

Crawley Borough Council

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Report to Licensing Sub Committee

Tuesday 26th October 2010

Application for a Premises Licence by Mr Tony Witton

for a proposed event at Southgate Playing Fields called 'Sussex Rocks'
Friday 6th May – Saturday 7th May 2011

ANGELA TANNER
Head of Planning and Environmental Services

1. Details of Application

*Reference
Documents and
Guidance*

1.1 On the 07th September 2010, Mr Tony Witton submitted an application to the Licensing Authority for the grant of a premises licence in respect of premises at Southgate Playing Fields. The application was made in accordance with the provisions of the Licensing Act 2003, 'the Act'.

*Appendix A
Application Form*

1.2 The application is for the supply of alcohol and regulated entertainment during a two day live music festival at the Premises in accordance with the operating schedule to the application. The proposed period of the licence is from Friday 6th May to and including Saturday 7th May 2011.

*Appendix A
Application Form*

1.3 The applicant states in the application that he is intending to promote the four licensing objectives with the steps set out in the operating schedule and the attached Event Management Plan.

*Appendix A
Application Form
Operating Schedule
Section P*

1.4 Southgate Playing Fields is the freehold property of Crawley Borough Council and is the subject of a current premises licence which includes the provision of regulated entertainment normally associated with localised community events.

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| 1.5 | The proposed 'Hours Open to the Public' as set out in the application are as follows:- Friday 6 th & Saturday 7 th May 2011; 13.00 – 23.45 | <i>Appendix A Application Form Operating Schedule Section O</i> |
| 1.6 | Regulated Entertainment activities are proposed to commence at 13.00 and terminate at 23.00hrs on both of the days of the festival. | <i>Appendix A Application Form Operating Schedule</i> |
| 1.7 | The supply of alcohol is proposed to take place at the premises between the hours of 15.00 – 22.00 on both of the days of the festival. | <i>Appendix A Application Form Operating Schedule Section M</i> |
| 1.8 | The proposed lay-out of premises is contained in the application. | <i>Appendix B</i> |
| 1.9 | The document titled the Event Management Plan is also appended to the application. | <i>Appendix C</i> |

2. Consultation

- 2.1 The application was advertised in accordance with legislation and as a result of the consultation process, the following responses were submitted to the Council:

Responsible Authorities

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| (1) | <u>Sussex Police</u> - submitted a relevant representation on the grounds that the application as it stands will have an adverse effect on all four of the licensing objectives. A copy of the representation is attached to this report at Appendix D. | <i>Appendix D</i> |
| (2) | <u>The Chief Fire Officer</u> – submitted a relevant representation on the ground that the proposed application would not promote the “public safety” licensing objective. A copy of the representation is attached to this report at Appendix E. | <i>Appendix E</i> |
| (3) | <u>Environmental Health</u> – The Noise Pollution Team of the Environmental Health Division at Crawley Borough Council submitted a relevant representation on the ground that the proposed application would not promote the “the prevention of public nuisance” objective. A copy of the representation is attached to this report as Appendix F. | <i>Appendix F</i> |
| (4) | <u>Environment Health</u> – The Health and Safety team of the Environmental Health Division at Crawley Borough Council submitted a relevant representation on the ground that the proposed application would not promote the “public safety” licensing objective. A copy of the representation is attached to this report as Appendix G. | <i>Appendix G</i> |

- (5) **Trading Standards** – No Response received.
- (6) **Planning** - The planning department at Crawley Borough Council submitted a response stating there was no planning permission required for such a use. The response did not refer to the likely effect of the grant of the application on the promotion of the licensing objectives therefore is not a relevant representation.
- (7) **Building Control** – The building control department at Crawley Borough Council submitted a response stating there was no objection to the grant of the application. The response did not refer to the likely effect of the grant of the application on the promotion of the licensing objectives, therefore is not a relevant representation

Interested parties

- (8) Four separate representations were submitted by potential interested parties. However three of the representations received were deemed not to be a “relevant representation” for the purposes of the Act. A letter has been sent to that effect to the maker of the representation.

The fourth representation was received from a local resident, and based on the “prevention of crime and disorder” and the “public nuisance” licensing objectives, and therefore was deemed to be a relevant representation for the purposes of the Act. A copy of that representation is attached to this report at Appendix H.

*Appendix H
Copy of letter of
representation*

3 Background

- 3.1 Pursuant to the Licensing Act 2003 and regulations, an application for a premises licence must be made to the relevant licensing authority and be accompanied by an operating schedule, a plan of the premises to which the application relates in the prescribed form, and, if the licensable activities include the supply of alcohol, by a form of consent given by the individual whom the applicant wishes to be specified in the premises licence as the premises supervisor.
- 3.2 Where the Licensing Authority (“LA”) receives an application for a premises licence in accordance with legislation and no relevant representations are made within the prescribed time, the LA must grant the licence subject only to such conditions as are consistent with the operating schedule accompanying the application and any mandatory conditions.
- 3.3 Where relevant representations are made the licensing authority must hold a hearing to consider them, and, having regard to the relevant representations, take such of the steps (if any) as it considers necessary for the promotion of the licensing objectives.

- 3.4 The steps so mentioned are;-
- (a) To grant the licence subject to the conditions mentioned in the 'operating schedule', modified to such extent as the authority considers necessary for the promotion of the licensing objectives, and any mandatory conditions.
 - (b) To exclude from the scope of the licence any of the licensable activities to which the application relates.
 - (c) To refuse to specify a person in the licence as the designated supervisor.
 - (d) To reject the application.

4 Policy considerations

- 4.1 Members must give due consideration to the merits of each individual case. Attention is drawn to the following sections of the 'Members' Information Pack':

CBC Hearing Procedures
 Role of Elected Members
 Council's Licensing Policy
 LACORS Guidance

Part A
Part B
Part C
Part D

- 4.2 The aim of the policy is to promote the licensing objectives set out in the Act whilst securing the safety and amenity of residential communities and facilitating a sustainable entertainment and cultural industry. *CBC Alcohol Licensing Policy 1.2*
- 4.3 The overriding philosophy of the licensing regime is that there is a presumption that a licence will be granted unless there are compelling reasons to refuse the licence. *CBC Alcohol Licensing Policy 1.2*
- 4.4 The Council in its policy states it will primarily focus on the direct impact the activities taking place at licensed premises will have on members of the public living, working and engaging in normal activity in the area concerned. Licensing law is not a mechanism for the general control of anti social behaviour by individuals once they are beyond the reasonable control of the licence holder. *CBC Alcohol Licensing Policy 2.4*
- 4.5 The policy is also intended to ensure that the provision of additional opportunities for licensable activities is matched by additional measures enabling the police and responsible authorities to act promptly to maintain public order and safety. *CBC Alcohol Licensing Policy 2.7*
- 4.6 The policy states the key controls in respect of preventing crime and disorder arise from good operational planning and good management of activities at the premises. *CBC Alcohol Licensing Policy 2.10*
- 4.7 The Council in its policy recognises that the public safety objective is concerned with the physical safety of the people using the relevant premises and not public health which is dealt with in other legislation. *CBC Alcohol Licensing Policy 2.27*

- 4.8 The policy notes that there is no statutory definition of “public nuisance”. The Council states that it will therefore need to make judgements about what constitutes public nuisance and define the necessary controls. To decide this, Members will focus on whether the likely impact of the licensable activities at the specific premises on persons living and working (including doing business) in the vicinity are disproportionate and unreasonable. *CBC Alcohol Licensing Policy 2.33*
- 4.9 The Council’s policy recognises that the protection of children from harm includes the protection of children from moral, psychological and physical harm and this would include the protection of children from too early an exposure to strong language and sexual expletives. *CBC Alcohol Licensing Policy 2.46*
- 4.10 **Please note:**
 Applicants are expected to conduct a thorough risk assessment with regards to the licensing objectives when preparing their applications. Any risk assessment to identify necessary measures should consider the individual circumstances of the premises (including local knowledge) and take into account a range of factors including:
- the nature and style of the venue;
 - the activities being conducted there;
 - the location; and
 - the anticipated clientele
- Appendix A (Application Form – Part B) ‘Operating Schedule’*
- 4.11 In preparing ‘Operating Schedules’, the policy states that the Council expects that applicants should have regard to statements of licensing policy published by this authority for the Crawley area. *CBC Alcohol Licensing Policy 3.20*
- 4.12 The policy also states the Council expects that applicants will seek the views of key responsible authorities before formally submitting applications and having completed drafts of their own operating schedules (after considering the effect on the four licensing objectives). For example, on matters relating to crime and disorder, the police and local authority safety officers and local community groups might be consulted. *CBC Alcohol Licensing Policy 3.21*
- 4.13 Members will need to incorporate the provisions of the operating schedule into any licence granted by imposing on the licence the provisions of the operating schedule as conditions provided that, if Members believe that it is necessary to modify the provisions of the operating schedule in order to ensure that the licensing objectives are promoted, appropriate modifications or alternative conditions may be drafted and imposed.
- 4.14 If Members believe that the operating schedule fails to promote the licensing objectives in some way, conditions not covered by the provisions of the operating schedule may be drafted and inserted. Members may also exclude elements of the operating schedule which do not promote the licensing objectives by the imposition of negative conditions or conditions otherwise appropriately drafted.

- 4.15 Council Policy states that conditions will be used if they can control issues that directly impact on the behaviour of those under the licensee's direction, when on his premises or in the immediate vicinity of the premises as they seek entry or leave. The pool of conditions laid down in Annex D of the Statutory Guidance can be used as a resource for drafting conditions in respect of general management controls on crime and disorder, although these should not be applied universally irrespective of circumstances. *CBC Alcohol Licensing Policy 2.14 and Section 182 Statutory Guidance Annex D*
- 4.16 The Council's policy states that it will look to the Police as the main source of advice on matters relating to the reduction of crime and disorder objective and this advice will be given considerable weight. *CBC Alcohol Licensing Policy 2.14*
- 4.17 Members are reminded, however, that if conditions which do not precisely mirror the operating schedule are to be imposed, the Members must satisfy themselves that appropriate evidence exists to justify the imposition of these conditions.
- 4.18 **Major pop festivals** *CBC Alcohol Licensing Policy 3.30*
- The Council's policy states that it has identified the need for the organisers of major festivals and carnivals to make contact with the Council at the earliest opportunity to discuss arrangements for the licensing of those activities falling under the Act. In respect of some events, the organisers may seek a single premises licence to cover a wide range of activities at varied locations within the premises. This would involve the preparation of a substantial operating schedule.
- 4.19 For other events, applications for many connected premises licences may be made which in combination will represent a single festival. The policy states that the Council considers it is essential to have proper co-ordination of such arrangements and will expect organisers to work with the Council in ensuring that responsible authorities are aware of the connected nature of the individual applications. *CBC Alcohol Licensing Policy 3.31*
- 4.20 The policy states the council expects applicants for these types of events to establish a co-ordinating committee to ensure a strategic approach to the development of operating schedules. The purpose would be to ensure that conditions are not included in licences which conflict with each other, make compliance uncertain or would be difficult to enforce. *CBC Alcohol Licensing Policy 3.32*
- 4.21 The policy also states the Council will offer advice and assistance about its preparation and act as a co-ordinating body for the input from the responsible authorities that will eventually be notified formally about the proposal and who can make representations before an application is made. *CBC Alcohol Licensing Policy 3.33*
- 4.22 When considering applications, the policy states it is expected that the Council will seek to uphold these policy aims. *CBC Alcohol Licensing Policy 3.35*

5 Statutory considerations and Guidance issued by Government

5.1 Section 4 of the Act provides that in carrying out its functions, a licensing authority must have regard to its licensing statement made under section 5 of the Act (ie. Crawley Borough Council's policy as summarised above) and to guidance issued by the Secretary of State under section 182. The requirement is therefore binding on all licensing authorities to that extent.

5.2 However, the guidance cannot anticipate every possible scenario or set of circumstances that may arise and as long as licensing authorities have properly understood the Guidance they may depart from it if they have reason to do so as long as they are able to provide full reasons.

5.3 Departure from the Guidance could give rise to an appeal or judicial review, and the reasons given will then be a key consideration for the courts when considering the lawfulness and merits of any decision taken.

5.4 Each application must be considered on its own merits and any conditions attached to licences and certificates must be tailored to the individual style and characteristics of the premises and events concerned. This is essential to avoid the imposition of disproportionate and overly burdensome conditions on premises where there is no need for such conditions. Standardised conditions should be avoided and indeed, may be unlawful where they cannot be shown to be necessary for the promotion of the licensing objectives in any individual case.

*Section 182
Statutory Guidance
1.15*

5.5 In addition, when considering a new premises licence or following reviews that have identified problems with a particular premises, licensing authorities may consider imposing conditions as appropriate such as preventing customers from taking open containers outside the premises or installing CCTV. However, any conditions imposed must not be aspirational and must be within the control of the licensee.

*Section 182
Statutory Guidance
1.27*

5.6 Door supervisors

Conditions relating to the provision of door supervisors and security teams may be valuable in:

- preventing the admission and ensuring the departure from the premises of the drunk and disorderly, without causing further disorder;
- keeping out individuals excluded by court bans or by the licence holder;
- searching and excluding those suspected of carrying illegal drugs, or carrying offensive weapons; and
- maintaining orderly queuing outside venues.

*Section 182
Statutory Guidance
Annex D*

Where the presence of door supervisors conducting security activities is to be a condition of a licence, which means that they would have to be registered with the Security Industry Authority, conditions may also need to deal with:

- the number of supervisors;
- the displaying of name badges;
- the carrying of proof of registration;
- where, and at what times, they should be stationed on the premises; and
- whether at least one female supervisor should be available (for example, if female customers are to be given body searches).

Door supervisors also have a role to play in ensuring public safety.

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| 5.7 | <p>CCTV</p> <p>The presence of CCTV cameras can be an important means of deterring and detecting crime at and immediately outside licensed premises. Conditions should not just consider a requirement to have CCTV on the premises, but also the precise siting of each camera, the requirement to maintain cameras in working order, and to retain recordings for an appropriate period of time.</p> | <p><i>Section 182 Statutory Guidance Annex D</i></p> |
| 5.8 | <p>All local authorities must fulfil their obligations under section 17 of the Crime and Disorder Act 1998 when carrying out their functions as licensing authorities under the Licensing Act 2003.</p> | <p><i>Section 182 Statutory Guidance 1.28</i></p> |
| 5.9 | <p>Section 17 is aimed at giving the vital work of crime and disorder reduction a focus across the wide range of local services and putting it at the heart of local decision-making. It places a duty on certain key authorities, including local authorities and police and fire and rescue authorities to do all they reasonably can to prevent crime and disorder in their area</p> | <p><i>Section 182 Statutory Guidance 1.29</i></p> |
| 5.10 | <p><u>CRIME AND DISORDER</u></p> <p>The Government’s expectation is that the police will have a key role in undertaking a number of tasks including:</p> <p><i>“working with venue owners and managers to resolve drug-related problems and problems of disorder, drunkenness and antisocial behaviour”.</i></p> | <p><i>Statutory Guidance S182 2.2</i></p> |
| 5.11 | <p>The essential purpose of the licence in this context is to regulate behaviour on premises and access to them where this relates to licensable activities and the licensing objectives.</p> | <p><i>Statutory Guidance S182 2.4</i></p> |
| 5.12 | <p>Conditions relating to the crime and disorder objective are best targeted to prevent crime and disorder. For example, where there is good reason to suppose that disorder may take place, the presence of closed-circuit television cameras both inside and immediately</p> | <p><i>Section 182 Statutory Guidance 2.6</i></p> |

outside the premises can actively deter disorder, nuisance and anti-social behaviour and crime generally.

- 5.13 Similarly, the provision of requirements for door supervision may be necessary to ensure that people who are drunk or drug dealers or carrying firearms do not enter the premises, reducing the potential for crime and disorder, and that the police are kept informed. *Section 182
Statutory Guidance
2.7*
- 5.14 Some conditions primarily focused on the prevention of crime and disorder will also promote other licensing objectives. For example, a condition requiring that all glasses used on the premises for the sale of alcoholic drinks should be made of plastic or toughened glass or not allowing bottles to pass across a bar may be necessary to prevent violence by denying assailants suitable weapons, but may also benefit public safety by minimising the injury done to victims when such assaults take place (for example, facial injuries resulting from broken glass).
A condition must also be capable of being met. For example, while beer glasses may be available in toughened glass, wine glasses may not. Licensing authorities should carefully consider conditions of this kind to ensure that they are not only necessary but both practical, achievable and are within the control of the licence holder. *Section 182
Statutory Guidance
2.9 – 2.10*
- 5.15 **PUBLIC SAFETY** *Section 182
Statutory Guidance
2.19*
- Licensing authorities and responsible authorities should note that the public safety objective is concerned with the physical safety of the people using the relevant premises and not with public health, which is dealt with in other legislation. There will of course be occasions when a public safety condition could incidentally benefit health, but it should not be the purpose of the condition as this would be ultra vires the Act. Accordingly, conditions should not be imposed on a premises licence or club premises certificate which relate to cleanliness or hygiene.
- 5.16 From 1 October 2006 the Regulatory Reform (Fire Safety) Order 2005 ('the Fire Safety Order') replaced previous fire safety legislation. As such any fire certificate issued under the Fire Precautions Act 1971 will have ceased to have effect. Licensing authorities should note that under article 43 of the Fire Safety Order any conditions imposed by the licensing authority that relate to any requirements or prohibitions that are or could be imposed by the Order automatically cease to have effect, without the need to vary the licence. This means that licensing authorities should not seek to impose fire safety conditions where the Order applies. *Section 182
Statutory Guidance
2.20*
- 5.17 The exception to this will be in cases where the licensing authority and the enforcing authority for the fire safety order are one and the same body. For example, designated sports-grounds and stands where local authorities enforce the fire safety order. In such *Section 182
Statutory Guidance
2.21*

circumstances fire safety conditions should not be set in new licences, but conditions in existing licences will remain in force and be enforceable by the licensing authority.

- 5.18 The Fire Safety Order applies in England and Wales. It covers 'general fire precautions' and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around 'most premises'. The Order requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case. *Section 182
Statutory Guidance
2.22*
- 5.19 Responsibility for complying with the Order rests with the 'responsible person', which may be the employer, or any other person or people who may have control of the premises. Each responsible person must carry out a fire risk assessment which must focus on the safety in case of fire for all 'relevant persons'. The fire risk assessment is intended to identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions that need to be taken including, where necessary, capacity limits. *Section 182
Statutory Guidance
2.23*
- 5.20 The local fire and rescue authority will enforce the Order in most premises and have the power to inspect the premises to check the responsible person is complying with their duties under the Order. They will look for evidence that the responsible person has carried out a suitable fire risk assessment and acted upon the significant findings of that assessment. If the enforcing authority is dissatisfied with the outcome of a fire risk assessment or the action taken, they may issue an enforcement notice that requires the responsible person to make certain improvements or, in extreme cases, issue a prohibition notice that restricts the use of all or part of the premises until improvements are made. *Section 182
Statutory Guidance
2.24*
- 5.21 Further information and guidance about the Order and fire safety legislation is available from the Communities and Local Government website www.communities.gov.uk/fire. *Section 182
Statutory Guidance
2.25*
- 5.22 Where there is a requirement in other legislation for premises open to the public or for employers to possess certificates attesting to the safety or satisfactory nature of certain equipment or fixtures on the premises, it would be unnecessary for a licensing condition to require possession of such a certificate. However, it would be permissible to require as a condition of a licence or certificate, if necessary, checks on this equipment to be conducted at specified intervals and for evidence of these checks to be retained by the premises licence holder or club provided this does not duplicate or gold-plate a requirement in other legislation. Similarly, it would be permissible for licensing authorities, if they receive relevant representations from responsible authorities or interested parties, to attach conditions which require equipment of particular standards to be maintained on the premises. Responsible authorities – such as health and safety authorities – should therefore make clear their expectations in this respects to enable prospective licence holders *Section 182
Statutory Guidance
2.26*

or clubs to prepare effective operating schedules and club operating schedules.

5.23 **PUBLIC NUISANCE**

*Section 182
Statutory Guidance
2.32*

The Act requires licensing authorities (following receipt of relevant representations) and responsible authorities, through representations, to make judgements about what constitutes public nuisance and what is necessary to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on impacts of the licensable activities at the specific premises on persons living and working (including doing business) in the vicinity that are disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.

5.24 Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the Act and retains its broad common law meaning. It is important to remember that the prevention of public nuisance could therefore include low-level nuisance perhaps affecting a few people living locally as well as major disturbance affecting the whole community. It may also include in appropriate circumstances the reduction of the living and working amenity and environment of interested parties (as defined in the Act) in the vicinity of licensed premises.

*Section 182
Statutory Guidance
2.33*

5.25 Conditions relating to noise nuisance will normally concern steps necessary to control the levels of noise emanating from premises. This might be achieved by a simple measure such as ensuring that doors and windows are kept closed after a particular time in the evening to more sophisticated measures like the installation of acoustic curtains or rubber speaker mounts. Any conditions necessary to promote the prevention of public nuisance should be tailored to the style and characteristics of the specific premises. Licensing authorities should be aware of the need to avoid unnecessary or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are very expensive to purchase and install and are likely to be a considerable burden for smaller venues.

*Section 182
Statutory Guidance
2.34*

5.26 As with all conditions, it will be clear that conditions relating to noise nuisance may not be necessary in certain circumstances where the provisions of the Environmental Protection Act 1990, the Noise Act 1996, or the Clean Neighbourhoods and Environment Act 2005 adequately protect those living in the vicinity of the premises. But as stated earlier in this Guidance, the approach of licensing authorities and responsible authorities should be one of prevention and when their powers are engaged, licensing authorities should be aware of

*Section 182
Statutory Guidance
2.35*

the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be necessary.

- 5.27 Where applications have given rise to representations, any necessary and appropriate conditions should normally focus on the most sensitive periods. For example, music noise from premises usually occurs from mid-evening until either late evening or early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. In certain circumstances, conditions relating to noise in the immediate vicinity of the premises may also prove necessary to address any disturbance anticipated as customers enter and leave. *Section 182
Statutory Guidance
2.36*
- 5.28 Measures to control light pollution will also require careful thought. Bright lighting outside premises considered necessary to prevent crime and disorder may itself give rise to light pollution for some neighbours. Applicants, licensing authorities and responsible authorities will need to balance these issues. *Section 182
Statutory Guidance
2.37*
- 5.29 In the context of preventing public nuisance, it is again essential that conditions are focused on measures within the direct control of the licence holder or club. Conditions relating to public nuisance caused by the anti-social behaviour of customers once they are beyond the control of the licence holder, club or premises management cannot be justified and will not serve to promote the licensing objectives *Section 182
Statutory Guidance
2.38*
- 5.30 Beyond the vicinity of the premises, these are matters for personal responsibility of individuals under the law. An individual who engages in anti-social behaviour is accountable in their own right. However, it would be perfectly reasonable for a licensing authority to impose a condition, following relevant representations, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area and to respect the rights of people living nearby to a peaceful night *Section 182
Statutory Guidance
2.39*
- 5.31 The cumulative effects of litter in the vicinity of premises carrying on licensable activities can cause public nuisance. For example, it may be appropriate and necessary for a condition of a licence to require premises serving customers from take-aways and fast food outlets from 11.00pm to provide litter bins in the vicinity of the premises in order to prevent the accumulation of litter. Such conditions may be necessary and appropriate in circumstances where customers late at night may have been consuming alcohol and be inclined to carelessness and anti-social behaviour. *Section 182
Statutory Guidance
2.40*
- 5.32 **PROTECTION OF CHILDREN FROM HARM** *Section 182
Statutory Guidance
2.41*
- The protection of children from harm includes the protection of children from moral, psychological and physical harm, and this would include the protection of children from too early an exposure to strong language and sexual expletives, for example, in the

context of film exhibitions or where adult entertainment is provided.

- 5.33 However, in the context of many licensed premises such as pubs, restaurants, café bars and hotels, it should be noted that the Secretary of State recommends that the development of family-friendly environments should not be frustrated by overly restrictive conditions in relation to children. *Section 182
Statutory Guidance
2.42*
- 5.34 The Secretary of State intends that the admission of children to premises holding a premises licence or club premises certificate should normally be freely allowed without restricting conditions unless the Act itself imposes such a restriction or there are good reasons to restrict entry or to exclude children completely. Licensing authorities, the police and other authorised persons should focus on enforcing the law concerning the consumption of alcohol by minors. *Section 182
Statutory Guidance
2.43*
- 5.35 Conditions, where they are necessary, should reflect the licensable activities taking place on the premises and can include: *Section 182
Statutory Guidance
2.47*
- where alcohol is sold, requirements for the production of proof of age cards or other age identification before sales are made, to ensure that sales are not made to individuals under 18 years (whether the age limit is 18 or 16 as in the case of the consumption of beer, wine and cider in the company of adults during a table meal);
 - restrictions on the hours when children may be present;
 - restrictions on the presence of children under certain ages when particular specified activities are taking place;
 - restrictions on the parts of the premises to which children may have access;
 - age restrictions (below 18);
 - restrictions or exclusions when certain activities are taking place;
 - requirements for accompanying adult (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult);
 - and full exclusion of people under 18 from the premises when any licensable activities are taking place
- 5.36 The Secretary of State considers that representations made by the child protection bodies and the police in respect of individual applications should be given considerable weight when they address necessary issues regarding the admission of children. *Section 182
Statutory Guidance
2.48*
- 5.37 In preparing an operating schedule, the Secretary of State expects applicants to have had regard to the statement of licensing policy for their area. They should also be aware of the expectations of the licensing authority and the responsible authorities about the steps that are necessary for the promotion of the licensing objectives. *Section 182
Statutory Guidance
8.41*

- 5.38 The steps to be taken should be both realistic and within the control of the applicant and management of the premises. If a licence is granted with conditions attached requiring the implementation of such steps, the conditions will be enforceable in law and it will be a criminal offence to fail to comply with them (under section 136 of the Act). As such, it would be wholly inappropriate to impose conditions outside the control of those responsible for the running of the premises. *Section 182
Statutory Guidance
8.44*
- 5.39 In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the licensing authority must give appropriate weight to:
- the steps that are necessary to promote the licensing objectives;
 - the representations (including supporting information) presented by all the parties;
 - the statutory guidance;
 - its own statement of licensing policy.
- Section 182
Statutory Guidance
9.25*
- 5.40 The conditions that are necessary for the promotion of the licensing objectives should emerge initially from a prospective licensee's or certificate holder's risk assessment which applicants and clubs should carry out before making their application for a premises licence. *Section 182
Statutory Guidance
10.7*
- 5.41 Conditions which relate to the four licensing objectives could be used where necessary and appropriate to the particular circumstances of an individually licensed premises. It is important that they should not be applied universally and treated as standard conditions irrespective of circumstances. *Section 182
Statutory Guidance
10.5*
- 5.42 The Act requires that licensing conditions should be tailored to the size, style, characteristics and activities taking place at the premises concerned. This rules out standardised conditions which ignore these individual aspects. It is important that conditions are proportionate and properly recognise significant differences between venues. *Section 182
Statutory Guidance
10.13*
- 5.43 Licensing authorities should only impose conditions which are necessary and proportionate for the promotion for the licensing objectives. If other existing law already places certain statutory responsibilities on an employer or operator of premises, it cannot be necessary to impose the same or similar duties. *Section 182
Statutory Guidance
10.15*
- 5.44 If members consider a door supervisory presence to be necessary the following will apply:-
- Mandatory conditions will apply to this application;
- Section 21; **Door Supervisors**
- “(1) Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a

security activity, the licence must include a condition that each such individual must be licensed by the Security Industry Authority.

6 Staffing, Financial and Legal Implications

- 6.1 There are no extra staffing or financial implications to the Council, save for those in respect of possible appeals.
- 6.2 The Council is required to consider the impact any decision may have on an individual's Human Rights.
- 6.3 The Council is required to consider the impact any decision may have on crime and disorder in the area.
(Section 17, Crime and Disorder Act, 1998).

7 Recommendations

- 7.1 **Having regard to the relevant representations the Sub-Committee must take such of the following steps mentioned (if any) as it considers necessary for the promotion of the licensing objectives:-** *Licensing Act 2003 S18(3)*
- 7.2 **Grant the application subject to:** *Licensing Act 2003 s18(4)(a)*
 - (a) **conditions which are consistent with the operating schedule modified to such extent as the authority considers necessary for the promotion of the licensing objectives and**
 - (b) **any relevant mandatory conditions.**
- 7.3 **Exclude from the scope of the licence any of the licensable activities to which the application relates.** *Licensing Act 2003 Section 18(4)(b)*
- 7.4 **Refuse to specify a person in the licence as the premises supervisor.** *Section 18(4)(c)*
- 7.5 **Reject the application, giving reasons for doing so.** *Licensing Act 2003 Section 18(4)(d)*

8. Background Papers

- * All associated paper work regarding this application.
- * The Members' information pack, * Statutory Guidance, * Statement of Policy

Contact Officer:- Mike Lyons Direct Line:- 01293 438698

**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 TONY WITTON
(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

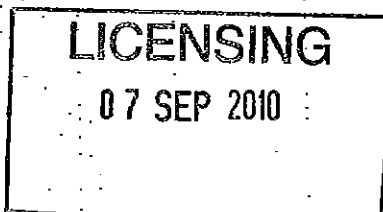
Part 1 – Premises Details

| | |
|--|---------|
| Postal address of premises or, if none, ordnance survey map reference or description | |
| SOUTHGATE PLAYING FIELDS SOUTHGATE AVENUE | |
| Post town | CRAWLEY |
| Post code | |
| Telephone number at premises (if any) | N/A |
| Non-domestic rateable value of premises | £ |

Part 2 - Applicant Details

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

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



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

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

Please tick yes

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

SECOND INDIVIDUAL A

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

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

(B) OTHER APPLICANTS

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

| |
|---|
| Name |
| Address |
| Registered number (where applicable) |
| Description of applicant (for example, partnership, company, unincorporated association etc.) |
| Telephone number (if any) |
| E-mail address (optional) |

Part 3 Operating Schedule

When do you want the premises licence to start?

Day Month Year

| | | | |
|----|----|----|----|
| 06 | 05 | 20 | 11 |
|----|----|----|----|

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

Day Month Year

| | | | |
|----|----|----|----|
| 07 | 05 | 20 | 11 |
|----|----|----|----|

07 05 2011

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

WE INTEND TO CREATE A CONCERT VENUE ON THE MAIN PLAYING FIELD BY ENCLOSING THE SITE WITH FENCING AND LOCATING A STAGE AT THE SOUTHERN END OF THE PARK. FACILITIES FOR THE SALE OF ALCOHOL AND FOOD WILL BE LOCATED ALONG THE EASTERN EDGE OF THE FIELD AND TOILET FACILITIES WILL BE LOCATED ON THE SMALLER FIELD ADJACENT TO THE SKATE PARK AND ACCESSED BY A TEMPORARY BRIDGE. SEE ATTACHED SITE PLAN FOR FURTHER DETAILS.

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

29,999

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

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

Provision of regulated entertainment

Please tick yes

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

Provision of entertainment facilities:

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

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

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

In all cases complete boxes N, O and P

A

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

B

| | | | | | |
|---|---------------------------|--------|---|----------|-------------------------------------|
| Films Standard days and timings (please read guidance note 6) | | | Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input checked="" type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | Please give further details here (please read guidance note 3) | | |
| Mon | | | RECORDED FILMS WITH ACCOMPANYING PERFORMANCES OF LIVE MUSIC AND WILL BE SHOWN ON SCREENS ON AND ADJACENT TO THE STAGE | | |
| Tue | | | | | |
| Wed | | | State any seasonal variations for the exhibition of films (please read guidance note 4) | | |
| Thur | | | | | |
| Fri | 17:00 13:00 | 23:00 | 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 (please read guidance note 5) | | |
| Sat | 16:00 13:00 | 23:00 | | | |
| Sun | | | | | |

C

| Indoor sporting events Standard days and timings (please read guidance note 6) | | | Please give further details (please read guidance note 3) |
|---|-------|--------|--|
| Day | Start | Finish | |
| Mon | | | |
| | | | |
| Tue | | | State any seasonal variations for indoor sporting events (please read guidance note 4) |
| | | | |
| Wed | | | 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 (please read guidance note 5) |
| Thur | | | |
| | | | |
| Fri | | | |
| | | | |
| Sat | | | |
| Sun | | | |

D

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

E

| | | | | |
|--|-------|--------|---|-------------------------------------|
| Live music Standard days and timings (please read guidance note 6) | | | Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2) | |
| | | | Indoors | <input type="checkbox"/> |
| | | | Outdoors | <input checked="" type="checkbox"/> |
| | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | Please give further details here (please read guidance note 3) A NUMBER OF BANDS WILL PLAY ON A COVERED STAGE AT THE SOUTHERN END OF THE FIELD AND FACING NORTH. THE MUSIC WILL BE AMPLIFIED AND THE BANDS WILL BE CHOSEN FOR FAMILY APPEAL. COMMUNITY GROUPS WILL ALSO PERFORM | |
| Mon | | | State any seasonal variations for the performance of live music (please read guidance note 4) | |
| Tue | | | | |
| Wed | | | | |
| Thur | | | | |
| Fri | 16:00 | 23:00 | 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 (please read guidance note 5) | |
| Sat | 18:00 | 23:00 | | |
| Sun | | | | |
| | | | | |

F

| | | | | | |
|---|-------|--------|---|----------|-------------------------------------|
| Recorded music Standard days and timings (please read guidance note 6) | | | Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input checked="" type="checkbox"/> |
| Day | Start | Finish | Both <input type="checkbox"/> | | |
| Mon | | | Please give further details here (please read guidance note 3) RECORDED MUSIC WILL BE PLAYED AT LOWER NOISE LEVELS BEFORE THE LIVE BANDS ARRIVE ON STAGE | | |
| Tue | | | | | |
| Wed | | | State any seasonal variations for the playing of recorded music (please read guidance note 4) | | |
| Thur | | | | | |
| Fri | 18:00 | 23:00 | Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5) | | |
| Sat | 12:00 | 23:00 | | | |
| Sun | | | | | |

G

| Performances of dance Standard days and timings (please read guidance note 6) | | | Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2) | Indoors | <input type="checkbox"/> |
|--|-------|--------|---|----------|-------------------------------------|
| Day | Start | Finish | | Outdoors | <input checked="" type="checkbox"/> |
| Mon | | | Please give further details here (please read guidance note 3) BANDS MAY INCLUDE DANCE ROUTINES AS PART OF THEIR PERFORMANCES. | Both | <input type="checkbox"/> |
| Tue | | | | | |
| Wed | | | State any seasonal variations for the performance of dance (please read guidance note 4) | | |
| Thur | | | | | |
| Fri | 16:00 | 23:00 | 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 (please read guidance note 5) | | |
| Sat | 15:00 | 23:00 | | | |
| Sun | | | | | |

H

| | | | | | |
|---|-------|--------|--|----------|-------------------------------------|
| <p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p> | | | <p><u>Please give a description of the type of entertainment you will be providing</u></p> | | |
| Day | Start | Finish | <p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</p> | Indoors | <input type="checkbox"/> |
| Mon | | | | Outdoors | <input checked="" type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Tue | | | <p><u>Please give further details here</u> (please read guidance note 3) THE EVENT WILL BE A STANDARD CONCERT FORMAT WITH LIVE AND RECORDED MUSIC, FUN AND DANCE. TIMINGS OF LIVE MUSIC WILL BE RESTRICTED AS SHOWN IN BOX 'E'</p> | | |
| Wed | | | | | |
| Thur | | | <p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)</p> | | |
| Fri | 13:00 | 23:00 | | | |
| Sat | 13:00 | 23:00 | <p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p> | | |
| Sun | | | | | |

| | | | | | |
|--|-------|--------|---|--|---|
| Provision of facilities for making music Standard days and timings (please read guidance note 6) | | | <u>Please give a description of the facilities for making music you will be providing</u> | | |
| | | | <u>Will the facilities for making music be indoors or outdoors or both – please tick</u> (please read guidance note 2) | | Indoors <input type="checkbox"/> Outdoors <input checked="" type="checkbox"/> Both <input type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 3) PERFORMANCES MAY BE RECORDED OR MUSICIANS MAY BORROW INSTRUMENTS OR EQUIPMENT. | | |
| Mon | | | | | |
| Tue | | | <u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4) | | |
| Wed | | | | | |
| Thur | | | <u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) | | |
| Fri | 16:00 | 23:00 | | | |
| Sat | 15:00 | 23:00 | | | |
| Sun | | | | | |

J

| | | | | |
|---|--------------|---------------|---|---|
| Provision of facilities for dancing Standard days and timings (please read guidance note 6) | | | Will the facilities for dancing be indoors or outdoors or both – please tick (see guidance note 2) | Indoors <input type="checkbox"/> Outdoors <input checked="" type="checkbox"/> Both <input type="checkbox"/> |
| | | | Please give a description of the facilities for dancing you will be providing | |
| Day | Start | Finish | | |
| Mon | | | Please give further details here (please read guidance note 3) AUDIENCES WILL BE ALLOWED TO DANCE DURING THE PERFORMANCES. | |
| Tue | | | | |
| Wed | | | | |
| Thur | | | State any seasonal variations for providing dancing facilities (please read guidance note 4) | |
| Fri | 13:00 | 23:00 | Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5) | |
| Sat | 13:00 | 23:00 | | |
| Sun | | | | |

K

| | | | | | |
|--|-------|--------|--|----------|-------------------------------------|
| Provision of facilities for entertainment of a similar description to that falling within i or j Standard days and timings (please read guidance note 6) | | | Please give a description of the type of entertainment facility you will be providing | | |
| Day | Start | Finish | Will the entertainment facility be indoors or outdoors or both – please tick (please read guidance note 2) | Indoors | <input type="checkbox"/> |
| Mon | | | | Outdoors | <input checked="" type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Tue | | | Please give further details here (please read guidance note 3) THE EVENT WILL BE A STANDARD CONCERT FORMAT AND MAY INCLUDE DANCE AND MUSIC MAKING | | |
| Wed | | | | | |
| Thur | | | State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j (please read guidance note 4) | | |
| Fri | 13:00 | 23:00 | | | |
| Sat | 13:00 | 23:00 | Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list (please read guidance note 5) | | |
| Sun | | | | | |

L

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

M

| | | | | |
|---|--------------|---------------|---|---|
| Supply of alcohol: Standard days and timings (please read guidance note 6) | | | Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7) | On the premises <input checked="" type="checkbox"/> |
| | | | | Off the premises <input type="checkbox"/> |
| | | | | Both <input type="checkbox"/> |
| Day | Start | Finish | State any seasonal variations for the supply of alcohol (please read guidance note 4) | |
| Mon | | | | |
| Tue | | | | |
| Wed | | | | |
| Thur | | | | |
| Fri | 15:00 | 22:00 | | |
| Sat | 15:00 | 22:00 | | |
| Sun | | | | |
| | | | Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5) | |

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

| | |
|----------------------|--|
| Name | |
| Address | |
| Postcode | |
| Personal Lic | |
| Issuing licen | |

N

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

O

| Hours premises are open to the public Standard days and timings (please read guidance note 6) | | | State any seasonal variations (please read guidance note 4) |
|--|-------|--------|--|
| Day | Start | Finish | |
| Mon | | | <p>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)</p> |
| | | | |
| Tue | | | |
| | | | |
| Wed | | | |
| | | | |
| Thur | | | |
| | | | |
| Fri | 13:00 | 23:45 | |
| | | | |
| Sat | 13:00 | 23:45 | |
| | | | |
| Sun | | | |
| | | | |

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

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

WE INTEND TO WORK CLOSELY WITH THE BOROUGH COUNCIL, EMERGENCY SERVICES AND LOCAL RESIDENTS TO MAKE SURE THE EVENT IS COMPLIANT WITH RELEVANT LEGISLATION AND IS OPERATED IN A WAY WHICH IS SAFE AND ENJOYABLE FOR THE AUDIENCES. WE HAVE EMPLOYED THE SERVICES OF A RISK MANAGEMENT EXPERT - RANA RISK MANAGEMENT - TO ADVISE AND ASSIST.

b) The prevention of crime and disorder

SEE APPENDIX A AND WORKING DRAFT OF EVENT PLAN

c) Public safety

SEE APPENDIX A AND WORKING DRAFT OF EVENT PLAN

d) The prevention of public nuisance

SEE APPENDIX A AND WORKING DRAFT OF EVENT PLAN

e) The protection of children from harm

SEE APPENDIX A AND WORKING DRAFT OF EVENT PLAN

6 MEETING THE LICENSING OBJECTIVES

The event organisers take their duties under the Licensing Act 2003 seriously and intend to fulfil their duties as organisers in promoting the four key objectives in the following way:

Throughout the Event Safety Plan and Risk Assessment, specific reference is made to meeting the licensing objectives. These objectives will take priority alongside the other important health and safety considerations outlined in the Event Safety Plan and Risk Assessment. The outdoor event industry and the organisers of this event are committed to producing an event that has taken all necessary action to protect the Health, Safety and Welfare of all those taking part. The meeting of the licensing objectives and those outlined in the Event Safety Plan and Risk Assessment will play a role in achieving that aim.

Public Safety (public health not a licensing objective for the purposes of the Act)

The production of the Safety Plan is in itself a commitment to public safety. The risk assessments will take account of foreseeable hazards and risks and reasonable control measures where required will be implemented. Included within the documentation will be regard to the following key objectives under the Licensing Act 2003.

- Access for emergency vehicles will be maintained around the licensed premise at all times.
- Safe capacities to be calculated for all venues within licensed premises and total venue capacity. Ticket sales/admission will not exceed safe capacity.
- Once safe capacities are approved the numbers on site at any stage will be available.
- On entry all persons including VIP's and working personnel will be subject to random searches by SIA licensed personnel at a ratio of 15% of capacity.
- First aid provision will be in accordance with The Event Safety Guide.
- Use of any smoke machines, special effects & fireworks will be fully risk assessed.
- Drug and alcohol policies in place for all employees and published drug policies regarding event entry.
- Ensure that all other Legislative requirements will be met e.g. Regulatory Reform Fire Safety Order.
- All concessions will be checked by the Environmental Health department of the Local Authority to ensure compliance and suitability.

- Exit widths to be calculated in accordance with capacity and in consultation with the relevant emergency services.

The Prevention of Crime and Disorder

All activities within the Licensed Premises will be managed with a view to preventing crime and disorder by adopting the following policies. All issues arising outside the licensed premise will be the responsibility of the local police force and measures will be taken to minimise the impact through a full consultation process with the local police authority.

We are working with Definitive Security Services and in close liaison with Sussex Police to define and agree levels of Policing, SIA Badged Security Officers and Stewards to ensure the event is both a safe and enjoyable experience for the audience and Crawley residents.

- Employ a reputable Security Company with the required qualifications for the task in hand at a level approved by the Authorities.
- Developing a constructive working relationship with licensing authority licensing officers.
- On entry all persons including VIP's and working personnel will be subject to random bag searches.
- Measures to prevent open bottles or other drinks containers being carried into the licensed premises including a strict search policy.
- Restriction on glass bottles in all appropriate areas of the Concert site.
- Use of appropriate numbers of stewards/security at access/egress points and other appropriate locations.
- Lighting of the event arena and car parking areas during hours of darkness.
- Patrols in wooded areas to ensure compliance of all Licensing Conditions.

The Prevention of public nuisance

It is accepted that events have an impact upon the locality and all reasonable measures will be taken to ensure that any negative impact the event may have, have been minimised as far as reasonably practicable.

All residents will be invited to public meetings and kept informed by many methods including leaflet drops, web pages, emails and forums. They will be given free tickets or offered alternative entertainment during the event.

In addition to these measures further consideration will be given to the following items in order to meet the licensing objectives.

- An individual who engages in anti-social behaviour is accountable in their own right and will be asked to leave the Licensed area.
- The character of the surrounding area in relation to the proximity to residential and other noise sensitive premises. Noise monitoring will be carried out in accordance with the sound levels set by the local authority.
- Measures to manage the queuing outside the Licensed premise, where necessary.
Queuing lanes will be used in order to manage the crowds and opening times will be clearly advertised.
- Measures to deal with dispersal of customers from the premise as necessary, including the employment of stewards/security and notices at exits requesting customers to respect the neighbours and work with Crawley Business Watch and Pub Watch to ensure that retail and food traders are prepared for potentially significant increases in footfall and custom.
- Measures to control light pollution will be considered as bright lighting outside premises may be necessary to prevent crime and disorder may itself give rise to light pollution for some neighbours.
- Clearance and disposal of waste to be undertaken as soon as reasonable practicable.
- Use of plant and building of structures and the noise emitted from such activities to be limited if considered necessary.
- The time of the event finishing will not be exceeded without prior permission of the Authorities.

The Protection of Children from Harm

The organisers recognise the importance of protecting children from harm and considerations have been made within the risk assessment in order to protect children during the event. The risk assessment will be drawn up in consultation with the relevant authorities to include:

- The protection of children from harm includes the protection of children from moral, psychological and physical harm, and this would include the protection of children from too early an exposure to strong language.

- Welfare point/lost children area to be provided. Trained and fully police checked staff to be employed in this area. Access to this area will be strictly limited. Before parents can 'claim' their lost child a form will have to be filled out and signed to ensure that the child is being reunited with the parents or carers.
 - Limitation of access dependent on nature of activities on offer at the event. If an event is unsuitable for a particular age, then this will be included on all publicity and promotion. All stewards/security at access points will be fully briefed of any age restriction policies.
-
- Requirements for accompanying adults where appropriate. For this event NO under 16 will be allowed access without an adult present.
 - Robust enforcement of 'Challenge 25' policy including signage at all venues within the licensed premise where alcohol or age restricted activities are taking place.
 - Staff will be reminded prior to opening on strict age limits for sale of alcohol and necessary signage will be posted.
 - A strict method of ensuring the age of an individual whilst on the Licensed premise.
 - Ensure the suitability of any video footage.
 - Ensuring no gambling takes place.

Drugs Policy

As a condition of the License the Organisers are duty bound to enforce the licensing conditions regarding the possession and use of illegal drugs.

- Illegal drugs of any kind are prohibited from site. On entry all persons including VIP's and working personnel will be subject to random body and bag searches
- The possession or use of any illegal drugs on site will result in seizure
- Possession of Class A substance, large quantities of drugs or supplying drugs will result in expulsion and the Police may be called
- This policy applies equally to all persons on site including performers

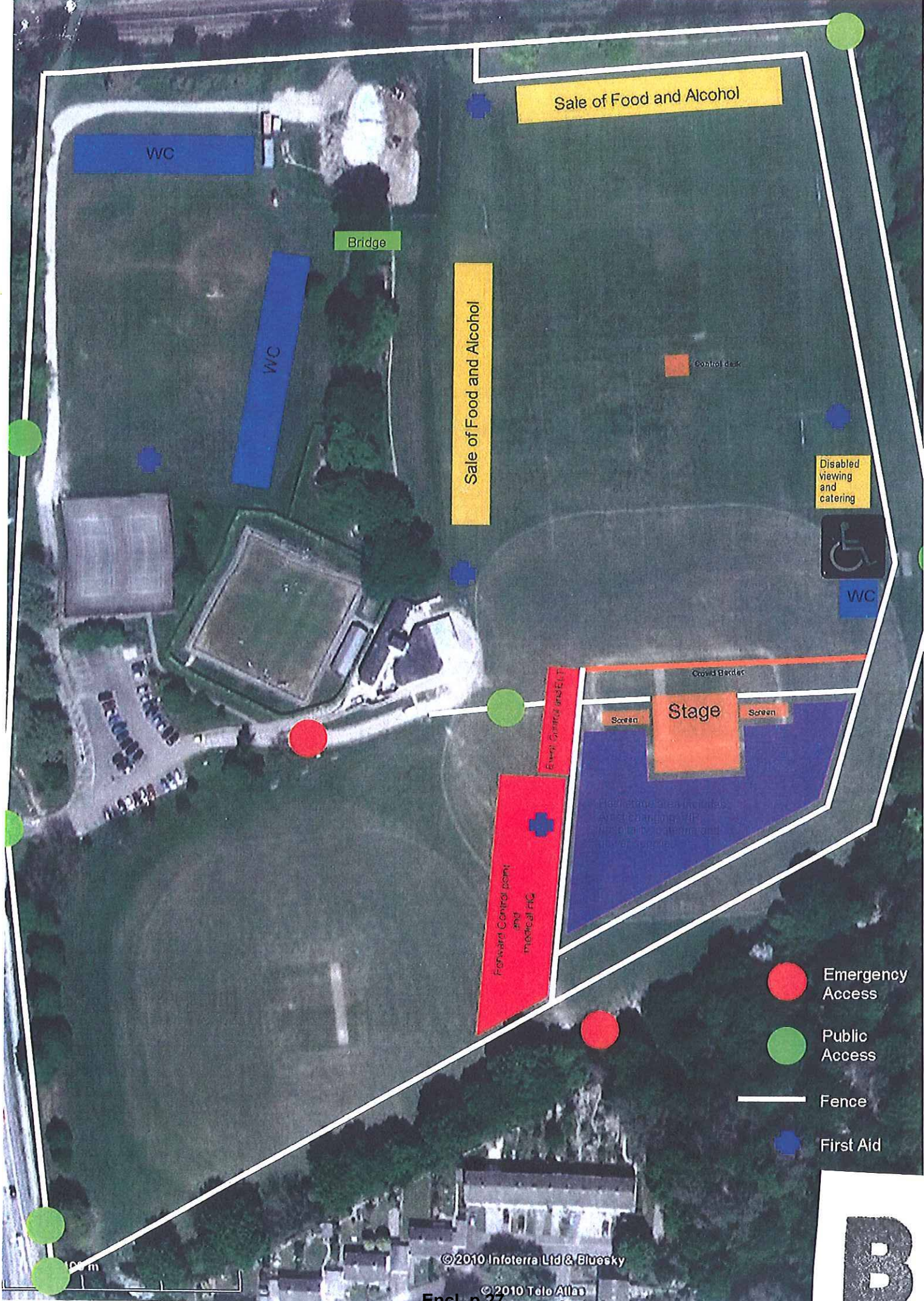
- The appointed Safety Stewards will be responsible for the monitoring, reporting and enforcement of this policy in line with training received during the completion of the SIA badge

An amnesty bin will be provided at the entrances. These together with any seizure will be taken to the Event office for disposal.

Designated Premises Supervisor

For this event a Designated Premise Supervisor (DPS) will be appointed. The DPS will only be appointed following consultation with the relevant Authorities after ensuring that they are a suitable provider (e.g. no offences against them for under age sale of alcohol etc)

At all times the bar entrances will be staffed with SIA trained personnel to the levels and positions agreed by the Licensing Authorities.



- Emergency Access
- Public Access
- Fence
- + First Aid

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Encl. p. 27



Southgate Playing Fields Proposed Site Layout



SUSSEX ROCKS

EVENT SAFETY & CONTINGENCY PLANS

May 2011

Email: steve@ranariskmanagement.co.uk



RANA Risk Management

Sussex Rocks – 2011

Event Safety and Contingency Plans

6th & 7th May 2011

FIRST DRAFT SAFETY PLAN

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Revision History

| Revision | Date | Details |
|-----------|---------|--|
| Version 1 | 22.8.10 | Presented to Client for proof reading |
| Version 2 | 2.9.10 | Changed as requested by Client for submission with License application |
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1. INTRODUCTION

This plan has been composed by the organisers of Sussex Rocks to collate the risk assessments and provide Event Safety & Contingency Plans for the concert to be held at Southgate Playing fields, Crawley, West Sussex on 6th and 7th May 2011. The shows will not be identical.

Following site visits and meetings with Tony Witton, the Event Director for the Concerts, representatives of the Local Authority, this document represents the proposals that should be adopted in order to provide the necessary safety and environmental precautions associated with this Event.

This has relied on extensive knowledge and experience of the application of The Event Safety Guide and the Guide to Safety at Sports Grounds. It is, however, recognised that these documents are not wholly appropriate to this Concert. In common with all such Concerts, a practical, pragmatic and realistic approach has been taken.

These proposals are not necessarily final, but give an indication to the appropriate procedures for this type of Concert.

COMMERCIAL CONFIDENTIALITY

SUSSEX ROCKS believes that openness and information sharing has a fundamental role in event safety. However, the information that is contained in this document is a commercial asset and consequently you are requested to treat this safety documentation as confidential. Please note that this document remains the property of RANA Risk Management at all times, it is protected by copyright and must be returned on request. It may not be copied or amended in any way without the express permission of RANA Risk Management. It is to be circulated only to those on the circulation list agreed by the SUSSEX ROCKS Management Team and is not to be forwarded to anyone external to this list unless deemed appropriate by the SUSSEX ROCKS Management Team or RANA Risk Management.

2. EVENT EVALUATION

Sussex Rocks is an exciting new event. It aims is to have a significant positive impact on Crawley by providing a mainstream leisure activity together which would raise the profile of



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the town both culturally and economically as a significant urban centre within West Sussex and the wider South East region.

The Concert dates are Friday 6th May and Saturday 7th May 2011 with car parks staffed prior to the gates opening. The public areas will be closed and staffed once the build has commenced. The event is all ticket and the concert sites are enclosed to restrict unauthorised access.

Programme

Sussex Rocks, under the watchful eye of Tony Wilton, a Freelance Event Manager with over 10 years working with Crawley Borough Council on Crawley Festival events, Prom in Tilgate Park and Mainstage in the Memorial Gardens – plans to bring live music to Southgate Playing fields in 2011 and will promote the concert. Its aim is to have a significant positive impact on Crawley by providing a mainstream leisure activity which would raise the profile of the town as a significant urban centre within West Sussex and the wider South East region.

The concert will feature 'A List' contemporary music band to attract mixed audience. The programme will comprise of mixed music acts to appeal to a cross section of different age groups and attract a family audience. Current discussions are confidential and commercially sensitive and include the Stereophonics, Robert Plant, Black Country and Paul Rodgers. Confirmation of any of these artists is subject to negotiation but the final line up will be compiled to target the stated demographic. Further information will be released at the earliest opportunity.

Promotion

The Event will receive extensive promotion and publicity with extensive media coverage.

Audience

The concerts will attract a good cross section of people aged (16-60) 60% drawn from the local area. The line up will be aimed at over 25's. The projected audience profile is expected to 50% male and 50% female. The capacity of the Concert is 29,999 the attendance is expected to be reached. The artistic line up is expected to attract a predominantly more mature based audience and crowd disorder is expected to be minimal. The audience will travel to and from the Concert site using a number of methods:

- Public transport



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- Cars
- By foot

It is expected because of the location and the audience profile, which will be obtained at an appropriate moment from a reputable ticket Company but it is hoped that most people are expected to travel by car or public transport. However, car travel will be discouraged and there will be high profile publicity encouraging people to travel together or use public transport. This has been taken into account in the traffic management plan. See separate document which will be submitted at a time to be agreed.

3. VENUE EVALUATION

This Concert is set in a spectacular location of Southgate Playing fields which is in walking distance to mixed transport options with good routes for access and egress. It has a large, level 'arena' well suited to safely accommodating a high capacity audience.

The stage will be located at an appropriate position for maximum impact and viewing angles. A 'sterile' backstage area will be located behind the stage, housed in a marquee and other temporary structures. The ground is reasonably well drained.

The venue will have suitable and agreed access and egress routes into the concert arena. These will be controlled by stewards at key locations.

Car parking areas have been identified and will be clearly marked and staffed by suitable qualified persons. Ample space is available.

Radio communications will be in place between the Emergency Liaison Team consisting of, senior concert staff, stewards and on site emergency services. The main stage PA system and video screens will be utilised so that safety and information messages can be broadcast to members of the public.

Suitable and sufficient first aid and medical cover will be provided.

All site provisions will be designed in line with the HSE/ Home Office: "Event Safety Guide", Managing Crowds Safely documents and with the Home Office document "Guide to Fire



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Precautions in Existing Places of Entertainment and Like Premises". The documentation for the Concert will follow The Event Services Association's "Due Diligence System".

A noise assessment has been carried out by Vanguardia Consulting and discussed with Environmental Health Officers. Event organisers are currently using the findings to agree a suitable music noise level with the Licensing Authority.

The Licensing Authority considers that the music noise level should not exceed 65dBL_{AEQ} when measured over a 15 minute period one metre from the façade of any noise sensitive premises.

The responsibility of ensuring this rests with the Production Manager/Event Director and the music will be turned down or off at the request of the Senior Environmental Health Officer if undue disturbance is being caused in the opinion of the Senior Environmental Health Officer by virtue of noise or vibration.

4 RISK ASSESSMENTS

Numerous pieces of legislation require risk assessments to be carried out and, in particular, the Management of Health and Safety (Workplace) Regulations 1999. All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people. Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards.

The risk assessment for Sussex Rocks will be based on the activities that shall be undertaken whilst building, during and de-rigging at the Concert. The assessment shall also incorporate the experience of the Organisers holding previous similar Concerts.

Refer to the Event Risk Assessment as detailed in Appendix A.

5 EVENT HEALTH, SAFETY AND WELFARE INCLUDING RESPONSIBILITIES

It is the policy of the concert organisers to promote the highest possible standards of health and safety so as to lead to the avoidance or reduction of risks to the health and safety of all persons who may be affected by their work activities, and to ensure compliance with all



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current legislation. In particular the 'Health and Safety at Work Act (1974)'.

The Concert Organisers make specific commitments with regards working safely, personal safety, care of the environment and being mindful of safety issues when planning events.

The Concert Organisers considers that these issues are the responsibility of the Company's management team and rank equally with that of finance, marketing, human resources and commercial issues.

The Event Organiser, Tony Witton, for this concert takes responsibility for the implementation of the Company's Health and Safety policy. Such responsibilities include but are not restricted to:

- i. Ensuring that health and safety, as well as licensing obligations, site rules and regulations are a major consideration when planning events, shows and concert.
- ii. Undertaking suitable and sufficient assessments of all the foreseeable risks presented to, and posed by, any of the work activities undertaken whilst on site.
- iii. Ensuring staff under his control, including freelance workers and contractors are competent and fully aware of any potential hazards.
- iv. Informing all persons on site of what action to take in the event of a fire, bomb threat or any other emergency; and bring the emergency fire routes and evacuation areas to their attention.
- v. Ensuring that adequate provisions for first aid are in place and that all workers are aware of these provisions.
- vi. Monitoring all plant and work equipment to ensure it is operated in a safe manner and that any safety devices that are fitted are used in the correct way.
- vii. Maintaining a system of good housekeeping in order to reduce the risk of trip/slip hazards and fire risks.
- viii. Ensuring that if Personal Protective Equipment is required that it is suitable and worn by all persons deemed to be at risk.

The Production Director is also mindful that he carries a considerable responsibility for the safety of the public whilst events under his control are taking place.



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The Concert Organisers are well aware of their responsibilities for ensuring the health, safety and welfare of all persons attending the Concert site before, during and after the entertainment. Steps have been taken to fulfil these responsibilities by the employment of competent persons including a Event Safety Officer (ESO) and an Event Production Manager. The ESO's responsibilities include the following:

- a) Monitoring of contractors;
- b) Liaison with contractors, self employed persons on site, and the health and safety enforcement authority;
- c) Checking of safety method statements and risk assessments;
- d) Preparation, as necessary, and monitoring of site safety rules;
- e) Checking of appropriate certificates in relation to electric, fire, etc
- f) Monitoring and co-ordinating safety performance;
- g) Advising yourselves on unsafe work and the use of unsafe equipment;
- h) Assisting yourselves in stopping such unsafe work or the use of unsafe equipment;
- i) Liaison, as and where thought necessary and appropriate, with the Local Authority Personnel, etc during the Concert;
- j) Provide safety consultancy as necessary;
- k) Provide telephone support as required; and
- l) Provide written feedback after the Concert.

Help and information points will be located throughout the concert site.

6 MEETING THE LICENSING OBJECTIVES

The event organisers take their duties under the Licensing Act 2003 seriously and intend to fulfil their duties as organisers in promoting the four key objectives in the following way:

Throughout the Event Safety Plan and Risk Assessment, specific reference is made to meeting the licensing objectives. These objectives will take priority alongside the other important health and safety considerations outlined in the Event Safety Plan and Risk Assessment. The outdoor event industry and the organisers of this event are committed to producing an event that has taken all necessary action to protect the Health, Safety and Welfare of all those taking part. The meeting of the licensing objectives and those outlined in the Event Safety Plan and Risk Assessment will play a role in achieving that aim.



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Public Safety (public health not a licensing objective for the purposes of the Act)

The production of the Safety Plan is in itself a commitment to public safety. The risk assessments will take account of foreseeable hazards and risks and reasonable control measures where required will be implemented. Included within the documentation will be regard to the following key objectives under the Licensing Act 2003.

- Access for emergency vehicles will be maintained around the licensed premise at all times.
- Safe capacities to be calculated for all venues within licensed premises and total venue capacity. Ticket sales/admission will not exceed safe capacity.
- Once safe capacities are approved the numbers on site at any stage will be available.
- On entry all persons including VIP's and working personnel will be subject to random searches by SIA licensed personnel at a ratio of 15% of capacity.
- First aid provision will be in accordance with The Event Safety Guide.
- Use of any smoke machines, special effects & fireworks will be fully risk assessed.
- Drug and alcohol policies in place for all employees and published drug policies regarding event entry.
- Ensure that all other Legislative requirements will be met e.g. Regulatory Reform Fire Safety Order.
- All concessions will be checked by the Environmental Health department of the Local Authority to ensure compliance and suitability.
- Exit widths to be calculated in accordance with capacity and in consultation with the relevant emergency services.

The Prevention of Crime and Disorder

All activities within the Licensed Premises will be managed with a view to preventing crime and disorder by adopting the following policies. All issues arising outside the licensed premise will be the responsibility of the local police force and measures will be taken to minimise the impact through a full consultation process with the local police authority.



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We are working with Definitive Security Services and in close liaison with Sussex Police to define and agree levels of Policing, SIA Badged Security Officers and Stewards to ensure the event is both a safe and enjoyable experience for the audience and Crawley residents.

- Employ a reputable Security Company with the required qualifications for the task in hand at a level approved by the Authorities.
- Developing a constructive working relationship with licensing authority licensing officers.
- On entry all persons including VIP's and working personnel will be subject to random bag searches.
- Measures to prevent open bottles or other drinks containers being carried into the licensed premises including a strict search policy.
- Restriction on glass bottles in all appropriate areas of the Concert site.
- Use of appropriate numbers of stewards/security at access/egress points and other appropriate locations.
- Lighting of the event arena and car parking areas during hours of darkness.
- Patrols in wooded areas to ensure compliance of all Licensing Conditions.

The Prevention of public nuisance

It is accepted that events have an impact upon the locality and all reasonable measures will be taken to ensure that any negative impact the event may have, have been minimised as far as reasonably practicable.

All residents will be invited to public meetings and kept informed by many methods including leaflet drops, web pages, emails and forums. They will be given free tickets or offered alternative entertainment during the event.

In addition to these measures further consideration will be given to the following items in order to meet the licensing objectives.

- An individual who engages in anti-social behaviour is accountable in their own right and will be asked to leave the Licensed area.
- The character of the surrounding area in relation to the proximity to residential and other noise sensitive premises. Noise monitoring will be carried out in accordance with the sound levels set by the local authority.



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- Measures to manage the queuing outside the Licensed premise, where necessary. Queuing lanes will be used in order to manage the crowds and opening times will be clearly advertised.
- Measures to deal with dispersal of customers from the premise as necessary, including the employment of stewards/security and notices at exits requesting customers to respect the neighbours and work with Crawley Business Watch and Pub Watch to ensure that retail and food traders are prepared for potentially significant increases in footfall and custom.
- Measures to control light pollution will be considered as bright lighting outside premises may be necessary to prevent crime and disorder may itself give rise to light pollution for some neighbours.
- Clearance and disposal of waste to be undertaken as soon as reasonable practicable.
- Use of plant and building of structures and the noise emitted from such activities to be limited if considered necessary.
- The time of the event finishing will not be exceeded without prior permission of the Authorities.

The Protection of Children from Harm

The organisers recognise the importance of protecting children from harm and considerations have been made within the risk assessment in order to protect children during the event. The risk assessment will be drawn up in consultation with the relevant authorities to include:

- The protection of children from harm includes the protection of children from moral, psychological and physical harm, and this would include the protection of children from too early an exposure to strong language.
-
- Welfare point/lost children area to be provided. Trained and fully police checked staff to be employed in this area. Access to this area will be strictly limited. Before parents can 'claim' their lost child a form will have to be filled out and signed to ensure that the child is being reunited with the parents or carers.
 - Limitation of access dependent on nature of activities on offer at the event. If an event is unsuitable for a particular age, then this will be included on all publicity and



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promotion. All stewards/security at access points will be fully briefed of any age restriction policies.

- Requirements for accompanying adults where appropriate. For this event NO under 16 will be allowed access without an adult present.
- Robust enforcement of 'Challenge 25' policy including signage at all venues within the licensed premise where alcohol or age restricted activities are taking place.
- Staff will be reminded prior to opening on strict age limits for sale of alcohol and necessary signage will be posted.
- A strict method of ensuring the age of an individual whilst on the Licensed premise.
- Ensure the suitability of any video footage
- Ensuring no gambling takes place

Drugs Policy

As a condition of the License the Organisers are duty bound to enforce the licensing conditions regarding the possession and use of illegal drugs.

- Illegal drugs of any kind are prohibited from site. On entry all persons including VIP's and working personnel will be subject to random body and bag searches
- The possession or use of any illegal drugs on site will result in seizure
- Possession of Class A substance, large quantities of drugs or supplying drugs will result in expulsion and the Police may be called
- This policy applies equally to all persons on site including performers
- The appointed Safety Stewards will be responsible for the monitoring, reporting and enforcement of this policy in line with training received during the completion of the SIA badge

An amnesty bin will be provided at the entrances. These together with any seizure will be taken to the Event office for disposal.



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Designated Premises Supervisor

For this event a Designated Premise Supervisor (DPS) will be appointed. The DPS will only be appointed following consultation with the relevant Authorities after ensuring that they are a suitable provider (e.g. no offences against them for under age sale of alcohol etc)

At all times the bar entrances will be staffed with SIA trained personnel to the levels and positions agreed by the Licensing Authorities.

7 TEMPORARY STRUCTURES AND INFRASTRUCTURE

All temporary structures and equipment installations will be designed and built/installed by proprietary industry standard contractors. This is paramount as the design of temporary demountable structures is outside mainstream civil and structural engineering.

A competent supplier will be used for all temporary demountable structures that will be erected and used on site. They will be able to demonstrate at least the following:

- a knowledge and understanding of the work involved,
- that they can manage/eliminate the risks involved in constructing these types of structure;
- that they employ a suitably trained workforce.

All temporary structures must possess adequate strength and stability, in service and during construction. The means of achieving these are covered, in some detail, in various British Standards and other guidance.

Full details of temporary structures will be available to the Local Council Building Control Department for approval. Full technical drawings, supporting calculations and any relevant test results should be made available before construction commences. All design loads should be in accordance with the appropriate British Standards having regard to their location and use.



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The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply in all the premises and work situations subject to the HSW Act and build on the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER).

Any supplier using lifting equipment has a duty under LOLER to provide physical evidence to the ESO (eg a copy of the last report of thorough examination) to demonstrate that the last inspection has been carried out. If hiring lifting equipment the ESO should make sure that it is accompanied by the necessary documentation. After positioning rigging and similar equipment, the user should ensure that a competent person inspects the lifting equipment before it is put into use to make sure it is safe to operate. The user then has the duty to manage the subsequent lifting operations in a safe manner.

All main contractors should submit safety method statements to the ESO in respect of their on site activity; these will include details of employee/subcontractors competencies and training in respect of their ability to operate equipment. All activities at the Concert site relating to the erection and construction of the structures should be monitored by the ESO or a nominated safety representative who should ensure that contractors and personnel follow safe working practices and erect the temporary structures as detailed in the specification.

The ESO will ensure that all structures are checked by a competent person and certified as being safe before they are used. Structures erected and certificated for Sussex Rocks must provide completion certificates for the ESO and the Concert Organisers.

All stages and marquees should be provided with suitable and sufficient means of access and egress, which should be shown on the stages individual site plans.

The main stage will be provided and erected by a reputable industry standard company yet to be decided.

3kN/m pit barrier will be installed at the front edge of the main stage; this will be connected to appropriate load bearing fencing at both sides of the stage. There will be no public access to the backstage areas.

The pedestrian routes from the car parks will be signed and lit. Security and stewards will monitor access and egress.



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Location and setting up of the catering outlets and the merchandising stalls will be monitored by the ESO.

Handrails, barriers and demarcation lines will be provided where appropriate.

The ESO or the nominated safety representative during the build period should check stores and stacked materials for suitability of location and stability and initiate remedial action where necessary. Where materials are to be stacked and left in position awaiting final positioning the initiating contractor should ensure that they are safe, secure and highlighted.

8 ELECTRICAL SYSTEMS

Sussex Rocks will employ the services of a reputable industry standard company to install generators and electrical infrastructure to supply the power and lighting requirements of the site.

Petrol generators should not be permitted on site or on any elements of the Event.

All electrical installations and equipment used should comply with the general requirements of the Electricity at Work Regulations 1989, i.e. installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers "Regulation for Electrical Installations" and other relevant guidance. Regard should be paid to HSE Guidance Note GS50: "Electrical Safety for Place of Entertainment". Temporary installations cannot fully comply in all respects with the IEE Regulations and details of variances should be provided.

All work should be carried out under the control of a competent electrician who should remain on site whilst the public are present. This person should provide electrical certificates in a form prescribed in the IEE Regulations prior to the public being given access to areas of the site. Copies of these certificates should be obtained by the Event Organiser and made available to the Local Authority on request. Prior to the Event opening, the Event Organiser should inspect the site and ensure that appropriate fire fighting equipment has been installed.

As the Event progresses into the hours of darkness additional lighting is required. Marquees and other temporary structures will be fitted with appropriate levels of emergency exit



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signage and non-maintained emergency lighting. These emergency lighting systems will be thoroughly tested prior to the audience entering the site.

The main electrical intake and/or generator enclosure will be positioned where it is accessible for normal operations or emergencies, but segregated from public areas of the venue. It will display danger warning signs around the intake or enclosure. The signs should comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

All electrical equipment which could be exposed to the weather, eg consumer units, distribution boards, etc, should be protected by means of suitable and sufficient covers, enclosures or shelters.

As far as practicable, all electrical equipment should be located so that it cannot be touched by members of the public or unauthorised workers.

On completion of the electrical installation it should be inspected and tested according to the procedures laid down in BS 7909: 1998.

Temporary overhead cables, whether they are carrying mains voltage, communication, or television signals, should be securely fixed or supported by a catenary wire. The catenary wire and cables should be placed out of reach of members of the public. The catenary wire should be bonded to the earthing system of the cable supported. The cables should be suspended from the catenary wire by means of suitable hangers spaced at regular intervals to provide adequate support to the cable. Advisory notices warning of the location of the overhead cables and the voltage being carried should be clearly displayed.

Wherever possible, cables routes will be segregate from all types of traffic. If this is not possible, a cable height of not less than 5.8 m is advisable to ensure that high-sided vehicles can pass beneath the overhead cables. Fences should be used to segregate roadways from overhead cables running parallel to the roadway to prevent inadvertent contact.

If it is necessary to run cables underground, BS 7671: 1992 gives extensive details, taking into consideration space factors. Cables should be placed far enough underground to protect against crushing by vehicles.



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If cables have to be run on the surface they should be protected against sharp edges or crushing by heavy loads, eg by covering with ramps or rubber mats. Ramps should be conspicuously marked to avoid tripping hazards

The Event Organiser will inspect the condition of the generators and ensure that fire-fighting equipment (1 CO² 2kg extinguisher/1 foam 5kg extinguisher) is provided prior to use per generator.

Other suspended lighting apparatus should be fitted with suitable safety chains.

Hand held tools should, where possible, be 110v or battery operated. Where this is not possible and for other hand held equipment residual current devices having a 30mA tripping current and a maximum operating time of 30 milliseconds should be used. Test buttons should be incorporated.

9 FOOD AND REFRESHMENTS

Food and refreshments will be available throughout the site from a variety of catering outlets.

Where possible event organisers will use Sussex based suppliers to support the local economy providing they have the necessary health and safety credentials.

The Event Organisers will obtain details of all caterers and this information should be forwarded on to the Local Council at least twenty one days prior to the Event.

The Event Organiser will ensure that all drinks are sold in plastic receptacles prior to and during the Event.

Stewarding should ensure that catering vehicles will not move whilst the audience is still on site. Vehicles will not be permitted to move until the organiser is satisfied that it is safe to do so. All contractor vehicles must use their hazard warning lights during movement.

A variety of food and drink outlets are available on the site.

Catering units that are grouped together should have a firebreak of 2.5 metres (approximately a length of Heras fencing). Sections of Heras may be used to provide



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compounds for catering units, preventing members of the audience accessing preparation areas and gas storage.

10. WASTE DISPOSAL & ENVIRONMENTAL ISSUES

Waste bins will be provided for all catering waste in the secure areas to the rear of catering units. The Event Organiser will monitor the areas to ensure inappropriate levels of waste and combustible items do not build up during the Event period. The Event Organisers have arranged to provide a number of litter pickers throughout the duration of the Event and to return the area to its original state following the event.

All areas in the immediate vicinity of the site should be cleared of litter. All clean-up staff must be provided with appropriate PPE.

Waste should be cleared from bins and removed after the audience has moved off the site. Suitable waste disposal, including recycling, will be carried out by a Company, yet to be appointed, on behalf of the Organisers.

The Organisers are fully aware of the new Environmental Damage (Prevention and Remediation) Regulations 2009 that came into force in March 2009 and their reporting responsibilities.

11. SECURITY/STEWARDING

The Event Stewarding Plan will identify the numbers and location of stewards. These will be located on a site plan and submitted to the police and Local Authority for approval. In order to carry out the stewarding effectively, a chain of command will be established.

The steward's main responsibilities will be to assist crowd management, prevent overcrowding, reduce crushing problems, minimise injury, prevent unauthorised access and provide assistance to the police and other emergency services.

Key stewards will use radios and be trained in radio procedure and discipline.

A full briefing session will take place prior to the commencement of the Event.



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The security and stewarding companies are aware of the SIA requirements for registered Door Supervisors.

Sussex Rocks is working with Definitive Security Services and in close liaison with Sussex Police to agree an appropriate stewarding and security arrangements.

12. CROWD/TRAFFIC MANAGEMENT (SEE ALSO COMPREHENSIVE TM PLAN)

BUILD/BREAKDOWN CONTROLS.

Following the gates opening there will be **no vehicle movement whatsoever** without permission of the Health & Safety Officer, his Deputy or the senior Police Officer present. Any permission given will be decided on a dynamic risk assessment and the circumstances presented at the time. In the event of permission being given, the vehicles will be escorted with two stewards in appropriate PPE at walking speed.

Due to the open nature of both venues during the first stages of the concert build and breakdown, all materials and equipment should be securely stored or closely monitored, with appropriate stewarding organised temporarily if alternative storage cannot be sourced. All materials and equipment should be highlighted with hazard tape if they are left in public areas.

All Contractors will access the site from either the A2004, Southgate Avenue. All contractors must observe a strict 15 mph speed limit throughout the Concert arena. Hazard lights must be operational and where necessary, marshalling should be used.

During the erection and dismantling of the large marquees and the stages, hard-hat areas should be established where necessary and highlighted with hazard tape. The contractors will be responsible for ensuring members of the public do not enter their work areas.

The ESO, Event Organiser or a nominated safety representative should also monitor general work operations and intervene where necessary if unsafe practises are being committed.

The Concert Organisers will provide overnight security for the Concert site where appropriate.



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ROAD CLOSURES

The event organiser has discussed closure of the A2004 Southgate Avenue with Sussex Police to coincide with the end of the concert and facilitate safe egress of customers from the event site to public transport, car parking and town centre amenities.

Road closures will be requested and submitted by the Organiser through the normal channels.

All the barriers will be of the steel crowd barrier type. A minimum carriageway gauge of 3m will be maintained at all roadways.

AUDIENSCE ACCESS

The Concert is entrance by ticket only. An allocation of tickets will be retained for use by Sussex Rocks in the event of significant numbers of people queuing outside the site without tickets.

Prior to the public being allowed on to the venue the ESO must ensure that checks are made of all fire and emergency facilities and that:

- all exits are unlocked;
- escape routes are clear;
- emergency lighting works;
- fire-fighting equipment and alarms are in full working order;
- a PA system for use in emergencies can be heard clearly in all parts of the venue.

Trained competent stewards will be located throughout the Event site to provide information and guide members of the audience to appropriate area and welfare facilities.

No 'Pass outs' will be allowed.

13. ORGANISATION AND CONTRACTORS

The Event Organisers, in hiring the services of contractors, intends to fulfil its responsibilities under Health and Safety Legislation and good practice by taking reasonably practicable



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steps to ascertain the level of health and safety awareness and competence of such third party organisations. All contractors will be expected, prior to commencing work, to provide details of how they intend to undertake the work in a safe manner.

All personnel working on site will be required to work with regard for their own and others health and safety, in accordance with current legislation and good practice, and within their companies own health and safety management framework.

To facilitate compliance and to ensure awareness of potential health and safety problems and conflicts between contractor activities, contractors will receive information in respect of site practices, access routes, and access times. Each contractor will be required to complete a safety questionnaire and provide the name and contact details for a nominated safety representative who will be onsite whilst works are being undertaken. The Event Organiser or nominated safety representative will monitor the contractor activities and intervene as necessary should unsafe practises or unsafe conflicts become apparent.

Each company involved in the Event should submit the name and on-site contact details of a nominated person who will be available on site to liaise with the Event Organiser on health and safety issues.

Details of contractors and their contact details will be provided in Appendix E. They will also be available from the Production office during the event.

14. COMMUNICATION

The importance of communication on site is recognised. There needs to be clear and effective communication between the various disciplines and identified lines of demarcation. Agreed and written procedures, roles and specific duties should be drawn up. The police, Event Organisers, the Local Authority and the stewards will need to communicate effectively.

Radio communication should be used by all relevant personnel including management teams, stewards, security etc. It is imperative that all radio frequencies are submitted to the Event Organisers prior to the Event in order to prevent crossover. Correct radio procedure and discipline should be maintained.

All senior officers will have mobile phones to back-up radio communications. The Emergency Liaison Team (ELT) Control will be located within the Event Control Vehicle.



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Communication with the public should be carried out when necessary by using the main stage PA system allowing clear and audible messages.

15. MEDICAL/FIRST AID PROVISION

The organiser and the ESO will liaise and consult with relevant National Health Services Trust (NHST) on the overall medical/first aid provisions.

One qualified person will be nominated to take overall control and co-ordination of first aid provision - NHST staff should fulfil this role.

Having regard to the nature of the Concert and locality of hospitals etc, full consultation with the ambulance service should be undertaken.

The nearest Accident & Emergency Department is located within 30 minutes of the venue.

First aid facilities will be provided on site for all staff and audience members during the Concert period. For the build and breakdown periods, each contractor will provide first aid kits and a nominated first aider. In the event of an accident, the ambulance service will be called via the 999 system.

All local hospitals will be given prior notification of the Concert, following the consultation process.

Prior to the concert commencing, all on site ambulance staff and the head of security will be briefed and made aware of any contingency plans, including evacuation points, designated ambulance loading points/EVRP (Emergency Vehicle Rendezvous Point) and forward ambulance aid points. EVRP's and EVLP's will be reviewed by the ELT and designated depending on the location and type of emergency.

The first aid point will be provided with contingency plans and site contact numbers, together with site plans.

The level of medical/first aid provision for the Concert will be in accordance with "The Event Safety Guide" and agreed by NHST and the local ambulance service. The levels of medical cover will be detailed in Appendix C.



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It is recommended following the use of the matrix (40 points) for this event that the following medical provision is suggested but this is subject to advisory meetings:

20 x First Aiders

3 Ambulances with 10 personnel with Doctors on site.

However, the proposed provision will be discussed fully and agreed with the Local Licensing Officer prior to the event.

First aid points will be located at the Concert Site as detailed on the site plan. The medical first aid points will be clearly signed and provided with fresh water and power.

Medical teams will be on-site a minimum of 1 hour prior to gates opening and will remain on-site until the venue is clear of patrons. All medical staff will wear identified uniforms.

Site access for emergency vehicles will be determined by the nature and location of the incident. EVRP and EVIP will be designated and secured by teams of stewards. Paramedics on foot will be escorted by security as required.

16. FIRE PRECAUTIONS AND EQUIPMENT

Fire fighting equipment will be provided by the Event organisers. The type and location should be agreed with the Fire Authority. Guidance should be taken from the "Event Safety Guide" and from the Home Office "Primrose Guide" and also the Local Authorities Licence conditions although it is recommended that higher levels than usual are provided to allow for the possibility of delayed attendance by the fire service due to crowd movement.

~~Site access for emergency vehicles will be determined by the nature and location of the incident. EVRP will be designated and secured by teams of stewards.~~

All drapes, curtains, marquees and scrim cloths etc for all stages will be certificated to the relevant fire resisting/retardant standard. Samples of cloth should be available for testing upon request.



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All groups of catering outlets should be at least 2.5 metres apart with a fencing panel being utilised to provide both separation and a flush face. Catering vehicles and outlets will be required to provide at least one operational 5kg dry powder extinguisher and a light duty fire blanket.

It is not proposed that any naked flames will form any part of the entertainment.

Closed containers will be provided in the secure area to the rear of the catering outlets and stalls to accommodate refuse generated during the Event.

Each caterer will only be permitted 1 spare LPG cylinder with the unit, for each cylinder in use unless this amount is considered to be excessive on site. This level of provision will be sufficient for the duration of the Event. Spare cylinders will be stored in a secure well-ventilated location in a remote compound.

It is advised that all caterers submit certification to the effect that their LPG installations were installed and have been inspected by a 'Gas Safe' registered engineer in the 6 months preceding the Event.

Petrol generators will not be permitted on the site.

Stewards who may be called upon to use fire-fighting equipment will be trained to a suitable standard. The use of fire-fighting equipment by stewards or others employed on the site should be considered to be an emergency first measure only and the Fire Brigade will always be called via the 999 system for every actual or suspected fire even if it is considered to have been extinguished.

All on-site 999 emergencies will go via the ELT. Stewards will be advised of this arrangement during the on-site briefing. Should any 999 calls be made directly by the public, the 999 centre should communicate with Police Control before action is taken.

The Event Organiser covering the area will carry out checks prior to opening and during the Event to ensure that the above is adhered to. Such details should be in addition to any checks/inspections undertaken by the relevant licensing and enforcement authorities.



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The provision of Fire Fighting equipment throughout the infrastructure will be determined by a competent person.

Fire Safety Signage is required under The Health & Safety (Safety Signs & Signals) Regulations 1996 and must comply with the provisions of those regulations.

Therefore, a competent person should carry out an audit of the whole site regarding Fire Safety Signage to ensure that any fire resisting self-closing doors are to be permanently marked on both sides, at about eye level, with a notice bearing the words "FIRE DOOR - KEEP SHUT" in letters of appropriate size. The escape route signs will be the latest BS 5499 part 4 standard (running man) and clearly seen from all areas of the arena including 'PUSH BAR TO OPEN' or graphics explaining the method of opening any exit doors. A notice 'FIRE ESCAPE – KEEP CLEAR' must be fitted to all exterior faces of final exit doors or perimeter gates.

17. SANITARY ACCOMMODATION

Adequate numbers of toilets and washbasins will be provided. These facilities will be maintained to ensure that they are kept in a clean and serviceable condition throughout the duration of the concerts and maintained to a high standard of hygiene.

Toilets will be readily visible and will be adequately lit at night and during the day, if required. They will be clearly signed from all parts of the venue. The areas and, where appropriate, the individual units, will have a minimum lighting level of 100 lux for general toilet areas (200 lux for wheelchair-accessible toilets).

Disabled facilities should be provided at an appropriate level for the anticipated attendance. It is suggested that 1 toilet with hand washing facilities will be provided per 75 people with special needs. The toilet location should be clearly signed in the banner type format.

Toilet facilities are to be of a high standard and supplied by a reputable company. They will be regularly maintained, repaired and serviced using suitably experienced competent workers throughout the event to ensure that they are kept safe, clean and hygienic. Toilets need to be supplied with toilet paper, in a holder or dispenser at all times. Arrangements will be made for the rapid clearance of any blockages.



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Toilet facilities will be erected at a suitable time prior to Concert to ensure a thorough inspection by the environmental health department.

The figures below will be used as a general guideline for this event.

For events with a gate opening time of 6 hours or more

Female

1 toilet per 100 females

Male

1 toilet per 500 males, plus 1 urinal per 150 males

For events with a gate opening time of less than 6 hours

Female

1 toilet per 120 females

Male

1 toilet per 600 males, plus 1 urinal per 175 males

18. EMERGENCY PROCEDURES

Any emergency may normally require a multidisciplinary approach, in which the organiser, the police, the ambulance service and the fire authority services may all play a part. An emergency evacuation plan will be drawn up laying down formalised emergency procedures.

An ELT Control will be set up at the rear of the stage and the stewards and the ESO will be mobile and in radio contact with Control to monitor and manage the crowd.

EMERGENCY LIAISON TEAM

The Concert will operate under the guidance of the Emergency Liaison Team (ELT) located in the ELT Control. The ELT should be manned by representatives of the following organisations:

- Police
- Security
- Concert Organisers



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- First Aid Provider
- Event Safety Officer
- Production Manager
- Council representatives

The concert organisers, in conjunction with the ESO, first aid providers and the stewarding manager accept that they are normally responsible for dealing with most emergencies that could occur within the immediate vicinity of the Concert infrastructure and the site and for taking appropriate decisions. However, the circumstances in which the police would take over this responsibility will have to be established. This will be done by means of a verbal hand over by the ESO, confirmed by the Concert Organiser.

All fires of any size will be notified immediately to the fire service via the 999 system.

An emergency evacuation plan is being developed in liaison with the emergency services and the licensing authority. See appendix F. The plan will include:

- Identification of key decision making personnel.
- Provisions for stopping the Concert if necessary.
- Identification of emergency routes.
- Identification of holding areas.
- Details of coded messages.
- Details of script to address audience.
- Identification of rendezvous point for emergency vehicles.
- Identification of ambulance loading points and triage areas.
- Details of hospitals and traffic routes.

Emergency access routes shall be detailed on the Site Layout Plan provided by the Concert Organisers, and suitable first aid points will be designated in conjunction with the Ambulance Service and NHST.

19. EVENT INSPECTION

The site will be inspected at a time to be agreed in order to allow any inspections to be carried out by all relevant parties.



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The ESO will check the site, prior to public entering the site to confirm that the site is safe for the Event to proceed.

20. ACCIDENT REPORTING AND INVESTIGATION

The accident book will be located in the ELT, any employee, contractor or freelance worker who suffers an accident must ensure that the accident is reported to the Event Organiser as soon as possible.

In the event of a reportable accident i.e. Major Injury, Dangerous Occurrence etc. The Event Organiser will advise who are the correct company/ individual to report the accident.

Reports should be made by the quickest practical means, normally by telephone, and a note will be made of the call. A RIDDOR form (F2508) must be filled out. The HSE's contact details are:

Telephone: 0845 300 9923

Fax: 0845 300 9924

E-mail: riddor@natbrit.com

All accident and incidents will be investigated by the Event Organiser and a written report will be undertaken.

21. PROVISIONS FOR PERSONS WITH SPECIAL NEEDS

The Event Organiser is aware of the legal requirements under the Disability Discrimination Act 1995 (DDA). They have therefore taken the appropriate steps to ensure reasonable access and facilities are to be provided to all persons with Special Needs who may attend this event.

A suitably constructed viewing platform will be erected to provide clear sightlines for those with mobility issues. At this time it is planned that the platform will be able to accommodate a number of wheelchairs and spaces for carers, if demand suggests a greater requirement, then the size of the platform will be increased accordingly. Bar and refreshment facilities will be supplied for use by customers in the disabled viewing area.



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Adjacent to the platform there will be a purpose built Disabled Toilet, this will be signed accordingly. Disabled parking will be made available in the Hawth Car Park from where suitably adapted minibuses will relay passengers to the event site by road where they can gain level access to the disabled viewing area. Competent stewards will be in attendance to assist as required.

All emergency and information signage will be clearly posted in a suitable font size and use appropriate contrasting colours.

All emergency and information announcements will be made via the Main Stage PA and visually via the video screen.

22. MAJOR INCIDENTS AND OTHER CONTINGENCIES

Keeping contingencies in their most simple and immediate form, the following risks and contingencies have been identified. However, in the event of a major incident many areas have been identified as holding or safe areas and after an initial Dynamic Risk Assessment by the Event Safety Officer the public will be directed to that area.

Abandonment or cancellation

All possible steps are taken to provide adequate notice of abandonment or cancellation.

Prior to the opening of the event all methods available must be used to try and stop members of the public travelling. This will be achieved by direct mail via the ticket agency database, local media, radio, television sources and the placing of notices in the car park entrances.

Bomb Threat/Suspect Packages

Any member of staff receiving a report that a bomb has been left on the Concert site or that a suspect package has been found, will immediately inform the Event Safety Officer.

If a bomb threat is made direct to the Organisers by telephone, then the person taking the call will immediately inform the Event Safety Officer and make a record of the call, in particular of any code words used by the caller, and on a form prepared for the purpose (see



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appendix). Unless the information has come from the Police, the Event Safety Officer will immediately inform them.

Consideration could also be given to conducting a covert search, but this would only be considered if a description is available and the location narrowed down to allow a search to be carried out. In any event, a search should not be conducted without first seeking advice from the Police.

If a package is found an immediate evacuation should take place and the event abandoned. It should not be touched or interfered with.

Radio transmissions and mobile telephone calls within 30 metres of the package are strictly prohibited.

The following form will be used as aide memoires for information for the Authorities:

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RECORD OF BOMB THREAT

If a telephone call is received during which the caller makes a bomb threat, then the person receiving the call will complete this form as fully as possible. After the caller has rung off dial 1471 and record the result below.

THE MESSAGE? (Exact words if possible and any code words used)

.....
.....
.....

TIME OF CALL? **WHAT TIME WILL BOMB GO OFF?**

LOCATION OF BOMB?

WHY ARE YOU ATTACKING THIS EVENT?

.....
.....

WHAT DOES THE BOMB LOOK LIKE?

.....

BACKGROUND TELEPHONE NOISES (i.e. payphone, mobile phones etc)

.....

CALLER

Male Female Child
Young Old Drunk Incoherent

ACCENT?

DISGUISED VOICE?

ANY OTHER BACKGROUND NOISES (i.e. laughing, music, etc?)

.....

ANY OTHER USEFUL INFORMATION?

.....

PERSON RECEIVING CALL

The person receiving the call should make themselves available to see the Police.



CHEMICAL, BIOLOGICAL, RADIOLOGICAL and NUCLEAR (CBRN) ATTACK

First responders have been undergoing extensive training to deal with the aftermath of a CBRN attack. To this end, with a crowd expected to exceed 10000 people, the Organisers have decided that in the unlikely event of this type of incident all gates will be closed to stop persons leaving the site.

Depending on the attack, and many issues that can only be addressed at the time, including wind direction by the Senior Emergency Officer in attendance, a holding area has been designated near the main arena. An area will be designated for Decontamination including hard standing for necessary equipment as necessary once the venue is confirmed.

This will leave a clean route towards Crawley and facilities clear and available for Emergency services.

The Police and other Emergency Services have agreed procedures for dealing with these types of incidents.

Dogs Policy

With the exception of Guide Dogs, NO dogs will be admitted into the Concert area.

Helicopter Landing Area

The Organisers appreciate that the proper selection of a landing area is essential to both the safety and efficiency of helicopter operations and persons on the ground. This, together with any advice from third parties will be considered prior to nominating the proposed position of the landing area. Parts of the playing field itself may be usefully retained as a suitable area, alternatively, organisers will approach the adjacent school for permission.

Many conditions, only determined prior to the event, including the weather (potential for smoke or fog inversions, winds) will be taken in to account prior to designating the area.



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However, in the event of an emergency a designated area will be available at all times. It will be designated with the recognised 'H' clearly visible from the air with portable lighting illuminating the area for an 'after dark' landing. The final decision rests with the Pilot, as to the suitability of the landing site following a high level recognisance.

No helicopters are expected at this event.

The Event Safety Officer will ensure that all necessary parties are made aware of the preferred venue 72 hours prior to the event in writing. However, this may be changed even at the last minute if a better site can be established.

Incidents Involving Compressed Gas

When it is suspected that cylinder(s) are or have been involved in fire, an initial Hazard Zone extending to a maximum of 200 metres from the cylinder(s) should be considered in liaison with the police, especially if they are directly involved in the fire. The assessment of the hazard zone has been based on the possible travel distance of fragments from an exploding cylinder in open air. The actual area of the hazard zone required will be determined by a number of factors including the type and extent of adjacent structures and the local topography.

The hazard zone is a control measure for the following hazards:

A blast pressure wave.

Fireball of up to 25 metres.

Cylinder may be thrown up to 150 metres.

Large fragments which have high looping trajectories.

Flying shrapnel, valve assembly, carrying trolley and other ancillary equipment, which may be thrown up to 200 metres.

Flying glass and other structural material.

Structural damage to buildings in the vicinity

Insurance

Sussex Rocks is covered by its own insurance policies but will ensure all events and concessions have the correct and sufficient cover.



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Prior to the event, the Organisers will produce copies of any relevant insurance documentation for inspection. This is to include any relevant contractors insurance.

Lost Property

Stewards will be instructed to inform all visitors that any lost or found property will be taken to the Lost property area or the Organisers operations site. At the end of the event any outstanding items will be recorded and all goods taken to the Police if considered necessary.

Noise Control

The Event Safety Officer together with the Organisers will at all times ensure that the noise level is within the laid down requirements.

Event Organisers have commissioned Vanguardia Consulting to carry out a noise assessment of the event site and are currently using the findings to agree a suitable music noise level with the Licensing Authority.

The responsibility of ensuring this is maintained during the event rests with the Production Manager/Organisers and the music will be turned down or off at the request of the Senior Environmental Health Officer if undue disturbance is being caused in the opinion of the Senior Environmental Health Officer, by virtue of noise or vibration.

The crowd leaving the site will be monitored by Safety Stewards ensuring a quiet and peaceful egress is maintained.

All staff working in the pit area will wear ear defender plugs and all others will be advised too and warned as to the potential hazards at the brief.

Overcrowding

- i) Constant monitoring from Concert Control and the ELT to evaluate levels of crowd density
- ii) Briefing of Concert Producer regarding crowd advice messages on moving back from stage.
- iii) Consideration of show stop



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Photography - Still and Video Photography

This policy is solely determined by the Tour Management or Organisers and will be confirmed to the Event Safety Officer as early as possible prior to the event commencing. Signs will be posted at the entrance.

In the event of no notification the following will be used as a guide.

NO VIDEO FOOTAGE WHATSOEVER.

Professional photographers, with the required badge, will be allowed in the pit area for the first three tracks only with the required press pass.

From the audience, camera phones and 'happy snapper' photography is allowed.

Any photography deemed professional (large zoom type lens) will be asked initially to stop. Any further breach they person will be asked to destroy the images and the matter passed to the Tour Manager or Organisers.

If possible a public announcement will be made prior to the concert commencing.

Pyrotechnics

The only pyrotechnics allowed on site will be with the prior permission of the Event Manager.

The organisers will only use professional, accredited suppliers and supply all required documentation in line with the Explosive Act 2002.

The final say rests with either the Event Manager or Event Safety Officer as to whether, even at the last minute, these go ahead.

Rights of Admission Reserved

For licensing conditions the rights of admission reserved is essential for the safety and enjoyment of all persons attending the event. Appropriate signage will be used on all routes



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to ensure all Concert goers are aware of the conditions of entry prior to arriving at the main gates.

Search Policy

There is a laid down policy regarding searching. On entry all persons including VIP's and working personnel will be subject to random searches by SIA licensed personnel at a ratio of 15% of capacity.

This can be inclusive of Organisers and performers but the final decision rests with the Event Organisers.

Amnesty bins will be provided at the entrance for both drugs and alcohol.

Security of the site

During the event the level of security will be determined by the Event Manager in consultation with the Event Safety Officer.

Severe Weather (Heat)

- i) Constant supply of drinking water.
- ii) Bottled drinking water freely available from multiple points
- iii) Sunscreen/block supply with medical personnel
- iv) Constant advice via stage PA.

Severe Weather (Wet & Cold)

- i) Provision of ground cover immediately in front of stage area to prevent slipping
- ii) Pre-warnings via the radio station if anticipated
- iii) Consideration of shortening/stopping show if very severe
- iv) Messages via stage PA advising people to leave if cold and wet

Structural Collapse

- i) Constant monitoring of all structures throughout event to prevent overcrowding



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and unauthorised entry

- ii) If collapse occurs, suspension or termination of show to be considered
- iii) Inner cordon of stewards in immediate vicinity to separate crowd from area
- iv) Consideration of outer cordon to enable emergency services to deal with incident site

Ticket Sales on the day of the Event

Tickets will not be available for general sale on the day of the event as it is anticipated that, due to the high profile line up, tickets will sell out in advance. An allocation of tickets will be retained for sale to local residents in advance and to for use by Sussex Rocks in the event of significant numbers of people queuing outside the site without tickets.

Water

The provision of free drinking water is important at all events, especially open-air concerts and dance events, due to the volume of people, confined conditions and the weather.

Generally all water should be provided from a mains supply. All water dispensing equipment should be clean, well maintained and suitable. It is considered good practice to sample and test temporary water supplies for bacteriological safety, especially those provided at outdoor events.

There will be an adequate supply of drinking water points in the pit area, together with an adequate supply of paper or plastic cups. The number of drinking water points will be determined by the risk assessment.

If storage containers are used to supply the water, they should be of sufficient capacity and number for the anticipated needs of the people within the first 5 m of the pit barrier. Pit area water points will not be within the reach of the audience.

There will be a supply of drinking water within easy reach of the audience and all catering operations. At outdoor sites (one-day events) a general guideline is one water outlet per 3000 people and one outlet per ten caterers provided they are in the same area.



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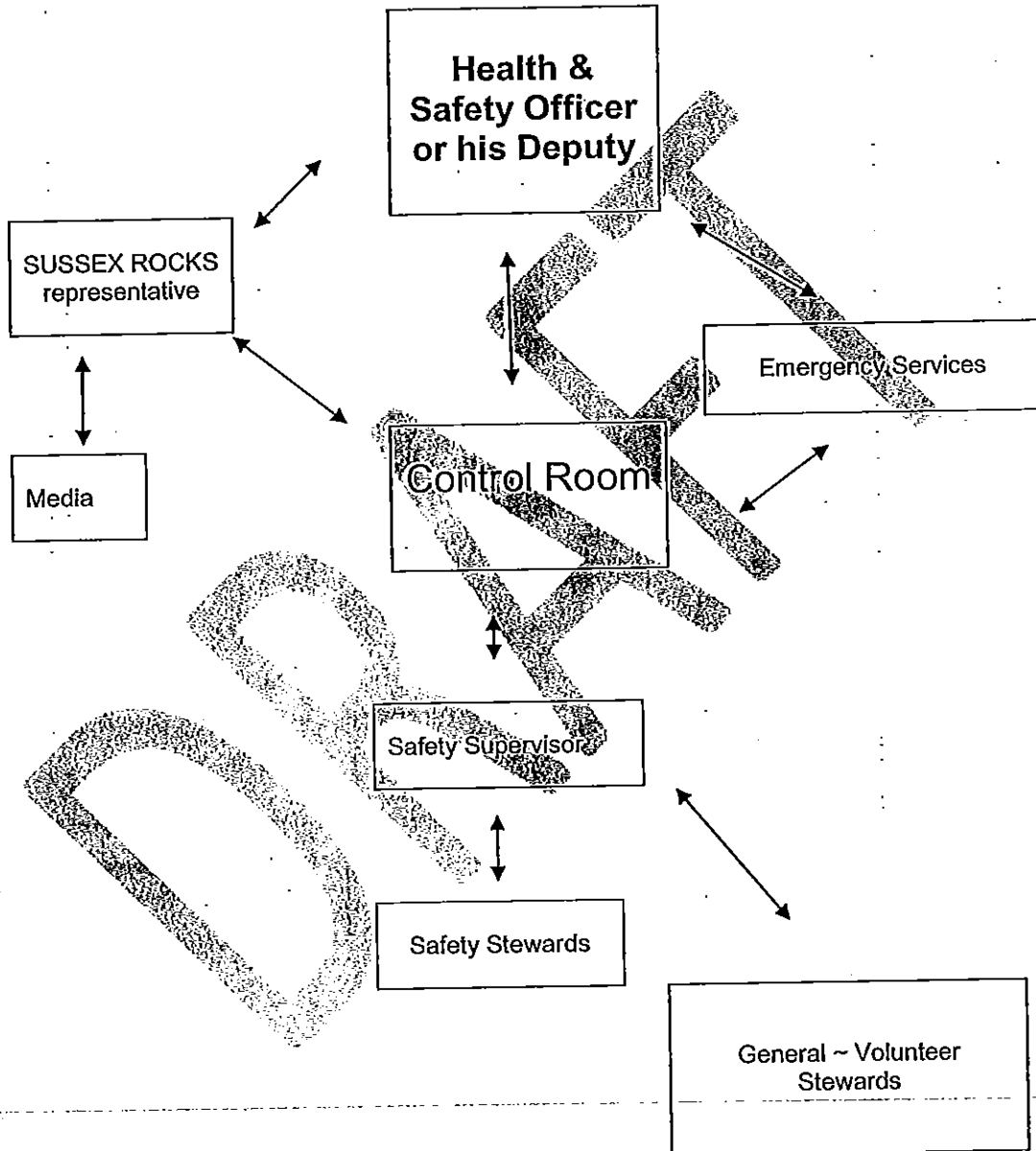
Event Safety and Contingency Plans

All water points should have unobstructed access, be clearly marked, be clearly lit at night if the event continues after dark and have self-closing taps.

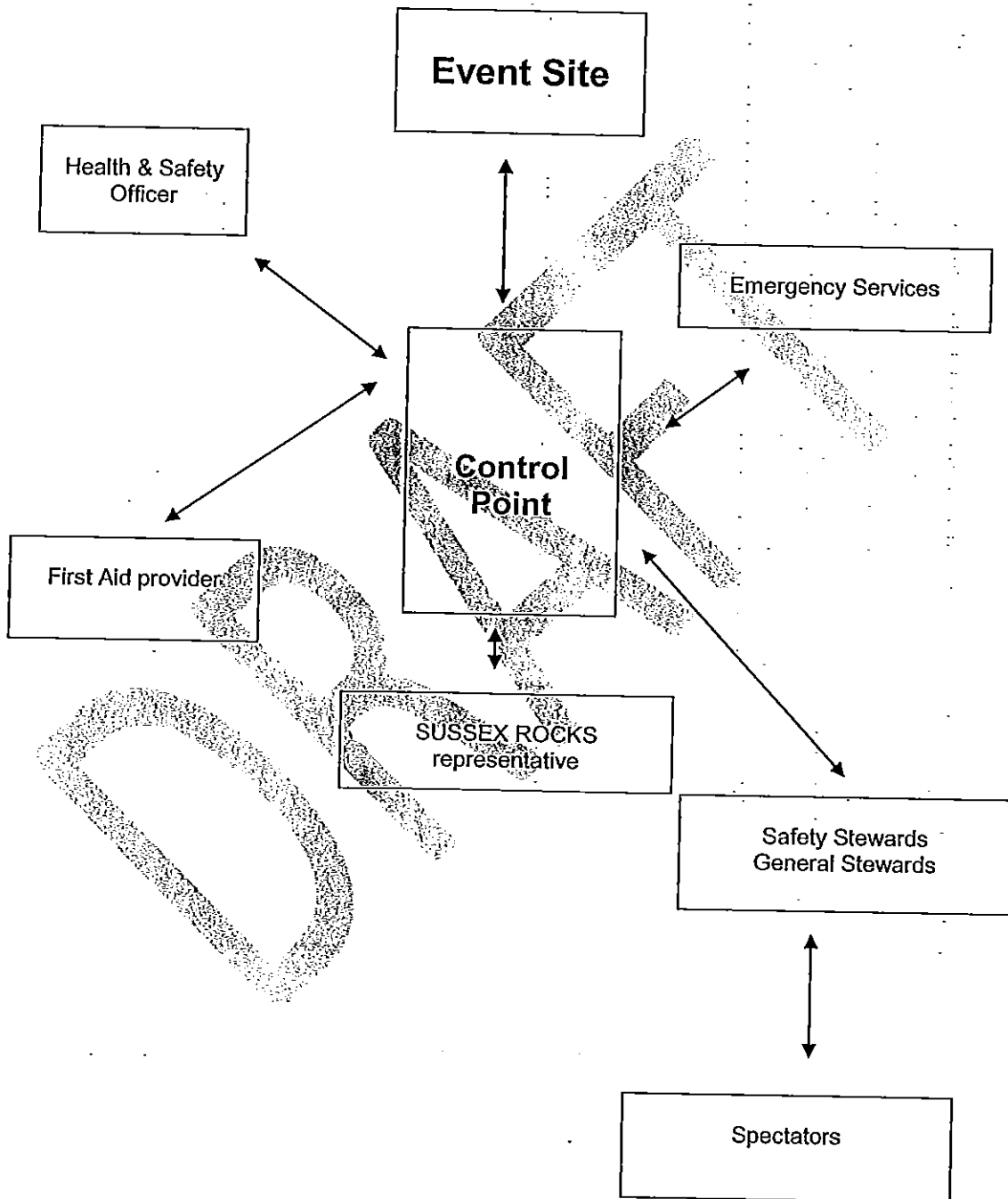
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Basic Contingency Plan Organisational Structure



Lines of Good Communications



APPENDIX A
EVENT RISK ASSESSMENT

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APPENDIX B
SITE LAYOUT PLAN

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APPENDIX C
MEDICAL/FIRST AID PROVISION

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APPENDIX D
STEWARDSHIP PLAN

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APPENDIX E
CONTRACTOR DOCUMENTATION

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EMERGENCY EVACUATION PLAN

The emergency evacuation plan is developed after consultation and liaison with the emergency services and the Licensing Authority.

The control of all emergency evacuation procedures will be undertaken by the Event Safety Officer unless the Police are present and the Senior Police Officer advises that he/she will take control of the situation.

If the Police are not present then they should be informed immediately that a full evacuation is, or about to take place, and the reason for the decision.

The Evacuation Plans are divided into:

- Full evacuation
- Partial evacuation

Plans for a partial or full evacuation of the Event area have been prepared and copies are included within this document. All staff will be reminded of their duties, should an evacuation be necessary prior to gates opening.

NOTE: *It is impossible to make hard and fast rules in emergency situations and each problem must be dealt with according to the conditions that exist at the time. The preferred pedestrian route for an evacuation is via the A2004 towards the main routes. Accurate assessment of the situation together with good communications and a good working knowledge of the Emergency Procedures are necessary.*

Identification of emergency routes

Following Special Advisory Group meetings it has been agreed that the emergency route will be from the A2004 and then Ringwood Close using the main entrance to the rear of the Concert Venue. All emergency providers will be informed in writing 7 days prior to the event. The ELT will ensure that any call made to the emergency services will ensure that they are reminded of this emergency route. Stewards will staff all gates.



Identification of holding areas

The holding area will be near the entrance in Ringwood Close and will be staffed by a Safety Steward. Any emergency vehicle will be called forward from that point.

Identification of rendezvous point for emergency vehicles

Following a call to any Emergency Service the Event Safety Officer will consider the best rendezvous point available. This will then be relayed to as soon as possible to the responders Control via telephone.

In any event the Emergency Service will be met and taken to the required area.

At a major incident the holding area will initially be the main A2004 where parking and egress is available.

Details of hospitals and traffic routes

The nearest Accident & Emergency Department is located at:

Redhill, Surrey

First aid facilities will be provided on site for all staff and audience members during the Event period. For the build and breakdown periods, each contractor will provide first aid kits and a nominated first aider. In the event of an accident, the ambulance service will be called via the 999 system.

All local hospitals will be given prior notification of the Event, following the consultation process.

PARTIAL EVACUATION PLAN

Once a decision has been made to evacuate part of the event, the appropriate announcements will be made appertaining to that area asking members of the public to follow the directions being given by the nearest steward.



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Stewards will be briefed on their radios,

The Event Safety Officer (or Police if taking control) will direct the Safety Stewards according to the situation and all staff will assist in every way possible to direct concert goers to a place of safety. This will be determined at the time of the incident albeit many areas have been designated as sterile areas.

FULL EVACUATION PLAN

Depending on the situation and numbers of persons involved, the necessary emergency exit gates in the enclosures can be opened and the public directed onto the park to a place of safety.

The Event Safety Officer, once the decision of a full evacuation has been made, will inform the Safety Stewards of the problem and the best route to evacuate. Due to the size of the site many options are available.

If the Police are not in attendance the Event Safety Officer will ensure that they have been called, with the necessary details of the incident.

PRE EVACUATION – STAFF ALERT MESSAGES

To pre-warn staff that something is amiss, the first message to broadcast will be:-

'This is a message for all stewards – code black', this will be repeated twice.

This message will alert staff to listen for announcements. To ensure all staff are aware of where the incident is, the following message will be transmitted:-

'Will the Event Safety Officer please go to (The area where the incident is)

When a decision has been made to evacuate part or the entire site, the following appropriate announcement will be broadcast over the public address system and video screens.



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Partial Evacuation

"Attention, this is an important announcement. There is an incident in the(affected area). Will patrons please leave that area immediately and if possible, take your belongings with you. Please follow the directions of the Stewards for your own safety".

Full Evacuation or an Abandonment

"Attention, due to circumstances beyond our control, this event has been abandoned. Will all patrons please leave their present location as quickly and calmly as possible, taking your belongings with you. Please follow the directions of the Stewards for your own safety".

Identification of key decision making personnel

The Event will operate under the guidance of the Emergency Liaison Team (ELT) located in the ELT Control which will be front of the Stage. The ELT should be manned by representatives of the following organisations:

- Security
- Event Organisers
- First Aid Provider
- Event Safety
- Production Manager

The Event organisers, first aid providers and the stewarding manager accept that they are normally responsible for dealing with most emergencies that could occur within the immediate vicinity of the Event infrastructure and the site and for taking appropriate decisions. However, the circumstances in which the police would take over this responsibility will have to be established. This will be done by means of a verbal hand over by the Event Organiser.

Provisions for stopping the Event if necessary

Direct contact will be maintained with the promoter at all times and through this channel any stopping of the show or announcements can be made.



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Event Safety and Contingency Plans

Details of coded messages

Stewards will be pre warned of an incident via their personal radio or the following over the public Address system:

'This is a message for all stewards – code black', this will be repeated twice.

This message will alert staff to listen for announcements. To ensure all staff are aware of where the incident is, the following message will be transmitted:-

'Will the Event Safety Officer please go to... (the area where the incident is)

Details of script to address audience

Once a decision has been made to evacuate the following message will be broadcasted to the audience:

"Attention, due to circumstances beyond our control, this event has been abandoned. Will all patrons please leave their present location as quickly and calmly as possible, taking your belongings with you. Please follow the directions of the Stewards for your own safety".

Identification of ambulance loading points and triage areas

This will be determined by the Senior First Aid provider at the time. Following that decision plans will be made to redeploy, if necessary Safety Stewards as required.

Emergency evacuation time

The emergency evacuation time is a calculation developed from known statistics and arriving at a 10 minute evacuation time for this LOW RISK event.

The number of emergency exits is calculated as follows:-

Maximum crowd anticipated including staff: 29,999



RANA Risk Management

Sussex Rocks – 2011

Event Safety and Contingency Plans

Divided by 109 (the number of persons through an 1.05 metre exit per minute from a standing area)

Divided by 10 (the number of minutes for a complete evacuation)

Equals 27.52 metres of fire exit doors are required to achieve a 10 minute evacuation.

Therefore at a standard width of 1.05 metres **26 exits are required to allow for one to be involved with the emergency.**

However, for this event it is not fully enclosed together with a long walk to final exit gates, large holding areas available. All personnel will be in a place of relative safety in a short period of time. No travel distance of more than 18 metres will be encountered within marquee areas.



APPENDIX G
REFERENCES

The following references have been used to form this document.

- A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*
- Code of Practice on Environmental Noise Control at Concerts* Noise Council 1995
- Controlled Waste Regulations 1999* SI 1992/588 HMSO 1992
- Home Office *Dealing with disaster 3rd edition*
- Disability Discrimination Act 1995*
- Electrical safety at places of entertainment GS50 2nd edition*
- Environment Act 1995*
- Fire Precautions (Workplace) Regulations 1997*
- First aid at work: The Health and Safety (First-Aid) Regulations 1982 Approved Code of Practice and Guidance*
- Five steps to risk assessment:*
- Health and Safety (First Aid) Regulations 1981*
- Health and Safety at Work etc Act 1974*
- Licensing Act 2003*
- Management of health and safety at work Management of Health and Safety at Work Regulations 1992:*
- Managing crowds safely*
- Reducing noise at work: Guidance on the Noise at Work Regulations 1989*
- Regulatory Reform (Fire Safety) Order 2005*
- Safety signs and signals Health and Safety (Safety Signs and Signals) Regulations 1996*
- Sussex Local Authorities Emergency Planning Group ~ Guidance on Event Planning*
- Temporary demountable structures: Guidance on design, procurement and use 2nd edition*
- The Event Safety Guide (Purple Guide)*



DRAFT



APPENDIX H
 USEFUL TELEPHONE NUMBERS

| NAME | POSITION | CONTACT NUMBER |
|------|-------------------------|----------------|
| | Event Manager | |
| | Promoter | |
| | Health & Safety Officer | |
| | Security Provider | |
| | Catering Manager | |
| | First Aid Provider | |
| | Sanitary Company | |
| | The Organiser | |
| | Traffic Management | |
| | Electrician | |
| | | |
| | | |
| | | |



**D**

Your Ref: Sussex Rocks Our Ref: JMI/BDF07 Date: 23rd September 2010
Contact Name: Jean Irving Tel. Extension: 45268 Direct Dial No: 01273 404221

FOR THE ATTENTION OF CRAWLEY BOROUGH COUNCIL LICENSING DEPT

Sussex Police oppose the application for a premises licence made by Mr Tony Whitton for premises in Southgate Playing Fields, Southgate Avenue, Crawley, West Sussex on the 6th & 7th May 2011, for an event currently known as Sussex Rocks. Sussex Police contend that the grant of this application, in the terms sought, would undermine each of the four licensing objectives of:

- (i) Prevention of crime and disorder;
- (ii) Prevention of public nuisance;
- (iii) Public safety; and
- (iv) The protection of children from harm.

Sussex Police contends that the Premises Licence Application contains insufficient, detailed, information to enable us to be satisfied that the event can be run safely and promote the 4 Licensing Objectives.

We are particularly concerned that the Applicant is unable to provide the names of bands who will be playing at the event, making a final policing and security plan impossible at this stage.

Should the Premises Licence be granted Sussex Police would be seeking to apply a licence condition which puts a tight timeframe on the Premises Licence Holder to finalise the names of the artists, following which Sussex Police would reserve the right to amend the policing plan and also the security plans.

In the event that the licence is granted, to assist in meeting the licensing objectives Sussex Police seek the attachment of the conditions set out below, this is not definitive and further conditions are likely to be proposed:

Sussex Rocks – Proposed (but not definitive) Police Licence Conditions

- (1) A first draft build schedule will be submitted to the relevant authorities no later than 13th December, 2010. A final build schedule shall be submitted to the Responsible Authorities for approval by 8th March, 2011 and shall be approved by the 28th March, 2011. No licensable activities otherwise authorised by this licence shall take place unless the event build takes place in accordance with the approved build schedule.
- (2) Admission to the event shall be by pre-sold ticket entry only, no tickets shall be sold on -site. Tickets will be printed professionally and shall incorporate adequate means to verify authenticity.
- (3) Accurate attendance figures are to be made available to the Licensing Authority or any other responsible representatives, upon request, throughout the festival.
- (4) At each entrance and exit on the licensed site, all those entering or leaving should be recorded to maintain an accurate attendance figure at any given time. Sussex Rocks organisers agree to resource extra security personnel with hand held clickers to maintain a count at all entrance and exit points.
- (5) Wristbands will be issued to all attendees and all ticket stubs will be kept for auditing purposes. All wristbands issued will be made of durable material. Wristbands issued to adults will be of a different colour from those issued to under 18's.
- (6) An Event Management Plan and an Event Safety Management Plan shall be submitted for approval by all Responsible Authorities and the Licensing Authority by 1st April 2011. The requirements of the approved Event Management Plan and the Event Safety Management Plan shall be fully implemented during the event and the event shall be run in accordance with the approved Plans. No changes to the Plans shall be made without the written consent of Sussex Police and Crawley Borough Council Head of Emergency Management. The Plans shall deal with the following issues:
 - a. Event Profile and overview
 - b. Event Management Structure, chain of command, event management responsibilities (including overall responsibility for Health and Safety matters)

- c. Arena operation, facilities and attractions including main stages, arena operational method, sterile areas, ingress conditions including weapons and drug search and crowd control
 - d. Public and worker safety including security and crowd management in all parts of the site. Both these aspects shall be documented in specific plans that will only be varied by agreement with Sussex Police, the Licensing Authority and the Environmental Health Department of Crawley Borough Council through the planning meetings pre event
 - e. Major Incident Plan, including emergency vehicle routes, evacuation procedures and places of safety
 - f. Site information including, but not limited to, fire safety, temporary structures, barriers, fencing, sanitary and welfare facilities, lighting and electrical work, fuel storage and use
 - g. Event Specific Risk Assessments and Health & Safety Policy including pre-during and post-event
 - h. Traffic Management Plan (including Public Rights of Way management)
 - i. Medical Services
 - j. Cleaning Schedule
 - k. Stewarding Plan
 - l. Site plans, which will be distributed to the responsible authorities and any service provider involved in the event. The final site plan will be submitted no later than 28 days prior to the first date of the event and site plans will be made available during the event at Control
 - m. Suggested dates for site inspections by the Licensing Authority and Responsible Authorities.
- (7) A scheme showing the disposition and content of signage to be displayed at entrances and exits shall be submitted no later than 28 days prior to the first date of the event and shall be implemented in full before the site opens to the public. Conditions of entry to be displayed at all entrances to the event. Signage shall include at least words to the following effect:
- a. R.O.A.R – Right of Admission Reserved
 - b. Anti-social behaviour will not be tolerated either on or off-site and you will be ejected without refund.
 - c. All persons under the age of 18 must be accompanied by a parent or guardian over the age of 18
 - d. You may be searched as a condition of entry and may be arrested if found in possession of illegal substances
 - e. Guidance on appropriate behaviour in the residential localities and settlements in the proximity of the site and drawing attention to the possibility that action will be taken against those exhibiting anti-social behaviour.

- (8) The Licence Holder will ensure authorised officers of Crawley Borough Council, West Sussex County Council, Sussex Police, West Sussex Fire and Rescue Service, South East Coast Ambulance Service, and any other responsible authorities who are in the course of their duties, shall have free access to all parts of the licensed site at all reasonable times for the purposes of supervision and enforcing the observance of the licensing objectives under the Licensing Act 2003 and other relative legislation.
- (9) A Major Incident Plan to include Event Specific Risk Assessments to be provided to Sussex Police, West Sussex County Council Head of Emergency Management, West Sussex Fire and Rescue Service and Crawley Borough Council Environmental Health Department no later than 28 days prior to the first date of the event
- (10) An Event Safety Officer to be identified no later than 42 days prior to the first date of the event in order to provide a specific point of contact in relation to all matters pertaining to safety before, during and after the event. (This person must have the authorisation and ability to act unhindered on any issues relating to safety).
- (11) Stewards will be easily distinguishable from members of the public and other SIA or police personnel and shall wear reflective clothing clearly marked "STEWARD".
- (12) All stewards will have received a written statement of their duties and a site plan which will be signed for.
- (13) All stewards will be trained in their duties prior to allowing members of the public onto the site to ensure they have a full understanding of the festival infrastructure and procedures.
- (14) SIA staff shall wear high visibility clothing whilst working at this event which clearly differentiates between them members of the public, stewards or police officers.
- (15) SIA door supervisors will be given clear instruction & will ensure that no alcohol will be brought onto the site.
- (16) Patrolling SIA supervisors are to be given clear instruction with particular regard to preventing underage consumption of alcohol.
- (17) A list of all security personnel to be employed on and offsite shall be provided to Sussex Police no later than 1600 hours on Tuesday 26th April 2011, such list to include the following details: name, address, date of birth and employment/immigration status of each person listed.
- (18) Searches will be carried out by SIA registered personnel at a ratio of 1 in 20.
- (19) The numbers of stewards and SIA licensed staff shall be set out in the Security and Stewarding Operations Plan. This will be finalised by Wednesday 6th April, 2011, and no changes shall be made to the final plan without the prior written consent of Sussex Police. The numbers of stewards/SIA licensed staff employed throughout the duration of the event shall be in accordance with the plan.
- (20) Provision to be made for emergency lighting to be insitu within any enclosed structure before the site is open to the public and throughout the duration of the event for immediate use should an incident occur.
- (21) Adequate and appropriate artificial lighting will be provided throughout the site, including walkways throughout the event area, welfare facilities, car parks.

- (22) Arrangements will be in place to re-instate lighting units that have failed to maintain a consistent level of lighting.
- (23) Both normal lighting circuits and emergency lighting circuits will be protected from acts of vandalism.
- (24) The Licence Holder will ensure compliance with all aspects of the Event Safety Guide.
- (25) A Traffic Management Plan, covering both internal site lay-out and the external road network, shall be submitted to Sussex Police, West Sussex County Council Highways Department and Crawley Borough Council by no later than 45 days prior to the first date of the event. The plan shall be approved no later than 28 days prior to the first date of the event and once approved, shall be fully implemented by 09:00 hours on the first day of the event and operated throughout the duration of the event:
- (26) Any variation to the Traffic Management Plan can only be made by agreement with Sussex Police and West Sussex County Council Head of Emergency Management and any alterations will be notified to Crawley Borough Council, including any alterations to the plan relating to movement of traffic within the site. Alterations to the plan relating to movement of traffic within the site can only be agreed or varied by Sussex Police and so far as is reasonably practicable shall be notified to Crawley Borough Council. The Traffic Management Plan must include:
- a. The avoidance of any road closure unless agreed with Sussex Police
 - b. A contingency for free unhindered passage of blue lights services
 - c. The incorporation of an emergency access route onto the site against the flow of traffic leaving at all times
 - d. A sign schedule, to include details of additional signs around the road network
 - e. Spectator traffic routes
 - f. An entry and exit plan
 - g. A vehicle parking and management plan
 - h. Drop off and pick up points
 - i. Public transport management
 - j. Park and Ride proposals
 - k. Safe disabled access
 - l. Safe pedestrian access, including the surrounding local road networks.
 - m. Traffic Marshal/Steward plan and training
 - n. Arrangements for maintaining access to private premises in the locality
 - o. Deliveries, including loading and unloading on site.
 - p. For the avoidance of doubt, "road" does not include a public right of way.
- (27) The event child protection policy shall be submitted to West Sussex County Council Child Protection Team for approval by 1st April 2011 and shall be approved by 8th April 2011. The Child Protection Policy shall be fully implemented at all times during the event and not altered without the written agreement of West Sussex County Council Child Protection Team.
- (28) The "Lost Children's Point" will be operational and staffed throughout the event by CRB checked staff, approved by West Sussex Child Protection Team.
- (29) The "Challenge 25" proof of age scheme will be adopted at every alcohol outlet on site. Any person thought to be under 25 years of age attempting to purchase alcohol will be asked to provide one of the following forms of identification: passport, photo card driving licence or PASS ID card. Appropriate posters will be displayed in all bar areas to prevent persons under the age of 18 from

attempting to buy alcohol. All staff will be trained in age-restricted sales, including proxy sales, prior to the admission of the public to the site.

- (30) All staff shall be fully trained in their responsibilities under the Licensing Act 2003 prior to making any sales of alcohol.
- (31) All drinking vessels provided at the premises shall be polycarbonate.
- (32) Each separate area serving alcohol shall have a personal licence holder present at all times alcohol is being served and/or sold
- (33) Persons found to be in possession of any illicit drug prior to entry to the site will be reported to the police, refused entry to the site and have their ticket and any other documentation used to gain entry to the site confiscated.
- (34) Persons found to be in possession of any illicit drug after entry to the site will be reported to the police. They will be required to leave the site. Their ticket and any other documentation used to gain entry to the site will be confiscated.
- (35) The Licence Holder shall pay Sussex Police for policing at the event. The invoice from Sussex Police for the same shall be submitted to the Licence Holder no earlier than March 21st and no later than March 25th 2011, and shall be paid by the Licence Holder as cleared funds within 14 days of receipt of the same. No licensable activities otherwise authorised by this licence shall take place until such payment has been made by the licence holder.

Signed and submitted on behalf of the Chief Constable of Sussex Police



Jean Irving
Force Licensing and Public Safety Manager
Police Headquarters
Church Lane
Lewes
East Sussex
BN7 2DZ



Your Ref: Sussex Rocks

Our Ref: JMI/BDF08

Date: 29th September 2010

Contact Name: Jean Irving

Tel. Extension: 45268

Direct Dial No: 01273 404221

FOR THE ATTENTION OF CRAWLEY BOROUGH COUNCIL LICENSING DEPT

Further to our previous representation dated 23rd September, 2010, Sussex Police would seek to add the following additional conditions to the premises licence, if granted by the Licensing Committee.

Sussex Police contend that these conditions are necessary and proportionate to promote the Licensing Objectives

- (1) The northern fence line of the proposed Arena site in Southgate Playing fields is to be fenced with at least 6' high HERRAS style fencing and this fencing to be fully boarded to prevent persons outside the Arena from viewing the event.
- (2) Full crowd management systems will be in operation for both Crawley and Three Bridges Railway Stations. These systems will include crowd management barrier systems, stewards and security personnel. A licensed crowd management company will be appointed and the full cost of these services will be charged to the Event Organisers.
- (3) The Organisers will liaise on a regular basis all Responsible Authorities and British Transport Police and Southern Railways regarding numbers of tickets sold for the event and a breakdown of attendees by post-coded area to be made available to all parties. In addition persons purchasing tickets to be canvassed on likely means of transport to the event- namely, by foot, private vehicle, train etc.
- (4) The cost to British Transport Police for the policing of Crawley and Three Bridges Railway Stations will to be fully met by the event organisers. British Transport Police will provide a detailed breakdown of the costs incurred to the event organisers by the 25th March 2011 and this will require payment in full by the 8th April March 2011

Signed and submitted on behalf of the Chief Constable of Sussex Police

Jean Irving
Force Licensing and Public Safety Manager
Police Headquarters
Church Lane
Lewes
East Sussex BN7 2DZ



**WEST SUSSEX FIRE & RESCUE SERVICE
CRAWLEY DISTRICT OFFICE
COUNTY BUILDINGS
NORTHGATE AVENUE
CRAWLEY
WEST SUSSEX
RH10 1XG
TEL: (01293) 535753
FAX: (01293) 895148**

**West
Sussex
Fire &
Rescue
Service**

**E-mail: crawleydistrictoffice@westsussex.gov.uk
Website: www.westsussex.gov.uk**

FILE No: E0106A

DATE: 27th September 2010

TO: Jackie Guest, Licensing Officer
Via Email: jackie.guest@crawley.gov.uk

COPIES TO: The Applicant, Tony Witton, Event Director, 3 Laurel Close,
Furnace Green, Crawley, West Sussex RH10 6QE

PREMISES: Sussex Rocks, Southgate Playing Fields, Southgate Avenue,
Crawley

LEGISLATION: Regulatory Reform (Fire Safety) Order 2005
Licensing Act 2003

INSPECTING OFFICER: Risk Reduction Manager Mark Hayter

Following to the receipt of the above event, the following comments are made with regard demonstrating compliance with the licensing objective 'public safety':

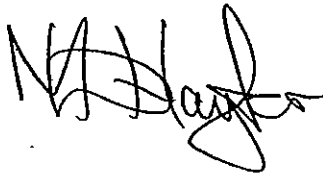
The Fire Authority hereby give a conditional approval for this event provided the following issues are complied with:

1. All details to be agreed at least two weeks prior to the event.
2. Full details of the location and type of emergency lighting.
3. Full details of the location and size of the emergency exit signage.
4. Full details of road closures and Fire Service access in the event of an emergency.
5. Detailed information to the procedure that will be carried out prior the event being open to the public with regards safety checks.
6. Full details of the firefighting provision.
7. Details of the assurance that the nominated stewards for initial firefighting have received the correct training.
8. Procedure for false alarms to the Fire Service during the event.



9. Comments with regard the emergency action plan:
 - a) Fire RVP to be designated as entrance to park on A2004 as the entrance via the Ringwood Close entrance is not acceptable.
 - b) Partial evacuation to include a plan for the following three scenarios;
 - i. Fire in the stage area.
 - ii. Fire in one of the concessionaries.
 - iii. Fire involving compressed gas.

Evacuation plan to give details of the estimated evacuation time with the available exits.
10. Full details with regards the plan for a CBRN attack.
11. Copy of the risk assessment to be supplied if Pyrotechnics are to be used.
12. Fire Authority to be provided with access to all fire risk assessments associated with the event before the time stated in item 1 above.



INSPECTING OFFICER

MEMO



TO: Mike Lyons
Licensing Officer

Your ref:
Our ref: 10/02673/JPEL
Ext: 8557
Date: 23 September 2010

FROM: Brian Cox
Senior Environmental Health Officer

The Licensing Act 2003

Premises Licence Application: Sussex Rocks, Southgate Playing Fields, Southgate, Crawley.

Thank you for your consultation in relation to the above application. I have the following representation to make with regard to the prevention of public nuisance.

This application seeks permission to provide the following regulated entertainment:

Live Music (section E)

16:00 – 23:00 Friday.
15:00 – 23:00 Saturday.

Recorded Music (Section F)

13:00 – 23:00 Monday to Saturday.

The proposed event is over two days and there are 30,000 people expect on both days. The location has previously been used by the Irish Festival which in the past has caused some noise problems with surrounding residents and this was for a crowd of 1-2000. Therefore to achieve a good sound quality for those attending the noise level will have to be much greater and therefore the impact on residents will be much greater.

The levels of music which will be required to achieve a good sound quality exceed current guidance and there are ongoing discussions on how much these guidelines could be exceeded without causing excessive disturbance to residents surrounding the venue and also further a field from low frequency (bass) noise.

This is therefore an outline representation with a full report to be supplied at a later date.

Brian Cox
Senior Environmental Health Officer
for Head of Environmental Services

Conditions for the Prevention of Public Nuisance

Condition:

A Noise Management Plan shall be drawn up and agreed with the Licensing Authority no later than 2 months prior to the event. The plan shall identify how noise arising from the event, including its build and dismantling, shall be effectively controlled so as to minimise the risk of public nuisance. The noise management plan shall incorporate the following noise and compliance criteria.

Noise Criteria

The Maximum Noise Levels (MNL), set out below, shall not be exceeded at any Noise Sensitive Location throughout the duration of the Regulated Entertainment at Sussex Rocks.

Friday

For the recorded music and support acts between the hours of 13.00 to 19:30 - MNL 65 dB (LAeq_{15minutes}).

For the main acts between the hours of 19:30 to 23:00 - MNL 75 dB (LAeq_{15minutes}).

Saturday

For the recorded music and support acts between the hours of 13.00 to 19:30 - MNL 65 dB (LAeq_{15minutes}).

For the main acts between the hours of 19:30 to 23:00 - MNL 75 dB (LAeq_{15minutes}).

Prior to the Event

All sound check or sound propagation shall only be carried out between the hours of 08.00 and 18.00.

MNL 75 dB (LAeq_{15minutes}).

Compliance Criteria

Acoustic Consultant duties

- Sussex Rocks (SR) shall appoint a suitably qualified acoustic consultant. The qualifications and experience of any acoustic consultant (including their team), shall be included in the Noise Management Plan.
- The acoustic consultant shall prepare the Noise Management Plan (NMP) on behalf of the Premises Licence Holder. This shall contain the methodology which shall be employed to control sound on site to comply with the Noise Criteria and the premises licence.
- The acoustic consultant shall provide details of the duties to be performed and methodologies of the control of noise to be used.
- Contact details for acoustic consultants to be provided.
- The acoustic consultant shall meet with representatives of CBC, as required, to discuss and refine the noise control measures to be used at the event.
- All area co-ordinators, stage managers, sound system contractors and any other persons who are in control of areas of the site covered by the premises licence shall be briefed that the acoustic consultant has the full authority of the Premises License Holder.
- The acoustic consultant shall provide acoustic control during the whole event. Noise levels shall be monitored at the front of house position of the main stage at all times of regulated entertainment and shall monitor noise levels and set up noise monitoring stations at off site positions as agreed with CBC.
- In the event of any noise complaints being received, the acoustic consultant or his team shall visit the site of the complaint or other representative point and monitor noise levels. The results of any such visit shall be reported to CBC. If the complaint arises from a noise level that relates to a breach of the premises licence, the acoustic consultant and his team shall reduce onsite noise levels to comply with the premises licence.
- If required to do so by the premises licence holder or a member of the SR safety team, the acoustic consultant shall arrange for noise measurements to be taken as deemed to be required by Noise at Work Regulations.
- A telephone line shall be provided for local residents to call if they consider that they are being disturbed by noise from the festival. All complaints shall be logged and passed on to the acoustic consultant's team and CBC.

Sound Checks and Sound Propagation Tests

- Before the event the acoustic consultant shall carry out a sound propagation test before the start of the event. CBC shall be informed of the time and date in advance of the tests so that they can attend to witness it if required. Details of the expected time and duration of both the sound checks and sound propagation tests shall be contained within the Noise Management Plan.

- Noise levels at the front of house mixer position are to be measured and conveyed to CBC after both the sound checks and sound propagation tests have taken place.
- The acoustic consultant shall provide a written debrief to the premises licence holder covering the event and this will be provided to CBC within 7 working days. This report will contain information on the number of complaints received by SR relating to nuisance issues and respective action taken and noise levels both on and offsite for the duration of the event. Noise levels shall include LAeq, LAmax and 1/3 octave spectra for 1, 5, 15 minutes periods, from both the front of house monitoring location and the off-site monitoring locations, in a format to be agreed.

Noise from other onsite activities

- During the site build before the event and the dismantling after the event, no noise from the site, including deliveries, shall be audible at any noise sensitive premises except between the hours of 08:00 to 18:00 Monday to Saturday with no noise on Sunday or Bank Holiday Monday. Any exemption to these hours must have permission to be granted in advance by Environmental Health.
- Only acoustically treated generators shall be permitted onsite with prior permission from Environmental Health.
- No market stalls shall have amplified sound without prior permission from Environmental Health.

Lyons, Michael

From: Cole, Simon
Sent: 24 September 2010 10:23
To: Lyons, Michael
Cc: Baldock, Tony
Subject: Sussex Rocks



Dear Mike

Sussex Rocks, 6 - 7 May 2011, Southgate Playing Fields

As a member of the Health and Safety Section of the Food, Licencing and Occupational Health Team, I would like to make a representation with regard to the licence application for the above event.

I am making this on the grounds of Public Safety, being one of the four licencing conditions. I am concerned that there is not enough detail on the Event Plan in that there is inadequate Risk Assessments relating to health, safety and welfare of those attending the event.

I would expect as a minimum that all the relevant criteria of the Health and Safety Guise, HSG 195, are met and I am concerned that the documentation provided thus far is too vague to allow a professional opinion as to its suitability to be made.

I would be grateful if you could let me know when the Licencing Committee will be meeting.

Regards

Simon

Simon Cole

Senior Health & Safety Enforcement Officer
Food, Licensing and Occupational Health Team
☎: 01293 438562
✉: [simon.cole@Crawley.gov.uk](mailto:simon.cole@ Crawley.gov.uk)

ENVIRONMENTAL SERVICES DIVISION

Contact: Mr S G Cole Your Ref:
Direct Line: 01293 438562 Our Ref: Sussex Rock 2011
Direct Fax: 01293 438604 Email: simon.cole@crawley.gov.uk
DX: 57139 Crawley 1 Date: 01 October 2010

Mike Lyons
Senior Licencing Officer

Dear Mike


Sussex Rocks 2011 – Health and Safety Representation

I have made a representation with regard to the safety of the above event

I have reviewed the plan submitted with the licence application and I am concerned that it is insufficient and lacking in detailed information as to the public safety objective of the Licence Act 2003.

In order to assist the Licencing Committee, should the licence be granted, I have enclosed conditions relating to health and safety.

Kind regards



Simon G Cole

Senior Health and Safety Enforcement Officer

FOR THE ATTENTION OF LICENSING AUTHORITY

Crawley Borough Council Environmental Health Service in its role as a **Responsible Authority** for the purposes of **Health and Safety** oppose the application for a premises licence made by Mr Tony Whitton for premises in Southgate Playing Fields, Southgate Avenue, Crawley, West Sussex on the 6th & 7th May 2011, for an event currently known as Sussex Rocks. The Environmental Health Service consider that the grant of this application, in the terms sought, would undermine the licensing objective concerning Public Safety.

The Environmental Health Service contends that the Premises Licence Application contains insufficient, detailed, information to enable us to be satisfied that the event can be run safely and promote the Public Safety Licensing Objective.

Guidance: The event organiser shall follow the Health and Safety publication HSG 195 "The Event Safety Guide" as a minimum standard unless subject to more specific requirements of any licence condition or by virtue of any other enactment

Working practices. The event organiser shall ensure safe working practices are adhered to at all times. A health and safety policy, site rules, and Risk Assessment shall be provided with the Event Management Plan and agreed to the satisfaction of the Licensing Authority by 1st April 2011.

The event organiser shall use as far as reasonably practicable ensure compliance with all relevant health and safety legislation.

Contractors. All phases of the event including the build phase, the event itself and the dismantling phase shall be given equal status as far as health and safety is concerned. All contractors are required to comply with the Health and Safety at Work etc Act 1974 and Associated legislation and or any other enactment or licence condition. All contractors supply their own method statements and risk assessments. Copies of the completion certificates shall be available at all times to an Authorised Officer of the Licensing Authority. A competent person is on site at all times to monitor and manage their area of expertise. That person has a duty to liaise with the event safety coordinator and his team.

RESPONSIBILITY FOR PUBLIC SAFETY / HEALTH AND SAFETY

The security of the licensed site and the safety of persons within it shall be the responsibility of the event organiser before during and after the event.

Suggested Conditions

1.0 INTERNAL CHECKLISTS AND INSPECTIONS

1.1 Regular and ongoing inspections of structural and health and safety issues, emergency exits, ingress and egress, emergency lighting, fire warning systems, emergency access lanes, ramps, stair and ramp guards where appropriate, trip hazards, décor, lights, sound systems, curtains, drapes, furnishings, fabrics, floor surfaces, sanitary facilities, drinking water, stage safety, fire points, traders and general housekeeping shall be carried out by the event safety co-ordinator, fire safety team or other key personnel. All inspections shall be documented on checklists and available to an authorised office of a Responsible Authority or the Licensing Authority upon request..

1.2 Work onsite shall be monitored and managed by the event organiser, event safety coordinator as well as other key personnel listed in the risk assessments and safety inspections

shall take place regularly and shall be recorded. All users shall be briefed via the site rules to conduct visual checks prior to using equipment. The event organiser shall conduct an internal safety audit and review of the event and an external audit and review in conjunction with the Licensing Authority and the findings shall be recorded. All equipment with which the public may have contact shall be maintained, stored and operated in a safe manner. Appropriate maintenance and test records shall be kept and shall be available for inspection by agencies.

2.0 ELECTRICS

2.1 A temporary electrical system shall be set up on site using generators and wiring systems. All work shall be carried out by competent and experienced electrical contractors. It shall be a condition of contract with contractors that all portable electrical equipment brought on site shall have a valid Portable Appliance Test. Relevant staff and contractors shall be briefed to perform routine visual checks for any problems with wiring, plugs etc.

2.2 A completion certificate, completed by an appropriately qualified and experienced person, declaring that all electrical installations at the site are installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers' Regulations for Electrical Installations (the IEE Wiring Regulations) which now also form British Standard 7671 'The Requirements for Wiring Installations' shall be provided to the Licensing Authority prior to the event and a copy shall be kept on site..

2.3 A competent person as defined by the Electricity at Work regulations 1989 shall be on site at all times that the event site is occupied.

3.0 LIGHTING

3.1 All access/exit routes leading to and from the licensed site, stairways if used, sanitary facilities and first aid points shall be illuminated by the provision of suitable lighting. Emergency lighting shall be provided to the licensed site and escape routes with a secondary power supply.

3.2 Emergency lighting shall be provided on all exits and other key areas and shall have a separate power supply to the primary lighting supply. Lighting shall be provided in all marquees and tents that ticket holders have access to. Walkways throughout the campsites shall be lit by temporary lighting towers or equivalent.

4.0 SANITARY FACILITIES

4.1 The Event Management Plan shall detail sanitary appliances and include the following information

- Location, numbers and types of sanitary facilities provided
- Methods and frequency of emptying, cleaning and monitoring of the sanitation facilities throughout the event
- Nominated personnel to be responsible for monitoring throughout the event

4.2 The event organiser shall ensure the sanitary facilities shall be placed in suitable locations around the licensed site for the provision of sanitary facilities for the ticket holders and staff throughout the festival. This shall be in accordance with guidance laid out in HSG 195 or

other relevant legislation or guidance. The numbers of units shall be at least those specified in the Event Management Plan

4.3 The Premises Licence Holder shall nominate a dedicated person who shall check that all sanitary facilities on site are serviced and maintained to a high standard. The frequency of maintenance and monitoring shall take account of peaks and troughs in demand for the facilities throughout the event. Monitoring shall include checks of adequacy of numbers of sanitary facilities, checks on cleaning and sanitization of the units and checks for leaks, damage, flooding and blockages. Any problems identified shall be addressed as soon as reasonably practical and a record kept and made available to the Licensing Authority upon request.

Guidance

Recommended Numbers of Sanitary Appliances detailed in HSG 195 Event Safety Guide (any future updates or changes to this publication shall be taken into consideration for the remainder of the licence period)

Female recommendation = 1toilet per 100 females

Males recommendation = 1 toilet per 500 + 1 urinal per 150 males

4.4 Before each of the events, the sanitary facilities shall be inspected and cleaned to ensure that it is fit for purpose

5.0 OCCUPATION NOISE EXPOSURE

5.1 A full appraisal of the licensed site shall be made with regards to the Action Levels prescribed by the Control of Noise at Work Regulations 2005 and shall be provided to the Licensing Authority. The appraisal shall include the identification of Ear Protection Zones as defined in the Regulations, their methods of designations, the provision of hearing protection and methods of reducing staff exposure to noise. The event organiser shall also ensure that the information on sound levels, the method chosen and the content of advice given, shall be provided for approval by the Licensing Authority. The event organiser will have due regard to the requirements of the Control of Noise at Work Regulations 2005 and will identify strategies to bring noise exposure of staff into line with the new regulations

6.0 STRUCTURES

6.1 A competent person or structural engineers shall inspect all temporary structures and certify them safe. This shall be available for inspection by the Licensing Authority at all times during the event.

6.2 Design and load calculations of all structures shall be available for inspection by the Licensing Authority at all times. Plans of all relevant structures shall also be made available to the Licensing Authority and the Fire Authority. All structures shall be inspected by the event safety coordinator prior to the opening of the licensed site.

6.3 Daily assessments of wind loads shall be taken during the time stage(s) are being erected, are in position and are being taken down and appropriate action shall be taken to take account of any excess winds. A record of checks shall be kept and made available to the Licensing Authority upon request..

6.4 Any stairways and ramps used at the event shall comply with HSG 195 the Event Safety Guide The event safety coordinator and his team shall check them.

Handrails provided for stairways and shall be considered for other areas. All reasonable efforts shall be made to ensure that all ramps shall be slip resistant.

6.5 Marquees that the public have entry into shall have an appropriate layout, capacity shall be set and fire exits shall be provided, and this shall be agreed with the Fire Authority. Details shall be inspected by the event safety co-ordinator and held in safety control and the installed structures shall be checked by the event safety co-ordinator and / or his team.

6.6 The Event Organiser may use a variety of barriers but they shall be built in accordance with the current British Standards and safety guideline. All contractors must provide the event organiser with their company health and safety information and produce their own risk assessment and provide a copy of their appropriate insurance policy. Technical details shall be inspected by the event safety co-ordinator the installed structures shall be checked by the event safety co-ordinator.

6.7 Heavy duty crush barriers shall be used to protect front of house towers, speaker stacks, marquee poles and in front of the stage. Crowd channelling barriers shall be used in areas such as the entrances to separate the crowd into lanes for an orderly ingress. Technical details shall be inspected by the event safety co-ordinator the installed structures shall be checked by the event safety coordinator prior to event opening to the public.

6.8 Front of Stage Barriers shall be erected at the stage front and shall be of a specification to at least equal to the current industry standard. This type of barrier should reduce the amount of crowd sway, which is the main cause of falling. Front of stage barriers shall be built in accordance with HSG 195 the Event Safety Guide. The shape of front of stage barriers shall be designed to facilitate crowd safety. Technical details shall be inspected by the event safety co-ordinator and be kept on site and the installed structures shall be checked by the event safety coordinator prior to the admission of the public on both days of the event.

7.0 ACCIDENT AND INCIDENT REPORTING

7.1 The location of the accident book shall be notified to all employees. All accidents and near miss-incidents must be reported and it shall be a condition of contract with all contractors and staff that they must report any accidents and near miss incidents immediately. The event organiser and event safety coordinator shall be notified and appropriate preventative action shall be taken. All near misses and accidents shall be recorded in the accident book and any serious incidents or dangerous occurrences shall require reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Any RIDDOR reportable accidents involving ticket holders shall also be reported directly to the Incident Contact Centre.

7.2 In the event of a serious incident or dangerous occurrence, materials and equipment shall be left undisturbed, providing they do not create a hazard. The event organiser in conjunction with the event safety coordinator and the Licencing Authority's authorised officers shall be contacted immediately and an investigation shall be started..

8.0 PYROTECHNICS AND SPECIAL EFFECTS

8.1 Fire safety details of all special effects to be used shall be provided to the Licencing Authority and Fire Authority prior to the start of the event for approval if required. There shall be a strict signing off procedure for artists wanting pyrotechnic displays which shall involve a template of the stage plot and front of house position so that they can indicate on it the positions of the pyrotechnics and provide an accompanying list of the devices to be used. A similar procedure for any offstage displays shall be used if applicable.

8.2 No authorised exhibition, demonstration or display of fire, laser equipment, fireworks or pyrotechnics shall be given in the licensed site without the prior consent of the Licensing Authority.

8.3 The event safety coordinator shall be in direct liaison with the Fire Authority and the pyrotechnic contractor and shall carry out an additional check once any pyrotechnics are installed to check compliance with agreed positions and the list of devices to be used. The event organiser shall ensure that the pyrotechnic contractor employ their own safety officer to liaise with the event safety co-ordinator, Fire Authority and the Licensing Authority. In addition the event organiser shall reiterate to the artists' management the unacceptability of deviating from the agreed plans. Full compliance shall be shown to HSG 195 the Event Safety Guide, any other relevant guidance and legislation.

8.4 If authorised heated fogs, cryogenic fogs, mechanical fogs, strobe lights, scenic projectors, lasers and/ or ultra violet lights are used the event organiser shall ensure that they are operated by a competent person and full compliance shall be shown to the Event Safety Guide and other relevant guidance and legislation.

8.5 Notices shall be displayed to advise ticket holders about the usage of any special effects. Risk Assessments covering these special effects shall be made available to the Fire Authority and Licensing Authority on request.

9.0 FOOD SAFETY

Guidance

The responsibility for Food Safety lies with each individual food trader including crew, artist and guest caterers. Traders shall be reminded of that responsibility before they come onto the site. To ensure they meet that responsibility, each trader shall be issued with a checklist on food safety management by the event organiser. Food business operators must ensure they follow this guidance. A copy of the food safety management plan shall be included in the Event Management Plan.

9.1 As far as is possible, traders shall be positioned well away from the stage(s) and exits from the licensed site. Any traders that are not positioned to the satisfaction of the Licencing Authority in consultation with the fire authority shall be relocated.

9.2 The event organiser shall, no later than 28 days prior to the festival provide the Licensing Authority with a full list of all food and non food traders (including crew, artist and guest catering), detailing their names, addresses, which local authority they are registered as a food business, type of operation and proposed locations within the licensed site. Any food trader not registered with a local authority will not be permitted to attend.

9.3 The event organiser shall ensure that no other food traders (including crew, artist and guest catering) are admitted to the licensed site. All trader vehicles admitted to the site shall be adequately checked. The event organiser shall require all food traders to be conversant with all the relevant food safety legislation and have with them all relevant food safety documentation and equipment necessary for them to trade at an out door event.

9.4 Food traders must ensure they have adequate facilities for the maintenance of good personal hygiene. This includes a supply of hot and cold potable water, soap and suitable hand drying facilities. (Sanitising hand gels will not be accepted in lieu of proper hand washing facilities.)

9.5 Failure by any food trader to adequately comply with food safety legislation during the event may result in them being required to cease trading.

10.0 LPG SAFETY

10.1 Any food business or other business attending the event and using LPG or other mobile gas appliances must provide recent written evidence from a Registered Gas Safety engineer that the appliance is in good working order and fit for purpose. This written evidence must be provided at least 28 days prior to the event. Failure to provide evidence of the safety of the gas equipment will result in the gas equipment being excluded from the event.

11.0 FACILITIES FOR DISABLED TICKET HOLDERS

11.1 The event organiser shall arrange for special provisions for disabled persons, namely:

- Access and egress routes
- Car parking
- Sanitation facilities
- Viewing areas where appropriate

11.2 Disabled persons shall be advised to contact the event organiser in advance of the event and are sent a confirmation letter along with relevant vehicle passes. They should collect a specific wristband upon entry. The event organiser shall be aware of the expected number of disabled visitors to the event..

11.3 A telephone number and contact address shall be provided for disabled ticket holders to get more information. There shall be trained members of staff to implement the major incident plan and associated arrangements with regards to disabled ticket holders.

12.0 SMOKING

12.1 The event organiser must comply with Smoke-free (Signs) Regulations 2007 and the Smoke-free (Premises and Enforcement) Regulations 2006 with regard to smoking in public and working enclosed areas smoking shall not be permitted on site in enclosed public or working areas, confined spaces or near fuel sources. Notices shall be provided to enforce this issue.

13.0 VEHICLE AND PLANT SAFETY

13.1 Vehicular movement while ticket holders are on the licensed site shall be limited to essential journeys and shall be controlled in the interests of safety of the ticket holders and staff. An onsite traffic plan shall be available in the Event Management Plan that is provided to the Licensing Authority.

13.2 This document shall focus on vehicle and pedestrian movements on site. Its thrust shall be to reduce and / or manage potential areas of conflict between vehicles and pedestrians. The need for large vehicles to manoeuvre and reverse around any areas where ticket holders are present shall be eliminated wherever possible. Where not possible, appropriate safety rules shall be in place and shall be implemented and contractors shall be advised accordingly. Banks-men or chaperones shall be used where vehicle movement in areas where there are

pedestrians is unavoidable. They shall be adequately trained and provided with personal protective equipment. Any drivers found driving carelessly or dangerously shall be disciplined.

14.0 CONESSIONS.

14.1 Traders shall be briefed to the effect that vehicle movement within the licensed site shall be undertaken with extreme caution and at set times and shall be advised that any traders found driving carelessly or dangerously shall be dealt with appropriately.

15.0 DRINKING WATER

15.1 There shall be an adequate freely available supply of potable water at all times during the event..

16.0 BAR-B-Q's

16.1 The event organiser shall not permit any bar-b-q or any form of open fire anywhere on the site unless agreed by the Licensing Authority

17.0 FUNFAIR AND OTHER ATTRACTIONS

17.1 The event organiser shall use all reasonable efforts to ensure that any side-show, ride or other alternative attraction being provided in relation to the event site is safe. Details of such attractions shall be provided to the Licensing Authority no less than 28 days prior to the start of the event and shall contain the operator's risk assessments, method statements, engineer's inspection reports, Amusement Device Inspection Procedures Scheme Certificates and insurance details. The location of such attractions shall be identified on the site plan.

No exhibition, demonstration or performance of hypnotism or fortune telling shall be given by any person in the licensed site

18.0 DOGS

18.1 During the event, the event organiser shall not allow dogs onto the site other than Guide Dogs and other assistance dogs.

18.2 Prior to the site being open to the public, the event organiser shall inspect the site for any dog faeces and ensure that they are removed and disposed of in a suitable manner.

H

RECEIVED
29 SEP 2010
ENVIRONMENT AND
HOUSING DIRECTORATE

25th Sept 2010

Dear Sirs,

I wish to protest most strongly against the proposed rock concert on Southgate Playing Field next year.

Despite living near to the park, I was not invited to attend any meeting, so am unsure of a number of things.

Firstly I think that such a large gathering of people making an appalling noise is

not the sort of thing that
anyone would wish on their
doorstep - would you? This is a
residential area and such a
concert would, as far as I can
see result in too much noise,
trouble from people trying to
park outside our houses, anti-
social behaviour from drunks
leaving the event as well as
rubbish everywhere, and the
complete churning up of the
field which will take a long time
to repair. All this for just 2 days!
Surely it would be better suited
to an open field, or preferably an
uninhabited island!!!

Please do also have
some concern for the vast numbers

of wildlife that live in the Mawh
woods. The sign out the centre
states that it is a wildlife area
and as such, it is your duty as
a council to protect it. The animals
will be terrified, which I find
totally unacceptable. We are
lucky to have deer living so close
to the town centre. Lets keep it
that way.

I don't expect this letter
or others protesting will make any
difference at all because at the
end of the day its all about
making money and to hell
with everyone else. Perhaps the
council will be satisfied when
Crawley becomes a city, and
what little green areas we have
are all swallowed up by

commercial crap. No wonder
there is so much violence in
Crowley if you insist on heading
large numbers of people together
where there is plenty of alcohol.

Where I live, we already
have to deal with the results of
people falling out of the nightclub
and finding themselves outside
our houses paralytic and shouting
obscenities. When will you ever
listen? We LIVE here. Is there
not room on the industrial
estate for all this? So no one
can hear it.

Yours Faithfully,

PS I sincerely hope there will be no
fireworks as they used to be a nuisance
as these cause untold stress to domestic
pets and wildlife.