

Licensing Services  
Buckinghamshire Council  
The Gateway  
Gatehouse Road  
Aylesbury  
HP19 8FF

Our ref: GOL59.2-JMD  
Direct dial: 020 3319 3700  
james.daglish@keystonelaw.co.uk

3 March 2022

Dear Sir/Madam,

**Re: New Premises Licence – Oakwood Farm, Rowden Lane, LU7 0QD**

We act for Golden Triangle Enterprises Limited (GTE).

Further to previous correspondence on the subject, we enclose a Premises Licence Application for a proposed one-off, time limited, event on Oakwood Farm on 26, 27 and 28 August 2022.

Details of the proposed music and structure of the event are enclosed. As you can see, this is very much focused on creating something fun for the area, as well as providing a commercial boost to local businesses and organisations.

The event is, naturally, supported by the owners of the land, Oakwood Farm, who have hired out the areas in question to GTE for that weekend, to enable it to go ahead. They are also happy for us to make this application.

We further understand that the local Parish Council is aware of this proposed event, and has provided positive feedback.

GTE are running an identical sized event in Chingford later this year, in respect of which conditions have been agreed with the Responsible Authorities; the licence for that should therefore be issued any day.

This proposed Oakwood Farm event has been scaled and modelled to match that Chingford event, save that there would be camping at this event, and dedicated zones for children. We have therefore replicated the conditions agreed for the Chingford event. We have also forwarded to you, under separate cover, some of the more detailed policies that have been agreed for that Chingford event; and, in short, the proposal would be to replicate those policies for this event.

We have not yet specified a designated premises supervisor, although clearly one would have to be appointed well in advance of the start of the event; however, at this juncture that absence does not prevent the application being considered and decided upon.

Notwithstanding the formal consultation process we remain entirely happy to discuss both the proposed activities, times and conditions, and can be available for a virtual meeting at a mutually convenient time.

You will note that the SAG meeting for this event is already scheduled for the end of this month.

We look forward to hearing from you.

Yours faithfully,

A handwritten signature in black ink that reads "Keystone Law". The signature is written in a cursive, flowing style.

**Keystone Law**



## 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 Golden Triangle Enterprises Limited

*(Insert name(s) of applicant)*

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

#### Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
Part of Oakwood Farm, as more particularly shown on the plans, with the proposed licensed areas being coloured green (and edged red) and coloured blue (and edged red) Rowden Lane			
<b>Post town</b>	Leighton Buzzard	<b>Postcode</b>	LU7 0QD

Telephone number at premises (if any)	
Non-domestic rateable value of premises	None

#### Part 2 - Applicant details

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

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
- i as a limited company/limited liability partnership  please complete section (B)
  - ii as a partnership (other than limited liability)  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 in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

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

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

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over		Please tick yes	
<b>Nationality</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
<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.**

Name Golden Triangle Enterprises Limited
Address  Abacus House, 14-18 Forest Road, Loughton, IG10 1DX
Registered number (where applicable) 12472620
Description of applicant (for example, partnership, company, unincorporated association etc.)  Limited Liability Company

Telephone number (if any) 07502 363829
E-mail address (optional) paulnelson506@hotmail.com

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
2	6	0822

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

DD	MM	YYYY
2	8	0822

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

Part of Oakwood Farm, off Rowden Lane, Leighton Buzzard, for use as a one off, 2 day music festival on **Saturday 27<sup>th</sup> August and Sunday 28<sup>th</sup> August 2022, with some limited licensable activities on Friday 26<sup>th</sup> August for campers arriving the day before.**

**The proposed licensed areas are coloured green (and edged red) and blue (and edged red) on the plans.**

**Temporary tented inside areas (Big Top 1, 2, 3 and 4) are also shown on the plans.**

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

Max 9,999
-----------

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- 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 late night refreshment** (if ticking yes, fill in box I)



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



**In all cases complete boxes K, L and M**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri					
Sat					
Sun					



## B

Films Standard days and timings (please read guidance note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
			<b><u>Please give further details here</u></b> (please read guidance note 4)  Film projections, ancillary to the music, both on outdoor screens, and inside the tents. Showing of films in the area coloured blue on the plans, on either outdoor screens or inside a tent.		
Tue					
Wed			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)		
Thur					
Fri	12:00 (Midday)	01:00	<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	12:00 (Midday)	22:00	On <b>Friday 26<sup>th</sup> August</b> , this activity will be limited <b>solely to the area coloured blue on the plans</b>		
Sun	12:00 (Midday)	22:00	On <b>Saturday 27<sup>th</sup> August</b> and <b>Sunday 28<sup>th</sup> August</b> , in the <b>area coloured blue</b> on the plans the <b>finish time shall be 01:00am</b> .		

# C

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

**D**

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

**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)  Amplified and unamplified music performances, performed from the stages shown on the plans, and relayed (as necessary) to other parts of the site.		
Mon					
Tue			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri					
Sat	12:00 (Midday)	22:00			
Sun	12:00 (Midday)	22:00			

## F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)  Recorded music to be played on the stage shown on the plans, and around the site. Background music only during the first hour, prior to the gates opening. Any incidental/background recorded music.		
Tue					
Wed					
Thur			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Fri	12:00 (Midday)	22:00	<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)  On Friday 26 <sup>th</sup> August, this activity will be limited <b>solely to the Kids Zone (which is coloured light green and marked on the plans)</b>  On Saturday 27 <sup>th</sup> August and Sunday 28 <sup>th</sup> August, in the area <b>coloured blue</b> on the plans, the <b>finish time shall be 01:00am.</b>		
Sat	12:00 (Midday)	22:00			
Sun	12:00 (Midday)	22:00			

# G

Performances of dance Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)  Choreographed and unchoreographed dance performances, as part of performance on the stage shown on the plans.		
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
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 6)		
Sat	12:00 (Midday)	22:00			
Sun	12:00 (Midday)	22:00			

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun					

# I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)  Late night refreshment is to be provided in the area coloured blue on the plans.		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur					
Fri	23:00	01 :00	<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)  On <b>Friday 26<sup>th</sup> August</b> , this activity will be limited solely to the <b>area coloured blue on the plans</b>		
Sat	23:00	01:00			
Sun	23.00	01.00			



**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri	12:00 (Midday)	01:00			
Sat	12:00 (Midday)	22:00			
Sun	12:00 (Midday)	22:00	<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 6)		
			On <b>Friday 26<sup>th</sup> August</b> , this activity will be limited <b>solely to the area coloured blue on the plans</b>		
			For the <b>area coloured blue</b> on the plans the <b>finish time</b> shall be <b>01:00am on all 3 days.</b>		
			No alcohol may be sold in the Kids Zone (which is coloured light green and marked on the plans)		

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

<b>Name</b> To be appointed in due course.	
<b>Date of birth</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Personal licence number (if known)</b>	
<b>Issuing licensing authority (if known)</b>	

**K**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).**

None.

**L**

<p><b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)</p>			<p><u>State any seasonal variations</u> (please read guidance note 5)</p>
Day	Start	Finish	<p><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)</p> <p>Certain areas <b>will be open until 01:00 am</b>, as detailed above.</p> <p>For the avoidance of doubt, these start and finish times do not apply to the non-licensed areas, such as the campsite.</p>
Mon			
Tue			
Wed			
Thur			
Fri	12:00 (Midday)	23:00	
Sat	12:00 (Midday)	23:00	
Sun	12:00 (Midday)	23:00	

--	--	--	--

## M

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

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

The licence may only be used for the specified event on 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup> August 2022

The event shall be run in accordance the Event Management Plan, and related policies, submitted to the Licensing Authority, the Police and Environmental Health, for approval, **at least three months prior to the start of the event**. An initial draft Event Management Plan is enclosed with this Application

The Event Management Plan and related policies must, and will, address all four licensing objectives.

**Licensable activity may only take place once the Event Management Plan is finalised, and agreed with the Licensing Authority, the Police and Environmental Health** (such agreement not to be unreasonably withheld or delayed).

The Event Management Plan shall include, but is not limited to the following:

- a) Event overview, including details of the artists/genre of music;
- b) Contact details of the event management team and areas for which they are responsible;
- c) Ingress/Egress plan;
- d) Site plan;
- e) Emergency vehicle access;
- f) Risk Assessment(s) including counter terrorism;
- g) Staff training
- h) Traffic Management/transport plan;
- i) Adverse weather conditions plan / contingency plan;
- j) Security/stewarding plan (including search policy and ratio of male/female security operatives);
- k) Security Deployment Plan;
- l) Crowd Management Plan;
- m) Drug Prevention Policy;
- n) Show stop procedure;
- o) Emergency Evacuation Plan;
- p) A plan showing the locations of temporary non-fixed structures;
- q) Water supply / waste water provision;
- r) Welfare and Vulnerable Persons Policy;
- s) Noise Management Plan;
- t) Special effects / lighting;
- u) Refuse (litter) plan;
- v) Toilet facilities – including number of male/female/accessible toilets.

The details of the documents contained within the Event Management Plan and its appendices will form additional conditions on the premises licence. Any change(s) to the Event Management Plan within one calendar month of the event commencing must be notified in writing to the Licensing Authority and Police Licensing Officer(s) as soon as reasonably practicable. The change(s) shall have no effect until written agreement to the changes is

received from both the Police and Licensing Authority. The Police and Licensing Authority shall not unreasonably withhold or delay consent

Unless otherwise agreed by the Licensing Authority, the event shall be subject to a minimum of two meetings of a Safety Advisory Group (SAG), the last of which shall take place in July or August 2022. The Applicant shall adopt the reasonable recommendations of the SAG within the Event Management Plan

The proposed capacity for the event will form part of the Event Management Plan notified to Licensing Authority, the Police and Environmental Health, but in any case will not exceed 9,999, including staff and security.

From 10pm each night, access and use of the area coloured blue on the plans shall be limited to those who are camping on the site.

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

This is covered by the Event Management Plan.

The organisers will work closely with the Police on all aspects of security and the prevention of crime and disorder.

An incident log recording the details of all alcohol sale refusals, complaints or instances of ASB shall be maintained detailing:

- a) the details of the person recording the incident;
- b) the date, time, location and description of each incident;
- c) How the complaint/situation was remedied.

A Minimum requirement of SIA will be a ratio of 1:100

A written record shall be kept at the premises of the name, date of birth, address and SIA Badge number of all security staff employed at the event. This written record shall be made available to police officers upon request.

The Event Management Plan Crowd Management Plan shall detail the number, position and specific roles of the security and stewarding staff employed at the event.

All persons entering the event site with a bag shall be searched by SIA security staff. The contents of any bag(s) must be searched.

Unless otherwise targeting specific groups or individuals, security will randomly search a minimum of at least 10% of persons entering the site and no more than 10 persons shall enter the site without a random search being conducted.

All searches shall be carried out by SIA Registered security staff by way of either a full body search or hand held scanners.

Searches shall only be conducted by SIA Registered security staff of the same sex as the person who is being searched.

The SIA registered security staff shall wear high visibility jackets and their SIA badges at all times whilst carrying out the searches.

The SIA registered security staff shall refuse entry to any person who is intoxicated or appears to be under the influence of drugs.

At least one SIA registered security officer shall be present at each bar/outlet selling alcohol to monitor the consumption of alcohol, levels of intoxication and to prevent drunken and anti-social behaviour.

The Drugs policy shall be set out in the Security and Crowd Management Plan and shall include New Psychoactive Substances, (NPS), and No2/NOS/Nitrous Oxide as well as Controlled Substances. No2 shall not be permitted on site and any found on entry will be confiscated.

Lockable Amnesty bins shall be positioned at the entrance to allow people to voluntarily dispose of alcohol or drugs before entering the event.

Police officers shall be notified immediately of any weapons seized by security staff and the person shall be detained (if possible) by security staff until the arrival of the police.

CCTV cameras shall be installed at the entrance to the event which shall be maintained in good working order and shall operate at all times when members of the public have access to the site. The cameras shall record full frame head and shoulder images of every person entering the site and be of evidential quality in any light conditions. These images shall be made available to police and Local Authority officers upon request.

CCTV cameras shall be installed covering all bars operating at the premises. They shall be maintained in good working order and shall operate at all times when members of the public have access to the premises. They shall be of evidential quality in any light conditions. These images shall be made available to police and Local Authority officers upon request.

The CCTV equipment MUST have a suitable export method i.e. CD/DVD/USB facility so that the Police and officers of the Council can make an evidential copy of the data they require. This data should be in the native file format to ensure that no image quality is lost when making the copy. If this format is non-standard (i.e. manufacturers proprietary), then the licence holder shall as soon as possible, or within 14 days at the very latest, of being requested supply the replay software to ensure that the video on the CD can be replayed by the Police and officers of the Council on a standard computer. Copies MUST be made available to the police and officers of the Council upon request. Material record from CCTV cameras must be retained for 31 days.

There shall be at least one member of staff present during the permitted hours for licensable activities who is capable and competent to download when requested to do so by police and Local Authority officers.

All drinks and alcoholic beverages shall be served in either opened cans or polycarbonate drinking vessels.

No glasses or glass bottles shall be permitted in the event site.

Save that glasses and glass bottles shall be permitted in the designated VIP/backstage area (which area will be agreed with the Police prior to the start of the event) PROVIDED that (i) all VIP/artists permitted in that area are separately identified by specific wrist bands (ii) the area is clearly separated and maintained as a VIP/backstage area with appropriate SIA control of entry thereto (iii) members of the public without the appropriate wrist bands shall not be permitted into the VIP/backstage area (for the avoidance of doubt Police officers and Licensing Officers may still enter the area) and (iv) no glassware/bottles are to be removed from the designated VIP/backstage area.

Crowd Management Stewards tasked with entry lane queue management will wear Hi-Visibility tabards

Loudhailers will be deployed at the entrance to assist Stewards in providing information to customers regarding delays and other pertinent information

**c) Public safety**

In addition to the details provided in the Event Management Plan:

Before erection of a stage takes place a full risk assessment shall be carried out. A written record of each assessment, as well as a method statement, shall be kept on site by the licensee and shall be made available on demand to officers of Buckinghamshire Council.

Public liability insurance in respect of the stage and associated equipment shall be in place at all times whilst being erected, used and dismantled.

The precise capacity of the site will need to be risk assessed, taking into account Covid related regulations applying at the time. The maximum would in any case be 9,999, including staff and security.

Promotional literature for each event shall include information regarding transport options and onsite parking.

**d) The prevention of public nuisance**

In addition to the details provided in the Event Management Plan and related policies:

The organisers acoustic team will work closely with Environmental Health in relation to sound levels, and monitoring both in preparation for and during the event.

A waste management plan will be drawn up to include a details of the contractor engaged to manage the waste disposal, positioning of the waste and recycling bins around the event, and the procedures in place through the two days for staff to clear waste across the site car parks camping zones, and neighbouring roads.

The Applicant shall appoint a suitably qualified and experienced noise consultant who is a member of the Institute of Acoustics and/or the Association of Noise Consultants. The local Authority's Environmental Protection Team shall be advised of the name and contact details of this person/company no later than eight (8) weeks prior to the commencement of the event.

The Applicant shall appoint sound engineers who will be responsible for adjusting the sound system at the request of the noise consultant, or at the request of the local Authority's Environmental Protection Team, in order to ensure that the noise criteria are not exceeded.

The Applicant shall ensure that the promoter, sound system supplier and all sound engineers are informed of the sound control limits, and that any reasonable instructions from the noise consultant or local Environmental Protection Team regarding noise levels shall be implemented forthwith.

The Applicant shall ensure that he/she, the noise consultant and sound engineers are provided with a suitable communication network e.g. mobile phones, radios, etc., in order that they may communicate effectively throughout the entire event.

A noise management plan shall be submitted to and approved in writing by the local Authority's Environmental Protection Team no later than six (6) weeks prior to the commencement of the event (such approval not to be unreasonably withheld or delayed). The plan shall include:

- a plan showing the location, stages, and details of the sound systems to be used throughout the event;
- comprehensive sound level predictions at noise sensitive locations based on the type of event proposed at the licensed premises;
- specify the appropriate noise criteria that shall be achieved during the event;
- a scheme designed to minimise the impact of noise from the event to noise sensitive premises;
- a plan for monitoring noise levels at agreed locations to ensure that agreed noise criteria are not being exceeded;
- details of publicity plan to advise local residents about the event;
- details of a complaints phone number for residents that must be staffed during the operational hours of the festival;
- a complaints handling procedure;

Any additional requirements or conditions specified in the approval issued by local Council's Environmental Protection Team must be incorporated into the noise management plan.

The music noise level must not exceed 65dB(A) over a 15 minute period at 1metre from the façade of any noise sensitive premises during the operational hours of the festival.

The music noise level shall not exceed 70dB at 63 and 125Hz at 1km or further from the event during the operational hours of the festival.

A list of contact names and telephone numbers for the noise consultant and premises licence holder and other nominated persons shall be provided to the Licensing Authority no later than seven (7) days prior to the commencement of the event.

A final report shall be provided to the Local Authority's Environmental Protection Team no later than thirty-one (31) days after the event, detailing the noise survey results and the results of the noise monitoring carried out during the event, indicating whether or not compliance to all noise criteria was achieved.

A waste management plan designed to minimise the impact of litter associated with the event must be submitted to and approved by the Licensing Team no later than six weeks prior to the commencement of the event. The premises licence holder shall ensure that the measures agreed in the plan are fully implemented

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

No children will be allowed on the premises, unless accompanied by one or more adults.

As concerns the sale of alcohol, a proof of age scheme, such as Challenge 25, shall be operated at all bars on the premises serving alcohol; the only acceptable forms of identification will be recognised photographic identification cards, such as driving licence, passport or proof of age card with PASS hologram.

A dedicated welfare and vulnerability team will be appointed with responsibilities which specifically include the welfare of children at the event. There will also be a lost children area, manned by an enhanced DBS verified person or persons

All bar staff shall be given training in relation to the Licensing Act 2003 and the following specific areas:

- a) The Licensing Objectives
- b) The Challenge 25 policy

All staff shall receive training regarding the procedure for dealing with vulnerable persons

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

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

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

**Part 4 – Signatures** (please read guidance note 11)

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



<b>Declaration</b>	<ul style="list-style-type: none"> <li>[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	<i>Keystone Law</i>
Date	3 March 2022
Capacity	Solicitor for Applicant

**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 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Keystone Law (Ref GOL59/2-JMD) 48 Chancery Lane			
Post town	London	Postcode	WC2A 1JF
Telephone number (if any)	020 3319 3700		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) james.daglish@keystonelaw.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. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:

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

13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

**15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

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

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

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

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

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
  
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
  
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

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

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

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

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

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

have complied with this guidance.

### **Home Office online right to work checking service**

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

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

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

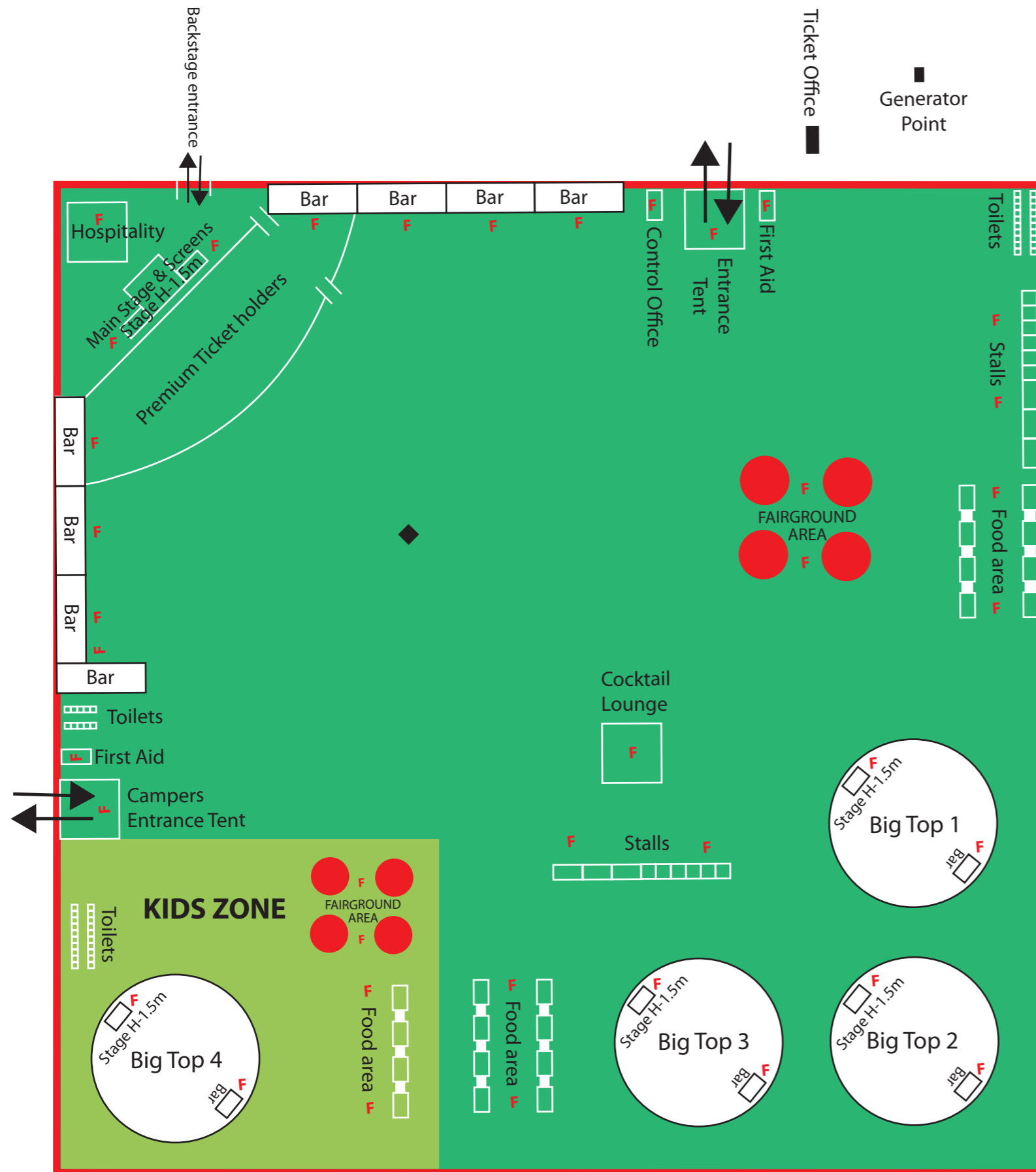
An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants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

# EVENT PROPOSAL FOR OAKWOOD FARM (August bank Holiday Weekend 2022 Event first draft)





# EVENT PROPOSAL FOR OAKWOOD FARM (August bank Holiday Weekend 2022 Event first draft)



OPEN AIR MAIN STAGE



BIG TOP 1-4

F = fire safety equipment (as more specifically detailed in the Event Management Plan)

**Golden Triangle Enterprises Ltd**

Presents

# The Fabulous Festival

At

## Oakwood Farm

### Introduction

On 3<sup>rd</sup> July 1992, nearly 30 years ago I held a festival on this same farm. On that occasion the event was an all night event which caused some controversy with the local community, however the local authority and Police supported my application and a licence was granted. After the event I was praised by the authorities and local community and invited back to hold another event, an invitation I wasn't able to full fill at the time but would like to take up the offer to celebrate 30 years since the last event.

The event I am proposing is slightly different as I am a little older, a daytime and evening family festival where some of the people who came to the original event may return, probably with their grandchildren.

The plan is to create a fabulously fun family music festival for the residents of Buckinghamshire and beyond, focussed on families and mature adults ranging from 21s to over 60s.

The idea has been developed by Paul Nelson of Golden Triangle Enterprises Ltd (GTE), the company applying for a licence to hold the event. GTE is the holding company for the trading company "Fabulous Festivals Ltd" company number 12940974.

Fabulous Festivals Ltd is owned by GTE Ltd. The managing director is Paul Nelson, an experienced event organiser. Paul Nelson is joined by three Non Executive Directors, Steve Graysmark and Paul Morrison OBE, both former high ranking Police Officers and Val Tanner a former Met Police Officer highly skilled in the welfare of vulnerable people.

GTE and Fabulous Festivals Ltd have either contracted or in the process of contracting experienced professionals for Transport Management, Artist Management, Security Management, Safety Management, Waste Recycling Management, First Aid, Acoustic

Management, Website Management, Marketing Management, Site Management, PR & Press Officer, DPS, Catering Manager, Production Management.

The music policy will be heavily influenced by the 90s Brit Pop and House music scene however the 70s, 80s & 00s will also be represented.

This event will not under any circumstances feature modern day “Urban Artists” the organisers are happy for this to be written into any conditions of the licence.

Paul Nelson has experienced staging major 90s artists such as The Prodigy, SL2, Shades of Rhythm, N Joi, Saffron and many more and has also organised after show parties for Oasis, Simply Red, Super Fury Animals, corporate parties for Richard Branson, Meryl Lynch, Bank of America as well as fashion show after parties for Caprice, Duffers of St George, Wrap parties for Sasha Cohen/Ali G and many other film companies.

## The Entertainment

We have contracted “Arcade Talent” to book all of our acts. Arcade has a wealth of experience within the business and contacts with most major headline artists around the world. Dave Alcock, director of Arcade Talent has advised GTE that if we try to book acts prior to obtaining a licence the costs will be higher and the likelihood of contracting a major artist will be reduced, once a licence is in place artist management are far keener to release their artists. Therefore it is difficult to present the exact line up prior to licensing so below is simply an idea of what the line up may look like. We want to assure the authorities that we completely understand what artists may attract a clientele unsuitable for this event, however we are happy for a condition of licence to be attached asking for all artists to be risk assessed prior to confirmation using a 696 form or any similar options proposed.

Some similar style events are as follows

[Music Festival | Happy Days | England \(hdfestival.co.uk\)](http://hdfestival.co.uk). This is a fabulous event which actually gave Paul Nelson the inspiration to re launch his career in events. He worked at this event as one of the contracted caterers and decided that if he were ever to get back into staging events, this would be his role model.

[Line Up - Buzzstock](#)- This event shows the power of the tribute acts, especially based around the Brit Pop era.

The Fabulous Festival line up could include

## Main Stage

The main stage will be used for live acts that will be headlined by an original successful artist of their time and supported by some of the best UK tribute acts.

70s- Original bands like Blondie plus tributes for Fleetwood Mac, Rod Stewart, and Elton John.

80s- Original bands like Human League, Tony Hadley from Spandau Ballet, UB40 plus tribute acts for U2 and so on.

90s- Happy Mondays, Ian Brown from The Stone Roses, Sonique, Deelight, SL2 plus tribute acts for Oasis, Blur and so on.

00s- Any commercial pop act that may be available that would appeal to an older clientele. Tributes could be Cold Play,

## The Big Tops

We have four Big Tops; the plan is to contract eight co-promoters to host the big tops over two days. These may contain a live element but will be far more DJ led.

Promoters have busy schedules for their summer so most of them don't want to commit to an event until a licence is in place. Here are some of the promoters we are either in talks with or likely to be involved.

- Car Wash- They are a 70s music led event whom currently have a residency at a London club. They are a company we have worked with many times, they always attract a fun dressed up clientele. [:: CARWASH NIGHTCLUB LONDON ::](https://www.facebook.com/carwashnightclub/)
- Slipback in Time- This promotion is an "Old Skool" house music event attracting an older crowd mostly in their 40s/50s. The brand is owned by Matthew Nelson (DJ Slipmatt) [Official Home Of Slipmatt](https://www.facebook.com/slipmatt/), the main organiser's brother. [Home | Slip Back In Time...](https://www.facebook.com/slipbackintime/)
- Disco Disco- This promotion is hugely successful promotion which is bringing disco music back into fashion. [\(20+\) Disco Disco | Facebook](https://www.facebook.com/disco.disco/)
- Hedkandi- Hedkandi is an established events and music production company hugely successful for many years. Their events attract an over 40s clientele. [Home | Hedkandi](https://www.facebook.com/hedkandi/)
- Big Fish Little Fish- This promotion is aimed at families with young children. [Events Archive - Big Fish Little Fish \(bigfishlittlefishevents.com\)](https://www.facebook.com/bigfishlittlefish/)
- GlitterFest- The Sparkliest Party In The World is a magical place filled with endless glitter (biodegradable), amazing circus acts & confetti showers, top-class DJs, balloons drops and so much. (see details attached)
- Society- Society Events is a brand owned by GTE and was formed to operate "Over35s" events. [\(20+\) Society Events | Facebook](https://www.facebook.com/societyevents/)
- Leighton Buzzard Radio [House Collective – Leighton Buzz Radio](https://www.facebook.com/leightonbuzzradio/)

I hope all of the above gives the local authorities more of an idea of the type of event being planned. If there is anything that may be considered controversial by the authorities the organisers are happy not to include them within the event.

## Local Community

An event of this size can bring many thousands of pounds worth of business to the local economy through taxis, local shops, staffing, site services, marketing and so on.

## Sponsorship

The GTE team will be making contact with many local companies to offer sponsorship and advertising deals. Opportunities will be available to advertise on the event website and the LED screens at the event and marketing material such as banners attached to the perimeter fence at the event.

Catering opportunities will be offered to local companies.

Local pubs will be encouraged to act as meeting points where people can organise shared taxi rides or we will offer minibus service.

## Ticket sales

1. Prior to the tickets going on sale to the general public discounted “early bird” tickets will be offered to the local community within Buckinghamshire. Our aim is to attract as many local people to the events as possible.
2. An allocated amount of free tickets will be offered to local community groups.
3. Thereafter tickets will go on general release.

The targeted marketing will be achieved through local press, local radio, social media and the use of our LED truck. [Home - StreetTribes](#)

Golden Triangle Enterprises Ltd is a relatively new company; however the directors, non executive directors and chosen contractors have a wealth of experience within the industry and our plan is to host a very safe event which will lead the way to many more events in the future all aimed at mature adults or family entertainment.

GTE recently staged a Christmas event for Children between 3-8 years old and currently working on an Easter “Mad Hatters Tea party” for primary school children.

[www.facebook.com/thefairytalefacepainter](http://www.facebook.com/thefairytalefacepainter).

We are also about to launch [uvkids.co.uk](http://uvkids.co.uk). We only stage events for mature adults, families and small children.

Please find attached our first draft of the “Event Management Plan”, however this still is a working document which will need updating as plans progress.

Event  
Management Plan

“Fabulous Festival”

Oakwood Farm

August Bank Holiday Weekend

**V1.0 DRAFT**

**Issued February 2022**

**Compiled by**

**Paul Nelson**

**Golden Triangle Enterprises Ltd**

Version Control

Version	Date	Author	Changes	Approved
V1.0	Feb 2022	Paul Nelson	First version based on site meeting and discussions with event organiser team members.	


Paul Nelson has prepared this document on behalf of Golden Triangle Enterprises Ltd (GTE) the company responsible for ensuring the requirements herein are carried out as the Event Organisers. This document contains requirements placed on contractors and on the Event Organiser; this is in addition to all statutory requirements placed on individuals and organisations. The contents of this publication are provided in good faith and on information provided to the author who cannot be held responsible or liable for any errors or omissions contained herein.

The trading company for the event will be Fabulous Festivals Ltd, company number 12940974. This company is 100% owned by Golden Triangle Enterprises Ltd, The Managing Director is Paul Nelson and the three Non Executive Directors, Steve Graysmark and Paul Morrison OBE, as retired high ranking Police Officers they both have a wealth of experience in Safety & Security and they will quality assure the safety and security arrangements, plus Valarie Tanner, a former Met Police Officer. Valarie’s role will be to liaise between the First Aid officers and a handpicked number of SIA security officers to maintain a high level of welfare support for our patrons. CVs attached.

Event safety guidance: See, in particular, the HSE website and the ‘Running Events Safely’ pages <http://www.hse.gov.uk/event-safety/running.htm> and ‘The Purple Guide to Health, Safety and Welfare at music and other Events’ published online by the Events Industry Forum at <http://thepurpleguide.co.uk> for useful advice. It also provides links to various other guidance documents.

GTE will organise an open evening for local residents to view the plans, ask questions, discuss any concerns and also to show their support for the events. This will be advertised on the event website.

	Contents Page	
Section	Title	

Part 1	Health & Safety Policy Statement	
Part 2	Event Details	
Part 3	The Site Plan	
Part 4	Event Planning	
Part 5	Roles & Responsibilities	
Part 6	Licensing	
Part 7	Site Communication & CCTV	
Part 8	Set Up & Breakdown	
Part 9	Event Risk Assessment	
Part 10	Health & Safety Monitoring	
Part 11	Provision for Disabled Persons	
Part 12	Accident Reporting	
Part 13	First Aid	
Part 14	Drinking Water	
Part 15	Sanitary Facilities	
Part 16	Transport on site	
Part 17	Control of Noise	
Part 18	Stewarding & Security	
Part 19	Fire & Emergency Precautions	
Part 20	Emergency Procedures	
Part 21	The Major Emergency Plan	
Part 22	Useful off site locations	
Part 23	Camping & Hotels	
Part 24	Waste Management	
<b>Appendix 1</b>	Fire Extinguisher information	
<b>Appendix 2</b>	Radio guidance	
<b>Appendix 3</b>	Health & Safety Inspection Sheets	
<b>Appendix 4</b>	Fire Risk Assessment	
<b>Appendix 5</b>	Noise management plan – Control of noise	
<b>Appendix 6</b>	Transport Management Plan	
<b>Appendix 7</b>	Site Plans	
<b>Appendix 8</b>	Eco plans	
<b>Appendix 9</b>	Waste Management Plan/ To follow	
<b>Appendix 10</b>	Camping	

## Part 1 – Health and Safety Policy Statement

### HEALTH & SAFETY AT EVENTS

GTE is fully committed to organising, developing and running quality events, which place Health & Safety at the forefront of our actions. This will enable the Event Organiser to take



the relevant steps to ensure our visitors, staff and participants enjoy a safe environment whilst attending our events. In order to facilitate this, we require a good Health & Safety management system and structure and the informed co-operation of all involved. Our overall aim is to promote and run a successful music event by creating a safe environment for all patrons and participants to enjoy

We will:

- Develop, maintain and support an effective Health & Safety plan for our event
- Consult with the emergency services and other specialist organisations and professionals individually and as members of a Safety Advisory Group.
- Take due regard of the Purple Guide as written by the Events Industry Forum.
- Take due regard of the Health and Safety Executive and their documentation relating to the Events Industry.
- Ensure compliance with the Health & Safety at Work Act 1974 and its various regulations.
- Ensure compliance with all other Health & Safety and Events related legislation, associated guidance and independent guidance including, but not exclusively, The Regulatory Reform (Fire Safety) Order 2005.

## Part 2 – Event Details

Friday 26<sup>th</sup> August 2022-Camping Area- The gates will open at 10am for ticket holders inclusive of camping. We will try to encourage all ticket holders who are camping to arrive on the Friday in order to ease any traffic congestion on Saturday 27<sup>th</sup> August 2022. We will ask all campers to arrive between 10am and 10pm, a twelve hour window; however there will be staff on site to accommodate campers arriving throughout the night and early morning on Sat 27<sup>th</sup> August.

There will be some low key entertainment which will include children's entertainment, a licensed bar and an outdoor cinema within the campsite and children's zone only.

Saturday 27<sup>th</sup> August 2022 --- Day 1/Main Festival Site- Doors will open at midday when food wagons will be serving lunch. The show will start at 2pm. The show will consist of live music entertainment on the main stage and DJ led entertainment within the four big tops. The event will start winding down at 9.30pm and finish at 10pm. The winding down process will start by closing each Big Top at 9.30pm, 9.40pm & 9.50pm with the main stage closing at 10pm. No alcohol will be served after 9.30pm

Sunday 28<sup>th</sup> August 2022 ---- Day 2/ Main Festival Site- Doors will open at midday when food wagons will be serving lunch. The show will start at 2pm. The show will consist of live music entertainment on the main stage and DJ led entertainment within the four big tops. The event will start winding down at 9.30pm and finish at 10pm. The winding down process will start by closing each Big Top at 9.30pm, 9.40pm & 9.50pm with the main stage closing at 10pm. No alcohol will be served after 9.30pm

Monday 29<sup>th</sup> August 2022--- Camping Area only- Except for some children's rides there will be no entertainment and no alcohol on sale. There will be a free cooked breakfast served to all campers. We would expect most customers to start leaving the site after breakfast however the site will remain open until 4pm.

The event entertainment and attractions include:

- Live stage for professional Artistes with day 1 edging towards 80s90s pop music and day 2 edging towards Indie Rock
- Four Big Top arenas hosted by experienced sub promoters under the guidance of GTE.
- Stallholders
- Catering units
- Attractions including traditional sideshows, bio degradable glitter & face painting
- Licensed Bar operated by GTE.

The Saturday & Sunday Event comprises of (Artists TBC)

This event is to be licensed for families and mature adults. Our music policy and marketing is unlikely to attract a young adult clientele unless as part of a family.

This Event is expected to have an attendance of between 5,000 – 9,999 on Saturday and Sunday.

This site can have up to 9,999 people on site including staff.

The main site gates open midday on Saturday and Sunday. If there are 'walk ups' on the day, and there is capacity, these people will join a queue and purchase tickets from the ticket office. There will be a door count for both ingress and, until 2200 hrs, on egress to ensure that the actual number of Public on site can be closely monitored.

Music will end at 22.00hrs and the sale of alcohol will end at 21.30 hrs on Saturday and Sunday, the event site will close 30 minutes later each night or as soon as the public have been cleared.

Ticket sales will be monitored to inform the Event Risk Assessment (ERA), Event Management Plan (EMP) and the Traffic Management Plan (TMP). All tickets will be sold through the event website.

Bars will operate a strict Challenge 25 policy. Suitable **forms of valid** photographic **ID** include passport, driver's licence and any photographic **ID** that carries the PASS logo. Challenge 25 will be advertised on the event website and tickets. Alcohol sales will stop at 9.30pm each day

## Part 2A – Covid-19 Planning

During the development of this EMP there is some uncertainty as to how the National, Regional and local situation will impact on events during the year.

This leaves great uncertainty over capacities and additional measures, including local restrictions should new variant cause outbreaks in local areas and a return to a Tier system is not ruled out.

The Event Organiser has therefore considered the Tier system that HM Government used during 2020 and has formulated plans for each tier. In addition they will undertake a dynamic assessment of changes in each stage and the recommendations of the Event Working Party, so this EMP will be a living, dynamic document as we move along the roadmap to recovery.

**In all Tiers**, where the event is permitted to operate, where appropriate the following would take place –

- a. Cleaning of all areas to comply with current guidance and all areas cleaned before site opens each day.
- b. Cleaning regime, in line with current guidelines, to ensure areas are cleaned regularly throughout the event.
- c. Entrances and exits would be separated by at least 2 metres.
- d. Signage throughout the site would indicate the 2 metre rule, hand cleaning and mask requirements
- e. Signage around site relating to current guidance for the public.

- f. All queuing areas would be a one way system with one entry and one exit
- g. Hand sanitiser would be available at the entrance and throughout the site
- h. All catering units, bars and other stalls or attractions would have sanitiser available on display for use.
- i. Entry would be by ticket only and numbers strictly controlled by counting at the gates.
- j. Covid supervisors would be used to ensure compliance with the prevailing guidelines on social distancing, use of face coverings and other Covid secure guidance.
- k. If required by law, stewards at entrance to enforce Test and Trace requirements.
- l. Safety Officer would ensure that all rides, attractions and bars were aware of, and implementing, the required cleaning regimes and that these were reflected in their risk assessments and operating procedures.

### **TIER 1 (Lowest restrictions)**

In Tier 1 sporting events were permitted to have 4,000 spectators OR 50% of capacity, whichever was lower.

The planned crowd if in tier 1 would be 5,000 (if permitted) or whichever number meets the Government criteria current at the time.

### **TIER 2**

In Tier 2 sporting events were permitted to have 2,000 spectators OR 50% of capacity, whichever was lower.

The planned crowd if in tier 2 would be 2,500 (if permitted) or whichever number meets the Government criteria current at the time.

With the same event footprint as Tier 1, this would double the available area to increase social distancing.

Additional barriers for segregation, and to ensure social distancing, may be installed following a dynamic risk assessment.

Safety Officer would make additional checks on cleaning across the site and particularly those high traffic areas.

### **TIER 3**

In Tier 3 all major events were cancelled. It would depend on changes to the criteria if the event could proceed in Tier 3.

The Event Organiser has tested protocols in place to cancel or postpone the event if required.

### Part 3 – The Site Plan

The map and site plan for this event is attached separately (Appendix 7). The map details the location of the venue and the site plan details the infrastructure and attractions.

### Part 4 – Event Planning

A Safety Advisory Group will be consulted during the planning of this event.

Attendees should include: -

- Event Planning Team for GTE and their contractors (as required)
- Police Licensing
- Fire & Rescue Service
- Ambulance Service
- Local Authority Licensing Team

The Event Planning Team for GTE will meet as required in the months and weeks leading up to the event to ensure that planning continues and that dynamic risk assessments are undertaken. This Team will be in contact daily in the immediate run up to the event and on event days.

### Part 5 – Roles & Responsibilities

The roles of key staff in the planning of the event are as follows for a full list of staff and volunteers and their areas of responsibilities please see Useful Contacts.

#### **Paul Nelson, GTE– Event Organiser (Gold)**

- Overall event management
- Co-ordinate Management Meetings
- Line management of all roles.
- Overall Health and Safety management including during the build and breakdown of the event
- Liaison with and management of all contractors, artists, caterers and concessionaires
- Member of the Emergency Liaison Team (ELT)
- Coordination of site operations and infrastructure

- To take the role of Strategic Commander in the event of a critical or major incident. Paul Nelson has built an experienced team of professionals and at the time of the event will work closely with Steve Graysmark and Paul Morrison OBE, both highly experienced former high ranked Police Officers with event safety skills. (CVs attached)

### **TBC, Event manager and co-ordinator (Silver)**

- Co-ordinate Management Meetings
- Line management of all roles.
- Overall Health and Safety management during the build and breakdown of the event
- Liaison with and management of all contractors, artists, caterers and concessionaires
- Member of the Emergency Liaison Team (ELT)
- Coordination of site operations and infrastructure
- To take the role of an Operational Commander during an incident

### **Event Security / Safety manager and co-ordinator (Richard Galvin) (Bronze)**

- Attendance at all Management Meetings
- Line management of Security / Safety roles.
- Liaise with Event Managers on security matters
- Liaison with and management of all contractors, artists, caterers and concessionaires
- Member of the Emergency Liaison Team (ELT)
- Coordination of site operations and infrastructure
- Manage and implement TMP through Security Team
- To assist the Operational Commander during an incident

### **TBC – Health, Safety & Emergency Planning Advisor (Bronze)**

- To offer advice and guidance to the Event Organisers on all matters relating to Health & Safety
- To offer advice and guidance on Event Emergency Planning including Counter Terrorism and Hostile Vehicle Mitigation.
- To assist with the development of an Event Risk Assessment
- To assist with development of the Event Management Plan including Incident Management in line with current JESIP principles and the principles of Integrated Emergency Management.
- To devise and deliver a suitable table-top exercise to test and validate any plans prior to the event.
- Lead Member of the Emergency Liaison Team (ELT)

- To undertake the role of Tactical Commander in the event of a serious incident.
- On site Health and Safety advisor during build and throughout Event
- Reporting of issues to Management and ensuring any problems are rectified and noted

#### **TBC – Licensed Bar DPS (Bronze)**

- Responsible for ensuring all license conditions are adhered to within the Bar area
- Implement Challenge 25
- Health and Safety management within the Bar Area during the build and breakdown of the event unless delegated.
- Keep Refusal Log up to date throughout the event

#### **TBC – Bar Manager (Bronze)**

- Line management of all Bar Staff
- Responsible for ensuring all license conditions are adhered to within the Bar area
- Health and Safety management within the Bar Area during the build and breakdown of the event unless delegated.

#### **Big Sky Acoustics – Acoustic Engineers.**

- Oversee Noise Management Plan implementation
- Monitor sound levels from designated points throughout event
- Record & maintain sound levels throughout event

#### **TBC – Artiste Liaison**

- Liaison with sound engineers on production
- Artiste liaison
- Member of the Emergency Liaison Team (ELT)

#### **TBC – Information Point Manager**

- Co-ordinate the information Centre
- Oversee caterers and concessionaires on site during set up and throughout event.
- To document any accidents and run health and safety checks.
- Bar Finance and support.

#### **Roy Tyzack– Medical Provider**

- Liaise with Health & Safety Officer and Welfare Officer
- Manage injuries to staff or festival goers

- Manage First Aid teams
- Triage & treat casualties and liaise with EEAS as required.

### **TBC –Stage & Lighting Manager.**

- Oversee build & de-rig
- Liaise and manage stage & light crew
- Overall stage management
- Liaise with the artists management

### **Volunteers & Staff**

Staff from the GTE team will be responsible for managing the following areas:

- Information Point
- Ticket sales
- Token sales
- VIP Guests
- Leafleting
- Litter picking

## **Part 6 – Licensing**

This event is licensed under a Premises Licence

Every supply of Alcohol at this event will be made or authorised by the above-mentioned Licensee and in line with all conditions stipulated in the Premises License

A strict challenge 25 policy will be in place and all bar staff trained in how to implement this policy. A refusal log will be kept at the Licensed Bar this will also detail any drink related incidents. All drinks supplied in Glass vessels will be de-cantered into plastic vessels before being given to members of the public excluding Champagne bottles and similar. Where glass bottles are sold, staff will be trained to remove these bottles as soon as the contents have been consumed.

Customers will be offered a small plastic box to carry their drinks to their chosen area, ice will be offered within the box. Notices on the box will ask customers to use the box to store their empty containers ready for collection by staff or take them to one of the bin areas. This will help to maintain a clean environment and more details will be included within the waste management plan. .



Members of staff are not permitted to enter or exit the event with Alcohol or any other consumables unless they are contracted to sell these consumables at this event.

## Part 7 – Site Communications & CCTV

The Event Management Team on site will use mobile telephones to communicate on site along with two-way radios. A list of telephone numbers is in Appendix 2 and those issued with radios is listed in Appendix 3.

To ensure effective communications on site a list of call signs is listed to assist staff in communicating with the right person.

If First Aid or Security assistance is required communication via the two-way radio system must be directed according to the following call signs to ensure information is logged and acted on promptly.

Event Safety – EVENT CONTROL

Security – SECURITY CONTROL

First Aid – MEDICAL CONTROL

If a call is URGENT then the site radio equivalent of a 999 call is a radio call of 'PRIORITY'  
Caller should state for example: -'this is backstage, PRIORITY'

All other radio users should, on hearing a PRIORITY call remain silent even if they are in the midst of a conversation with another radio user.

EVENT CONTROL will respond 'All stations stand-by. Go ahead PRIORITY caller'

Radio silence must be observed until Event Control states that emergency is over and normal radio traffic may continue.

During the event key personnel including the Event Managers, Security Managers and First Aid providers on duty will have meetings to assess the continued progress of the event. The outcome of these meetings may initiate changes to the event and stewarding plans depending on a variety of factors for example overcrowding that may need increased monitoring or immediate action. Mood of the crowd and how this will affect crowd dynamics.

These meetings will be held in Event Control at the following times

30 minutes before Doors.

1 hour into the event – decision at this time on the timing of future meetings but at least every 2 hours.

Event close time.

CCTV- Where possible CCTV will be used within the site and car park areas. A full plan will be presented in due course. A number of security and key staff will wear body cams.

## Part 8 – Site Build and Breakdown

Infrastructure contractors, caterers and concessionaires for the event will arrive on site from TBC prior to the event. We are allowing 8 days from point of entry to point of a clear and clean site.

To ensure competent and quality contractors have been selected, the companies supplying infrastructure and personnel have been required to supply the following information:

- Risk assessment
- Method statement
- Public Liability (depending on service) and Employers Liability Insurance
- Specialist paperwork (where applicable)

Concessionaires (in particular inflatable's and funfair) have been asked to supply the following information:

Risk assessment

- Method statement
- Public liability insurance (£5 million)
- Operating and safety procedures
- Technical specifications of all equipment used on site including safety certificates issued at the time of manufacture
- Maintenance records and current certificates of inspection from an authorised inspection body regarding equipment (Eg PIPA or ADIPS)
- Evidence of compliance with HSE best practice and legislation
- Full details of membership of a relevant association or body
- Proof of staff training
- Provide details if your company or you as an individual has been prosecuted under any health and safety legislation.
- Contractors Health and Safety Questionnaire

Caterers have been asked to supply the following paperwork:

- We will only consider food businesses, who have achieved a Food Hygiene Rating of 4 or above at their last inspection and have a Food Safety Management System based on HACCP Principles (SFBB or equivalent).
- Risk assessment document for the operation of all catering units
- Method statement
- Public liability insurance (£5 million)
- Employers liability
- Proof of local authority registration of all units and current hygiene rating
- Hazard Analysis Critical Control Points
- Completed Guidance for Caterers
- Generator Certification where applicable
- Proof of staff training
- Fire risk assessment

Stallholders have been asked to supply the following paperwork:

- Risk assessment
- Method statement
- Public liability insurance
- Generator Certification where applicable
- Proof of staff training
- Fire risk assessment

**The Construction (Design and Management) Regulations 2015** came into force on the 6<sup>th</sup> April 2015.

The Health and Safety Executive have issued guidance on the regulations in the document L153 “Managing Health and Safety in construction”. In addition, an industry code of practice has been written for stages and similar structures and their use at events titled “Guidance for the Management & Use of Stages and related temporary event structures” [March 2015]. Much of what is written in that document can equally apply to other ‘temporary demountable structures (‘TDS’) as the law, with limited exceptions, does not distinguish between them.

‘Construction’ is very broadly defined and can be taken to cover virtually all typical event structures including: -

- Stages
- Tents and marquees
- Grandstands
- Disability access platforms
- Front of House (‘FOH’)

- Brand activation structures

It is understood the HSE has stated that the installation/rigging of production equipment, including audio, lighting, video and scenery is a 'construction' activity and so comes under CDM.

Under CDM 15 it is the Client/Event organisers legal responsibility to ensure that a full and sufficient 'Health and Safety File' (means a file prepared under CDM Regulation 12(5)); a safety plan is produced for the event (see 'Event Management Plan') as well as a 'Construction Phase Plan' (means a plan drawn up under CDM Regulations 12 or 15).

The 'Phases of Construction' are common to all structures but the process and methods are peculiar to each type of structure much as the location and environment vary from site to site. To assist in the process it can be broken down into four phases: -

1. Planning, Coordination of a Safe Area
2. Stage or TDS Construction/Deconstruction
3. Production In/Out
4. Show

Responsibility for the integrity of the structure remains with the company who builds it. They have duties in law to ensure it is fit for purpose, that construction and deconstruction are planned and coordinated, and that it is properly maintained during use. They also have responsibilities for the health, safety and welfare of their own staff and that of all other workers involved in the construction area. The following is a very brief précis of the key Duty Holders roles and their contributions as in defined in CDM.

#### Roles and Responsibilities

CDM defines the roles of key 'Duty Holders'. These roles may be combined and the duties under more than one heading assumed and carried out by a single person or organisation, but everyone involved in an event supply chain has legal duties and is responsible for informing themselves of those duties and ensuring clarity about who the key Duty Holders are. For more detailed guidance see CDM 15 regulations.

**The Client (Event Organiser)** holds overall responsibility for managing the project/event and for the appointment of a competent Principal Contractor (PC) and Principal Designer (PD). The two key roles of PC and PD may sometimes also be carried out by the Client ensuring that all relevant information is prepared and provided to other duty holders; the PC and PD carry out their duties and suitable welfare facilities are provided at all times those workers are on site.

**The Principal Designer** – key duties are liaising with the client and other duty holders. This includes being responsible for planning, managing, monitoring and coordinating the health and safety of the project and for the production of an event safety plan for the purposes of identifying, eliminating or controlling foreseeable risks. This role may be allocated to or assumed by an individual or organisations, or may be carried out by the client. The duties may also be assumed by a team of people or organisations, which would include anyone providing design information such as rigging loads etc. Ensuring that suitable site inductions are provided; reasonable steps are taken to prevent unauthorised access; workers are consulted and engaged in securing health and safety and welfare facilities are in place.

**The Principal Contractor** – key duties are liaising with the Client and the Principal Designer and preparing the TDS management plan. Responsible for planning, managing, monitoring and coordinating all phases of the build and temporary use of temporary structures on site and for organising co-operation between contractors and coordinating their work. This role may be allocated to or assumed by an individual such as the production manager or an organisation, a production company or may be carried out by the client ensuring that suitable site inductions are provided; reasonable steps are taken to prevent unauthorised access; workers are consulted and engaged in securing their health and safety and welfare facilities are in place.

**Contractors** – their key responsibilities are the planning, managing and monitoring of construction and deconstruction of all temporary structures under their control so that it is carried out without risks to health and safety. Ensuring that the TDS designer prepares drawings and agrees all weight loadings of proposed temporary structures; liaising with the PC to coordinate activities with those other contractors and complying with directions given to them by the PC or PD

**Workers** – all those engaged in the construction and deconstruction of temporary structures must be consulted about matters which affect their health and safety; take care of their own health and safety and that of others who may be affected by their actions; report anything they see which is likely to endanger either their own or others health and safety and cooperate with their employer, fellow workers, contractors and other duty holders.

### **Site Layout**

It is the responsibility of the Client and, or their appointed PD and PC to provide and maintain safe working areas, and to provide for the welfare of all contractors they engage.

- Welfare facilities for staff and contractors including toilets, water and some form of shelter must be provided by the Client

- The proposed working areas need to be secured from the general public and prepared for the arrival of truck, use of plant etc.
- Working areas for the stage construction team may require separation from other site activities and workers
- If the site is deemed to be a high-risk area then installation of fencing and management systems to control access are required and security staff may need to be considered. (A construction area may be deemed to be high risk where multiple contractors are on site at the same time and/or members of the public have access to the site)
- If the site is considered to be low risk, temporary barrier or pin and tape may be used. (A construction area may be deemed to be low risk where the area is closed to the public and there are limited contractors on site that do not impinge on each other)

Guidance contained in the Institution of Structural Engineers 'Temporary demountable structures – Guidance on procurement design and use' [third edition]; code of practice "Guidance for the Management & Use of Stages and related temporary event structures" [March 2015] and the Performance Textiles Association (MUTA) publication "Safe Use and Operation of Temporary Demountable Fabric Structures' [March 2013] will be followed.

## **Part 9 – Event Risk Assessment**

The Event Managers will act as Safety Officers during the build and breakdown of the event. Copies of contractors Risk Assessments will be kept on file throughout the event. Their activities will be monitored according to their Risk Assessments and Method Statements.

A full risk assessment for the event including the build and breakdown will be supplied

## **Part 10 – Health & Safety Monitoring**

Regular checks of contractors on site will be made throughout construction of the infrastructure build. These checks will ensure they are carrying out their activities in line with risk assessments and method statements submitted. The pre-event checks will be made by the Safety Officer and the Event Managers.

During the event checks will be carried out continuously to ensure contractors, caterers, concessionaires and ride operators are working to the safety guidelines detailed in their Risk Assessments and Method Statements. These will be made by Event Managers and the designated Health & Safety Officer.

Areas to be inspected.

- Temporary structures (stage, marquees)
- General public areas
- Backstage and hospitality areas

Monitoring inspection forms (appendix 5) will be completed by the designated Health and Safety Officer who will review forms to assess if any trends emerge. Any issues arising will be reported to the Event Co-ordinators and be addressed.

### **Part 11 – Provision of Disabled Persons**

Oakwood Farm is a flat area, and is accessible to wheelchair users. There will be TBC accessible toilets on site. (See sanitation section)

There will be a designated area within the car parking for pre booked Blue Badge Holders which will have easy access to the main gate and pathways to the event site.

### **Part 12 – Accident Reporting**

Accidents will be reported on the incident report forms; a supply of these forms will be available at the Information Point. See form in Appendix 4.

The First Aiders will provide statistics on the number of cases dealt with and any pattern of injury which will be addressed where possible as matters arise and will be used in the post event assessment. The First Aiders will provide a form to record casualties which are to be available to the H&S Officer where necessary and subject to normal GDPR requirements. Casualty numbers will be reported on at meetings during the event.

### **Part 13 – First Aid**

First Aid coverage will be provided by Roy Tyzack, an experienced Medical supplier to festivals and events..

The cover will include

- All staff trained to level Frec 3 & 4
- All staff CRB cleared and covered by insurance
- At least one medic will be blue light driving trained and authorised.
- All staff will wear distinctive corporate uniform and display company ID

- There will be a rank structure comprising of team manager, senior medic and event medics.
- A treatment caravan will be supplied with heat, light and running water
- A 3m x 3m treatment gazebo will be supplied with heat and light
- A marked ambulance with seating, a carry chair, wheelchair and stretcher for onsite use only.
- A marked ambulance car equipped with blue lights for onsite use only
- The medical unit will be clearly marked with a 20ft flagpole for easy identification.
- All staff will be radio linked
- Supplied all first aid equipment including 2 defibrillators and Oxygen.
- A CQC ambulance can be supplied if required. This vehicle will be able to transport people to hospital.
- The team manager will closely liaise with the event welfare officer and security welfare staff.

First Aiders will deal with all incidences of illness and accidents on site; the aim is to prevent this event impacting adversely on the Local Health Economy.

The Ambulance Service will be contacted by the Event Organisers and liaison established with the Event medical Provider.

#### **Part 14- Drinking Water**

**FREE Drinking water will be available at the Bars and on sale at all catering units.**

#### **Part 15 – Sanitary Facilities**

Portable Toilets will be located on site.

There will be attendants on site to clean the toilets and ensure they are stocked with consumables throughout the event. The toilets will be industry cleaned on the Sunday morning, emptied and restocked.

The toilet contractor is TBC.

Public Toilet requirements – Assumes 50% tickets sold to men, 50% to women.

Female cubicles – 1 per 75 tickets sold

Male cubicles- 1 per 400 tickets sold

Male Urinals – 1 per 100 tickets sold

Disabled Toilets – 1 per 40 tickets sold



Additional toilets will be available for staff and contractors. These will be positioned close to the entrance by the first aid and control room areas.

Additional facilities covered within the camping section.

There will be signage requesting people to leave the site as quickly and quietly as possible and suggesting to use the toilet facilities if required before exiting the site.

Our LED screens/truck will have a similar message at the end of the show.

Stewards will be positioned to ask people to use the facilities provided between the event site, pick up points and Cheddington Station.

## Part 16 – Transport on Site

Only operational vehicles will be allowed during the build and breakdown on the main event site. Vehicle drivers will be instructed to avoid reversing their vehicles; this should only be done with the assistance of a banksman.

Infrastructure deliveries during build and breakdown will be made at pre-arranged times via the designated gate. They will be met on site by the Event Co-ordinators.

**There is no vehicle movement during event days from 30 minutes before gates open and again for 30 mins after event has cleared. No vehicle movements during this time without the consent of the Event Safety Officer or Event Control.**

There is ample parking facilities within the farm grounds for all customers to park.

## Part 17 – Control of Noise

During the planning of the event consideration has been taken ensure noise is managed so there is minimal impact on neighbours both local and distant.

The Noise Management Plan (NMP) outlines the methods by which FFL will assess and minimise the potential impacts of noise generated at this event. The NMP is a working document with the specific aim of ensuring that:

- Noise impact is considered through routine inspections throughout the event
- Noise is primarily controlled at a source by good operational practices
- All appropriate measures are taken to minimise disturbance to nearby dwellings

- All appropriate measures are taken to monitor sound levels in the surrounding area and to proactively reduce volume or frequency to prevent a nuisance occurring.

**The noise management plan (NMP) can be found in Appendix 5 of this document**

## **Part 18 Stewarding and Security**

The stewarding and security plans have been made by the Event Team in conjunction with the security company Oracle Security. Separate stewards will be employed for traffic management.

Security and Stewarding numbers will be based on the following

- SIA- 1 per 100 ticket sales
- Stewarding 1 per 300 ticket sales.
- A full deployment plan is in working progress which will cover all areas of the event including the route from Cheddington Station

Security operatives will be on site to fulfil the following roles:

- Crowd management and secure stage area (pit)
- Patrol site ensuring public safety and the security of infrastructure
- Patrol site perimeters ensuring public safety and security of infrastructure
- Security presence on all gates undertaking bag searches and random checks if required enforcing the entry policy.
- Respond to problems as they arise following direction from the Event Managers and Welfare Officer.
- Customer care and give visitors Event information
- Bar security
- Working closely with the ELT to run any emergency Issues- crowd management to remove the public to the safe muster points in the adjacent areas.

Operatives in the bar area will be following the Challenge 25 Guidance. All refusals will be logged by the Bar Manager

All stewards will be briefed at the start of the event following the managers meeting regarding health and safety and to confirm their duties at the event. Every security/steward will receive a letter prior to the start of the event reminding them of their duties.

All stewards will be readily identifiable in a high visibility jacket.

Security on duty will be familiar with their duties as follows:

1. To wear their uniform and high visibility clothing (as required) to be easily identifiable.
2. To concentrate on duties and not on the entertainment.
3. If given an instruction when supervising an area, do not leave until there is cover available unless instructed by the Event Managers.
4. No security / steward should consume or be under the influence of alcohol or drugs. No smoking is permitted while on duty.
5. All security / stewards should remain calm and courteous at all times.
6. Not to stand next to loud speakers for too long and check with the Event Managers if you have not had a rest period in any 2-hour spell.
7. Security / Stewards may be required to see vehicles on and off site in the event of an emergency.
8. Security must ensure that entrance and exit routes remain clear at all times.
9. Any unruly behaviour should be reported to the contracted security (SIA operatives) or the police should be contacted by a 999 call if required.
10. Remain vigilant at all times report anything suspicious to the Event Managers or Security Control to pre-empt any potential problems.
11. Remain vigilant for any combustibles to prevent fire hazards.
12. To ensure the safety of the public especially in the stage and bar area.
13. Security within the performance area enclosure should face the public at all times.
14. Potential crushing or restless crowd dynamics should be addressed immediately to alleviate dangers.
15. Backstage must be monitored at all times.

## **Security Checklist**

Map of Showground

Event timetable/programme

Evacuation Procedures

Any other instructions

**Security should familiarise themselves with the following:**

- Toilets/ accessible toilets and changing area
- Information point, site office and first aid

- Public, Disabled, VIP, staff and Artist Car parks
- Taxi Pick up and Drop off point
- Be aware of the location of all entrances and exits and where they lead to and ensure that no overcrowding occurs there or on any part of the site
- Be aware of the evacuation procedure, emergency Exits and by listening to radio announcements.

## **Specific instructions to Security Personnel**

### **Entry Points (Main Gate)**

Random body searches can take place, operatives are advised to be on alert and notify Security Management of the following criteria which may require a targeted search.

- Bulky jackets
- Large bags
- Bulging pockets
- Visitors who may be under the influence of excessive alcohol
- Visitors who may be under the influence of drugs

### **Entry Conditions**

To ensure visitors have a safe and enjoyable day at the event following entry conditions apply. There will be signage at each gate stating the following and baggage is to be searched upon entry to the event: -

Prohibited items include: -

Alcohol (none to be brought in or out of the event site)

Illegal drugs on site or psychoactive substances (formerly called 'legal highs')

Weapons

Fireworks or Pyrotechnics

Laser equipment including pens

Glass bottles or containers

Dogs – unless service dog's

Food or Drink (other than sealed containers of water)

### **Artist Arrival**

Artists will arrive and be met by an Artiste Liaison team member who will direct them through to dressing room areas. They will then be escorted to main stage or appropriate Big Top arena by the Artist Liaison.

## **Stage**

This area is out of bounds except for artistes, technicians or support crew.

The area around the concert stage will be controlled and monitored by the security contractor operatives. The concert area is open with no restrictive fencing.

The area will be managed by the event managers along with Head of Security who will monitor and assess the on-going situation with the public. They will supervise all security staff.

## **Pit area**

There will be experienced security operatives at the front of stage area, patrolling the pit area. Pit crews must ensure that all backstage visitors do not congregate in the pit area. The only personnel permitted are the stage/sound crew, Events Managers and key event staff, Stage Manager and authorised photographers.

## **Backstage**

Security Operatives will patrol the backstage enclosure. An event representative will have control of the Guest list. Guests, Artists and their party will receive wristbands or badges on arrival.

Artists and Backstage Visitors will have identifiable wristbands or badges after Accreditation.

## **Site Specific Instructions for stage security**

- Stewards should face the public at all times.
- Ensure the safety of the public throughout the concert.
- Front of stage congestion and potential crushing should be addressed immediately to alleviate dangers by notifying the response teams.
- Water will be available at the front of stage for the comfort of the public.
- Backstage personnel, artists and contractors can be identified by backstage wristbands.  
**These are the only form of ID acceptable to gain entry to this area.**
- The Artist Administrator will have a full list of backstage personnel and will issue wristbands on arrival.
- Ensure the perimeter to backstage is patrolled and monitored at all times.

## Part 19 Fire and Emergency Precaution Procedures

Fire extinguishers will be located at each generator, marquee and at the stage and bars as shown on the plan marked with a red F.

Equipment issued to each generator, stage and marquee:

- 1 x Foam extinguisher
- 1 x Co2 extinguisher

If the Fire Severity Index (FSI) is high or very high then additional water extinguishers will be provided on site.

In line with No Smoking Legislation “No Smoking Signs” will be displayed in any structure more than 50% enclosed.

Catering units/stalls will be checked on arrival to ensure they have fire equipment. As a minimum requirement caterer should have a suitable extinguisher and a fire blanket.

Event Control will have appropriate fire extinguishers available, and others will be distributed around the site as decided by the Event Safety Officer.

**See Fire Risk Assessment in Appendix 4 of this document/ To follow**

## Part 20 Emergency Procedures

### **Emergency Show Stop**

If an incident occurs which is sufficiently serious, or information is received that indicates impending danger or risk to those attending the event, then a decision can be made to stop the event. This may be to pause the event whilst the incident is dealt with and then to resume, or to stop the event completely. This decision can be made by the Event Organiser. In their absence it can be made by the Event Safety Officer. If neither of these two officials are available then it can be made, in their absence, by an Event Manager. It can also be recommended Liaison by the Event Team but the decision will be taken by one of the named roles above.

Paul Nelson has had experience in having to stop a show midway and implement an evacuation procedure.

### **Crowd Density**

When a steward considers that the density is too great within a particular area and this is likely to lead to distress or danger the **Event Safety Officer will be informed immediately.**

As a rough guide, when a standing crowd is viewed from the front:

- If the head, shoulders and chest can be seen then spectators are comfortable and there should be no danger of crushing.
- If the head and shoulders only can be seen then spectators should be comfortable and the maximum capacity is likely to have been reached. Event Control should immediately be informed and the appropriate action initiated.
- If heads only can be seen, the maximum density of the enclosure, or the other area, may have been exceeded. **Event Control must be informed immediately.**

### **Crowd Distress**

Stewards will be particularly vigilant for signs of distress and be prepared to use their initiative and take immediate steps to alleviate any pressure and/or distress.

Each Steward has an individual and collective responsibility to be vigilant for signs of discomfort, suffering and pain.

### **Multiple Casualty Incidents (e.g. crowd crush or surge)**

Where ever possible stewards should report to control if they have concerns regarding any areas of any marquees or open areas with regards to crowd density or crowd activity.

In the event of casualties from a surge or other cause then stewards should first attempt to alleviate the situation by moving people back from the affected areas and dispersing them away from the incident. The control must be alerted by radio and will ensure that medical teams are sent to the area once it is safe to approach. The Safety Officer will become the Event Incident Officer (Tactical Commander) and co-ordinate the work of Security, Stewards and Medical Provider

## Other Emergency Situations

The Event Safety Officer will assume the role of Event Incident Officer (Tactical Commander) and will co-ordinate the deployment of event resources. The event is expected to effectively manage all incidents, other than serious or major incidents, with its on-site resources and not to impact on the emergency services or local NHS providers where ever possible.

The decision to call in additional assistance from one or more of the emergency services will rest with the Event Incident Officer.

The Emergency Services will be notified using the 999 system and this will be in the form of a standard 999 call for most incidents or, in the case of a Major Incident, then by a **METHANE** Message

**Major Incident standby or declared**

**Exact location of incident**

**Type of incident**

**Hazards present**

**Access and egress routes for emergency services**

**Number and type of casualties**

**Emergency services on scene or required.**

In the event of a serious or major incident then the event staff will all fall under the control of the Event Incident Officer and the respective managers, or supervisors, will become the Operational Leaders for their respective service or organization. The Event Incident Officer will set the tactical requirements and the operational leaders will ensure that these are carried out.

In a major incident the police have the role of coordination of the response, the Event Incident Officer will put all his resources at the disposal of the appropriate emergency services and this is likely to be

Security and stewards – Met Police

Medical providers staff – Ambulance Service NHS.

In dealing with a serious incident the Event Incident Officer will apply the principles of the JESIP doctrine and will **Co-locate, Communicate, Co-ordinate, jointly understand risk and Share Situational Awareness** so as to act together with the Emergency Services Tactical Commanders.

**Welfare and vulnerability engagement (Valarie Tanner)**



A person may be 'at risk of harm' for many reasons including their age, medical or mental illness, intoxication through drink or drugs, being alone in a strange place or by being the subject of neglect or abuse by another person or persons. In all cases where a person is suspected of being at risk then we have a duty of care to safeguard that person.

Our welfare officer along with our medical team and Oracle Security will implement measures to ensure that all persons attending events are safe and protected. A comprehensive training package endorsed by the Metropolitan Police is undertaken by security personnel prior to working at an event and a full understanding of appropriate interventions are discussed that can assist in preventing and/or reducing harm to vulnerable people attending licenced events.



The welfare and vulnerability training has 5 main principles:-

- Prevent / reduce violent crime linked to the licenced economy
- Prevent / reduce sexual offences
- Reduce preventable injury linked to alcohol and drug use in the licenced economy
- Reduce opportunities for criminal activity and anti-social behaviour in licenced premises / events
- Promote partnerships and engagement with communities and key stakeholders in the licenced economy.

## **Vulnerability**

Anyone exposed to the possibility of being attacked or harmed, either physically or emotionally.

**Children- All children must be accompanied by a responsible adult.**

Where there is a report of a missing person (MISPER) then the member of staff must bring the person making the report to Event Control where a full description and other details will be taken

A radio message describing the MISPER will be broadcast on all operational radio channels. In particular staff at the main entrance / exit should be vigilant to ensure that the MISPER does not leave the site either on their own or accompanying someone else.

If the vulnerable person is still missing after 10 minutes then consideration must be given to informing the police. Dependent on a dynamic risk assessment it may be necessary to either call the police earlier or delay the call for a short time.

Where a person is a risk due to suspected intoxication (drink or drugs) or of having a medical or mental health problem they will be taken to the medical tent to be cared for by the medical provider.

Written records must be kept of all missing or found vulnerable persons and persons at risk, regardless of age and reason for vulnerability.

**Safeguarding**

All licensed SIA staff are enhanced DBS checked as part of their licensing requirements, as is the Event Safety Officer, Scout leaders and members of Ambulance Solutions.

The Event Safety Officer has undertaken specific training in Safeguarding both the young and the vulnerable.

**Public Disorder / Reports of Crime**

In the event that a person, or group is behaving in an anti-social manner the following steps will be followed:

- **IMPORTANT** – Non-SIA Staff will not attempt to confront offenders
- Staff will radio Control for assistance. Area, details and descriptions to be supplied.
- Safety Officer and Security to attend & assess.
- Security, in consultation with the Safety Officer will deal with situation and/or call police depending on severity of incident e.g. if a crime has been committed.

### **Suspect Package:**

- Staff to contact Control/Event Manager/Security to make them aware of situation.
- Event Manager/Security to attend and assess situation. They should **CONFIRM** that it is suspicious. Why is it suspicious? The use of the **HOT** protocol will be considered
  - Hidden** – has an attempt been made to hide the item?
  - Obviously Suspicious?** Are there wires protruding, does it have a strange odour as you approach, is it obviously suspicious?
  - Typical for this event?** Is this something you would expect to see at this type of event or is it 'out of place'?
- If suspicious then **CLEAR** the area. Event Manager and Safety Manager will order area/park evacuation as required.
- The event will then **COMMUNICATE** and Police will be contacted via 999 system
- The Event Safety Manager will assume the role of Event Incident Officer and liaise with the police on their arrival.
- Any evacuation, even for a small suspect device, will be of at least 100 metres as this is an open space with nothing to absorb or mitigate a blast.
- A small vehicle borne IED cordon will be at least 200 metres, but dependant on the location may need to be larger. This will likely impact on the whole event site. Event staff must **CONTAIN** the situation and prevent people accessing into the cordon.
- It is essential that only vehicles with the appropriate passes are permitted onto the event site.

Suspicious item protocol. Remember **HOT**.

**Hidden?** – Has the item been obviously hidden from view?

**Obviously suspicious?** – Is there anything obvious about the item, wires, strange smell, smoke or vapours, sounds?

**Typical of the environment?** – Is the object typical of the environment it has been left in?

### The 4 C's.

**Confirm** – Check with others in the area – they may know something you don't.

- Use CCTV if available
- 

**Clear** – DO NOT TOUCH IT! Take charge and move people away

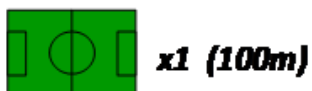
- Leave open route if possible. Do not touch light switches etc
- Cordon off area
- 

**Communicate** – Call 999 & Communicate internally

- Do not use radios or mobile phones within 15 metres

**Control – access to the cordoned area** – Public – Staff – Media – Emergency Services

## 4 C's – CLEAR (Cordon)



- **KEEP OUT OF LINE OF SIGHT**
- **KEEP AWAY FROM GLASS AND PARKED VEHICLES**
- **CONSIDER SECONDARY DEVICES**

## The 5 W's

Explosives officers / police will want to know the following information.

**Who** – who found it? (Obtain details – keep the person with you if possible)

**What** – What is the item? (Description and size) Can you draw a picture of it?

**Where** – Where is the item exactly? (Location and access route) Has a route been marked?

**When** – When was the item found or placed, what time? (Can CCTV assist or witnesses?)

**Why** – Why is the item suspected to be a device?

## Reporting suspicious behaviour.

**SITUATION** – What made you suspicious?

**ACTIVITY** – What was happening?

**LOCATION** – Where was it?

**UNIT** – Who reported it?

**TIME AND DATE?** – Use 24 hour clock

**EQUIPMENT** – What CCTV camera was used?

Ensure accurate description – age – height – ethnicity – facial features / hair – tattoos – marks and scars.

Remember in an emergency dial 999.

These notes should not be left in public places.

## **Marauding Terrorist Attack (MTA)**

Whilst attacks with guns, such as we have seen around the World, are most unlikely to occur in the UK there have been a number of incidents in the UK especially around the use of knives (the death of Lee Rigby at Woolwich, Westminster, London Bridge, Borough Market, Leytonstone Tube Station and Streatham).

Unfortunately, Mass Gatherings (including music festivals) are a soft and easy target, so Staff are to be particularly vigilant for anyone attempting to carry concealed knives into the event.

In the unlikely event of an attack then the advice is simple

### **RUN – HIDE – TELL.**

**RUN** – If you can safely leave the area then do so, taking as many people with you as you can. If it is not safe to leave then the advice is

**HIDE** – either from view but much better if that cover is something solid like a brick wall, tree or earth embankment. If you can lock yourself in a building and then keep away from windows and doors this is the safest place. Turn your mobile to silent and turn off the vibrate alert.

**TELL** – once you can safely do so, then tell the police where you are and what you have seen.

Please remember that this is a very unlikely scenario for this event but this same advice holds up just as well for a shopping centre, theatre or other crowded place which may be the subject to this type of attack.

Following the 2017 vehicle attacks in London – Westminster Bridge, London Bridge and Finsbury Park and those in Nice, France during July 2016 and Berlin December 2016, security will be briefed to be vigilant for any unauthorised vehicles attempting to gain access to the public area of the event. The event layout has taken into account the possibility of a vehicle being used as a weapon and the entrance structure moved accordingly.

Any fixed barriers will be closed, locked and manned by Security. Vehicles will be permitted, once verified to pass that barrier and will be stopped at a further barrier by the main entrance. Both barriers must NOT be open at the same time. This is the event Hostile Vehicle Mitigation.

If the Threat Level rises to Critical prior to the event or there is information from the Police as a result of new attacks elsewhere or intelligence led, then a large vehicle will be used to block the access road during the event, and moved to allow access as required.

For more advice go to the NaCTSO website. Google NaCTSO or visit <https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>

**Fire:** A small fire (waste paper bin or similar) will be dealt with by Stewards or Security, using the fire extinguisher in the vicinity. Stewards or security will clear public from the immediate area before tackling the fire.

**In the event of a more serious fire:**

- Security to attend fire area and begin marshalling public away from vicinity.
- Security will inform Control/Event Manager/Safety Officer of situation by radio.
- Control/Event Manager/Safety Officer to call fire service using a 999 call.
- Event Manager/Safety Officer to order a lateral area/park evacuation as required.
- Go to Evacuation Procedure.

**Code words**, other than **Green, Amber and Red** for the event status, will not be used at these events, plain language should be used and **all radio users must have an earpiece in use for their radio** to ensure privacy particularly of messages relating to missing persons, incidents or security alerts.

The alerting calls regarding the status of the event will use the following colour codes

**Green** – The event is running as planned

**Amber** – There is a situation or circumstances that may impact on the event or its safety. This is a 'Stand-by' call to alert staff of a potential serious problem or issue.

**Red** - This indicates a serious emergency or incident that will require part of the event site, possibly even all of it, to be suspended or shut down and may need to be cleared.

**This is NOT an Evacuation Code Word it merely confirms that an incident has occurred.**

On an **AMBER** Alert staff should stop all radio communications unless you have an emergency to report or deal with. Listen carefully to the radio and be prepared to act if required and told to do so by Control.

If the problem is resolved then Control will advise that the event status is **GREEN**

If the problem is not resolved and further action is needed the Control will advise that the event status is now **RED**.

On a **RED Alert** then still keep radio silence and follow the instructions given by Control.

**In all circumstances KEEP CALM, act professionally and carry out the emergency procedures you have read in this plan and/or have been briefed to do.**

The event status under normal conditions will be coded as green.

The decision to move event status will be one taken by a team of senior staff known as the Emergency Liaison Team. (ELT) which is led by the Safety Officer.

The ELT will meet in the Event Control. It is therefore important that all emergency services are familiar with this location.

The team will consist of:

- Event Organiser & Experienced Advisors
- Event Manager
- Safety Officer
- Security Manager
- Medical Provider
- Welfare Officer
- Artiste Liaison (if stage area affected or Show Stop is likely)

### **Functions of the ELT**

In the event of a serious incident the ELT will:

- a Assess the seriousness of the situation and where necessary direct a member of ELT to locate the incident and report back.
- b Alert the onsite emergency services, as required (Event Control)
- c In the case of part or full evacuation the ELT will:

Take control of the evacuation using event staff

Advise police and other emergency services, as required, using a METHANE template.

- d The ELT will be responsible for any decision to fully evacuate the event site.



Once all staff have been briefed on the intention to evacuate, the following message will be broadcast to members of the public over the stage P.A. system by the Stage Manager:

**Ladies and Gentlemen, due to circumstances beyond our control it is necessary to stop the event. Would you please make your way in an orderly fashion to the nearest available exit as directed by the stewards, staff and security officers.”**

### Evacuation Responsibilities

Event Managers	<p>Liaise with ELT and security who will be instructed to:</p> <ul style="list-style-type: none"> <li>• Inform all security and volunteers on the gates and in car parks of the need to evacuate</li> <li>• Instruct security to open all relevant gates fully</li> <li>• Monitor exits to ensure they are clear to maintain public safety</li> <li>• Caterers and Stall Holders should be asked to secure their units/any monies where possible before they evacuate</li> </ul>
Artist Liaison / Stage Manager	<p>Clear backstage area including</p> <ul style="list-style-type: none"> <li>• Performers</li> <li>• Contractors</li> <li>• Artists</li> <li>• VIPs</li> </ul>
Security	<p>Contact radio holders in car park and on gates and evacuate the following</p> <ul style="list-style-type: none"> <li>• Public</li> <li>• Contractors</li> <li>• Cleaning staff</li> </ul>
Bar Manager & Bar Security	<p>Clear staff and Public from bar areas</p>
Safety Officer	<ul style="list-style-type: none"> <li>• Act as Tactical Commander</li> <li>• Liaise with Emergency Services using the JESIP principles.</li> </ul>

*N.B Personnel involved in evacuation will always direct the public away from the affected area where the incident has occurred, the details of the location will be given prior to the evacuation via the ELT.*

## **Conclusion of incidents**

The all clear will be given over radios and via telephones by the ELT.

All stewards will restrict access back on to the site until the all clear is given by the Event Manager

Stallholders and Caterers to be brought back onto site first before any public.

## **Part 21 Major Emergency / Incident**

In the event of a Major Incident the ELT will continue as stated above and then hand control over to the Emergency Services upon their arrival. Event staff and contractor will be used as directed by the relevant Emergency Service e.g. Police may use Security team, Ambulance Service may use the Medical Providers staff.

If this event needs to communicate with the press and public at large the Event Manager will do so in conjunction with the attending Senior Police Officer. A press holding statement may be issued, if agreed with the emergency services. A standard statement that can be used is ;-

**“I can confirm that an incident has occurred at the GTE Event at Oakwood Farm. The Event Organisers have put in place their well-rehearsed emergency plans and are working closely with the emergency services to resolve the issue and to ensure the safety of all those attending, or working at the event”**

## **Part 22 Useful off-site locations**

A full list of Directors, Contractors, Authorities and key members of the team is currently being compiled.

Places to be added include

Hospital

Police Station

Post Office

Bank & High Street

## Camping

First Draft Report- Pre quality assured.

- Based on the space allocated to camping and the statistics provided within The Purple Guide there is ample space to provide camping for our target 5000 people being 50% of our ticket holders.
- The tents will be spaced at approximately 500 tents per hectare based on 2.5 persons per tent reduced to 300 tents per hectare for family tents based on 4 persons per tent.
- Provisions- It is important to provide adequate provisions for the campers, to include safety provisions, children's play areas and entertainment, facilities for disabled persons, a 1am licensed pop up shop, 24 hour catering, 24 hour toilets & showers.
- Managed Areas- The campsite will be split into smaller managed areas to include exclusive family areas, exclusive female and male areas, quiet areas, separate campervan areas,
- There will be a separate Glamping area.
- Health & Safety- A full report will be written to include full risk assessments.
- Separate areas will be exclusive for staff and contractors.
- Safety services will be within the campsite including first aid, fire fighting equipment and security patrols.
- The grass will be cut prior to the event to lower the risk of fire spreading.
- Throughout Friday 26<sup>th</sup> August we will operate a free shuttle bus from Cheddington Station for campers to help them carry their camping equipment.
- Trolleys will be supplied on site to help campers move their equipment.
- Site plans will be distributed showing all facilities.
- Campervan pitches will be approximately 7m x 7m
- Contingency- Bad weather can cause problems for campers. We will have a supply of spare tents and also consider using marquees as back up.
- Public Health- We will provide information leaflets regarding hygiene advice and facilities, catering and food available in our pop up shop.
- No dogs will be allowed except assistance dogs.
- Crime prevention- Stewards and welfare officers will patrol the campsite 24 hours a day throughout the event. Adequate lighting will be provided. Safety deposit boxes will be available to hire.

- Fire Safety- No bonfires will be allowed. Advice on storing and using gas cylinder stoves will be available. Some stewards will have fire marshal training. Fire buckets and extinguishers will be provided. A watch tower will be built. Regular rubbish collection will take place.
- Fire lanes minimum of 6m for emergency vehicle access will be designed into the campsite with low level festoon lighting.
- There will be a 24 hour central office information point with services to charge phones, lost children point, first aid and welfare services and information including details on toilets, showers, the event programme, local amenities, taxi services.
- There will be adequate refuse points which will be cleared regularly.
- Noise- SIA security will patrol throughout the night to ensure no unauthorised late night noisy parties are taking place within the campsite. Family areas will be designated in quieter areas.
- Entertainment- On Friday 26<sup>th</sup> August the area designated as the children's zone for the main event will be open and used for low level entertainment exclusively for campers. There will be children's entertainment and rides and a licensed bar until 10pm.
- On Friday 26<sup>th</sup>, Saturday 27<sup>th</sup> & Sunday 28<sup>th</sup> August until 1am there will a chill zone within the campsite area, exclusive for campers with a bar, food and outdoor cinema showing a cult film. Non campers will be excluded from this area. Any music will be at a background low level with no dancing. Children will be excluded after 10pm.

A complete camping plan will be completed and quality assured ready to present to the authorities for sign off at least 8 weeks prior to the event.

## Hotels

A comprehensive list of local hotels will be advertised on the event website.

## Part 24 Waste Management

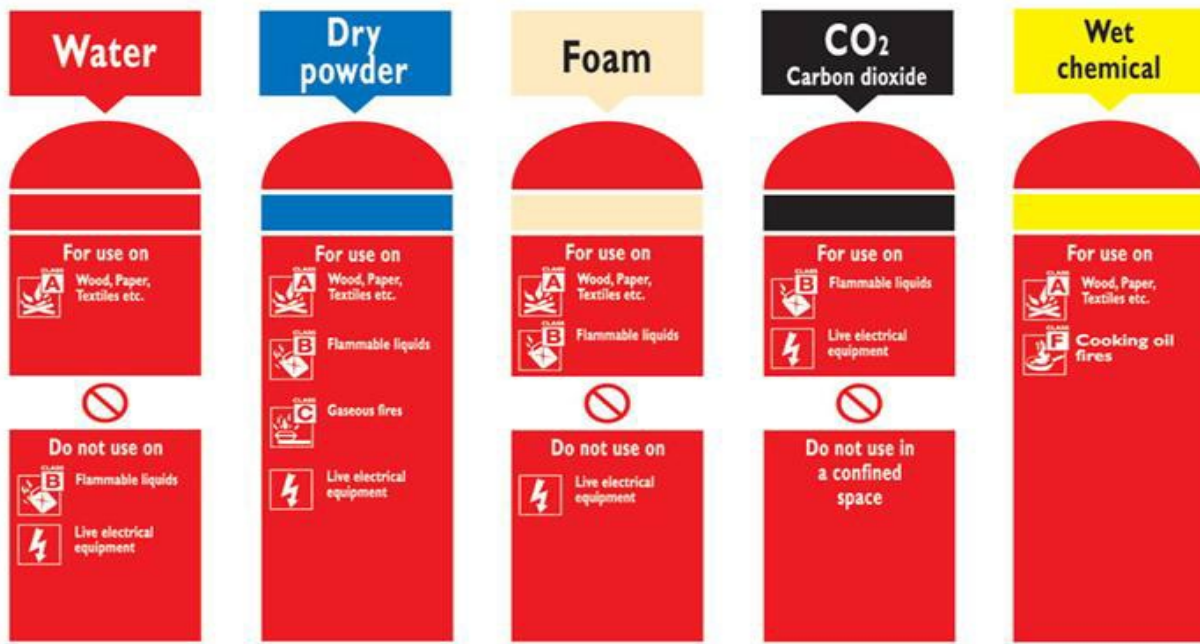
A fully comprehensive waste management plan will be presented to the local authorities for approval at least 6 weeks prior to the event.

Efforts will be made to reduce waste, recycle where possible and this will include instructions to all vendors at the event.

## Appendix 1 – Fire Extinguisher Information.

These guidance signs may be displayed in the location of the fire equipment.

# KNOW YOUR FIRE EXTINGUISHER COLOUR CODE



Type Fire Extinguisher	CLASS A	CLASS B	CLASS C	CLASS D	Electrical	CLASS F	Comments
	Combustible materials (e.g. paper & wood)	Flammable liquids (e.g. paint & petrol)	Flammable gases (e.g. butane and methane)	Flammable metals (e.g. lithium & potassium)	Electrical equipment (e.g. computers & generators)	Deep fat fryers (e.g. chip pans)	
Water	✓	✗	✗	✗	✗	✗	Do not use on liquid or electric fires
Foam	✓	✓	✗	✗	✗	✗	Not suited to domestic use
Dry Powder	✓	✓	✓	✓	✓	✗	Can be used safely up to 1000 volts
CO <sub>2</sub>	✗	✓	✗	✗	✓	✗	Safe on both high and low voltage
Wet Chemical	✓	✗	✗	✗	✗	✓	Use on extremely high temperatures

## Appendix 2 – Radio Information.

Please use the radio only when necessary.

Avoid chatter – it is not a mobile phone. Only one person can talk at a time, so listen to ensure no one else is already transmitting. If they are - then wait.

Press the Talk to Transmit switch (TTT) wait a brief half second then speak. Release the TTT when you have finished your message and wait for a response.

When calling someone give their name first, people will answer quicker. Security calling control would be - “Control from Security, over”. The word ‘over’ tells everyone you have finished your part of the message. The response should be “Security from Control, go ahead, over”

Always wear an earpiece. This keeps messages confidential, essential in an emergency.

EMERGENCY radio calls on the Event Radio Network will be prefixed by the word PRIORITY. Remember this is ONLY for Fire, Police or Ambulance calls on site or for our own Security or Medics to attend. Think of a Priority call as the site 999 system but on radio.

Details of missing persons (MISPERS) will be circulated by radio.

Don't use code-words other than Priority, speak clearly and avoid jargon.

In urgent or emergency situations it is important to speak slowly and clearly. You can see, or know what is happening or where it is happening – the rest of the site can't, so it's vital that you remain calm and clearly tell people, over the radio.

Remember, you know where you are, the people on the other end of the radio don't!

Some easy rules to use –

**Don't shout**, that makes it harder to hear,  
**Don't speak quickly** as that makes it harder to understand.

To get you the help you need we must understand

- what you need,
- why you need it
- **exactly** where you need it - in a field with 10 inflatables saying ' By the bouncy castle' doesn't help !

## Appendix 3 – Health and Safety Inspection Sheets.

### Event Inspections

#### Public Area Inspections

To be carried out at least three times per day.

<b>Date</b>		<b>Time</b>
<b>Carried out by</b>		<b>Signed</b>

PUBLIC AREA	1	2	3	4	5	6	
<b>Times of each check</b>							
Slippery conditions							
Stable access toilets/steps to rides & attractions							
Walking areas clear of trip hazards							
Barriers checked							
General tidiness ok							
Tables and display stands secure							
Generators Secured and fenced							
Guy ropes and trip hazards							
Extinguishers and fire blankets							
Furniture							
Waste disposal							
<b>Supervision of public areas</b>							
Crowd control							
Safety mats & layout							
Inflatable's security and operations							
Funfair set up and operations							

#### Comments

### Event Health and Safety Monitoring Form

This form should be used periodically to monitor Contractor / Exhibitor activities at This event

<b>Contractor / Exhibitor</b>	
<b>Monitoring Officer</b>	<b>Event</b>
<b>Date</b>	<b>Signed</b>

Examples of unsafe acts (people issues)

Examples of unsafe Conditions (physical environment issues)



- unsafe behaviour
- not complying with safe systems of work
- not wearing personal protective equipment
- creating hazards
- taking short cuts
- lack of/insufficient barriers segregating hazardous items / areas
- poor lighting
- unsafe equipment
- lack of appropriate signage
- untidy work area - creating obstacles/trip hazards
- dust or fumes

	<b>Details</b> (If no area of concern please write none seen)	<b>Risk Rating</b> High/Medium/Low	<b>Action taken or to be taken</b>	<b>By whom</b>	<b>Due date</b>
<b><u>Unsafe Area</u></b>					
<b><u>Unsafe conditions</u></b>					

--	--	--	--	--	--

**Appendix 4 – Fire Risk Assessment.**

To be attached when completed

**Appendix 5 – .Noise Control**

A report is being written by Big Sky Acoustics. Attached is a copy of their work for an alternative event as an indication of the quality of their work.

Appendix 6- Transport Management Plan

A fully comprehensive traffic management plan will be presented by “The Last Mile Ltd”. Whilst we are waiting for their first draft copy attached is our working brief to The Last Mile and a copy of work they have completed for another event. This gives an indication of the quality of their work.

The report will include

- Details of the walking route from Cheddington Station to the site via farmland.
- West Midlands Railway Capacity to/from Cheddington Station
- Road closure requests
- Stewarding
- Coach travel
- Onsite parking facilities
- Signage
- Expected traffic volume

Appendix 7- Site Plans

Site plans are added as attachments

Appendix 8- Ecological Report

No ecology report has been written at this point

Appendix 9 Waste Management

A comprehensive waste management plan will be written and presented to the authorities within an agreed time span.

Appendix 10 Camping

A complete camping plan will be completed and quality assured ready to present to the authorities for sign off at least 8 weeks prior to the event.