |       |      |

Please give a general description of the premises (please read guidance note1)

Land used as a camping site for people visiting the area for concerts at the Milton Keynes Bowl.

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

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

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

**Provision of regulated entertainment**

**Please tick yes**

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

**Provision of entertainment facilities:**

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

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

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

In all cases complete boxes N, O and P

**A**

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

**B**

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



**C**

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

**D**

|  |                          |               |  |          |                          |
|--|--------------------------|---------------|--|----------|--------------------------|
| <b>Boxing or wrestling entertainments</b><br>Standard days and timings (please read guidance note 6) |                          |               | <b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)  | Indoors  | <input type="checkbox"/> |
|  |                          |               |  | Outdoors | <input type="checkbox"/> |
| Both   | <input type="checkbox"/> |               |  |          |                          |
| <b>Day</b>   | <b>Start</b>             | <b>Finish</b> | <b><u>Please give further details here</u></b> (please read guidance note 3)   |          |                          |
| Mon  |                          |               |  |          |                          |
| Tue  |                          |               | <b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)  |          |                          |
| Wed  |                          |               |  |          |                          |
| Thur   |                          |               | <b><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></b> (please read guidance note 5) |          |                          |
| Fri  |                          |               |  |          |                          |
| Sat  |                          |               |  |          |                          |
| Sun  |                          |               |  |          |                          |

**E**

| Live music<br>Standard days and<br>timings (please read<br>guidance note 6) |       |        | <b>Will the performance of live music take place<br/>indoors or outdoors or both – please tick</b><br>(please read guidance note 2)   | Indoors  | <input type="checkbox"/>            |
|---|-------|--------|---|----------|-------------------------------------|
|   |       |        |   | Outdoors | <input type="checkbox"/>            |
|   |       |        |   | Both     | <input checked="" type="checkbox"/> |
| Day   | Start | Finish |   |          |                                     |
| Mon   | 19:00 | 03:00  | <b>Please give further details here</b> (please read guidance note 3)<br>Potential to host small musical performances from bands<br>or solo singers in the entertainment marquee through an<br>amplified PA system provided by a professional company,<br>controlled & monitored at all times |          |                                     |
| Tue   | 19:00 | 03:00  |   |          |                                     |
| Wed   | 19:00 | 03:00  | <b>State any seasonal variations for the performance of live music</b><br>(please read guidance note 4)   |          |                                     |
| Thur  | 19:00 | 03:00  |   |          |                                     |
| Fri   | 19:00 | 03:00  | <b>Non standard timings. Where you intend to use the premises<br/>for the performance of live music at different times to those<br/>listed in the column on the left, please list</b> (please read guidance<br>note 5)  |          |                                     |
| Sat   | 19:00 | 03:00  |   |          |                                     |
| Sun   | 19:00 | 03:00  |   |          |                                     |
|   |       |        |   |          |                                     |

F

| Recorded music<br>Standard days and<br>timings (please read<br>guidance note 6) |       |        | Will the playing of recorded music take place<br>indoors or outdoors or both – please tick<br>(please read guidance note 2)   | Indoors  | <input type="checkbox"/>            |
|---|-------|--------|---|----------|-------------------------------------|
| Day   | Start | Finish |   | Outdoors | <input type="checkbox"/>            |
| Mon   | 19:00 | 03:00  | <b>Please give further details here</b> (please read guidance note 3)<br>Amplified music played by a DJ through a PA system.<br>PA system provided by a professional hire company and<br>controlled & monitored at all times  | Both     | <input checked="" type="checkbox"/> |
| Tue   | 19:00 | 03:00  |   |          |                                     |
| Wed   | 19:00 | 03:00  | <b>State any seasonal variations for the playing of recorded music</b><br>(please read guidance note 4)   | Both     | <input checked="" type="checkbox"/> |
| Thur  | 19:00 | 03:00  |   |          |                                     |
| Fri   | 19:00 | 03:00  | <b>Non standard timings. Where you intend to use the premises<br/>                     for the playing of recorded music at different times to those<br/>                     listed in the column on the left, please list</b> (please read guidance<br>note 5)<br>Day time soundcheck of equipment on set up day. | Both     | <input checked="" type="checkbox"/> |
| Sat   | 19:00 | 03:00  |   |          |                                     |
| Sun   | 19:00 | 03:00  |   |          |                                     |

**G**

|   |              |               |   |                          |
|---|--------------|---------------|---|--------------------------|
| <b>Performances of dance</b><br>Standard days and timings (please read guidance note 6) |              |               | <b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b><br>(please read guidance note 2)   |                          |
|   |              |               | Indoors   | <input type="checkbox"/> |
|   |              |               | Outdoors  | <input type="checkbox"/> |
|   |              |               | Both  | <input type="checkbox"/> |
| <b>Day</b>  | <b>Start</b> | <b>Finish</b> | <b><u>Please give further details here</u></b> (please read guidance note 3)  |                          |
| Mon   |              |               |   |                          |
|   |              |               |   |                          |
| Tue   |              |               |   |                          |
|   |              |               |   |                          |
| Wed   |              |               | <b><u>State any seasonal variations for the performance of dance</u></b><br>(please read guidance note 4)   |                          |
|   |              |               |   |                          |
| Thur  |              |               |   |                          |
|   |              |               |   |                          |
| Fri   |              |               |   |                          |
|   |              |               | <b><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></b> (please read guidance note 5) |                          |
| Sat   |              |               |   |                          |
|   |              |               |   |                          |
| Sun   |              |               |   |                          |
|   |              |               |   |                          |

H

|   |              |               |  |          |                          |
|---|--------------|---------------|--|----------|--------------------------|
| <p>Anything of a similar description to that falling within (e), (f) or (g)<br/>Standard days and timings (please read guidance note 6)</p> |              |               | <p><b>Please give a description of the type of entertainment you will be providing</b></p>   |          |                          |
| <b>Day</b>  | <b>Start</b> | <b>Finish</b> | <p><b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)</p>   | Indoors  | <input type="checkbox"/> |
| Mon   |              |               |  | Outdoors | <input type="checkbox"/> |
|   |              |               |  | Both     | <input type="checkbox"/> |
| Tue   |              |               | <p><b>Please give further details here</b> (please read guidance note 3)</p>   |          |                          |
| Wed   |              |               |  |          |                          |
| Thur  |              |               | <p><b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 4)</p>  |          |                          |
| Fri   |              |               |  |          |                          |
| Sat   |              |               | <p><b>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</b> (please read guidance note 5)</p> |          |                          |
| Sun   |              |               |  |          |                          |

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

J

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



**K**

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

L

|  |              |               |  |          |                                     |
|--|--------------|---------------|--|----------|-------------------------------------|
| <b>Late night refreshment</b><br>Standard days and timings (please read guidance note 6) |              |               | <b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)</b>   | Indoors  | <input type="checkbox"/>            |
|  |              |               |  | Outdoors | <input checked="" type="checkbox"/> |
|  |              |               |  | Both     | <input type="checkbox"/>            |
| <b>Day</b>   | <b>Start</b> | <b>Finish</b> | <b>Please give further details here (please read guidance note 3)</b><br>Hot food, hot and cold drinks provided by professional mobile catering vehicle(s) late at night during events.                                |          |                                     |
| Mon  | 23:00        | 05:00         |  |          |                                     |
|  |              |               | <b>State any seasonal variations for the provision of late night refreshment (please read guidance note 4)</b>   |          |                                     |
| Tue  | 23:00        | 05:00         |  |          |                                     |
|  |              |               | <b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)</b> |          |                                     |
| Wed  | 23:00        | 05:00         |  |          |                                     |
|  |              |               |  |          |                                     |
| Thur   | 23:00        | 05:00         |  |          |                                     |
|  |              |               |  |          |                                     |
| Fri  | 23:00        | 05:00         |  |          |                                     |
|  |              |               |  |          |                                     |
| Sat  | 23:00        | 05:00         |  |          |                                     |
|  |              |               |  |          |                                     |
| Sun  | 23:00        | 05:00         |  |          |                                     |
|  |              |               |  |          |                                     |

**M**

|   |              |               |   |                  |                                     |
|---|--------------|---------------|---|------------------|-------------------------------------|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 6) |              |               | <b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 7)  | On the premises  | <input checked="" type="checkbox"/> |
|   |              |               |   | Off the premises | <input type="checkbox"/>            |
|   |              |               |   | Both             | <input type="checkbox"/>            |
| <b>Day</b>  | <b>Start</b> | <b>Finish</b> | <b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)  |                  |                                     |
| Mon   | 11:00        | 03:00         |   |                  |                                     |
| Tue   | 11:00        | 03:00         |   |                  |                                     |
| Wed   | 11:00        | 03:00         |   |                  |                                     |
| Thur  | 11:00        | 03:00         |   |                  |                                     |
| Fri   | 11:00        | 03:00         |   |                  |                                     |
| Sat   | 11:00        | 03:00         |   |                  |                                     |
| Sun   | 11:00        | 03:00         |   |                  |                                     |
|   |              |               | <b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 5) |                  |                                     |

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

|   |   |
|---|---|
| <b>Name</b>                                   | Tania McIntosh  |
| <b>Address</b>                                | <del>11, The Old Rectory, Aylesbury, Bucks, HP8 4JG</del> |
| <b>Postcode</b>                               | <del>HP8 4JG</del>  |
| <b>Personal Licence number (if known)</b>     | PE1506  |
| <b>Issuing licensing authority (if known)</b> | Environmental Health & Licensing Services, AVDC           |

**N**

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

**O**

|  |              |               |  |   |
|--|--------------|---------------|--|---|
| <b>Hours premises are open to the public Standard days and timings (please read guidance note 6)</b> |              |               | <b>State any seasonal variations (please read guidance note 4)</b> |   |
| <b>Day</b>   | <b>Start</b> | <b>Finish</b> |  |   |
| <b>Mon</b>   | 00:00        | 12:00         |  |   |
|  | 12:00        | 00:00         |  |   |
| <b>Tue</b>   | 00:00        | 12:00         |  |   |
|  | 12:00        | 00:00         |  |   |
| <b>Wed</b>   | 00:00        | 12:00         |  |   |
|  | 12:00        | 00:00         |  |   |
| <b>Thur</b>  | 00:00        | 12:00         |  | <b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)</b> |
|  | 12:00        | 00:00         |  |   |
| <b>Fri</b>   | 00:00        | 12:00         |  |   |
|  | 12:00        | 00:00         |  |   |
| <b>Sat</b>   | 00:00        | 12:00         |  |   |
|  | 12:00        | 00:00         |  |   |
| <b>Sun</b>   | 00:00        | 12:00         |  |   |
|  | 12:00        | 00:00         |  |   |

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

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

A copy of the final event management plan for each event shall be submitted to and agreed by, the Licensing Authority, the District Environmental Health Officer and Thames Valley Police, not less than 21 days before the date of the event.

The Event management plan shall constitute the operating schedule within the premises licence. The event shall be run in accordance with the contents of the agreed plan.

The event management plan shall deal adequately with the security arrangements relating to alcohol, drugs, eviction and lost child policies, as well as traffic management.

**b) The prevention of crime and disorder**

**c) Public safety**

**d) The prevention of public nuisance**

**e) The protection of children from harm**

|  |  |
|--|--|
|  |  |
|--|--|

**Please tick yes**

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

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

**Part 4 – Signatures (please read guidance note 10)**

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

|           |            |
|-----------|------------|
| Signature | [REDACTED] |
| Date      | 17.1.14    |
| Capacity  | DIRECTOR   |

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

|           |  |
|-----------|--|
| Signature |  |
| Date      |  |
| Capacity  |  |

//

|  |                |                  |          |
|--|----------------|------------------|----------|
| <b>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)</b> |                |                  |          |
| Tania McIntosh, The Retreat, Buckingham Road   |                |                  |          |
| <b>Post town</b>   | Little Horwood | <b>Post code</b> | MK17 0PX |
| <b>Telephone number (if any)</b>   | [REDACTED]     |                  |          |
| <b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b>  |                |                  |          |
| tania@primelocationlets.co.uk  |                |                  |          |

**Notes for Guidance**

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

**Consent of individual to being specified as premises supervisor**

**Tania McIntosh**

*[full name of prospective premises supervisor]*



*[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

**Halo Events Ltd**

*[name of applicant]*

relating to a premises licence

*[number of existing licence, if any]*

for

**Land at the rear of The Retreat, Buckingham Road, Little Horwood,  
MK17 0PX**

*[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

Halo Events Ltd

-----  
*[name of applicant]*

concerning the supply of alcohol at

Land at the rear of The Retreat, Buckingham Road, Little Horwood,  
MK17 0PX

-----  
*[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

PE1506

-----  
*[insert personal licence number, if any]*

Personal licence issuing authority

Environmental Health & Licensing Services, AVDC

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

Signed



Name (please print)

TANIA MCINTOSH

Date

17.1.14



# Event Safety Management Plan

Camping for Kings Of Leon Concert  
The Retreat, Milton Keynes  
Saturday 21<sup>st</sup> - Monday 23<sup>rd</sup> June 2014

Second Draft - 28.01.14

## **Table Of Contents**

1. About The Event
2. The Events Manager (And Backup)
3. Site Layout
4. Event Entertainment
5. Noise Management
6. Security And Stewarding
7. Camping
8. Parking
9. Toilets, Waste Management
10. Power And Water Supply
11. Medical Provision
12. Child Safety
13. Fire Safety
14. Disabled And Special Needs Guests
15. Incident/Accident Reporting
16. Communication

## **Appendix**

- A. Suppliers
- B. Site Plan
- C. Event Programme
- D. Event Construction & Deconstruction Programme
- E. Traffic Control Plan
- F. First Aid Information
- G. Fire Risk Assessment
- H. Contingency & Emergency Plan
- I. Event Risk Assessment

This Event Management Plan will outline event details including the above points and plans.

## 1. About The Event

This event is being organised to cater for people visiting the area for the Kings Of Leon concert at the Milton Keynes Bowl on the Sunday 22<sup>nd</sup> June 2014.

Halo Events expects to accommodate approximately of 2000 persons, subject to ticket sales, numbers to be confirmed no late than 21 days prior to the event.

For the event programme, including details of entertainment, food and bar opening times – please see Appendix C.

The aim is to provide concert goers with a safe and friendly campsite to come to after the concert.

The supply and sale of alcohol and food is intended. This will be by means of catering units selling food & drink and a bar providing cold alcoholic and non-alcoholic drinks.

Portable serviced toilets with at least one disabled access toilet will be provided (quantity of units is dependent on the number of tickets sold subject to the guidelines on minimum units and unit:person ratio set out by the Environmental Health Authority). The toilets will be refreshed on a regular basis throughout the weekend and each toilet also provides an evaporating antiseptic hand sanitizer which requires no hand drying towels/machines.

Camping facilities will be available on the site for public and staff use.

The event is being held on a private residential small holding, the location of which is adjacent to the A421 between Milton Keynes and Buckingham. There is one property in the vicinity, but not next to the premises.

Guests will arrive on Saturday 21<sup>st</sup> June 2014 (Midday-9pm) and Sunday 22<sup>nd</sup> June 2013 (9am-3pm) dependent which ticket type they have purchased.

Guests will depart on Monday 23<sup>rd</sup> June from 7am to Midday, at Midday the site will be closed to the public.

Guests have booked via the Halo Events website and are given unique traceable tickets, they will also be issued with colour coded wristbands, all wristbands will be issued at the check-in point at time of check-in.

Halo Events will provide bus transfers to and from the Milton Keynes Bowl, these leave the site at scheduled intervals throughout the afternoon on Sunday and arrive back at approximately 11.30pm.

For details of event suppliers (including catering, bar, toilets, bus transfers) please see Appendix A.

## 2. The Events Manager (And Backup)

The event will be managed and run by the landowner and Halo Events Manager Tania McIntosh and a small staff team from Halo Events. Tania is a personal license holder (PE1506) and is the designated premises supervisor.

The event manager will be on site at all times, if for any reason she has to leave the site (or in case of emergency) a responsible second manager will be in charge, Jack Osborn.

The support team will consist of security, parking marshals and the first aid team.

SIA security team and safety personnel will be provided Bridge Gate Security, headed by Vic Wright.

First aid will be supplied The Scuba Shed and led by Adam & Tammy Blunt (same suppliers as previous events in 2011 & 2012, same applied to security)

Designated Fire Marshal for the duration of the event will be Barry Hampton

### 2.1 Management team roles & responsibilities

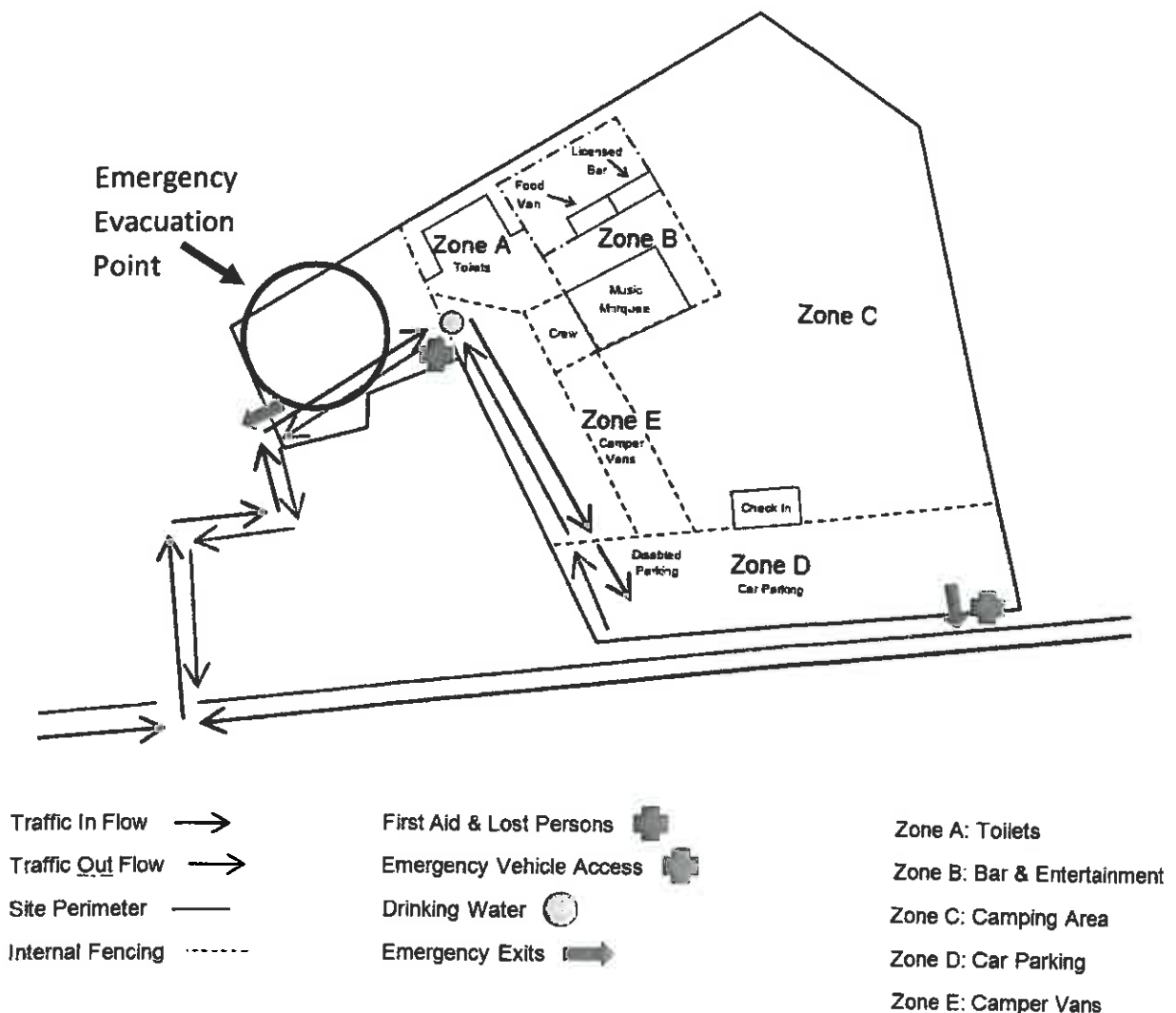
|                    |  |
|--------------------|--|
| Tania McIntosh     | Manager (Landowner & Manager of Halo Events) |
| Jack Osborn        | Second Manager                               |
| Barry Hampton      | Fire Marshal                                 |
| Vic Wright         | Head Of Security                             |
| Adam & Tammy Blunt | First Aid                                    |

### 3. Site Layout

The site is laid out over approximately 8 acres of fields otherwise used for 2 horses. The fields are mainly level, well drained and are laid to grass. All livestock will be removed from land at least 3 weeks prior to the event. The grass will be mown & all cuttings collected by 18<sup>th</sup> June 2014.

The site will be divided into zones for Toilets, Entertainment/Food/Drink, Camping and Parking.

#### 3.1 Site Plan



The above key explains the layout of the site plan. Guests arrive via the main gate which is accessible from a side road off the A421 (Milton Keynes to Buckingham road).

The above red and blue arrows show the ingress and egress routes for guests to and from the event site. The car routes around the site will be marked by post and rope fencing.

### **3.2 Traffic Control**

There will be traffic control signage placed on the roadside of the A421 in both directions, warning oncoming traffic to slow down. For full details of the traffic management plan please see Appendix E.

All vehicles will be directed through the site by parking marshals. Parking marshals have two way radios in order to notify each other (and other teams) of traffic movement on and off site, this will help us in maintaining a constant flow of traffic through the entrance and on to the field.

### **3.3 Checkpoints (Site Entrance)**

In order to maintain a constant flow of traffic on the site to avoid congestion on nearby roads, all vehicles displaying a vehicle pass will be allowed on to the site immediately, and will be directed to the car park before being checked in.

Once guests have parked (assisted by marshals) they will be directed to the check-in point, which is located at the main entrance to Zone C (camping). Guests will have their tickets checked, they will be marked as checked-in and will be given wristbands. All car drivers will be required to leave their registration details and telephone contact number in case we need a vehicle to be moved.

### **3.4 Camping Facilities**

The camping zone is in easy reach of all other zones, allowing easy access to toilets, food & drink and vehicles. Once guests are checked in they will be free to access all zones of the site.

### **3.5 Toilets**

The toilet facilities are located on the edge of the site, on hard standing. This will allow easy access for the waste disposal vehicle(s) to refresh the toilet facilities throughout the weekend.

### **3.6 First Aid**

The first aid tent will be positioned by the main entrance to the field to allow for emergency vehicle access if necessary (for more information on first aid procedures please see Appendix F and Appendix H section 5.3)

### **3.7 Emergency Vehicle Access**

The Emergency Vehicle Access point is separate to the main site entrance, and has direct access to the A421 (Milton Keynes to Buckingham road). The access gate leads on to hard standing and gives access to all areas via specially set up routes. Emergency vehicles can also access the site via the main entrance.

## 4. Event Entertainment

DJ's will play pre-recorded music through an amplified PA system inside out entertainment marquee.

The PA system will be available for announcements if necessary. The amplified PA system will be accompanied by a small lightshow, all such equipment will be powered by a generator which will be isolated by Harris fencing in the crew only backstage area to the rear of the entertainment marquee.

All electrical equipment for the purposes of entertainment will be operated from within the marquee to protect it, crew members and guests from risk posed by adverse weather.

### 4.1 Entertainment Schedule

|                                     |            |
|-------------------------------------|------------|
| Saturday 21 <sup>st</sup> June 2014 | 7pm – 1am  |
| Sunday 22 <sup>nd</sup> June 2014   | 11pm – 3am |
| Monday 23 <sup>rd</sup> June 2014   | None       |

### 4.2 PA System

The PA system will arrive on site prior to the event opening and will be fully serviced and checked to be in safe working order. The PA system and accompanying lightshow will be provided by TechPS Ltd, who will also provide an engineer to be on site at all times while music is being played. All equipment provided is covered by TechPS' insurance policies.

The sound levels output by the PA system will be monitored at regular intervals, both from on site and the nearest residential dwelling to ensure it does not exceed the set limit. Sound level limit is to be agreed between Halo Events and the Environmental Health Authority.

Production vehicles and spare equipment will be stored to the rear of the marquee in a crew-only backstage area, this area will be isolated by Harris fencing.

The sound engineer (on site at all times that entertainment is taking place) would be able to turn off or alter the PA system at any time, including for the purpose of emergency announcements. A microphone will be plugged in to the PA system at all times to ensure quick access by event crew to make announcements if necessary.

### 4.3 Marquee

The marquee (70ft x 30ft) will be provided and erected by a professional marquee company. At all times that the entertainment marquee is open to guests, at least two sides (around 80ft of the perimeter) will be open and accessible. The marquee has a durable plastic interlocking floor.

When the marquee is in use, SIA security team members will be stationed throughout the inside and outside of the marquee to ensure guest safety.

For procedures regarding crowd surging, structural failure and evacuation, please see Appendix H.

The use of the entertainment marquee is for standing only, and only during times that music is being played (please see Appendix C). Because the sides of the marquee are open, the entertainment is visible and audible in the vicinity, guests would not need to squeeze into the marquee.



## **5. Noise Management**

Noise levels output by the amplified PA system will be measured periodically and changed to conform to the noise level regulations set out by the Environmental Health Authority. It is understood that the allowed sound level limit will vary between times of day, and the level schedule will be confirmed by the Environmental Health Authority prior to the event.

There is only one nearby noise sensitive dwelling, which is 800-1000 yards from the site, and is isolated by high trees. There is an industrial yard between the site and this dwelling which is not noise sensitive, this will also help to block noise.

When the PA system is set up and volumes are tested, the level will be tested at the nearby noise sensitive dwelling to ensure that it complies with the regulations.

Local residents will be informed by leaflet near to the event date, a telephone number will be provided for them to call in the unlikely event of disruption. This number will be manned at all times.

If any calls are received because the music volume is too high, the volume will be tested and if found to be above the set levels it will be lowered.

## **6. Security And Stewarding**

A team of SIA security staff will be provided by Bridge Gate Security, 541 Woodborough Road, Nottingham, NG3 5FR.

Number of security personnel will be proportional to the number of campers past a minimum number – there is estimated to be around 15 members of security staff on site (Subject to change according to ticket sales).

Site security is a vital part of the event as there is a flow of persons on and off the site and during the concert guests will not be on site, leaving the site and their property open to crime. The security team will be spread across the site, covering all internal zones and entrances to the site.

Site security will function 24 hours a day from the time that the event site is open to suppliers and deliveries on Saturday 22<sup>nd</sup> June 2014 at 7am.

They will cease to provide their services when the site is clear of on Monday 23<sup>rd</sup> June 2014, expected to Midday.

The car parking marshals will provide security during the day when guests are arriving and departing from the site. They will be stationed along the route on to the site, as well as outside of the site to guide vehicles in.

Members of security and stewarding staff will have two-way radios on the same frequency as the first aid cover. Night security and stewards will have the use of torches at night, although the site will be lit up by high powered flood lights located in the centre of the field.

## 7. Camping

The camping area (Zone C) will be separated from the main entrance and car parking area by Harris fencing, guests entering the camping area must check-in at the checkpoint, if they have already checked in and have wristbands, these must be displayed at the checkpoint.

The camping area will be occupied by guests staying either for the duration (Sunday 21<sup>st</sup> – Monday 23<sup>rd</sup>) or for either night individually.

Within the camping area (Zone C), guests will be advised to pitch their tents with adequate distance to other tents, and to maintain a clear access route through the zone in the event of emergency vehicle access being necessary. There is an emergency vehicle access point to the site which gives more direct access to the camping area (Zone C) – see site plan for location.

No open fires or BBQ's are allowed on site – vehicles may be checked for these on arrival. This rule is in place to lower the risk of fire within the campsite and is something we take very seriously.

Fire points will be located at various points within the camping area, these will have buckets of sand available in the event of a fire as a first action procedure. Fire extinguishers will be placed at the check in point and other areas including bar, entertainment marquee. In the event of a fire guests are instructed to raise the alarm and to evacuate the site (for full procedure see Appendix H).

The camping area will be patrolled by security staff at all times.

Throughout the event, rubbish collections will take place and litter pickers will operate in the camping area. Waste will be contained in two 16 yard skips and disposed of by licensed waste carriers.

On departure, all vehicles must leave the parking area (Zone D) through the main entrance of the site, this is manned 24 hours a day by stewards & security staff. No vehicles are allowed to leave via the emergency access gate from the field in Zone D, this is reserved for emergency vehicles only.

Drinking water will be provided from a standpipe located in Zone A, the standpipe will run for 20-30 minutes in the morning and be sterilised with antibacterial spray, it will also be tested prior to the event. The standpipe runs from the main water supply to the on-site residence and is deemed to be very safe, however will be tested.

Guests will be advised of all site rules, emergency procedures, access routes, transfer timetables and terms & conditions by email prior to their arrival. Information will also be available during the event from the check-in/information point.

Signage will be placed around the site where necessary to advise guests of emergency access routes, fire points etc.

No animals will be allowed on site with the exception of guide dogs.

## **8. Parking**

The parking area (Zone D) is the first place guests will go to when arriving on site, they will be directed through the entrance to the parking area by marking marshals. Once parked and unloaded, guests will be directed to the camping area (Zone C) through the checkpoint, this is where tickets will be checked and wristbands will be distributed.

Pedestrian walkways will be designated by post and rope, any vehicle route which crosses a pedestrian route will be monitored at all times in the interest of guest safety. When vehicles are moving on site, parking marshals will patrol the car park to assist the security team.

There will be a designated parking area for disabled badge holders, this will still be in the car parking area (Zone D) but will be located closer to the checkpoint.

On departure guests will be guided down the same route they used to enter the site by marshals.

## **9. Toilets, Waste Management**

### **9.1 Portable Toilets**

Portable toilets will be provided for guest and staff use, these will be located in Zone A. The number of toilets will be proportional to the number of guests (past a minimum number), there is estimated to be 10-20 unisex portable toilets with 1-2 disabled units. This is subject to change according to ticket sales, and will fall in line with regulations of unit:person ratios.

Toilets will be provided by Home Counties Toilet Hire, who will come on site regularly throughout the event to refresh the toilet units. The contractor operator will be available throughout the weekend in the event of blockages or problems on an emergency phone number. Home Counties Toilet Hire carry all relevant documentation including the waste water safety assessment & waste registration number (for full details of suppliers please see Appendix A).

Toilets will be positioned within easy access to all other zones (see site plan).

### **9.2 Waste Management**

Two 16 yard closed skips will be provided by F&R Cawley, located in Zone A and Zone E. The contractor will collect the skips and dispose of the waste after the event has closed and the site has been cleared. No event waste will be left for household collection.

Numerous bins will be placed around the site and emptied by staff regularly. Litter pickers will patrol the site regularly to ensure that the site is clean at all times. The refuse will be put into these skips.

The catering units will dispose of waste directly into the skips. Grey water will be collected in a suitable receptacle and disposed of down the main drain at the on site residence. Spent oil will be disposed of responsibly off site by the catering contractors.

Any guests who bring camper vans are prohibited from using the on board chemical toilets as there are no disposal facilities, they are told to only use the toilets provided on the site.

## **10. Power And Water Supply**

### **10.1 Power Supply**

Generators will be used to provide power. Mains power supply will be used if required.

Catering vehicles and the mobile bar contractors will provide their own generators.

The entertainment marquee (enclosing PA system) will use a generator, provided by Paragon Tool Hire, which will be placed to the rear of the marquee and isolated by Harris fencing.

There will be numerous floodlight units placed throughout the site, mainly in Zone C. These will be all-in-one units with a generator powering floodlights on a high pole. The base of these units will be isolated by Harris fencing to prevent guests accessing them (potential harm & damage to property).

### **10.2 Water Supply**

The mains water supply is via a standpipe located by the entrance to the site (see site plan).

The supply runs underground from the on-site residence until the fixed post, the tap and blue water pipe are attached to a secure fence post approximately 4ft above ground level.

The source of the supply is from a safe mains supply, trenched in 2007 via a blue water pipe approx. 25mm diameter. The supply to the standpipe on the site was placed in 2011, using the same pipe of the same thickness. In the case of previous events (2011 & 2012) the water supply has been tested by Chiltern Water Ltd, all tests came back as negative and will be repeated prior to this event.

## **11. Medical Provision**

A first aid station will be located by the main entrance to the site, and will be run 24 hours a day by two fully qualified persons. The first aid staff will have communications with the rest of the site team including security and stewards.

The first aid station will be equipped with all standard first aid supplies, an emergency oxygen kit and injury report forms (for full details see Appendix's F and H).

## **12. Child safety**

All children must be accompanied at all times by a ticket holder aged 18 or over. The lost children point is located at the first aid station by the main gate, and the information point at the check-in point, these will be signposted as such. The missing children point is located at the First Aid Station, any missing children will be brought here by the event crew and all guests are pre-notified of this prior to the event. Guests are encouraged to check at the First Aid Station as a first port of call for missing children. Should a child be found or reported missing, all crew would be notified of their name and description via their two way radios, they would then begin a patrol search.

### **13. Fire safety**

A designated fire marshal will be on site throughout the event, evacuation plans are put in place prior to the event. The local fire authority is notified of the event taking place and will have access to any relevant documents on request.

Fire extinguishers will be placed at the check in point and other areas including bar, entertainment marquee. In the event of a fire guests are instructed to raise the alarm and to evacuate the site.

The local fire authority has deemed previous events on the site as very low risk for fire hazards, largely due to the strict ban on open fires and BBQ's. (Please see appendix G for fire risk assessment).

For full details of procedures please see Appendix H)

### **14. Disabled And Special Needs Guests**

Allocated Parking for disabled persons will be located in the same parking zone as other guests, however will be closer to the check-in point. At least one disabled toilet will be provided in Zone A.

### **15. Incident/Accident Reporting**

Any incidents will be reported to the event manager(s) via the head of security, stewards, first aiders or events staff. All event crew will wear high visibility jackets to be clearly visible by each other and by the event guests.

All incidents will be logged by way of an incident/accident book, to include; Full name(s) of person(s) involved, address(s), contact number(s) and detailed description of the incident.

### **16. Communication**

All event crew will have two way radios on the same frequency to communicate during the event.

A meeting will be held on the morning of 21<sup>st</sup> June at 9am with all security, stewards, first aiders, bar & catering staff, litter pickers and other event crew – this meeting will cover what is expected of each team, it will reiterate emergency procedures and will be an opportunity for people to ask questions.

Any complaints or issues prior, during or post event must be reported to the management team detailed in 2.1.

## Appendix A - Suppliers

### Security

**Bridge Gate Security** – 0115 952 2620  
541 Woodborough Road, Nottingham, NG3 5FR  
SIA certified security staff.

### Bar

**Outside F&B Ltd** – 07713 739 408  
42-44 Hanway Street, London, W1T 1UT  
Carries all relevant insurances & licenses. Premises is licensed separately.

### Catering

**Tom Hewer Catering**, Tom Hewer Enterprises – 01604 948 904  
22 Wellingborough Road, Mears Ashby, Northants, NN6 0DZ  
Carries all relevant insurances & licenses. Premises is licensed separately.  
Licensed with Wellingborough Council. Hygeine rating 5 star.

### PA System & Lightshow

**TechPS Ltd** – Ian Robson - 01908 316 016  
9 Heathfield Court, Stacey Bushes, Milton Keynes, MK12 6HP  
Carries all relevant insurances for temporary installation of sound & lighting equipment.

### First Aid

**The Scuba Shed** – Adam & Tammy Blunt - 01908 632 119  
16 Bruckner Gardens, Old Farm Park, Milton Keynes, MK7 8EN  
Qualified first aiders carrying first aid equipment, suppliers & emergency oxygen kit. Fully insured.

### Skips (2x 16 yard) & Waste Disposal

**F&R Cawley Ltd** – 01908 313 132  
1 Covent Garden Close, Luton, Bedfordshire, LU4 8QB  
Carries all relevant insurances & licenses including waste carrier & waste disposal license.

### Toilets

**Home Counties Toilets** – 01525 270 181  
Fairfields Farm, Newton Road, Stoke Hammond, Milton Keynes, MK17 9DE  
Carries all relevant insurances & licenses.  
Waste carriers license CB/JP3393LJ

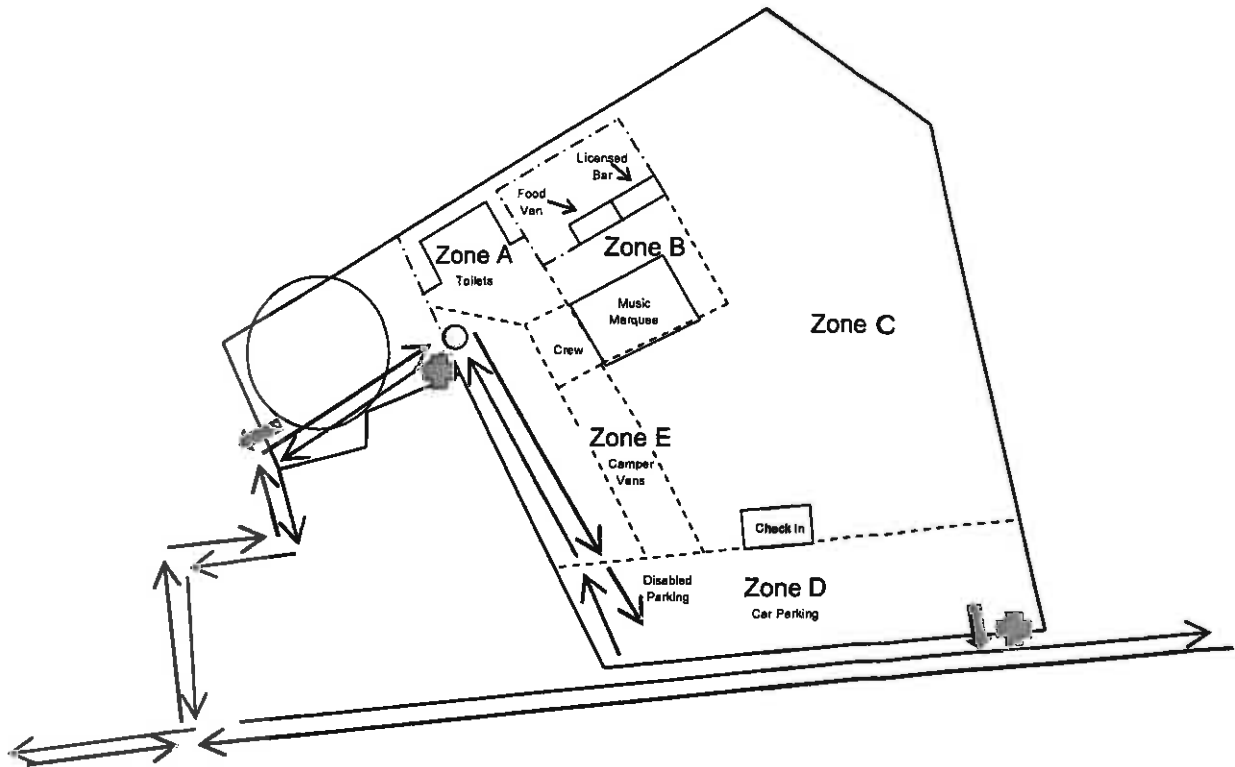
### Bus Transfers

**Howletts Coach Company** – 01296 713 775  
Station Road Industrial Estate, Station Road, Winslow, Buckingham, MK18 3RQ  
Carries all relevant insurances & licenses.

**Copies of insurance documents & licenses are available on request from all suppliers.**

info@haloevents.co.uk - 07923 001 820 – www.haloevents.co.uk

## Appendix B – Site Plan



- Zone A:** Toilets
- Zone B:** Bar & Entertainment
- Zone C:** Camping Area
- Zone D:** Car Parking
- Zone E:** Camper Vans

### Key

Traffic In Flow →      Traffic Out Flow →  
 Site Perimeter ———      Internal Fencing - - - - -

First Aid & Lost Persons



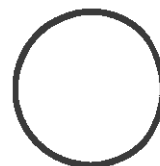
Drinking Water



Emergency Exits



Emergency Vehicle Access



Emergency  
Evacuation  
Point

## Appendix C – Event Programme

### Saturday 21<sup>st</sup> June

From 11.30am

- Car parking marshalls in positions
- SIA security in arranged stations around the site to patrol site & car park (24 hour a day patrols for duration of event)
- First aid opens (24 hour a day service for duration of event)

From Midday

- Guests expected to arrive between Midday and 9pm
- Guests arrive on site, park vehicles in Zone D, register at check-in point and are allocated camping pitches in Zone C.
- Bar and catering vehicles open in Zone B

7pm

- Entertainment starts in marquee

9pm

- Last arrival and registration on site
- Check-in/information point closes
- Car parking marshals stand down

1am

- Entertainment stops, bar and catering vehicles close, Zone B closes

### Sunday 22<sup>nd</sup> June

7am

- Catering vehicles open in Zone B
- Check-in/information point open
- Litter pickers begin patrol

From 8am

- Guests expected to arrive between 8am and 2pm

From 11.30am

- Car parking marshals take positions

From Midday

- Guests arrive on site, park vehicles in Zone D, register at check-in point and are allocated camping pitches in Zone C.
- Bar and catering vehicles open in Zone B
- Catering vehicles remain open in Zone B

1.30pm – 4.30pm

- Pre-booked bus transfers depart to Milton Keynes Bowl
- Litter pickers begin patrol
- Toilets refreshed by toilet hire contractor

3pm

- Last arrival and registration on site
- Check-in/information point closes
- Car parking marshals stand down



Appendix C – Event Programme - Kings of Leon Camping – 21<sup>st</sup> – 23rd June 2014

- 10pm – Midnight**
- Pre-booked bus transfers arrive from Milton Keynes Bowl
  - Litter pickers begin next patrol
- 11pm**
- Entertainment starts in marquee
- 3am**
- Entertainment stops, bar and catering vehicles close, Zone B closes
  - Litter pickers begin patrol in Zone B
- Monday 23<sup>rd</sup> June**
- 7am**
- Catering vehicles open in Zone B
  - Check-in/information point open
  - Litter pickers begin patrol
  - Car parking marshals in position
- By Midday**
- All camping pitches and car park must be cleared
  - Catering vehicles close
- Ongoing**
- When all guests are off site, parking marshals & security stand down
  - First aid closes
  - Litter pickers begin clearance

## Appendix D – Event Construction & Deconstruction Programme

### Monday 16<sup>th</sup> June

- Grass cuttings baled if required
- Chiltern Water test standpipe on site, field mown if required

### Tuesday 17<sup>th</sup> June

- Harris fencing erected, post & rope erected
- Erection of entertainment marquee in Zone B
- Erection of check-in/information point (gazebos)

### Friday 20<sup>th</sup> June

- Toilets delivered to site by Home Counties Toilets
- 16yd skips delivered to site by F&R Cawleys

### Saturday 21<sup>st</sup> June

8am

- Event crew on site, including SIA security staff (remaining on site for the duration of the event)

8.30am

- Catering vehicles & bar vehicle arrive on site and set up
- First aiders arrive on site and set up

9am

- PA system delivered by TechPS to site, set up and tested

7pm

- Entertainment starts in marquee

1am

- Entertainment stops, bar closes

2am

- Catering closes, Zone B closes

### Sunday 22<sup>nd</sup> June

7am

- Event crew on duty

9am – 3pm

- New guests arrive

11am

- Bar staff on duty

1.30pm-4.30pm

- Coaches arrive on the Nash Road at the end of the cycle path facing Buckingham Road to collect guests (escorted to coaches by marshals)

4.30pm

- Toilets refreshed by Home Counties Toilets (escorted by marshals)

11pm

- DJ arrives on site (escorted to entertainment marquee by marshals)

11.30pm

- Entertainment starts in marquee

3am

- Entertainment stops, bar and catering vehicles close, Zone B closes

- PA system dismantled and removed from site by TechPS

### Monday 23<sup>rd</sup> June

7am

- Catering vehicles open

7am - Midday

- All guests depart site, catering vehicles close at Midday

Ongoing

- Litter pickers begin site clearance, marquees dismantled & removed from site, skips collected by F&R Cawleys, catering vehicles & bar removed from site, Harris fencing dismantled & removed from site.

## Appendix E – Traffic Control Plan

### Approach To Site

Warning signs (highways standard) will be positioned on the roadside of the A421 approximately 200 yards apart for approximately 600 yards in either direction from the site.

Warning signs will read 'SLOW DOWN TRAFFIC TURNING AHEAD'



### Arriving On Site

All vehicular access is from the A421 (Milton Keynes to Buckingham road), traffic then turns into the Nash road and enters The Retreat through the main gated entrance.

Traffic will be guided towards the field (site) entrance and along a marked route to the car parking area (Zone D). This route is wide enough for two vehicles, should there be two-directional traffic.

No vehicles are permitted to stop until parked in Zone D. This will allow for a constant flow of traffic to avoid a build-up of vehicles either at the site entrance or on the A421.

### Departing From Site

All vehicles will leave the site through the same route they entered and exit through the main gated entrance to The Retreat.

No vehicles are permitted to exit via the emergency exit directly on to the A421.

Guests will be permitted to leave the site from Monday 23<sup>rd</sup> June at 7am until Midday. By Midday all guest vehicles must be removed from the site.

### Car Parking

All guest car parking is in Zone D, parking is assisted by stewards wearing high visibility jackets, once parked guests are guided to the Check-in/Information point where they gain access to the rest of the site. Tickets are checked at this point and not before.

### Stewarding

Stewards are on duty at all times that traffic is moving on to and from the site. All stewards have high visibility jackets and two way radios to communicate with each other and with the rest of the event crew. Stewards are to make each other and other teams aware of traffic movement constantly.

# Appendix F – First Aid Information

## First Aid Assistance Provided By

The Scuba Shed – Adam & Tammy Blunt 01908 632119

## On Site Equipment

- First Aid Station
- First Aid Supplies
- Emergency Oxygen Kit
- Two Way Radio linked to event crew & security
- Injury Report Forms
- Mobile Phone (07770 783568)

All equipment will be stored inside the first aid station.

## First Aiders

- Adam Blunt
- Tammy Blunt

All first aiders are fully trained and qualified.

## Emergency Phone Numbers

In the event of an emergency, call 112 or 999

## Emergency Procedure for First Aiders

- 1) Contact emergency services
- 2) Contact site security team
- 3) Ensure access to casualty is clear (secondary route shown on site plan)
- 4) Maintain treatment of casualty until emergency services arrive
- 5) Hand over casualty to emergency services with report form and any other information

## Appendix G – Fire Risk Assessment Record of significant findings

|  |  |
|--|--|
| <p><b>Venue/Event:</b> Halo Events</p> <p><b>Address:</b> The Retreat, Buckingham Road, Little Horwood, MK17 0PX</p>   | <p><b>Date:</b> 14<sup>th</sup> January 2014</p> <p><b>Completed By:</b> T. McIntosh</p> <p><b>Signature:</b> T. McIntosh</p>  |
| <p><b>Floor/area:</b></p> <p><b>A – Toilets</b></p> <p><b>B – Entertainment &amp; Food Area</b></p> <p><b>C – Camping</b></p> <p><b>D – Car Parking</b></p> <p><b>E – Camper Van Parking</b></p> | <p><b>Use:</b></p> <p><b>A – W.C Facilities</b></p> <p><b>B – Music Marquee With Raised Stage and Food Service Vehicles</b></p> <p><b>C – Sleeping Area (Tents)</b></p> <p><b>D – Car Parking Area</b></p> <p><b>E – Camper Van Parking Area</b></p> |

| <b>Step 1 – Fire Hazards</b>                          |   |                          |
|---|---|--------------------------|
| <u>Sources Of Ignition</u>                            | <u>Sources Of Fuel</u>  | <u>Sources Of Oxygen</u> |
| A – No Sources  | A – No Fuel   | A – Air                  |
| B – Generator, Hot Equipment                          | B – Petrol Supply, Marquee Lining, Personal Clothing, Waste Material, Cooking Oils, Gas canisters | B – Air                  |
| C – Camp Fires, Barbeques, Stoves, Cigarette Lighters | C – Tents, Waste Material, Personal Clothing, Camping Equipment                                   | C – Air                  |
| D – Hot Exhaust From Vehicle                          | D – Petrol Supply, Vehicle Interior, Personal Property Inside Vehicles                            | D – Air                  |
| E – Hot Exhaust From Vehicle                          | E – Petrol Supply, Vehicle Interior, Personal Property Inside Vehicles                            | E – Air                  |

| <b>Step 2 - People At Risk</b>   |
|--|
| <p><b>ABCDE – Security Staff, Event Staff, Casual Workers, Visitors (Numbers TBC)</b></p> <p><u>Most at risk</u></p> <p><b>ABCDE – People who suffer with difficulty with hearing, mobility &amp; sight. Children, disabled persons &amp; their carers.</b></p> <p><b>B – Staff working inside food service vehicles</b></p> |

### Step 3 – Evaluate, Remove, Reduce & Protect From Risk

#### Evaluate the risk of fire occurring

A – Low – No source of ignition.

B – Medium – If generator is too close to marquee, lighting or sound equipment is in contact with marquee roof/sides.

C – High – If fires/barbeques/stoves are lit close to tents and/or left unattended.

DE – Low – Only if vehicle exhaust comes into contact with flammable material.

#### Evaluate the risk to people from a fire starting in the premises

A – Potential for fire to spread to this area from Zone B.

B – Potential for fire to spread through area to Food Service Vehicles & contents such as cooking oils, gas canisters.

C – Fire spreading through camping area to neighbouring tents while people are sleeping, therefore unaware.

DE – Potential for fire to spread to other nearby vehicles.

#### Remove and reduce the hazards that may cause a fire

A – Ensure portable toilets are a safe distance from other areas and in open air.

B – Surround generator with Harris safety fencing at a safe distance to prevent it making contact with people/objects. Separate food service vehicles from entertainment marquee and secure rear of food service vehicles (generators, storage of stock including cooking oils) with security Harris fencing.

C – Complete ban on barbeques & campfires. No power supplied to tents. Bins situated around the campsite and litter pickers on regular duty to prevent unnecessary hazard from waste acting as fuel for potential fire.

DE – Parking stewards on site at all times to ensure safe distance is kept between parked vehicles.

#### Remove and reduce the risks to people from a fire

A – Emergency exits clearly signposted

B – Fire extinguishers visibly available in and around food service vehicles and entertainment marquee. Emergency exits clearly signposted. Security staff on site at all times to guide people in the event of a fire. Marquee has no seating or table areas (standing only), at least two sides of the marquee are open at all times to allow for quick escape and to stop crowd surging.

C – Fire buckets (sand) situated around the campsite and fire extinguishers at security checkpoint. Exit points and emergency escapes clearly signposted. Bins situated around the campsite and litter pickers on regular duty to prevent unnecessary hazard from waste acting as fuel for potential fire.

DE – Parking stewards on site at all times to ensure safe distance is kept between parked vehicles. Parking areas separated from campsite and other areas by security Harris fencing.

### Assessment Review

Date next review due: Post-event

Completed by: Tania McIntosh

Signature: Tania McIntosh

# Appendix H – Contingency & Emergency Plan

- 1) **Adverse Weather Conditions**
  - 1.1 Heavy Rain
  - 1.2 High Winds
  - 1.3 Flooding
  - 1.4 Parking
- 2) **Structural Failure**
  - 2.1 Entertainment Marquee
  - 2.2 Site Fencing
- 3) **Loss/Failure Of Utilities**
  - 3.1 Electricity
  - 3.2 Water
- 4) **Equipment Failure**
  - 4.1 Crew Radio Communication System
  - 4.2 Landline/Mobile Phones
  - 4.3 Outdoor Lighting
  - 4.4 Ticket Scanning System (Headcount)
- 5) **Crowd Related Incidents**
  - 5.1 Crowd Surging/Crushing
  - 5.2 Disorder
  - 5.3 Medical Incident
  - 5.4 Large Scale Late Arrival
- 6) **Loss Of Key Crew**
  - 6.1 Loss Of Event Manager
  - 6.2 Large Scale Non-Attendance Of Security/Safety Crew
- 7) **Critical Incidents**
  - 7.1 Fire
  - 7.2 Gas/Chemical Incident
  - 7.3 Evacuation Of Site

## Definitions

### Contingency

A plan of action in anticipation of incidents likely to have a negative impact on safety at Halo Events, that are not expected to occur but are possible. The contingency is a plan to follow in such an event.

### Emergency

An event or series of events which will have a negative effect on the welfare of guests at Halo Events or to the environment which cannot be managed by site staff and requires assistance from emergency services or other organisations.

## 1) Adverse Weather Conditions

### 1.1 Heavy Rain

Heavy rain should not cause any complications at Halo Events, as an outdoor camp site it is designed to withstand any adverse weather. Event crew wear high visibility jackets at all times, which is particularly useful in heavy rain to ensure maximum visibility. No further action necessary.

### 1.2 High Winds

In anticipation of heavy winds, guests are asked to ensure their tents are securely fixed in place with strong pegs and guy ropes, in the event of high winds damaging tents, guests are advised to seek replacement units. All structures in place by Halo Events (marquee, fencing, lighting towers) are installed by professional contractors and deemed to be wind resistant, see Section 2 for structural failure in the event of structured being damaged by wind.

### 1.3 Flooding

The site had ample drainage at it's lowest point, proven to prevent flooding. As the event is to take place during summertime, flooding is not expected, however should there be such an incident, it should not pose a threat to guests. Zone C (Camping) is at the higher point of the field, rain water runs down the field away from this area. In the event of a flood, affected zones (not including Zone C) may be closed by the event manager.

### 1.4 Parking

In the event of adverse weather conditions and the car parking zone is deemed unusable by the event manager, no vehicles will be allowed on to the field. This decision is made 1 week prior to the event opening date based on weather forecasts and the condition of the field at that time.

If the car parking zone is closed, guests will be given directions to nearby car parks and advised to seek taxi transport to the site. Guests are advised of this prior to the event in their booking information. A continuous-flow traffic system would be in place for guests to turn around and leave the site. Telephone numbers for local taxi companies would be given to guests.

## 2) Structural Failure

### 2.1 Entertainment Marquee

The entertainment marquee is erected by a professional contractor and is deemed to be a strong and safe structure. In the event of any structural failure, a full closure of Zone B would be put in place until the structure had been made safe by the contractor. In the event of a serious failure, the zone would remain closed until the structure had been removed or replaced.

### 2.2 Site Fencing

The site fencing is erected by a professional contractor and is deemed to be a strong and safe structure. In the event of any structural failure, the event crew would be responsible for rectifying the problem. Spare fencing units would be available on site. There is deemed to be little risk to guests as the fencing units are lightweight and not within falling distance of any tents in Zone C.



### **3) Loss/Failure Of Utilities**

#### **3.1 Electricity**

Electricity to the site is supplied via generators – floodlights, food vehicles and entertainment marquee are powered by independent generators. In the event of any generator failure, Halo Events would source a replacement generator from a local hire firm (**Paragon Tool Hire – 01280 822 282**) There is some floodlighting around Zone B and the entrance to Zone C from Zone B which is mains powered, in the event of generator powered lighting failure, these would be used for guest safety.

#### **3.2 Water**

The water supply to site is via a standpipe from a domestic water supply, this is deemed to be reliable and safe. Should there be any problem with the water supply – contamination or loss of supply – which is not rectified within 12 hours, an emergency water source would be brought in. A supply of emergency drinking water would be sourced from a short notice supply company by way of a large tanker taken to site (**Liquiline – 01258 830 324**)

### **4) Equipment Failure**

#### **4.1 Crew Radio Communication System**

Spare two-way radio units are available on site should any unit fail, either due to damage or battery life. Spare batteries are on a constant charging cycle to ensure units are active at all times. In the event of a mass failure due to frequency interruption, all units would change to a different frequency.

#### **4.2 Landline/Mobile Phones**

In the event of a telephone failure, there would be several other mobile phones available – these would be on a variety of networks to ensure that at least one mobile phone was working at all times should it need to be used to contact emergency services. All crew are expected to bring a working mobile telephone.

#### **4.3 Outdoor Lighting**

In the event of the outdoor lighting failing, Halo Events would source a replacement lighting unit from a local hire firm (**Paragon Tool Hire – 01280 822 282**). There is some mains powered floodlighting around Zone B and the entrance to Zone C from Zone B which can be used.

#### **4.4 Ticket Scanning System**

The ticket scanning system is a part of the check-in process but is not vital to the overall rigidity of the check-in process. The check-in process can still function without the electronic ticket scanning system. Each guest has a unique booking number which will be cross reference with their tickets and the Halo Events records.

## **5) Crowd Related Incidents**

### **5.1 Crowd Surging/Crushing**

Crowd surging is not deemed to be a risk at Halo Events as the site is a large open space and the number of guests will be far below the maximum capacity of a site of this size. In the event of crowd surging/crushing, the security team would be responsible for moving guests from the area and if necessary, removing fencing panels to ease pressure. Once the area is clear, the first aid team would then see to any persons injured as a result of the surge.

### **5.2 Disorder**

Disorder of any kind is taken very seriously by the security and management team, in the event of disorder on the site, any persons involved would be given a strict verbal warning and threatened with expulsion from the site. In the event of person(s) reoffending or a more serious first incident, the person(s) involved would be removed from the site immediately by the security team. If necessary either during or after the incident, Thames Valley Police may be contacted to assist. All crime on the site is reported to Thames Valley Police.

### **5.3 Medical Incident**

A fully trained and certified first aid team (The Scuba Shed – 01908 632 119) will be on site 24/7, any medical incidents will be seen to by a first aider, either at the first aid station or the incident area if the guest is unable to move. Serious medical incidents will be handled by emergency services, contacted by either the Halo Events crew or a guest. Emergency service access is via either the main entrance or the emergency access route (see site plan).

### **5.4 Large Scale Late Arrival**

Large scale late arrival is not an issue at Halo Events, there are crew members on site at all times who check-in new guests. When parking stewards are off duty, the security team stand in.

## **6) Loss Of Key Event Crew**

### **6.1 Loss Of Event Manager**

In the unlikely event that the event manager, Tania McIntosh, has to leave the site or is unable to continue in her role a second manager would take her place, Jack Osborn. The second manager will be on site throughout the event and will be ready to take responsibility at any time.

### **6.2 Large Scale Non-Attendance Of Security/Safety Crew**

In the unlikely event that a large proportion of event crew do not attend the event, the security contractor (Bridge Gate Security – 0115 952 2620) would be contacted to provide emergency cover.

## 7) Critical Incidents

### 7.1 Fire

In the event of a fire, all guests would be immediately evacuated from the affected zone, and if necessary, the entire site (7.3). There is fire emergency equipment including extinguishers and sand buckets available throughout the site at marked fire points. If a fire is successfully tackled and there is no further threat, the zone will be re-opened to guests. In the event of a serious fire incident, the emergency services would be contacted by calling 999 and the zone(s) would remain closed until deemed safe by the emergency services.

### 7.2 Gas/Chemical Incident

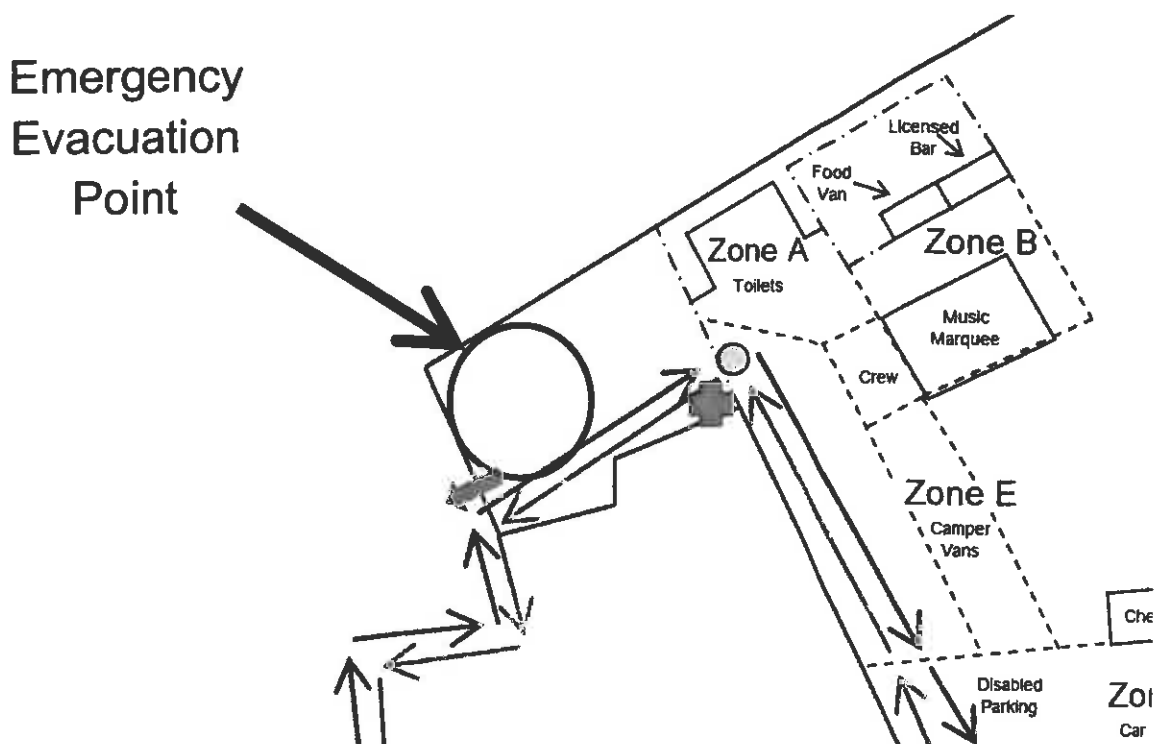
In the event of a gas/chemical incident, all guests would be immediately evacuated from the site (7.3) and the emergency services called immediately. In the event of a gas leak, the gas board would also be contacted immediately. The site would re-open once deemed safe by the emergency services.

### 7.3 Evacuation Of Site

Should it be necessary to evacuate the Halo Events site, a safe area has been designated adjacent to the site, by the owners residence (see map below). This would provide ample standing space for all guests while still allowed emergency services a clear access route through the main entrance.

The evacuation point has pedestrian access through the main gate should the guests need to leave.

The evacuation point would put the residence between the guests and the site, preventing them from being affected by smoke, gas or debris.



## Appendix I – Event Risk Assessment Record of significant findings

|   |   |
|---|---|
| <b>Venue/Event:</b> Halo Events<br><br><b>Address:</b> The Retreat, Buckingham Road,<br>Little Horwood, MK17 0PX  | <b>Date:</b> 14 <sup>th</sup> January 2014<br><br><b>Completed By:</b> T. McIntosh<br><br><b>Signature:</b> T. McIntosh   |
| <b>Floor/area:</b><br><b>A</b> – Toilets<br><b>B</b> – Entertainment & Food Area<br><b>C</b> – Camping<br><b>D</b> – Car Parking<br><b>E</b> – Camper Van Parking | <b>Use:</b><br><b>A</b> – W.C Facilities<br><b>B</b> – Music Marquee With Raised Stage and Food Service Vehicles<br><b>C</b> – Sleeping Area (Tents)<br><b>D</b> – Car Parking Area<br><b>E</b> – Camper Van Parking Area |

| Hazards Identified  | Risk Level | People At Risk            | Measures To Combat Risk   |
|---|------------|---------------------------|---|
| <b>Fire Risk</b><br>Risk of fire in camping zone, spreading between tent units  | Low        | All guests and event crew | <ol style="list-style-type: none"> <li>1. Open fires and barbeques are strictly prohibited at all times.</li> <li>2. Guests advised to pitch their tents with enough distance between each other to prevent fire spreading.</li> <li>3. Fire points with either extinguishers or sand buckets located throughout the camping Zone</li> </ol>  |
| (for further Fire Risk information please see Appendix G – Fire Risk Assessment)  |            |                           |   |
| <b>Moving Traffic</b><br>Risk of injury from moving traffic on site – guest cars/campervans, crew & contractor vehicles | Low        | All guests and event crew | <ol style="list-style-type: none"> <li>1. All traffic routes on the site are surrounded by secure Harris fencing.</li> <li>2. Pedestrian routes post and roped.</li> <li>3. Limited risk period – only a risk when guests are arriving/departing.</li> <li>4. Marshals are on duty at all times vehicles are moving on site to ensure safe and continuous flow of traffic.</li> <li>5. All event crew (inc marshals) wear high vis jackets throughout event.</li> <li>6. Marshalls and security have two way radios and are stationed throughout site to guide traffic in continuous flow.</li> </ol> |
| <b>Weather Related Illness</b><br>Risk of illness caused by extreme cold and wet clothing                               | Low        | Guests sleeping in tents  | <ol style="list-style-type: none"> <li>1. Event being held in summer time and therefore deemed to be low risk.</li> <li>2. Guests expected to come prepared (waterproof tents and sleeping bags.</li> <li>3. Hot food and drinks are available throughout the day and late at night.</li> <li>4. Guests are expected to come prepared with suitable clothing.</li> </ol>  |

**Appendix A - Suppliers - Kings of Leon Camping – 21<sup>st</sup> – 23rd June 2014**

|  |        |   |  |
|--|--------|---|--|
| <p><b>Trip Hazards</b><br/>Uneven ground (field), Harris fencing feet, tents &amp; personal belongings</p>   | Medium | All guests and crew   | <ol style="list-style-type: none"> <li>1. Harris fencing supplied by professional contractor, with standard base feet.</li> <li>2. Field is quite flat and has been rolled by heavy duty rollers in the last 18 mths.</li> <li>3. Guests are advised to pitch a safe distance from each other to avoid trip hazard from other tent units.</li> <li>4. Any event wiring, pipes, cabling would be covered prior, to remove risk.</li> </ol>  |
| <p><b>Injury In Dark</b><br/>Risk of injury including tripping, slipping, falling at night time where visibility is reduced in darkness</p>              | Medium | All guests and crew   | <ol style="list-style-type: none"> <li>1. Generator powered flood lighting used in Zone C to illuminate the site.</li> <li>2. Lighting in Zone B (when open).</li> <li>3. There are no restrictions (ie. High trees) on the site to block natural light.</li> <li>4. Crew have personal lights (torches) out of daylight hours, it is expected that many guests will also bring these.</li> </ol>  |
| <p><b>Infection From Poor Sanitation</b><br/>Risk of illness, infection from lack of cleanliness</p>   | Low    | All guests  | <ol style="list-style-type: none"> <li>1. Antibacterial hand-wash available at all times in Zone A (toilets).</li> <li>2. Safe and contaminant-tested drinking water available at all times in Zone A.</li> </ol>  |
| <p><b>Injury From Event Equipment</b><br/>Risk of cut, burn, trip from contact with event equipment including generators, catering vehicles, cabling</p> | Medium | Event crew only<br><i>(all equipment is fenced off from guests)</i> | <ol style="list-style-type: none"> <li>1. Crew-only areas are illuminated.</li> <li>2. Limited access to crew areas (eg. Only the catering crew will have access to catering equipment areas).</li> <li>3. Event crew warned of potential risks prior to the event and are made aware of the site layout and location of hazards.</li> </ol>   |
| <p><b>Damage To Hearing</b><br/>Risk of hearing damage caused by excessive sound levels (in entertainment marquee only)</p>                              | Low    | All guests and crew   | <ol style="list-style-type: none"> <li>1. Volume of PA system is restricted by levels agreed with the DEHO. Music only played during agreed times (Appendix C)</li> <li>2. When inside entertainment marquee, guests are kept at least 3ft away from sound sources by crowd barriers.</li> <li>3. Crew inside entertainment marquee advised to wear hearing protection equipment if they feel at risk.</li> </ol>  |
| <p><b>Crushing/Crowd Surging</b><br/>Risk of crowd surge causing crushing at busy times</p>  | Low    | All guests  | <ol style="list-style-type: none"> <li>1. At entrance to and exit from site, there is a continuous flow of traffic to avoid build up (marshals controlling traffic, several ticket gateways for pedestrians)</li> <li>2. In entertainment marquee, two sides are open at all times to ease pressure. There is a large standing area around the marquee. Security on duty at all times in the event of an incident (see Appendix H)</li> <li>3. More marquee panels can be opened if necessary</li> </ol> |

|  |
|--|
| <p><b>Assessment Review</b></p> <p>Date next review due: Post-event</p> <p>Completed by: Tania McIntosh</p> <p>Signature: Tania McIntosh</p> |
|--|

**The application is for the sale of alcohol and the provision of regulated entertainment**

| Sale by retail of alcohol (On the premises) |          |     |          |       |
|---|----------|-----|----------|-------|
|   | Existing |     | Proposed |       |
|   | From     | To  | From     | To    |
|   | Monday   | N/A | N/A      | 11 00 |
| Tuesday                                     | N/A      | N/A | 11 00    | 03 00 |
| Wednesday                                   | N/A      | N/A | 11 00    | 03 00 |
| Thursday                                    | N/A      | N/A | 11 00    | 03 00 |
| Friday                                      | N/A      | N/A | 11 00    | 03 00 |
| Saturday                                    | N/A      | N/A | 11 00    | 03 00 |
| Sunday                                      | N/A      | N/A | 11 00    | 03 00 |
|   |          |     |          |       |

| Live Music And Recorded Music (both indoors & outdoors) |          |     |          |       |
|---|----------|-----|----------|-------|
|   | Existing |     | Proposed |       |
|   | From     | To  | From     | To    |
|   | Monday   | N/A | N/A      | 19 00 |
| Tuesday   | N/A      | N/A | 19 00    | 03 00 |
| Wednesday   | N/A      | N/A | 19 00    | 03 00 |
| Thursday  | N/A      | N/A | 19 00    | 03 00 |
| Friday  | N/A      | N/A | 19 00    | 03 00 |
| Saturday  | N/A      | N/A | 19 00    | 03 00 |
| Sunday  | N/A      | N/A | 19 00    | 03 00 |
|   |          |     |          |       |

| Late Night Refreshment (Outdoors) |          |     |          |       |
|-----------------------------------|----------|-----|----------|-------|
|                                   | Existing |     | Proposed |       |
|                                   | From     | To  | From     | To    |
|                                   | Monday   | N/A | N/A      | 23 00 |
| Tuesday                           | N/A      | N/A | 23 00    | 05 00 |
| Wednesday                         | N/A      | N/A | 23 00    | 05 00 |
| Thursday                          | N/A      | N/A | 23 00    | 05 00 |
| Friday                            | N/A      | N/A | 23 00    | 05 00 |
| Saturday                          | N/A      | N/A | 23 00    | 05 00 |
| Sunday                            | N/A      | N/A | 23 00    | 05 00 |
|                                   |          |     |          |       |

| Opening Hours |          |     |          |        |
|---------------|----------|-----|----------|--------|
|               | Existing |     | Proposed |        |
|               | From     | To  | From     | To     |
|               | Monday   | N/A | N/A      | 24 hrs |
| Tuesday       | N/A      | N/A | 24 hrs   | 24 hrs |
| Wednesday     | N/A      | N/A | 24 hrs   | 24 hrs |
| Thursday      | N/A      | N/A | 24 hrs   | 24 hrs |
| Friday        | N/A      | N/A | 24 hrs   | 24 hrs |
| Saturday      | N/A      | N/A | 24 hrs   | 24 hrs |
| Sunday        | N/A      | N/A | 24 hrs   | 24 hrs |
|               |          |     |          |        |

## AYLESBURY VALE DISTRICT COUNCIL

## MEMO

To: Kerryann Ashton  
Licensing

From: Neil Green  
Environmental Health Division

Tel ext: 5160

Date: 14<sup>th</sup> February 2014

Your ref:

Our ref: RQS/14/00135

**Subject: Application for a premises licence under the Licensing Act 2003**

**Premises: The Retreat, Buckingham Road, Little Horwood, MK17 0PX**

I have reviewed the plans and information sent to the Environmental Health Division. Based on the information given I wish to make the following representations.

1. The organisers shall provide this Authority with a complete list of catering concessions no later than two weeks prior to the start of the event.
2. The water supply at the camp site must be sampled to ensure it complies with Water Authority Regulations and is free from bacteriological contamination. The results must be made available to Environmental Health no later than one week prior to the start of the event.
3. The noise levels at noise sensitive boundaries must be set as follows;

Up to 2300 the MNL (Maximum Noise Level) must not exceed 15dB(A) above background over a 5 minute period.

After 2300 the MNL (Maximum Noise Level) must not exceed 10dB(A) above background over a 5 minute period.

In addition, in the frequency range 63Hz to 125Hz noise levels must not exceed 70dB(L) as measured at the boundary of any noise sensitive dwelling at any time.

4. The organisers shall provide the Council with details of their arrangements, the details of the monitoring points and off site monitoring arrangements that they will have in place to ensure the above condition is not breached.
5. The Licensee shall comply with any request of an Environmental Health Officer to reduce the sound level. In this respect there shall be a clear management structure between the production office and each stage/marquee manager to ensure volume is reduced rapidly.
6. The organisers should provide appropriate local residents with information on the dates and times of the event and an emergency contact number for individuals to call, in order that any complaints can be dealt with immediately.

## Ashton, Kerryann

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**From:** Green, Neil  
**Sent:** 18 February 2014 16:12  
**To:** Ashton, Kerryann; Thomas, Karen  
**Subject:** FW: Halo Events - Environmental Health Guidelines

Kerryann,

I have received the email, below, from Halo Events regarding their application for a premises license at The Retreat, Bletchley Road, Great Horwood. As stated in their email they have confirmed that they will comply with the conditions stipulated in my memo dated 14<sup>th</sup> February 2014. As I have no further concerns I will not be attending the hearing scheduled for the 6<sup>th</sup> March.

Kind regards

Neil

Neil Green MSc BSc (Hons) MCIEH  
District Environmental Health Officer  
Aylesbury Vale District Council, PO Box 622, Aylesbury, HP20 1ZL  
Tel: 01296 585160 | [www.aylesburyvale.gov.uk](http://www.aylesburyvale.gov.uk) |

**From:** Prime Location Lets [<mailto:info@primelocationlets.co.uk>]  
**Sent:** 18 February 2014 11:09  
**To:** Green, Neil  
**Cc:** [tania@primelocationlets.co.uk](mailto:tania@primelocationlets.co.uk); Ashton, Kerryann  
**Subject:** Halo Events - Environmental Health Guidelines

Good morning Neil,

Kerryann has forwarded on your memo regarding Environmental Health representations with respect to our application for a premises license at The Retreat.

We fully agree and intend to comply with all points set out in the memo. The points raised will be (if not already) included in the next (third) draft of our Event Management Plan.

Just a couple of things I wanted to clarify before wording this into the EMP:

- What frequency of noise monitoring is acceptable? Once every hour while music is played?
- When do we take the 'background' noise reading? Would it be best to do it the day before at the same time of day (to account for traffic levels)?

Thank you for your consideration of our application and your help in agreeing these conditions.

Kindest Regards

Jack O.  
Customer Services  
Prime Location Lets Ltd  
Serviced Apartments Central Milton Keynes

Tel: [0844 544 0133](tel:08445440133)

E-mail: [info@primelocationlets.co.uk](mailto:info@primelocationlets.co.uk)

AS6



**Thomas, Karen**

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**From:** [REDACTED]  
**Sent:** 14 February 2014 21:58  
**To:** Licensing Team  
**Subject:** Licensing Application 14/00156

Dear Sirs

**Licensing Application: 14/00156/LAPRE**  
**Applicant: Halo Events Ltd**  
**Premises: The Retreat, Buckingham Road, Little Horwood MK17 0PX**

I refer to the above Application for a Premises Licence.

I would like to raise objections to the application as I believe that it would have a detrimental effect on the running of my coach hire business, which neighbours the premises to which the application relates. Events have previously been held on a temporary licence at the premises in question which have caused the following problems:

1. Traffic difficulties
2. Obstruction of my business premises
3. Noise nuisance
4. Smell nuisance
5. Rubbish and bodily fluid nuisance
6. Abuse from event staff

My business operates 24 hours a day, 7 days a week, 365 days a year. As a coach hire business, my vehicles are hired by clients and operate to specific timetables. Previous events have proved that access and egress from my premises are difficult due to either parked vehicles across the entrance or queuing traffic. Indeed, traffic cones have been placed across the access road (by event staff) which services both my business, neighbouring businesses and the premises to which the proposed licence relates. Any obstruction causes delays to my vehicles and often delays them reaching their pick up points on time. This is wholly unacceptable and causes disruption to my clients and often financial penalties to my company.

The proposed premises are situated extremely close to the main A421 road. At previous events held under a temporary licence, traffic has had to queue on this main road before gaining access to the venue. Halo Events Ltd have put in place traffic management to suit their needs but which are obstructive to my business causing delays accessing my business premises. Indeed, at times event staff have been abusive to my own staff in relation to delays and obstructions being caused by them.

I note that it is proposed that both live and recorded music be played. Again, this causes a noise nuisance to my business. We are unable to hear clients properly on the phone and our clients can also hear the music when they ring. This is wholly unacceptable and totally unprofessional not to mention disruptive.

I am concerned regarding the provision/sale of alcohol on the premises. We have had to clear body fluids (particularly vomit) from the entrance to our yard as well as discarded rubbish. This is not only unpleasant but causes a health hazard to my staff.

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We have found the attitude of the event staff to be less than helpful and at times quite bullying. They take a "high and mighty" approach to dealing with issues and have a total disregard to the operation of the neighbouring businesses.

Each time an event is held we often find we are disrupted by event staff looking for the premises at which the event is to be held. Indeed, we have even had Council officials using our business premises to park. We have to keep the gates to our premises shut and locked during all events in order to prevent cars from parking or people wandering in.

I would point out that the notice for this application has **not** been placed in a prominent position, indeed I was notified of the application by a chance conversation with a local resident this evening. I have not seen the application advertised. I note the closing date for objections is tonight. As a neighbouring business I find it hard to understand that no notification has been sent to us in order for us to be made aware of any event or to raise considered objections particularly as any event to be held would clearly have a detrimental effect on the operation of my business.

I trust you will take the above into consideration when making your decision regarding this licence application.

Yours faithfully

Anna Taylor



## NASH PARISH COUNCIL

Chairman:

Parish Clerk:

e-mail: [nashparishclerk@gmail.com](mailto:nashparishclerk@gmail.com)

5/2/2014

Licensing Manager,  
Environmental Health & Licensing Services,  
66 High Street, Aylesbury,  
Bucks, HP20 1SD.

By email: [envhealth@aylesburyvaledc.gov.uk](mailto:envhealth@aylesburyvaledc.gov.uk)

Dear Sir/Madam,

I am writing on behalf of the Parish Council to comment on this application which has come to the attention of the Parish Council.

Please note that it is understood that the property falls within the Great Horwood parish even though the postal address is stated to be Little Horwood. Moreover, the property is nearer to Nash than either of Great Horwood or Little Horwood, and Nash Parish Council is disappointed that it did not receive details of the application direct from AVDC.

The Parish Council would be grateful if you would confirm that you have notified both Great Horwood and Little Horwood Parish Councils of this application.

On page 4 of the application dealing with the description of the property it is stated that the "land used as a camping site for people visiting the area for concerts at the Milton Keynes Bowl." There is no indication in the application of the frequency of events at the Milton Keynes Bowl although I understand from one of your officers that this is only once or twice a year.

It is understood that the subject application is not intended to seek permission solely to support events taking place at the Milton Keynes Bowl but rather to extend considerably the use of the premises to allow a seven-day a week use of the site for the playing of music both inside and outdoors. Therefore:

- Permission is sought for the sale of alcohol between 11.00 to 03.00.
- Permission is sought for the provision of late-night refreshment between 23.00 to 05.00.

It is noted that there is no request for dancing although it seems unlikely that the playing of music would take place without the same. Therefore, this aspect of the application requires clarification.

The application seeks to change the nature of the use of the site from that of very occasional use in connection with the provision of camping facilities to support those attending one or two events at the Milton Keynes bowl to a self-contained

AS9

site, with little if any connection to events at the Milton Keynes bowl, and with seven-day a week usage both during the day and most of the evening. In addition the numbers attending, both on individual days and cumulatively, would be considerably higher than the more limited numbers permitted at present.

The site is in a quiet rural setting outside the major conurbation of Milton Keynes. The site is situated on a hill about a mile south of Nash and noise from the site, particularly if outside music is allowed, would almost certainly be heard by residents of Nash and as such has the potential to cause a severe public nuisance. I cannot comment on the likely effect on residents of other villages but they may also be affected.

For this reason the Parish Council strongly opposes the application.

The Parish Council would also comment that should the application be permitted then the applicant would no doubt require planning permission for the change of use that would be involved. No doubt you will consult your planning department about this before coming to a decision.

I would be grateful if you could let me know the outcome of your decision in this matter once.

Yours faithfully,

A black rectangular redaction box covering the signature of J. Hamilton.

J. Hamilton,  
Nash Parish Clerk

## Ashton, Kerryann

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**From:** Coleshill, Sophie  
**Sent:** 05 February 2014 16:27  
**To:** Licensing Team  
**Subject:** FW: The Retreat, Little Horwood  
**Attachments:** 0205 AVDC re Retreat.pdf

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

**From:** John [<mailto:nashparishclerk@gmail.com>]  
**Sent:** 05 February 2014 15:41  
**To:** Environmental Health Mailbox  
**Subject:** The Retreat, Little Horwood

FAO the Licensing Manager

I enclose a letter regarding the above and should be grateful if you would acknowledge safe receipt

J. Hamilton  
Nash Parish Council

This email and any attachments are strictly confidential and for the exclusive use of the intended recipient(s). It may contain information which is privileged. If you are not the intended recipient, you must not use, disclose, forward, copy, print or take any action in reliance of this email or any attachments. If you have received this email in error, please delete it and notify the sender as soon as possible and note that confidentiality or privilege is not waived or lost.

The views expressed within this message are those of the individual sender and not necessarily those of Aylesbury Vale District Council.

The anti-virus software used by Aylesbury Vale District Council is updated regularly in an effort to minimise the possibility of viruses infecting our systems. This footnote confirms that this email message has been swept for the presence of computer viruses.

## Ashton, Kerryann

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**From:** no-reply@aylesburyvaledc.gov.uk  
**Sent:** 10 February 2014 17:41  
**To:** Licensing Team  
**Subject:** Comments for Licensing Application 14/00156/LAPRE

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 5:41 PM on 10 Feb 2014 from Mrs Margaret Hedges.

### Application Summary

**Address:** The Retreat Bletchley Road Great Horwood  
Buckinghamshire MK17 0PX

**Proposal:** Premises Licence

**Case Officer:** Kerryann Ashton

[Click for further information](#)

### Customer Details

**Name:** Mrs Margaret Hedges

**Email:**

**Address:**

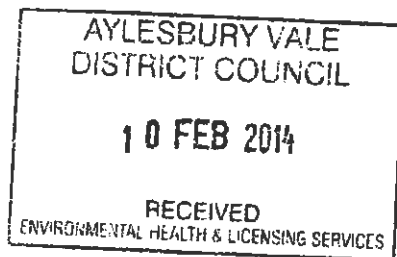
### Comments Details

**Commenter Type:** Member of the Public

**Stance:** Customer objects to the Licensing Application

**Reasons for comment:**

**Comments:** 5:41 PM on 10 Feb 2014 My husband and I object to the above application which seeks permission to provide late night alcohol and refreshments seven days a week. We live in the most southerly house in Nash and so are the family most likely to be affected by noise from this event, particularly if the wind is blowing in our direction. We have no objection to occasional events on a Saturday night but object strongly to such a blanket application with the potential for extensive and prolonged disturbance during night-time hours.



5<sup>th</sup> February, 2014

The Licensing Manager,  
Environmental Health & Licensing Services,  
66 High Street,  
Aylesbury,  
Bucks.  
HP20 1SD

Dear Sir/Madam,

**Re: Licensing Application (for music alcohol and refreshments), The Retreat, Little Horwood Road.**

I wish to raise the following objections to the above mentioned application.

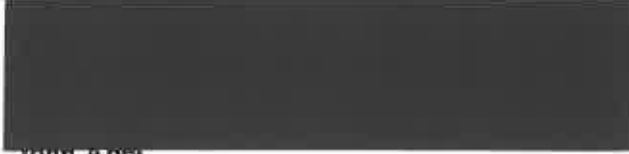
- The proposal for live and recorded music, both indoors and outdoors, between the times of 19.00 and 3.00 every day, is unsuitable for the location of the property. The Retreat, although adjacent to a busy main road, is in fact in a rural location and music would be annoying and disruptive to the surrounding area. Depending on the wind direction we can sometimes hear the music from the MK Bowl so music from this site, which is much closer, would have a much greater impact, and affect the quiet enjoyment of our own property to which we are entitled. Bowl concerts generally end before midnight so music until 3.00am is really unreasonable.
- There is no mention in the application about the use of loud speakers and amplifiers etc.
- We already have noise issues from the Motor Cross site at Barn Hill Farm, Whaddon. It would be unacceptable for events and practice days at Barn Hill to coincide with the proposed activities at The Retreat.
- The application does not state that the proposed activities at The Retreat will only take place when there are concerts at the MK Bowl. The annual number of concerts is not mentioned.
- The peace and quiet of College Wood is likely to be badly affected by the music and residents on the adjacent roads will also face disturbance.
- The sale of alcohol on the site could lead to disorder and behavioural problems, and there is no mention of crime and disorder, public safety, and public nuisance considerations in the application.

A63

- **The Retreat is at the Little Horwood crossroads and the proposed activities will undoubtedly impact on traffic flows within the surrounding area.**
- **There is no reference to on-site toilet facilities nor to the scale of the camp and entertainment.**

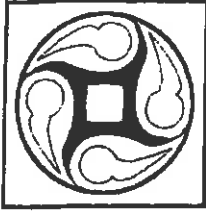
**In conclusion I think this proposal is completely unsuitable for the area and will seriously impact on our quality of life and the character of our village.**

**Yours sincerely,**



**John Aora**





**Great Horwood  
Parish Council**

Great Horwood Parish Council

E-mail [clerk@greathorwoodpc.org.uk](mailto:clerk@greathorwoodpc.org.uk)

Kerryann Ashton  
Environmental Health & Licensing Services,  
66 High Street, Aylesbury,  
Bucks,  
HP20 1SD

11<sup>th</sup> February 2014

Dear Ms Ashton

**Licensing Application 14/00156/LAPRE - The Retreat - Kerryann Ashton**

Great Horwood Parish Council objects strongly to the above licencing application. Under the four published AVDC licencing objectives, we object to this licencing application on grounds of prevention of public nuisance.

The application for the site known as "The Retreat" seeks to change the use of the site from very occasional use in connection with the provision of camping facilities supporting those attending one or two events at the Milton Keynes Bowl, to a self-contained site with up to 7-day a week day and night use including the playing of music both inside and outdoors. It is to be expected that the numbers of people visiting the site would be considerably higher than the more limited numbers permitted currently.

The site lies within the parish of Great Horwood and is situated between 300 and 600 metres from several residential dwellings. The site is in a rural setting on a hill overlooking our parish and the neighbouring parishes of Nash and Little Horwood. Noise from the site, particularly of outside music played over amplification systems would most certainly be heard by many local residents and as such would constitute a severe public nuisance. We therefore trust that you will take our strong objections into account when considering this licencing application.

Yours sincerely

Karen Francis  
Clerk to Great Horwood Parish Council

A65

## Ashton, Kerryann

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**From:** Ashton, Kerryann  
**Sent:** 11 February 2014 18:04  
**To:** 'Karen Francis'  
**Subject:** RE: Licensing Application 14/00156/LAPRE FAO Kerryann Ashton  
**Attachments:** Halo Events - Letter To Parish Councils.pdf

Dear Karen,

Thank you for your e-mail.

Details of the Licensing hearing will be sent out shortly.

In the mean-time please find attached a letter from the applicant.

Regards,

Kerryann

**Kerryann Ashton**  
Senior Licensing Officer  
Aylesbury Vale District Council  
The Gateway, Gatehouse Road, Aylesbury, Bucks HP19 8FF

01296 585 560

e-mail [kashton@aylesburyvaledc.gov.uk](mailto:kashton@aylesburyvaledc.gov.uk) or [licensing@aylesburyvaledc.gov.uk](mailto:licensing@aylesburyvaledc.gov.uk) [www.aylesburyvaledc.gov.uk](http://www.aylesburyvaledc.gov.uk)

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**From:** Karen Francis [<mailto:clerk@greathorwoodpc.org.uk>]  
**Sent:** 11 February 2014 13:04  
**To:** Licensing Team  
**Subject:** Licensing Application 14/00156/LAPRE FAO Kerryann Ashton

Please find attached the response from Great Horwood Parish Council in respect of the above licensing application.

King regards

Karen Francis  
Clerk to Great Horwood Parish Council

**Ashton, Kerryann**

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**From:** [REDACTED]  
**Sent:** 12 February 2014 18:39  
**To:** Licensing Team  
**Subject:** Licencing Application Ref 14/00156/LAPRE The Retreat  
**Attachments:** The Retreat licencing objection.doc

Please find attached Little Horwood PC's letter of objection to the above application  
Bridget Bradford  
Acting Clerk, LHPC

# LITTLE HORWOOD PARISH COUNCIL

**ACTING CLERK TO THE COUNCIL**  
**Mrs B Bradford**

Tel: 01296 712448  
e-mail: [clerk.lhorwood@btinternet.com](mailto:clerk.lhorwood@btinternet.com)

Sent by email to [licensing@aylesburyvaledc.gov.uk](mailto:licensing@aylesburyvaledc.gov.uk)

Environmental Health & Licensing Services,  
Aylesbury Vale District Council  
The Gateway, Gatehouse Road  
AYLESBURY  
HP19 8FF

12<sup>th</sup> February 2014

Dear Sirs

## **APPLICATION 14/00156/LAPRE**

Land at the rear of The Retreat, Buckingham Road, Little Horwood, MK17 0PX

- Playing of Live & Recorded Music, indoors & outdoors, 7pm to 3am, 7 days per week, throughout the year
- Provision of late night refreshment, 11pm to 5am, 7 days per week, throughout the year by mobile catering units
- supply of alcohol for consumption on the premises, from 11pm to 3am, 7 days per week, throughout the year

The application does not give details any proposals in place to address the four licensing objectives

- prevention of crime and disorder (although some measures are implied on the applicant's website)
- public safety
- the prevention of public nuisance
- protection of children from harm (tickets for the MK Bowl events may be purchased for children over 5 years of age and under 14's must be accompanied by an adult, not necessarily a parent or adult with parental responsibility)

The applicant is, in advance of having an appropriate licence, currently selling tickets for 3 events in June, July and August 2014 on the application site, via the internet. The events are promoted as "Halo Events isn't just an MK Bowl camp site, we have DJ's playing on site every night, a licensed bar and late night food!" This gives a very clear indication that the application site is actually intended to be an entertainment venue in itself, not merely a campsite for those attending the events at the MK Bowl.

The property "The Retreat" is within Great Horwood Parish with a postal address Little Horwood. It lies nearest to the villagers of Nash.

LHPC Write to object to this application

The council is extremely concerned at the wide scope of application. On Page 4 of the application it is stated that "land used as a camping site for people visiting the area for concerts at the Milton Keynes Bowl". Little Horwood Councillors understand that in the past use of the site has only occurred once or twice a year. The widening scope of the application, and the increasing number of events give grave cause for concern. The application if granted would permit a radical change in the nature of the use of the site from occasional use of provision of camping facilities to

support specifically events held at Milton Keynes Bowls per year to a self-contained site with potential to have little connection to events at Milton Keynes Bowl.

The applicant appears to have little concern for the impact upon the rural nature of the area.

As stated the site is rural in nature. It is situated on a hill about a mile south of the village of Nash and a few yards north of the parish boundary of Little Horwood, well outside the conurbation of Milton Keynes. There are nearby properties:- Fernfield Farm House, Bacon House Farm, Backgammon House, Warren Farm and Warren Court complex ,with approximately 30 domestic dwellings in all upon Warren Road, Little Horwood, MK17 0PF all within the parish of Little Horwood. These dwellings are only 300 - 600 yards from the site of the proposed application. The public nuisance of noise, not only of the entertainment and presence of presumably large numbers of the public, but also significantly increased vehicle movements throughout the events themselves, is likely to be intolerable for these nearby residents.

Yours sincerely

**Bridget Bradford**  
Acting Clerk.

Halo Events Ltd  
The Retreat  
Buckingham Road  
Little Horwood  
MK17 0PX

7<sup>th</sup> February 2014

Dear Sir/Madam,

Thank you for your consideration of our proposal for a premises license for The Retreat, Buckingham Road. As the land owner and director of the company I thought I would take the opportunity to contact you directly regarding your concerns about the application.

To give you a little background on myself – I own and run a serviced apartment company in Milton Keynes called Prime Location Lets Ltd, I have over 36 apartments which are run in a hotel-like manner for people visiting the area throughout the year. The idea for Halo Events came when in 2011 the Foo Fighters played at the Milton Keynes Bowl and my apartments were completely sold out well in advance of the event, as were all other hotels & apartments in the area. It was then that I decided to use the land at the rear of my home (The Retreat) as a campsite with light entertainment, food and bar.

Halo Events has successfully run in 2011 for Foo Fighters and in 2012 when the Swedish House Mafia played at the Milton Keynes Bowl, these events were both run under a TEN's license provided by AVDC following inspection and approval of the Event Management Plan by Thames Valley Police and all other relevant authorities. On both occasions a full inspection on site was carried out by AVDC during the events.

I have made the decision this year, following a meeting with AVDC, Thames Valley Police and Environmental Health to apply for a premises license to allow me to run a campsite with light entertainment each time there is an event at the Milton Keynes Bowl. The condition of our application is that we are still required to apply for permission to run each event by submitting an Event Management Plan to the local authorities, as we did in 2011 and 2012 with the TEN's application. The campsite would only be used with the full consent of the authorities for each individual event. The site is *not* intended to be used 7 days a week for such events, only when there are events at the MK Bowl.

The entertainment provided on the site is the performance of music by a DJ inside a marquee, this is light entertainment for when guests come to the area for events at The Bowl. We also provide a mobile bar on site and catering. The entertainment schedule and operating times are specified in the Event Management Plan for each event. The Environmental Health authority has specified the noise levels we are required to comply with and as in previous years we will monitor the sound levels at all times to ensure there is minimal disturbance.

There is also a complaint line available to local residents should they need to get in touch with the management during the event, for the events in 2011 and 2012 this number was distributed by myself among neighbouring properties, as it will be for all future events. In the past there have been no complaints made to Halo Events or AVDC. Events this year will be run using the same entertainment equipment as in previous events and is therefore not expected to cause any public nuisance.

In addition to the safety measures set out by AVDC and Environmental Health we have an SIA certified security team on site at all times provided by Bridgegate security, one of the largest security contractors in the UK.

I would like to re-iterate that the Halo Events site will *only* be used when events take place at the Milton Keynes Bowl, the site is my family home where I live with my two teenage children and is by no means intended to be a regularly used venue. Each Event Management Plan must be approved before the site can be used.

Should you wish to discuss this further or go over the plans in more detail I would welcome you to contact me directly on 07923 001 820 or by emailing [tania@primelocationlets.co.uk](mailto:tania@primelocationlets.co.uk).

Yours Sincerely,

Tania McIntosh

## NASH PARISH COUNCIL

Chairman:

Parish Clerk:

e-mail: [nashparishclerk@gmail.com](mailto:nashparishclerk@gmail.com)

13/2/2014

Ms K. Ashton,  
Licensing Manager,  
Environmental Health & Licensing Services,  
66 High Street, Aylesbury,  
Bucks, HP20 1SD.

By email: [envhealth@aylesburyvalcdc.gov.uk](mailto:envhealth@aylesburyvalcdc.gov.uk)

Dear Ms Ashton,

Further to the Parish Council's letter of 5 February it notes that the applicant has stated in her letter of the 7 February that the proposed entertainment on site will be 'light entertainment'.

The applicant's company website (the company is based at the property), [www.haloevents.co.uk](http://www.haloevents.co.uk), is advertising and offering facilities in conjunction with the concerts at MK Bowl on 22 June, 11 July and 16 August 2014. The website states that on the nights before and after these dates Halo Events will "play host to a selection of international DJ's playing all kinds of music. Enjoy a night of music, drinks at the bar and all in sight of your favourite pop-up home."

There will therefore be a minimum of 6 events at the site together with movement of traffic and people to and from the site on between 3 to 9 days. All of this is in a rural setting with the potential for considerable noise and disturbance to residents both near-by and further away. The extent to which noise travels should not be underestimated and as previously mentioned this site is only just over a mile from Nash. As you are aware the application is seeking permission for the sale of alcohol until 3 a.m.

The Parish Council is aware that both the Parish Councils of Great Horwood and Little Horwood together with residents of the villages surrounding the property are concerned about the possibility of this licence being granted. Nash Parish Council maintains its opposition to the grant of this application and would ask that it is refused.

Yours sincerely,

J. Hamilton,  
Nash Parish Clerk

**Thomas, Karen**

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**From:** [REDACTED]  
**Sent:** 14 February 2014 22:59  
**To:** Licensing Team  
**Cc:** John  
**Subject:** 14/00156/LAPRE

Dear Sirs,

Further to Little Horwood parish council's letter of objection to the above application I would be grateful if you would regard this email as addenda for consideration by the Licencing department:

1. Traffic concerns - this site is not a suitable site for the type of events that are staged there.

a) location of the site and its suitability for events attracting the size of crowd that the 2 previous events have attracted - and the very real likelihood that future events will attract a larger audience.

There are two entrances to the field - one directly off the A421 close to the crossroads with Whaddon Road. Quite rightly this is not used - presumably on safety grounds.

The second access is off Whaddon Road. There is a right turning, I would estimate around 100 yards from the crossroads. This turning takes you onto the old Whaddon Road, which is now a cycle path and to the access road leading to The Retreat (a dwelling) and two adjacent business premises. One of these premises is occupied by Konzept Travel, coach company that operates with coaches and staff vehicles accessing 24/7. The other is Cars R Us, a rental firm which I believe also operates 7 days a week.

It is to be noted that the plan of the application site included in the application does not show the site in relation to the transport network, which is of significance to the planned events. The site plotted on a map would be helpful to those considering this particular application. Viewing the site online using a satellite view will give a good understanding of the sites location relative to adjacent roads, businesses and dwellings.

There are two separate traffic issues which give cause for concern

a) vehicles arriving on site at previous events have caused queues to form back onto the A421, from both the west and the east. The A421 is a heavily used main road between the M40 and M1 for both light and heavy vehicles, as well as being a major commuter and leisure route for local settlements accessing the local hub Milton Keynes. At this point the A421 is fast moving with almost all vehicles travelling in excess of 50mph.

Given the nature of events held at the site it must also be considered dangerous to have significant numbers of the public, likely to be under the influence of alcohol, so close to such a fast moving road, especially when there are rarely pedestrians in this vicinity and there is no warning to motorists that there may be pedestrians straying from the site

b) at previous events there has been consistent obstruction of the access road - not only for cyclists but more significantly vehicles, personnel and audiences at previous events have substantially impeded the operation of the two adjacent businesses. It is understood that such problems have been reported to the applicant and the relevant authorities and have not been appropriately responded to or resolved.

Although a Licenced Premises application may not normally be required to consider traffic issues, in this instance it is felt important that Transport for Bucks are a considered a required consultee and supplied with sufficient information as to numbers attending and setting of the site to enable them to make informed, not desktop, responses.

2. Noise Nuisance.

a) As previously stated this is a significant area of concern and objection for the residents of Little Horwood living in the vicinity of Warren Farm and Little Horwood Manor, as well as for residents of Nash Parish.

b) It has also come to Council's attention that the dwelling on the A421 immediately adjacent to the site (which may be operated by BCC Social Services) houses disabled adults whose lives must have been

A72



unacceptably blighted by the events held on this site. Such neighbours may not be aware of the proposals, the implications and their option to seek representation in these proceedings. It is recommended that Officers directly seek their response in this instance. There is also a dwelling on an adjacent site to the north of the site which is probably also unaware of this application (see item 5 below).

c) The noise nuisance also adversely affects the neighbouring businesses' ability to conduct their normal business from the site during events. Whilst this might be accepted with good grace for one weekend a year, the granting of this licence is likely to lead to more frequent events with no notice required to be given. This would unreasonably affect the core operations of these businesses.

3. Environmental Nuisance. The neighbouring businesses have been forced to dispose of rubbish and human waste arising from previous events, this is assumed to be an environmental health issue and needs to be fully addressed by the relevant department of your authority before any further licencing is granted.

4. Planning considerations - as raised in the previous submission, surely the granting of this premises licence for this site should only be considered subsequent to the granting of a Planning Permission for change of use of this site from agricultural to business use - it is understood that no such application has yet been made. Additionally substantial quantities of hardcore have already been installed on the field area of the application site which may well constitute a change of use away from agricultural use, and requires the Planning Dept of your authority's further investigation.

5. It is understood that notice of a licencing application should be prominently displayed at the site. There is one notice on the gate of The Retreat - however this does not front onto the route of passing neighbours and traffic and given the nature of the site is not considered to be prominent display - indeed Konzept Travel immediately adjacent to the site were unaware of the application until a chance conversation today. It is also unclear in which local paper the applicant advertised the application - the Buckingham & Winslow Advertiser is probably the most read local paper in this area, but it is thought that it may have been advertised in a Milton Keynes newspaper not sold or distributed in the vicinity of the site.

Please confirm by return that these addenda to the Council's previous letter of objection will be suitably addressed by Aylesbury Vale District Council prior to consideration of this licencing application.

Yours  
Bridget Bradford  
Acting Clerk, Little Horwood Parish Council

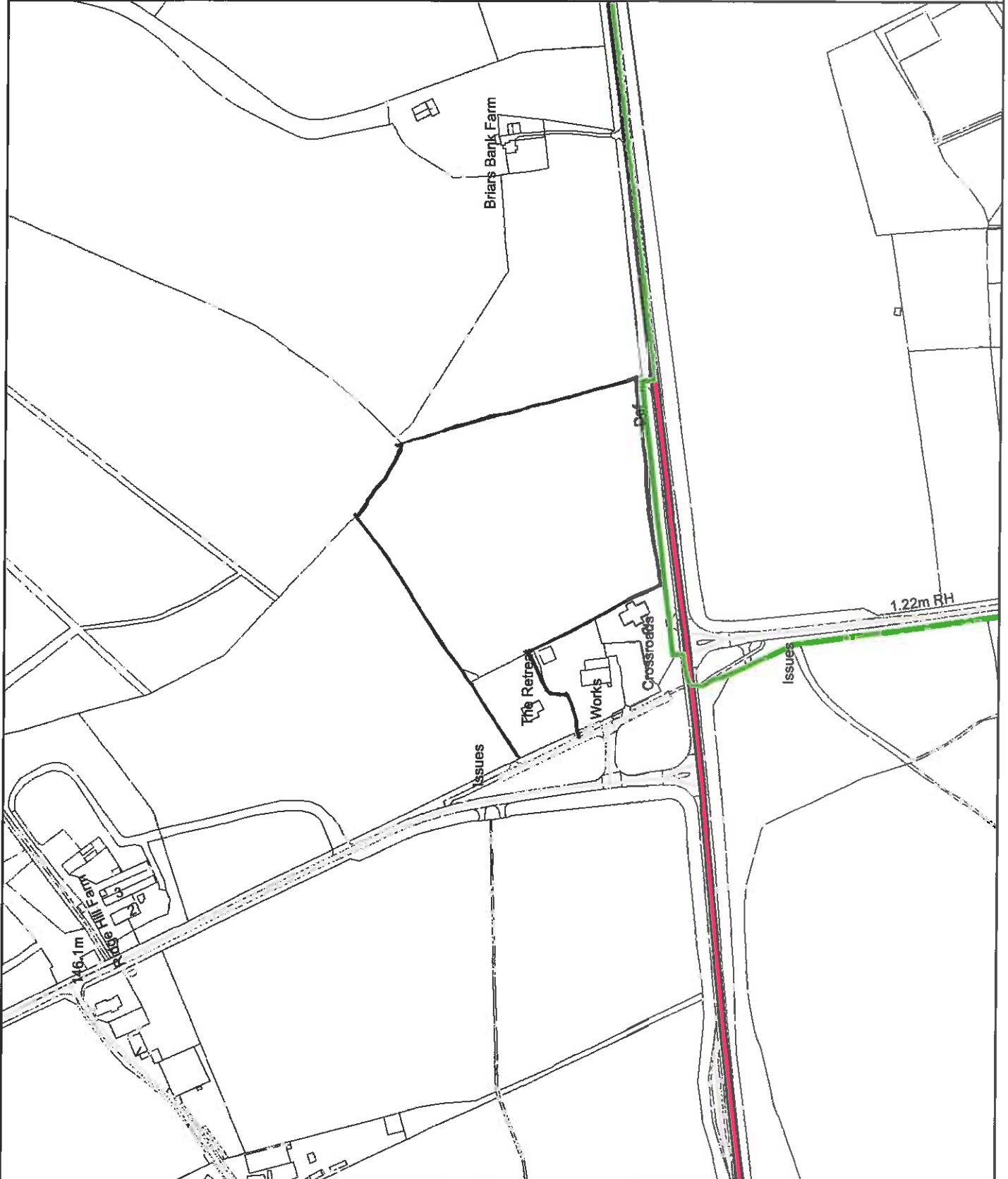


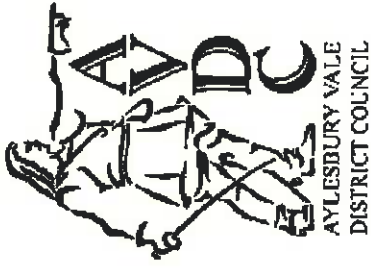
PR1340  
The Retreat  
Great Horwood



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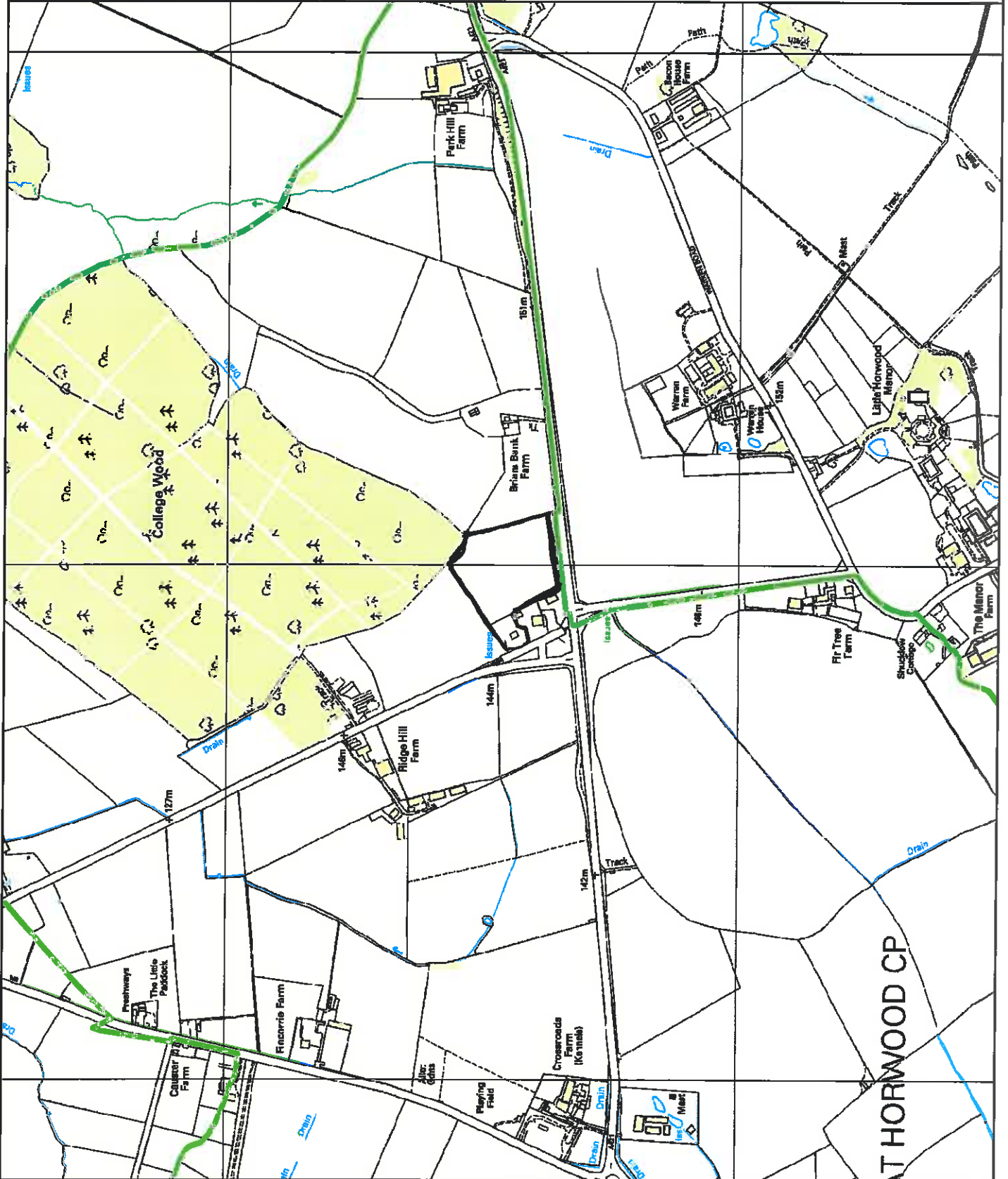


**PR1340**  
**The Retreat**  
**Great Horwood**



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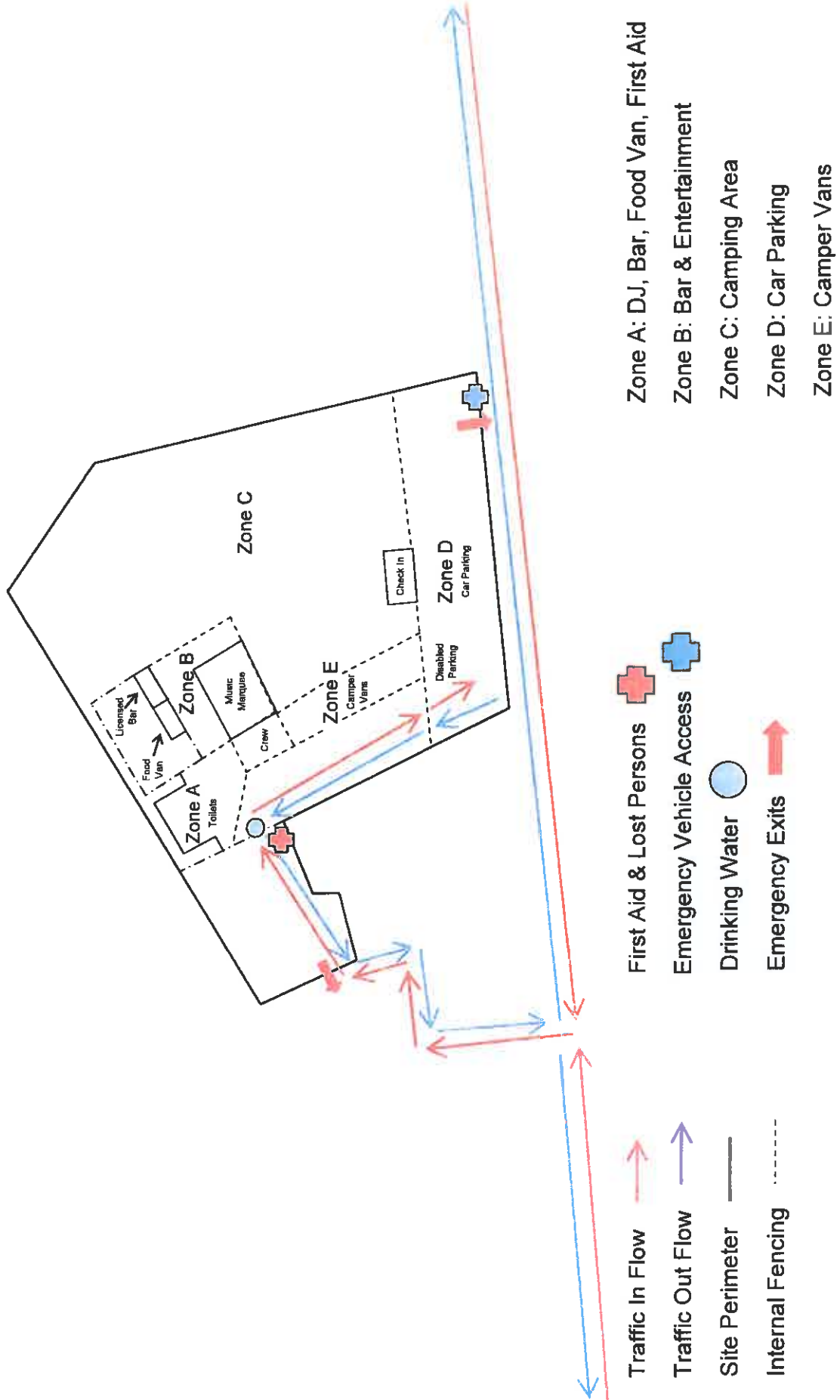
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**T HORWOOD CP**

Event & Traffic Flow Plan

Halo Events - The Retreat, Buckingham Road, Little Horwood, Bucks, MK17 0PX



A76

APPENDIX 8