



Havering
LONDON BOROUGH

Licensing Officer's Report

LICENSING SUB-COMMITTEE

12 February 2018

REPORT

Subject heading:

We Are FSTVL
Damyns Hall Aerodrome Aveley Road
Upminster RM14 2TN
Premises licence application
Paul Jones, Licensing Officer
licensing@havering.gov.uk
01708 432777

Report author and contact details:

This application for a premises licence is made by Lime Green Events Ltd under section 17 of the Licensing Act 2003. The application was received by Havering's Licensing Authority on 21st December 2018.

Geographical description of the area and description of the building

The festival intends to be located on the Damyns Hall Aerodrome in Upminster. The surrounding area is largely open green land; however, there are four residential properties – Damyns Hall Cottages – located immediately adjacent to the entrance to the aerodrome site.

Details of the application

The application is to permit the following licensable activities:

Regulated entertainment, i.e. films, live music, recorded music, performances of dance		
Day	Start	Finish
Friday	14:00	24:00
Saturday	00:00	03:00
	10:00	24:00
Sunday	00:00	03:00
	10:00	24:00
Monday	00:00	01:30

Late night refreshment		
Day	Start	Finish
Friday	23:00	24:00
Saturday	00:00	05:00
Sunday	23:00	24:00
Monday	00:00	05:00

On-supplies of alcohol		
Day	Start	Finish
Friday	12:00	24:00
Saturday	00:00	02:00
	10:30	24:00
Sunday	00:00	02:00
	10:30	24:00
Monday	00:00	01:00

Hours premises open to the public		
Day	Start	Finish
Friday	10:00	24:00
Saturday	00:00	24:00
Sunday	00:00	24:00
Monday	00:00	14:00

Comments and observations on the application

The applicant acted in accordance with regulations 25 and 26 of *The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005* relating to the advertising of the application. The required public notice was installed in the 30th December 2017 edition of the Havering Yellow Advertiser.

The application indicates that the licence sought is to be a permanent licence rather than a limited-duration licence as held for previous We Are FSTVL applications. The event is for individuals aged 18 and over. The festival is restricted to a maximum attendance of 39,999 persons, including performers and staff, at any one time.

The application does not indicate when the festival is to occur each year; however, subsequent contact with the applicant revealed that the festival seeks to occur:

On one occasion of four consecutive days (Friday to Monday inclusive) per year, between 1st May – 30th September annually

Further to the provision of regulated entertainment the application indicates that:

Open air outdoor stages will not run later than 23:00hrs.

Clarification with regard to what constitutes an 'outdoor' stage was provided as follows:

Waf01 – tent with roof & some side walls
Waf02 – circular roof structure with no sides
Waf03 – no roof, shipping container perimeter
Waf04 – terminal 1, very long roof, openings in between towers down the sides
Waf06 – marquee with roof & some side walls
Waf07 – long silver techno warehouse structure with roof & side walls
Waf08 – vip, saddlespan structure with roof

Waf02 is deemed by the applicant to be open air and will close by 22:00.

Waf03 is deemed by the applicant to be open air and will close by 23:00.

The remaining structures will therefore operate until the intended 03:00 / 01:30 terminal hours on the relevant days.

Summary

Five representations against this application were made by concerned individuals.

Nineteen representations in support of this application were made by individuals and businesses.

There were five representations against this application from responsible authorities, namely:

- Havering Borough Police
- Havering's Environmental Protection section
- Havering's Health & Safety section
- Havering's Licensing Authority
- London Fire & Emergency Planning Authority



Havering
LONDON BOROUGH

Copy of Application

**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 Lime Green Events Limited

(Insert name(s) of applicant)

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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description
We Are FSTVL site, Damyns Hall Aerodrome, Aveley Road

Post town	Upminster	Postcode	RM14 2TN
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Telephone number at premises (if any)	01708 556 000
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Non-domestic rateable value of premises	£23,250
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Part 2 - Applicant details

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

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

- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

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

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or



I am making the application pursuant to a

statutory function or



a function discharged by virtue of Her Majesty's prerogative



(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		

Date of birth		I am 18 years old or over <input type="checkbox"/> Please tick yes	
Nationality			
Current residential address if different from premises address			
Post town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

(B) OTHER APPLICANTS

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

Name Lime Green Events Limited
Address Fourth Floor Warwick House, 65-66 Queen Street. London, EC4R 1EB
Registered number (where applicable) 08206488
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
2	5	052018

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

DD	MM	YYYY

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

The premises will be used to construct the event site to stage the We Are FSTVL event, and will include;

An outdoor arena within a fenced perimeter..

Multiple performance areas including outdoor stages, marquees and self contained structures.

Supporting infrastructure including campsites, transport hub and car parks bars, catering outlets, toilets and medical & event management facilities appropriate for the scale of the event.

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

39,999

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

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

☒

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

☒

In all cases complete boxes K, L and M

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) Films will include montage video clips and recordings of musical performances and will be of an appropriate nature to the age of the attending audience. The films or videos will be played on the stage screens outside or in temporary tented structures. Films and videos will be shown in the arena as part of performing acts or in between performances accompanied by amplified and/or unamplified music. Films and videos may also be shown in the campsite accompanied by amplified and/or unamplified music. Individual timings (within the hours applied for here) and details of any exhibition of film will be contained within the Event Safety Management Plan (ESMP) produced as part of the multi-agency event planning process, and the event noise management plan prepared by external acoustic consultants.		
Mon		01:30			
Tue					
Wed					
Thur			State any seasonal variations for the exhibition of films (please read guidance note 5) N/A		
Fri	14:00				
Sat		03:00	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 6) N/A		
	10:00				
Sun		03:00			
	10:00				

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) The applicant is providing open air outdoor stages for DJ's and bands playing live music which will include vocal and instrumental music and may be amplified or unamplified. There will be additional performance stages within tented arena structures that will have DJ's and bands performing with amplified music. Sound levels will be agreed in advance with the local authority environmental health department and licensing department to limit the impact on the wider community and promote the licensing objective of the prevention of public nuisance. Rehearsals and sound checks will take place the day prior to the event and on the morning of the event, timings of which will be agreed in advance with the local authority environmental health department. Individual stage timings (within the hours applied for here) and details of the above agreements will be contained within the Event Safety Management Plan (ESMP) produced as part of the multi-agency event planning process, and the event noise management plan prepared by external acoustic consultants. However, open air outdoor stages will not run later than 23.00hrs.		
Mon		01:30			
Tue					
Wed					
Thur					
Fri	14:00				
Sat		03:00			
	10:00				
Sun		03:00			
	10:00				
			State any seasonal variations for the performance of live music (please read guidance note 5) N/A		
			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 6) N/A		

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon		01:30	Please give further details here (please read guidance note 4) The applicant is providing open air outdoor stages for DJ's and bands playing recorded music. There will be additional performances stages within tented arena structures that will have DJ's and bands playing recorded music. Sound levels will be agreed in advance with the local authority environmental health department and licensing department to limit the impact on the wider community and promote the licensing objective of the prevention of public nuisance. Rehearsals and sound checks will take place the day prior to the event and on the morning of the event, timings of which will be agreed in advance with the local authority environmental health department. Individual stage timings (within the hours applied for here) and details of the above agreements will be contained within the Event Safety Management Plan (ESMP) produced as part of the multi-agency event planning process, and the event noise management plan prepared by external acoustic consultants. However, open air outdoor stages will not run later than 23.00hrs		
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur					
Fri	14:00		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 6)		
Sat		03:00			
	10:00				
Sun		03:00			
	10:00				

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon		01:30	<u>Please give further details here</u> (please read guidance note 4) Dance performances may potentially take place at some point on any the various performance stages at the event. Dance performers will appear with some bands and artists who are performing at the event, including DJ's. Individual stage timings (within the hours applied for here) will be contained within the Event Safety Management Plan (ESMP) produced as part of the multi-agency event planning process. However, open air outdoor stages will not run later than 23.00hrs		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri	14:00		<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat		03:00			
	10:00				
Sun		03:00			
	10:00				

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon		05:00	<u>Please give further details here</u> (please read guidance note 4) Late night refreshments will be provided within both the arena and campsites and will mirror the operating times of both these facilities.		
Tue					
			Operational timings (within the hours applied for here), and details of the location and types of the refreshment providers will be contained within the Event Safety Management Plan (ESMP) produced as part of the multi-agency event planning process.		
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5) N/A		
Thur					
Fri	23:00		<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6) N/A		
Sat		05:00			
Sun	23:00				

J

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 8)		On the premises	<input checked="checked" type="checkbox"/>
					Off the premises	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5) N/A			
Mon		01:00				
Tue						
Wed						
Thur						
Fri	12:00		<u>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</u> (please read guidance note 6) N/A			
Sat		02:00				
	10:30					
Sun		02:00				
	10:30					

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

[illegible]

K

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

This is an event for 18 year olds only. Protocols for the checking of ID and safeguarding of any underage individuals refused entry to the event agreed as part of the multi-agency planning process and documented with the Event Safety Management Plan (ESMP).

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5) N/A
Day	Start	Finish	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 6) N/A
Mon		14:00	
Tue			
Wed			
Thur			
Fri	10:00		
Sat			
Sun			

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

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

Experience

The applicant has previously held five premises licences for this event and has considerable experience in organising and delivering We Are FSTVL in 2013, 2014, 2015, 2016 and 2017.

The (new) Operations Director/Designated Premises Supervisor has extensive experience of performing the similar roles at other large scale music events over the previous 25 years, and the grant of a permanent premises licence (albeit for one event per year) allows a degree of certainty to assist in the development of a stable Event Management Team for future years.

Planning

By putting in place a permanent premises licence the applicant is able to develop an on-going, structured event planning regime which allows for partnership working with the responsible authorities and other stakeholders, and builds on previous successful aspects of the event operation. As part of this regime the applicant will;

- Hold Event Planning Group meetings with responsible authorities and other stakeholders, typically on a monthly basis between November and May, with a post-event debrief meeting within two months of the event.

- Consult on proposed event dates with Event Planning Group members and other Responsible Authorities and publicise the proposed event dates at least six months prior to the event.

- Hold additional meetings with the Metropolitan Police Service and the event security contractors, on crime reduction planning, protective security and other related topics.

- Hold additional ad hoc meetings with other Responsible Authorities and stakeholders to discuss other event planning topics.

- Attend scheduled London Borough of Havering Safety Advisory Group meetings to update participants on event planning process.

- Publish an Event Safety Management Plan (ESMP) which is regularly updated, typically on a bi-monthly basis between November and May, which documents the operational arrangements to stage the event and promote the licensing objectives.

- Ensure that the ESMP includes an; Site Layout Plan, Event Safety Policy, Transport Management Plan, Alcohol Management Plan, Noise Management Plan, Fire Safety Management Plan, Security and Crowd Management Plan (including Ingress and Egress arrangements).

Undertake that;
the first draft of the ESMP will be published six months before the event date.

the second draft of the ESMP will be published three months before the event.

the final version of the ESMP will be published four weeks before the event,
and will be subject to approval by the Responsible Authorities represented on
the Event Planning Group.

Ensure that, should any amendments be required to the ESMP following the
approval above, these are agreed by the London Borough of Havering
Assistant Director of Environment or Group Manager Public Protection.

Stage consultation meetings with local residents at least one month before and
one month after the event.

Additional Measures to promote the licensing objectives.

The creation and operation of a competent and coordinated Event
Management Team.

Restricting access to the event through accreditation and ticketing.

Dissemination of notices and information to the attending public and local
residents both before and during the event.

Partnership working with responsible authorities and other stakeholders
according to a pre-agreed 'year round' planning schedule, with agreed formats
for event information to be provided for consideration by those organisations.

b) The prevention of crime and disorder

The continued employment of an experienced and competent Security/Crowd Management Director to oversee the planning, operation and deployment of security, crowd management and stewarding resources for the event.

Deployment of steward and security staff both inside the licensable area and across the entire event footprint (including car parks, campsites and other strategic locations).

Providing terms and conditions of entry outlining unauthorised items, and exercising the right to refuse entry to any unauthorised/disorderly person, by means of screening on the entry points to the event.

Joint planning and briefing sessions led by the Security/Crowd Management Director between security providers and the Metropolitan Police Service.

Multi-level ingress search operation conducted at event ingress points including the use of passive search dogs, portable metal detectors, normal and enhanced searches and luggage checks. Additional on site searches in operation as part of event terms and conditions of entry.

Implementation of a Crime Reduction Plan for the event, with a focus to reducing criminal activity within the event footprint, working in partnership with the Metropolitan Police Service.

Implementation of a protective security strategy for the event jointly planned and agreed with the Metropolitan Police Service.

Implementation of a monitored and recorded CCTV system at key locations.

Documentation of all measures to promote the prevention of Crime and Disorder within the ESMP as described above.

c) Public safety

The event organiser will promote public safety by adopting the following, and other measures, all of which will be documented within the Event Safety Management Plan (ESMP);

Employment of an Event Safety Officer to oversee build, event and de-rig.

Safeguarding of water supplies through the provision of a water safety management plan. Adherence to food hygiene standards and catering safety arrangements.

Assessment of Contractors and their safety documentation prior to arrival on site.

The undertaking of site and task specific risk assessments.

Sign off policy for temporary installations by contractors.

Checks relating to integrity of temporary structures by independent Structural Engineers.

Protection of audience and staff from noise.

Installation of front of stage barriers to assist in crowd management.

Safe installation and operation of generators and temporary power supplies by competent persons.

Access routes and trackway roads around the site perimeter.

Illuminated signage above exit routes.

Demarcation of specific hazards through highlighting and signage.

Provision of medical facilities on site to agreed levels as documented in the Medical Management plan contained in the ESMP.

Facilities for disabled persons, including disabled access viewing platform and sanitary facilities.

Provision of a crowd management plan; describing the arrangements for the safe ingress, circulation, egress and dispersal of audience members.

Provision of a Fire Safety Management Plan (included within the ESMP) detailing the arrangements for the management of build/de-rig, arena and campsite in relation to fire safety. Provision of fire fighting equipment at structures, exits, cabins, traders, catering units, generators and electrical installations.

Provision of Event Contingency Plans (included within the ESMP) detailing the arrangements for managing incidents.

d) The prevention of public nuisance

The reduction of the potential for public nuisance is a significant priority of the event organiser, and forms a key focus for pre-event planning.

Measures taken to promote this licensing objective are documented in the Event Safety Management Plan (ESMP), the final version of which will be subject to approval by the responsible authorities, and include;

Retention of an independent acoustic consultancy to produce a noise management plan (included in ESMP), monitor on and off site noise in conjunction with the local authority and respond to any reported complaints in cooperation with the local authority.

Development of a traffic management plan and associated staffing, signage and route redirections/closures (included in ESMP) to facilitate audience ingress and egress to the event whilst minimising the disruption to local traffic and providing advance warnings of potential disruption.

Provision of an event production schedule which aims to timetable site deliveries/collections within normal working hours wherever possible to minimise any potential disruption caused by contractors traffic.

Provision of a residents contact telephone line during (i) build and breakdown of the site; 0800 – 2100hrs, and (ii) the event licensed hours; 0800hrs Friday until 1400hrs Monday, plus a year round contact email address.

The staging of consultation meetings with local residents at least one month before and one month after the event.

The provision of direct contact visits to local businesses and premises by members of the Event Management Team during the event licensed hours to provide reassurance and to ensure the effectiveness of the nuisance reduction measures.

e) The protection of children from harm

The event is for over 18's only, and is advertised in advance as such.

Event security staff will enforce this policy by requiring acceptable identification (a card bearing the PASS hologram, a photographic driving licence or a passport) to be produced in the event of any doubt as to the age of ticket holders.

The event entry conditions and procedures for safeguarding any under 18's who are to be refused entry will be contained in the Event Safety Management Plan (ESMP).

The event will operate a 'Challenge 25' scheme as part of it's Alcohol Management Plan, as contained in the ESMP.

Checklist:

Please tick to indicate agreement


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

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

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

Part 4 – Signatures (please read guidance note 11)

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

Declaration	<ul style="list-style-type: none">• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	
Date	21/12/17
Capacity	Agent/Operations Director

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

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We Are FSTVL 2018 premises licence application

Duration clarification

From: Mick Bowles [mailto: [REDACTED]]
Sent: 21 December 2017 15:03
To: Paul Campbell; Licensing
Subject: We Are FSTVL : Additional information and soft copy ESMP v1

Dear Paul,

Wording re: duration "On one occasion of four consecutive days (Friday to Monday inclusive) per year, between 1st May – 30th September annually", this is as per the public notices/newspaper advertisement, and we can include it as a condition if that's the easiest way to deal with narrowing the licence.

ESMP v1 attached. I've divided into four sections, hopefully apparent from the file names, each are around 2-3mb, please let me know if it needs further sub-division.

Any questions please let me know. Thanks very much for your help.

Best wishes,

Mick

Indoors / outdoors clarification

From: Reece Miller [mailto: [REDACTED]]
Sent: 16 January 2018 17:51
To: Trudi Penman; Louise Watkinson
Cc: Mick Bowles; Sian Miller
Subject: whats indoors & whats outdoors - structures for 2018 show

Hi Trudi,

Lovely to see you yesterday.

Please see below structures:-

Waf01 – tent with roof & some side walls
Waf02 –circular roof structure with no sides
Waf03 – no roof, shipping container perimeter
Waf04 – terminal 1, very long roof, openings in between towers down the sides
Waf06 - marquee with roof & some side walls
Waf07 – long silver techno warehouse structure with roof & side walls
Waf08 – vip, saddlespan structure with roof

Hope that helps. Please let me know if you need any more info?

Speak soon,

Reece

From: Reece Miller [mailto: [REDACTED]]

Sent: 18 January 2018 16:43

To: Louise Watkinson; Trudi Penman; Paul Jones; Mick Bowles
([REDACTED]); We Are FSTVL

Subject: RE: whats indoors & whats outdoors - structures for 2018 show

Hi Paul,

Hope you're well.

Waf02 & Waf03 are open air and will close by 23.00, please note waf02 closes at 22.00 as part of our egress plan.

Speak soon,

Reece



APL Event
227 New Ridley Road
Stocksfield
Northumberland
NE43 7QD

Tel: 01661 842394
Fax: 0870 787 7469
Email: info@aplevent.co.uk
Web: www.aplevent.co.uk

Title: We Are Fstvl 2018
Damyns Aerodrome
Upminster

Client: Lime Green Events

Drawing: Proposed Site Layout

Date: 24/11/17

Number: 18/02

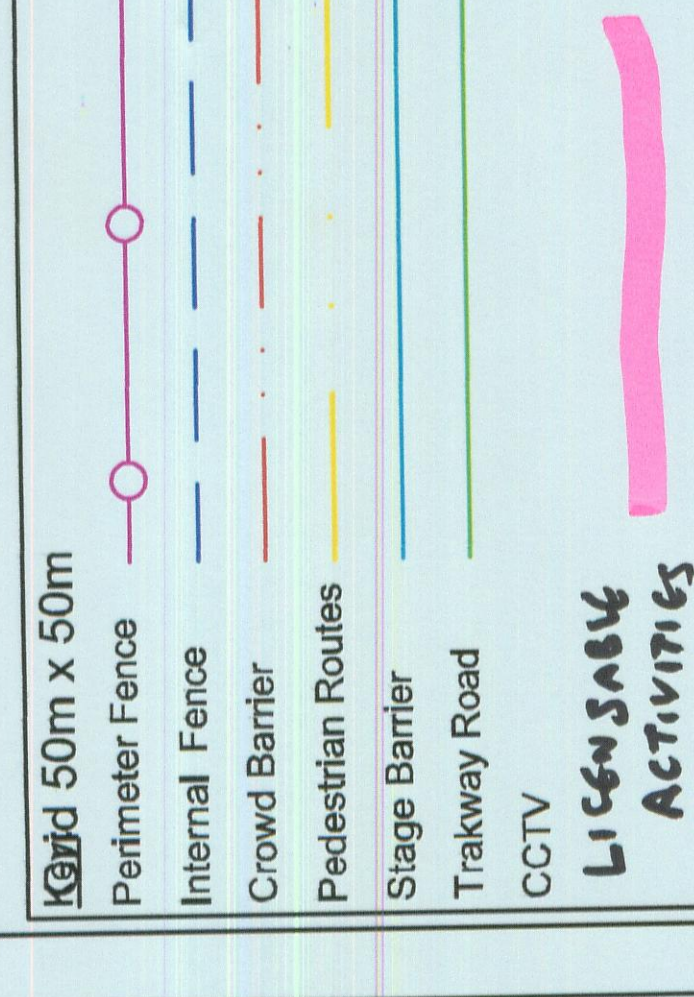
Drawn: SVS

Scale: 1:3000 (A2)

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Changes:
Bars updated and renumbered
Food layout updated
Sponsor pitches updated
Marquee references updated
XCLUSV relocated
Subbie DJ plots added
Campsite activities added
Artist area redrawn

NB. Structures, stage etc are purely indicative and may change subject to each event and agreement with relevant partners



01020304050607080910111213141516171819202122

A B C D E F G H J L M N P Q R S T U V W Z AA





25th - 27th May 2018

Damyns Hall Aerodrome,
Upminster, London, RM14 2TN.

EVENT SAFETY MANAGEMENT PLAN

Produced by	Mick Bowles
For	Lime Green Events Ltd
Date	21st December 2017
Version	One

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Lime Green Events Ltd are responsible for the Health & Safety arrangements for the event, for complying with arrangements outlined in this plan, plus any other requirements to comply with the terms of the Premises Licence as issued by the London Borough of Havering.

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Author Control

Name	Version	Action	Sections	Date
Mick Bowles	1.0	First Draft	All	20/12/2017

Publication Control

Name	Version	Issue Date	Issued to
Mick Bowles	1.0	21/12/2017	Reece Miller, Responsible Authorities

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	Event Command Team	Cameron Chalcraft	
	Protective Security Operations	tbc	
Transport for London	TFL Buses		
	TFL Events		
	LUL		
	LUL Upminster		
	LSTCC		

Individuals on the distribution list are also invitees to Event Planning Group meetings, and are responsible for ensuring that information relating to We Are FSTVL (including ESMP's) is shared appropriately within their organisations and/or departments.

Summary of Amendments

Version	Amendments	

III. CHANGES TO EVENT SINCE 2017

Improved staff campsite, better field for camping, catering unit's nearby, central shower facilities,

Bigger staff car park area

Site map improved layout in the arena, including a reduction in major sound sources,

Improved stage closure times built around new egress transport model

Extended queuing lanes in the transport hub

Upgraded our bar security operator to "Guardforce" for 2018

New accreditation area which will process a higher volume of staff

Additional mgmt. structure for 2018 on multi year contract, Mick Bowles as Operations Director and Designated Premises Supervisor.

staff campsite - area expanded, improved, extended welfare facilities

new staff car parking area created next to production village

event control moved to the north of the site as far away from noise sources as we physically can within our trakway route

moved we are vip, we are xclsv, artist village, press area to behind our terminal 1 structure so those assets are nearer 1 of our main stages

reduced the amount of urban stages down from 2 to 1 by removing waf05 (this is where section boyz were last year), all the urban will go in waf03 for the 2018 show

the campsite village will be part of the arena using the waf03 & waf07 structures for the first time so we've got 1 overall area to manage instead of 2 using bigger shared welfare & first aid facilities

the space used in the north field for the staff campsite is replaced by arena taking up the 2017 footprint that housed the campsite village, vip, xclsv areas.

additional provision of better showers & toilet facilities with club class in the customer campsite

more land drainage planned for the spring in the campsite area xxx

five sponsor areas pencilled into the site map, with two confirmed so far

a reduction of bars from 19 to 15

an increase in variety of food traders, keener focus across different cuisines

reduction in campsite terminal hour for noise sources from 03.00 to 01.30

accreditation area, the position has been re arranged to the right of gate A allowing for more room for parking, left and right, an extra box office adding 4 x extra lanes to service the staff coming in with an improved queuing system. All staff will use RFID wristbands to clock in and clock out, giving the promoter an electronic system on site for the exact amount of staff on site at 1 time

removed the manual cash token booths to a full compliment of token machines on site and a central credit card token area

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1. HEALTH AND SAFETY LEGISLATION

The purpose of this Event Safety Management Plan is to reflect those measures that can be taken (or have already been taken) to ensure that the event is as safe as is reasonably practicable.

General provisions and work practices are covered by the Health and Safety at Work Act of 1974. The Regulatory Reform (Fire Safety) Order 2005 covers provisions relating to Fire Precautions, with specific reference to;

HM Government Fire Risk Assessment Guidance: Open Air Events and Venues

HM Government Fire Risk Assessment Guidance: Small and Medium Places of assembly

HM Government Fire Risk Assessment Guidance: Large Places of assembly

The event will be further regulated by a premises licence issued by the London Borough of Havering (LBH), specifying measures to be taken in promotion of the four licensing objectives (Public Safety, Prevention of Public Nuisance, Prevention of Crime & Disorder, Protection of Children from Harm).

1.1 Merchandising & Special Licensing

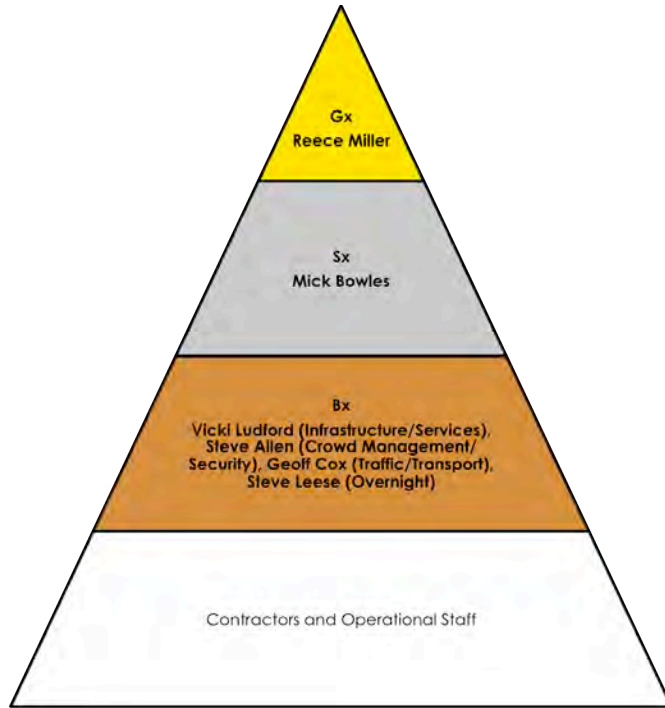
Details to be confirmed, however;

No skin piercing treatments will be permitted on site.

No "legal highs" stalls will be permitted on site.

2. PLANNING, MANAGEMENT AND RISK ASSESSMENTS

2.1 Live Event Command & Control Hierarchy



2.2 Roles & Responsibilities

2.2.1 Event Management

Promoter	Lime Green Events Ltd (LGE)	The organisation responsible for staging the event. The holder of the premises licence and the occupier of the event site under the hire agreement issued by the landowner.
Event Organiser	Reece Miller, LGE.	The Event Organiser is the person responsible for all aspects of licensing and public safety and will be present and available during the event. The Event Organiser, or a Deputy will be available throughout the construction and breakdown of the event.
Operations Director Deputy Event Organiser Designated Premises Supervisor	Mick Bowles	Responsible for the production of the Event Management Plan and the overall tactical integration of onsite resources in relation to the requirements of that plan and those of the various event stakeholders. Responsible for the tactical response to incidents outside the normal running of the event. Responsible for monitoring compliance of event operation with Event Safety Management Plan and with premises licence conditions generally. Ensure bars operation complies with requirements of Alcohol Management Plan/Premises Licence and promotes the licensing objectives.
Security and Crowd Safety Management	Steve Allen, Crowd Safety	Responsible for the production of the Crowd Management and Security Plan and the tactical planning required in the

Deputy Event Organiser.		formulation of that plan. Responsible for the tactical deployment of security staff resources in conjunction with security providers.
Site Infrastructure and Services Management Deputy Event Organiser	Vicki Smith, APL	Responsible for the provision of on site facilities and resources in respect of both the Event Management Plan and the operational and logistical requirements of the Event Organiser. Responsible for the tactical deployment of site resources in conjunction with the appropriate contractors.
Traffic Management	Geoff Cox, CTM	The traffic manager will be the person responsible for producing and implementing the traffic management plan, including emergency contingency plans as required. This includes all required signage, pre-planning, any necessary traffic orders and on site management
Overnight Bronze Deputy Event Organiser	Steve Leese	The Overnight Bronze will deputise for the Operations Director outside the hours of licensed entertainment.
Sub-Bronze Internal and External	tbc	Provide mobile operational support to Event Management Team.

2.2.2 Statutory Authorities

Local Authority	London Borough of Havering (LBH)	The organisation responsible for the management and enforcement of conditions relating to the Premises Licence. LBH also acts as service provider and project manager in respect of some elements relating to the event in relation to Traffic Management Orders.
London Fire Brigade	No on-site role anticipated	
London Ambulance Service	No on-site role anticipated	
Metropolitan Police Service	Gold Commander: Supt Smith Silver: Inspector Chalcraft Bronzes: tbc Event Planner: Constable Archer	The Police role will primarily be the maintenance of order and the prevention and detection of crime. The Police will not be involved in the routine management of the event, although they have specific roles in the management of Emergency Situations and Major Incidents. A separate Police Operational Order will be prepared for this event.

2.2.3 Event Operations

Site Co-ordinators	Sam Smith, Heather McMillan	Responsible for the build and de-rig of the site, management of site rules during these periods and the overall management of the site staff during this period.
Stage Production Manager	Simon Barrington	Responsible for overseeing the installation of all elements of show production (sound, lights, video).
Event Controller	Geoff Cornish	Event Controllers act as the point of contact between all agencies and other stakeholders on site. Event Control will be first point of contact for calls for assistance from event staff requiring a response, and will act as the coordinating body when requiring actions from stakeholders or contractors.
Event Safety Officer	Paul Ludford, APL	The Event Safety Officer will provide assistance as broadly defined in chapter 1 of HSG195 'The Event Safety Guide', namely; pre-event and on-site liaison with contractors, self-employed people and the health and safety enforcement authority, checking of safety method statements and risk assessments, checking of appropriate certificates in respect of installations, electrical supplies, etc., preparation and monitoring of site safety rules, communication of safety information to contractors on site, monitoring and coordinating safety performance

		and coordinating safety in response to a major incident.
Medical Providers	Event Medical Services	The role of the Appointed Medical Provider is to plan the provision of medical, ambulance and first aid services, have responsibility of providing an appropriate management and operational control infrastructure and to liaise with the London Ambulance Service and local Accident & Emergency Department.
Medical Manager	Neil Broadhurst, Event Medical Services	Responsible for all aspects of on-site medical support. To have overall responsibility of the smooth running of the event To act as Event Control liaison. To ensure all medical facilities and support are in place. To deal with any problems or queries which may arise during the event. To liaise with relevant agencies.
On Site Fire Team	tbc	Responsible for proactively monitoring event fire safety arrangements and providing an initial operational response to on site fires or road traffic collisions.
Structural Engineers	tbc	To provide independent verification of structural safety of temporary structures, and certification of their satisfactory completion.
Bars Manager	Jamie Coleman	The Bars Manager is responsible for the implementation of the sensible drinking policy, age policy and the smooth running of the bars on-site, under the direction of the Designated Premises Supervisor. At the end of the event or in the event of an emergency they are responsible for closing the respective bars on time as per the licence conditions or under the instruction of event control.
Food Concessions Manager	Lulu Wilkinson	The Food Concessions Manager is responsible for the catering outlets trading on-site sensibly and the closure of the outlets in line with the licence or under the instruction of the safety team.
Event Noise Control Officer	Vanguardia Consulting	To monitor event noise levels in respect of boundary conditions, liaise with and direct the on-site sound technicians, in respect of operating within these conditions. Attend sites of potential nuisance, and provide information to the Event Organisers and council Officers as required.
Campsite Management	tbc	
Bars & Catering Compliance Manager	Mark Worthington	Assists the Designated Premises supervisor and bars and catering management teams with compliance by providing live event monitoring and audit services.

2.2.4 Stage Management

Each of the stages and arenas is assigned a responsible person for production, artist liaison and stage management.

The Stage Managers are responsible for ensuring the smooth running of the show on their stage. Responsible for enacting show stop procedures and emergency announcements at their respective stages.

Location	Stage Manager
tbc	tbc

2.3 Accreditation

A wristband system will be implemented for all access onto site.

For additional authorisation i.e. FOH, Photo, or AAA, laminate passes will be used in addition to the wristbands.

Wristband colours will change daily for individual day access.

Security staff will be fully briefed on the pass sheet system and deal directly with the accreditation management team.

2.4 Risk Assessment

Event risk assessments are included as appendix C.

3. VENUE AND SITE DESIGN

3.1 Event Summary

Day	Areas	Capacity	Breakdown
Friday 25 th May	Campsite + Employees	9,999	7,000 camping tickets up to 2,999 employees
Saturday 26 th	Campsite + Arena + Staff	39,999	7,000 camping tickets + up to 2,999 employees 30,000 day tickets
Sunday 27 th	Campsite + Arena + Staff	39,999	7,000 camping tickets + up to 2,999 employees 30,000 day tickets

3.2 Event Schedule

	Friday 25th		Saturday 26th		Sunday 27th		Monday 28th		Notes
	Open	Close	Open	Close	Open	Close	Open	Close	
Campsite Car Parks	0800	0200	0800	0200	0800	0200	0600	1400	Staff deployed from 0600
Day Car Parks			0800	0200	0800	0200			
Train Station/Bus Shuttles	1000	2300	0800	0230	0800	0230	0600	1400	Staff bus commences 0800
Campsites	1200							1200	
Campsite Entrance	1200	2100	0800	2100				1200	Staff deployed until 2300
Campsite Bars ¹	1200	0200	1100	0000	1100	0000			
Campsite Food	1200	0300	0500	0300	0500	0300	0500	1100	
Campsite Activities	1400	0030	0900	0030	0900	0030			
Campsite Entertainment (WAF 03 & 07)	1400	0130	1100	0030	1100	0030			
Arena			1100	0030	1100	0030			
Arena Entrance			1100	1600	1100	1600			Staff deployed until 1930
Arena Bars ¹			1100	0000	1100	0000			
Arena Food			1100	0000	1100	0000			
Arena Music - see below			1100	0030	1100	0030			
VIP Area			1100	0030	1100	0030			
XCLUSV Area			1100	0030	1100	0030			
Event Control	1000							0900 (or until clear)	
Overnight Management	0000	1000 (sat)	0000	1000 (sun)	0000	1000 (mon)			

¹ Bar 9, Bar 10 & Bar 15 (XCLUSV, Artist & VIP Campsite Bar) will close at 0100.

3.3 Artists & Running Orders

Artist line-ups and stage running orders will be included as Appendix I, listed below are the stage operating times.

Friday 26th				
Site Plan Ref.	Name	Hosts	Open	Close
WAF03	tbc	We Are Bass	1400	0130
WAF07	tbc	Ants	1400	0130
SP03	Desperados		1400	0030

Saturday 27th				
Site Plan Ref.	Name	Hosts	Open	Close
WAF01		Glitterbox	1100	0030
WAF02	Aerodrome	Circo Loco	1100	2230
WAF03	tbc	Bass Jam	1100	2300
WAF04	Terminal 1	We Are FSTVL	1100	0000
WAF06		Lovejuice	1100	0030
WAF07	tbc	HYTE	1100	0030
WAF08	VIP	Hot Bed	1100	0000
WAF09	XCLUSIV	Hospitality	1100	0030
WAF10			1100	2300
WAF11			1100	2300
WAF12			1100	2300
WAF13			1100	2300
WAF14			1100	2300
SP01			1100	2300
SP02			1100	2300
SP03	Desperados		1100	0030
SP04			1100	2300
SP05	Kopparberg		1100	2300

Sunday 28th				
Site Plan Ref.	Name	Hosts	Open	Close
WAF01		Abode	1100	0030
WAF02	Aerodrome	Defected	1100	2230
WAF03	tbc	Disturbing	1100	2300
WAF04	Terminal 1	Paradise	1100	0000
WAF06		Lovejuice	1100	0030
WAF07	tbc	We Are FSTVL	1100	0030
WAF08	VIP	Mambo	1100	0000
WAF09	XCLUSIV	Hospitality	1100	0030
WAF10			1100	2300
WAF11			1100	2300
WAF12			1100	2300
WAF13			1100	2300
WAF14			1100	2300
SP01			1100	2300
SP02			1100	2300
SP03	Desperados		1100	0030
SP04			1100	2300
SP05	Kopparberg		1100	2300

3.4 Venue Design

A site plan has been included in this ESMP as Appendix A.

The site will have multiple performance areas including large scale temporary structures, outdoor stages, big tops and other self-contained structures. There are also a number of supporting pieces of infrastructure including bars, catering outlets, toilets and medical and event management facilities. All of these are identified on the site plan.

3.4.1 Performance Arenas

Site Plan Ref.	Name	Hosts		
		Friday	Saturday	Sunday
WAF01			Glitterbox	Abode
WAF02	Aerodrome		Circo Loco	Defected
WAF03	tbc	We Are Bass	Bass Jam	Disturbing
WAF04	Terminal 1		We Are FSTVL	Paradise
WAF06			Lovejuice	Lovejuice
WAF07	tbc	Ants	HYTE	We Are FSTVL
WAF08	VIP		Hot Bed	Mambo
WAF09	XCLUSIV		Hospitality	Hospitality

The site will be bounded by a perimeter constructed from 3.4m SteelShield type fence, which incorporate a series of exit gates (either 2.4m or 4.8m wide).

3.5 Audience Profile

We Are FSTVL Anticipated Audience Profile	
Predominant age range	18 - 30
Gender split	40:60 (Male : Female)
Predominant nationality/language	UK/English
Predominant ethnic groups (self-defined ethnicity)	White, Black or Black British, Mixed
Compliance level	Low - Medium
Likelihood of Vulnerable Persons forming part of audience	Low
Percentage of audience likely to require mobility assistance	0.25%
Potential for antagonism (rival factions, opposing teams, etc.)	Low
Family groups	Small numbers
Likelihood of opportunistic criminality	Medium
Likelihood of organised criminality	Low
Potential for disorder	Low
Likelihood of impairment through intoxication	Medium
Likely predominant intoxicant	Alcohol
Ability to understand instructions	High

3.6 Admissions Policy

3.6.1 General

Amnesty bins will be positioned on the route into the event so attendees have the opportunity to dispose of any drugs prior to entry.

A 'soft' ticket check will take place prior to the main arena gates, to act as a filter and prevent access to queue lanes for those without tickets.

Profile checks will be conducted on individuals in the queue lanes using available intelligence from the security providers and the Police. Individuals who are unable to satisfy staff that they are not intending to engage in criminality or anti-social behaviour will be refused entry to the event and required to surrender their tickets.

Security staff will operate an initial bag/coat search and a more detailed profile search as required, followed by a metal detector wand check.

A secondary search will take place as the audience passes through the main arena gates, this will be conducted by passive drugs search dogs and handlers provided by the security contractor.

We Are FSTVL operates a zero tolerance approach to drug crime which is publicised via their website and social media channels. Anyone found in possession of drugs at the front entrance or within the site will be refused admission to the premises and, based on the individuals risk profile, will be dealt with by the Police or ejected.

3.6.2 Campsites

3.6.3 Arena

Glass or alcohol will not be permitted into the event, and security staff will have the discretion as to whether to allow other food products.

In order to minimise the amount of litter leaving the site and to enforce the licence conditions, security staff will ensure that the audience leave behind any unfinished drinks at the end of the event.

No liquids will be allowed into the site, and bags will be limited to nothing larger than A4 size.

3.7 Facilities for people with accessibility requirements

Wheelchair accessible toilets will be provided at each of the toilet blocks with additional wheelchair accessible toilets being provided at each of the first aid points, and adjacent to the main stage front of house viewing platform.

There are two viewing platforms on site across the two main stages.

All of the activities onsite will have wheelchair access or a modification that means that wheelchair users are able to receive the same service at an alternative location.

The wheelchair user viewing platforms are;

- Main stage 4.8m x 7.2m which is suitable for 10 wheelchair users with 10 seated carers.

3.8 Performers

Performers will be managed by the Artist Liaison Team directed by **tbc**. All artists will be accredited for security and, if necessary, driven to their location in buggies using the buggy routes.

The Artist entrance will be located at the back of the Main Stage where the Artist Village is located.

4. CONTINGENCY AND EMERGENCY PLANNING

The We Are FSTVL event contingency plans have been drawn up by the event management team in conjunction with the security providers and circulated to the relevant responsible authorities to ensure a consistent approach to planning. The Event Contingency Plans are included in a separate document as an appendix to this plan (appendix E).

4.1 Event Control Room

A multi-agency event control room will be established and staffed as part of the event arrangements, and will operate as the co-ordinating point during any incidents, emergency situations or Major Incident operations.

The organisations represented within this control room will be;

- We Are FSTVL
- Security Providers
- Medical (private provider)
- Metropolitan Police

Other organisations have attendance at set times during the day for ELT meetings and/or during major incident planning or co-ordination;

- LBH
- NHS
- London Fire Brigade

The Event Control Room is located adjacent to the Staff Campsite Entrance (Gate X5) at Grid Ref B15. The Satellite Event Control (campsite overnight) will be located at **tbc**.

4.2 Operating Times

Open			Close			Location
Date		Time	Date		Time	
Friday	25 th	1000	Saturday	26 th	0200	Event Control Room (main)
Saturday	26 th	0200	Saturday	26 th	0930	Satellite Event Control (campsite overnight)
Saturday	26 th	0930	Sunday	27 th	0200	Event Control Room (main)
Sunday	27 th	0200	Sunday	27 th	0930	Satellite Event Control (campsite overnight)
Sunday	28 th	0930	Monday	28 th	0200	Event Control Room (main)
Monday	28 th	0200	Monday	28 th	0930	Satellite Event Control (campsite overnight)
Monday	28 th	0930	Monday	28 th	1400	Event Control Room (main)

4.3 Event Liaison Team Meetings

On-site multi-agency Event Liaison Team update meetings will be held approximately every three hours. The proposed meeting schedule is below;

Friday 25th	Saturday 26th	Sunday 27th	Monday 28th
	0300	0300	0300
	0600	0600	0600
1000	1000	1000	1000
1300	1300	1300	1300
1800	1800	1800	
2100	2100	2100	
2400	2400	2400	

5. MEDICAL

Medical resources for the event will be planned by the medical providers, and will be subject to review by the London Ambulance Service (LAS).

5.1 Historic Casualty Data

The previous three years casualty figures are outlined below;

Year	Total seen	Transported to Hospital	Audience
2017	304	8	58,924
2016	116	7	49,998
2015	125	5	49,998

5.1.1 Benchmarking

The Event Safety Guide (HSG195) states; "previous experience suggests that approximately 1-2% of an audience will seek medical assistance during an event day. Of these, around 10% will need further treatment on site. Approximately 1% of the number requiring initial medical assistance will require subsequent referral to hospital." (p.122).

Year	% seeking medical assistance	% of those requiring transportation to hospital
2017	0.52	2.63
2016	0.23	6
2015	0.25	4

Arbon et al suggest a 'patient presentation rate' (PPR) defined as the rate of arrival of patients at the field medical post per 1000 people in the crowd, and a 'transport to hospital rate' (TTHR) defined as the number of patients taken to a medical centre per 1000 members of the crowd.

PPR

Means	0.5 – 2.6	3.333		
Typical range	0.14 – 90.00	5.2	2.3	2.5
		2017	2016	2015
	Arbon et al	We Are FSTVL		

TTHR

Mean	0.027	0.1252		
Typical range	0.10 – 0.55	0.1357	0.1400	0.1000
		2017	2016	2015
	Arbon et al	We Are FSTVL		

The medical post is located in a marquee (grid ref. M08), has a potable water supply, track-way ambulance parking to the rear, and has access to the perimeter road and to the off site traffic road via a sterile track-way route at back of house. The medical post is located to provide access for both arena and campsite and operates throughout the live event period until stood down by Event Control on Monday afternoon.

5.2 Local A&E Facilities

(typically within 30 minutes journey time)

Hospital	Address	Telephone	Miles from site
Queens Hospital	Rom Valley Way, Romford. RM7 0AG	01708 435000	3.7
King George Hospital	Barley Lane, Ilford, IG3 8YB	0330 400 4333	6.6
Darent Valley Hospital	Darenth Wood Road, Dartford, DA2 8DA	01322 428 100	6.9
Basildon University	Nethermayne, Basildon, SS16 5NL	01268 524900	8.9

5.3 Medical Plan

The event medical plan is included as appendix F.

6. COMMUNICATION

A multi-channel radio system will be in use during the event.

The following organisations will have radio controllers at Event Control to facilitate message passing & logging.

Security Contractors

Events Medical Services Ltd (Medical Provider)

Voice Over IP (VOIP) telephones will be installed at Event Control (and in other key locations) to provide off site communications should mobile telephone networks be overloaded.

Stage Managers will be equipped with headsets to ensure they can receive radio messages in high noise situations.

6.1 Radio Channels

Ch.	Use	Notes

6.2 On Site Telephone Directory

Location	DDI	Ext

6.3 Contact details

Name	Email	Number

7. TRANSPORT MANAGEMENT

Traffic Management at We Are FSTVL has three phases;

The build & de-rig phases

The event ingress phase

The event egress phase

The Traffic Management Plan for the event is included as Appendix E

8. WORKING AT HEIGHT

Details will be included in this section of the site activities requiring work at height, the contractors undertaking the work and their arrangements for managing this work safely.

9. TEMPORARY DEMOUNTABLE STRUCTURES

All temporary structures will be constructed in line with the guidance provided by the Institute of Structural Engineers Guidance on Temporary Demountable Structures, Third Edition. Details of structures will be submitted to LBH in order to obtain a London Building Acts section 30 licence.

Technical information for temporary structures on the site will be supplied in advance to the Building Control section at LBH who will conduct an inspection and certification regime during the build period.

Temporary structure sign off will be conducted when individual structures are completed, however the deadline for sign off is proposed as tbc.

The table below provides details of the structures to be erected on site;

Structure	Description/Footprint	Supplier

10. FIRE SAFETY

All of the fire fighting equipment will conform to BS EN3: Part 1 1986 (Extinguishers), BS6575: 1985 (fire blankets), and BS5306: Part 3 1985 (maintenance).

10.1 Fire Extinguisher Distribution List

Location	Water	/	CO ₂	Blankets	Dry
Total					

Structures that have been dressed with materials posing a potential fire risk, will be assessed by the event safety officer and signed off as safety compliant by the structure operators before being opened to the public.

Contractors and companies working onsite at We Are FSTVL will have been informed that all potentially flammable material must be treated with a flame retardant product or replaced with inherently flame retardant products. Copies of the flame retardant certificates are collated in advance of the event within the contractor files.

All catering units onsite are required to complete and return a fire risk assessment prior to the event. Copies will be attached in an appendix of this document.

In line with the Smoke Free Regulations all enclosed structures will have clearly displayed No Smoking Signs, the policy of no smoking will be enforced by security staff on the ground.

Those structures requiring individual sign off will have completed London Building Act Section 30 applications. The appointed structural engineers (tbc), will receive all of the documentation prior to the event and then visit the site during the build to carry out checks and advise on any corrective measures.

Once complete and the structural engineers are satisfied with the integrity of the structures, they are signed off by the contractor. During this procedure the LBH Building Control Officers are consulted with and invited to comment on the structural inspections.

10.2 Capacity Assessment Of Whole Site.

Included in this section will be the site capacity assessments.

11. ELECTRICAL AND LIGHTING

Electrical installation will be carried out by tbc and certified as complete according to the 17th Edition of the IET Wiring Regulations. The competent person on site in respect of electrical installations is tbc. Petrol generators are not permitted on site. All power requirements for the event and the build will be sourced from a temporary generator.

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.

Cables should be routed away from footfall areas as far as practicable with the following hierarchy applied to site cables;

- Removed from the public/staff footfall area and routed around structures

- Dug into the ground
- Flown over from fixed points
- Cable ramped

All items of electrical equipment brought to site are to be visually assessed by the operator for signs of damage prior to installation. Items deemed to be in doubt will be removed to a separate store and will not be installed unless deemed to be safe by a competent person. No repairs are to be undertaken on equipment in service and all such repairs shall be undertaken by a competent person only.

Portable equipment shall be covered by current PAT certification where appropriate.

Suspended lighting apparatus should be fitted with suitable secondary safety chains or bonds.

A site lighting check will be undertaken by the Event Safety Officer and electrical contractors on the night of Wednesday 23rd May (tbc).

12. BARRIERS AND FENCING

The barriers to be used in front of stage locations where a crowd focus is anticipated will be A-frame type load-bearing barriers (front of stage "pit" barriers), and will be installed by competent contractors, and certified as complete by those contractors.

Additionally these barriers will be inspected by the retained structural engineers as part of the event 'sign off' process.

13. CROWD MANAGEMENT

Crowd Management will be undertaken following the guidance outlined in the HSE Publications 'The Guide to Safety at Sports Grounds', 'The Event Safety Guide' and 'Managing Crowds Safely'.

Crowd management will be undertaken by a number of event security/stewarding companies (see below), under the auspices of the Event Security Director, in consultation with the Event Organiser. The Event Security Director will monitor crowd build-up and flow, with particular respect to;

- ensuring that no overcrowding occurs in any part of the site by controlling and directing the audience when entering, leaving and moving around the site and achieving an even flow of people and an acceptable density, with particular respect to ingress and egress points.
- maintaining agreed capacities within the arena, enclosed structures and associated areas,
- keeping emergency ingress and egress routes clear at all times, with particular respect to the perimeter exits and emergency routes,
- monitoring crowd pressure and overcrowding, with particular respect to queuing, stage fronts, and individual structures,
- and will direct event security/stewarding staff as appropriate.

Further details are included in Appendix C.

13.1 Event Phases

Arrival	
Assembly	
Ingress	
Circulation	
Emergency	
Egress	
Dispersal	

14. SPECIAL EFFECTS

It is anticipated that some artists may wish to use special effects or stage pyrotechnics during their performances. The LFB and LBH Health and Safety department will be informed of any requests to do so, and summary details will be included below

Day	Stage	Artists	Pyro/SFX	Comments

15. AMUSEMENTS

The onsite Safety office will have copies of the safety paperwork relating to the fairground rides, which will include;

- Risk Assessment
- Insurance
- Valid ADIPs certification

16. WASTE MANAGEMENT

Waste Management at We Are FSTVL will be managed by tbc.

The proposed site cleaning schedule is included in the waste management plan attached as an appendix to this document (appendix H).

17. NOISE

Noise management and monitoring will be carried out by Vanguardia Consulting, as in previous years. Their noise management plan is included as appendix G.

Site plan design and the positioning of stages will be carried out based on the location of noise sensitive premises, and sound systems have been specified to use line array technology, and be highly directional in their focus of sound.

Site working hours are as agreed with LBH Environmental Protection officers, to limit the potential nuisance from construction and de-rig noise.

Details for proposed sound checks are provided in the Noise Management Plan.

The following control measures will be implemented to protect the public (attendees and non-attendees) from exposure to damaging noise levels:

- The premises licence will contain boundary noise conditions and these will be monitored by the appointed Event Noise Control Officer. Sound systems will be adjusted to take account of these conditions. Much of the potential

- noise nuisance will be mitigated by the use of directional speaker systems.
- In addition to the boundary noise levels, individual stage area noise levels will be set to avoid exceptionally loud noise levels from occurring.
- Within these individual stage areas, where speakers are not flown, or are flown but remain at ear level, barriers will be erected to surround the speakers.
- In order to manage the expectations of the performers and local residents, the promoters have attended meetings and made presentations to local councillors and will make available a telephone number so residents can provide feedback on the day about noise levels. This number will be tbc.

In line with the 'Sound Advice: Control of noise at work in music and entertainment' Health & Safety Guidance booklet produced by HSE, it is recognised that the event organiser has a duty to protect the health and safety of workers – even if noise is deliberately generated and people are willing to expose themselves. For this purpose, the following control measures will be implemented to reduce the risk of hearing damage to workers through exposure to potentially harmful levels of noise:

- The stage area, pit area and front of house control will be considered to be 'hearing protection zones', it is mandatory that personal hearing protection is worn in these areas. Authorised persons only will be allowed in the hearing protection zones.
- The site is laid out so that the concessions, medics and traders are not sited in the hearing protection zone.
- Workers will receive adequate rest breaks away from the hearing protection zones to ensure their cumulative dose remains low. Workers will be advised of the risk involved with prolonged exposure to high noise levels and advised not to use personal stereo devices on breaks as this prolongs exposure and increases risk of hearing damage.
- Noise levels will be monitored throughout the event and will be measured at boundaries to ensure the overall noise level, as set in the licence is not exceeded. In addition to these boundary noise levels, each stage should have a set maximum level to protect those working in the immediate vicinity and hearing protection zones.
- The stage layout will be considered to ensure those instruments with the highest noise output are positioned furthest back with lower level instruments at the front to reduce exposure to pit workers. Risers will also be utilised to elevate the louder instruments such as drum kits and so their output is offset from the ear level of other workers.
- Competent monitor engineers will be employed to operate a well-balanced monitor system and maintain a reasonable work environment for all workers allowing them to operate at a comfortable level.
- Sound checking will be conducted with the minimum number of people present as possible, workers will be informed of sound checking timings before they occur. The duration of sound checking will be kept to a minimum to limit exposure.
- Speaker stacks and flown PA will be separated from workers to ensure it is impossible for workers to get too close to the source of sound. This will be

done using elevation of speakers and barriered areas around ground-situated speakers.

18. SANITATION

The quantity of sanitary facilities is calculated using guidance contained in HSG195 The Event Safety Guide.

18.1 Event Toilet Provision

Ref.	Quantity	Detail	Notes

Toilet blocks have been positioned to allow their servicing and emptying during the event without service vehicles accessing the arena.

Toilet block locations are marked on the accompanying site plan.

Toilets will be provided and positioned by tbc.

19. CAMPSITES

Information to be inserted.

20. INFORMATION AND WELFARE

An information point is situated in the arena, prominently located on the audience route to/from the arena entrance/exit. The information point is staffed by Festival staff.

Additionally a welfare facility is provided at Grid Ref M08 (adjacent to the Campsite Entrance), staffed by workers from Tiger Tea Welfare.

All lost property will be logged onsite with details of potential thefts being provided to the Metropolitan Police.

21. FOOD, DRINK AND WATER PROVISION

21.1 Food

Food concession units will be located around the site, offering a wide variety of hot and cold food and non-alcoholic drinks.

The food traders are managed by Lulu Wilkinson, who will be responsible for collating food safety information and forwarding to the LBH Food Safety by [date].

Appendix [tbc] contains details of the inspection checklists to be completed on site by all food traders.

All drinks will be sold in plastic cups or PET containers.

It is anticipated that Liquefied Petroleum Gas (LPG) cylinders will be used by the majority of food concessions. Various measures will be taken to reduce the build up of LPG cylinders on site. This will include; limits on the quantity of cylinders permitted on site per food outlet, daily deliveries of replacement cylinders, and provision of LPG store locations. Use of LPG cylinders and their storage will be monitored on the on-site fire team.

Grey (waste) water will be managed using waste tanks sited adjacent to bar and catering areas, which will then be emptied using a gully sucker and tanker for delivery into onsite holding bowers, which will then be emptied at the end of each day to an off-site disposal centre.

Grey water tanks are located to allow their emptying during the event without tankers having to traverse public areas of the site.

21.2 Bars

Information to be inserted.

21.3 Water

Fresh water will be supplied to site via a certified potable water tanker, with a back up supply from the mains. Pipe work will circumnavigate the site with off takes at specified locations for toilets, catering concessions, drinking water (including barrier water & water to first aid and to stages), this will remove the need for site vehicle movement or water bowers.

Public water points within the arena will have tap boards and will be appropriately signposted.

22. SAFEGUARDING CHILDREN AND YOUNG PEOPLE

This event is for over 18's only. Challenge 25 in operation with only valid photo id accepted as identification.

This section will include details on arrangements for safeguarding any under 18's who are refused entry to the event.

23. ANIMAL WELFARE

Assistance dogs will be permitted on site. No other animals will be permitted on site either during the live event or the build/de-rig phases.

24. REFERENCES

A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, L73, HSE, ISBN 0717610128.

Arbon, Paul & Bridgewater, Franklin & Smith, Colleen. (2001). Mass gathering medicine: A predictive model for patient presentation rates. Prehospital and disaster medicine. 16. 150-8. 10.1017/S1049023X00025905.

Five steps to risk assessment: A step by step guide to a safer and healthier workplace, ING163, HSE, ISBN 0717609049.

Managing health and safety in construction, Construction (Design Management) Regulations 2015, L153, HSE, ISBN 9780717666263.

Maintaining portable and transportable electrical equipment, HSG107, HSE, ISBN 0717607151.

Management of Health and Safety at Work Regulations 1999, HMSO.

NASC Guidance Note SG40:00 - The use of Fall Arrest Equipment whilst Erecting, Altering & Dismantling Scaffolding, National Access and Scaffolding Confederation.

Regulatory Reform (Fire Safety) Order 2005

Safe use of lifting equipment. Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), Approved Code of Practice and guidance, L113, HSE, ISBN 0717616282.

Safe use of work equipment. Provisions and use of Work Equipment Regulations 1998 (PUWER), Approved Code of Practice and guidance, HSE, ISBN 0717608700.

The Event Safety Guide - A Guide to Health, Safety and Welfare at Music and Similar Events, HSE, HSG195, ISBN 0717624536.

Work at Height Regulations 2005, A Brief Guide, INDG 401
<http://www.hse.gov.uk/pubns/indg401.pdf>

25. APPENDICES

APPENDIX A. SITE LAYOUT PLAN



APL Event
227 New Ridley Road
Stocksfield
Northumberland
NE43 7QD

Tel: 01661 842394
Fax: 0870 787 7469
Email: info@aplevent.co.uk
Web: www.aplevent.co.uk

Title: We Are Fstvl 2018
Damyns Aerodrome
Upminster

Client: Lime Green Events

Drawing: Proposed Site Layout

Date: 24/11/17

Number: 18/02

Drawn: SVS

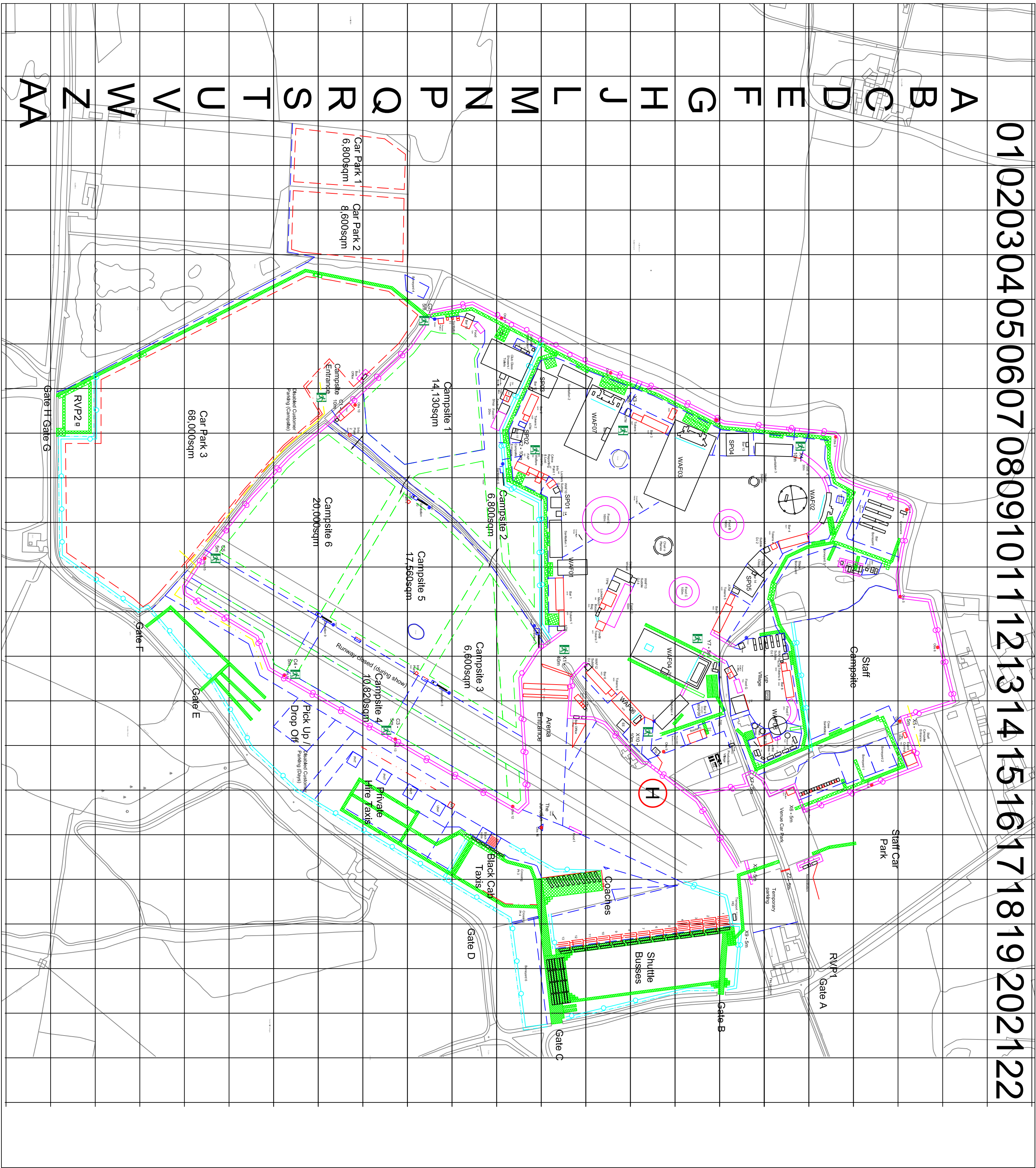
Scale: 1:3000 (A2)

The copyright of this drawing belongs to APL Event and may not be reproduced or amended without permission

Changes:
Bars updated and renumbered
Food layout updated
Sponsor pitches updated
Marquee references updated
XCLUSV relocated
Subbie DJ plots added
Campsite activities added
Artist area redrawn

NB: Structures, stage etc are purely indicative and may change subject to each event and agreement with relevant partners

- Legend 50m x 50m
- Perimeter Fence
 - Internal Fence
 - Crowd Barrier
 - Pedestrian Routes
 - Stage Barrier
 - Tramway Road
 - CCTV



APPENDIX B. RISK ASSESSMENTS

Risk Assessment

A comprehensive risk assessment has been compiled covering the build, show and load out elements of this event.

Risk Assessment Explanatory Notes

Severity Indices

1. Minor Injury = Abrasions, bruising, minor burns (reddening of the skin).
2. Significant Injury = Lacerations leading to blood loss, secondary burns (leading to blistering), sprains & strains, muscle & ligament injury, minor head injuries, acute representations of underlying conditions e.g. asthma, epilepsy, diabetes, hyper/hypothermia.
3. Serious Injury = Fractures, trauma leading to significant blood loss, head injuries leading to periods of unconsciousness. Acute representations of underlying conditions such as angina.
4. Major Injury = Multiple fractures, spinal or cervical injury, multiple trauma, injury affecting respiratory system, head injuries leading to significant periods of unconsciousness. Myocardial Infarction.
5. Major Incident/Fatality = Single or multiple fatality or large numbers of injuries in cat 3-4.

Risk x Probability Values

Risk x Probability	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

☐ Acceptable Risk ☐ Risk Acceptable with Adequate Control Measures ☐ Unacceptable Risk

Risk Assessment

This assessment is designed to assess the risk to the following:

1. Workers employed in the construction of the event.
2. Workers employed during the running of the event.
3. Members of the public, both during construction and the show.

It is the responsibility of the safety manager to ensure that an on going assessment take place throughout the duration of the event by individual supervisors and team leaders of each department. Any changes resulting in the escalation of either the severity or the probability rating of an identified hazard or the discovery of a new hazard are to be reported immediately.

Severity		Probability	
1	Minor Injury	1	Unlikely
2	Significant Injury	2	Possible
3	Serious Injury	3	Highly Possible
4	Major Injury	4	Probable
5	Major incident/Fatality	5	Certainty

The probability and severity rating associated with each individual hazard, is calculated before the controls are put into place. Once the controls are in place, the hazard and its severity may not change, but the probability will be reduced to a maximum of 'Unlikely'.

**ALL CONTRACTORS WORKING ON THE EVENT WILL
BE REQUIRED TO SUPPLY RELEVANT RISK
ASSESSMENTS AND SAFE SYSTEMS OF WORK FOR
THE WORK THEY ARE CONTRACTED TO CARRY OUT.
COPIES OF THESE AND ANY OTHER DOCUMENTS
SUCH AS TECHNICAL DATA MUST BE AVAILABLE TO
THE SAFETY OFFICER FOR INSPECTION ON REQUEST.**

Subject Area	Hazards	To Whom	Severity Rating x Probability= Primary risk based on no controls S x P = R			Control Measures	Severity Rating x Probability = Residual Risk S x P = R			Action Required Where Risks are Not Adequately Controlled and other Comments
Installation of Event Infrastructure	Hyperthermia Hypothermia	Contractors and staff	3	3	9	All workers to have access to foul weather clothing (PPE). Facilities to be available for hot and cold drinks and shelter from foul weather. Barrier cream to be provided where required.	3	1	3	All contractors to provide their employees with appropriate PPE and sufficient environmental protective measures.
Environmental Factors	Injury from carelessly discarded litter		3	3	9	Area to be visually checked before work commences. Suitable gloves (PPE) and facilities for the disposal of litter to be provided.	2	1	2	
	Assault by member of the public		3	2	6	Perimeter fence to be installed around working area. 24 hour security to be provided.	3	1	2	
Installation of Event Infrastructure	Collision RTC	Contractors and staff. Other users of the venue. Members of the public	5	4	20	All drivers to observe site speed limit. 10 mph. Drivers to use headlights or orange beacon. (Not Hazard Lights) All crew working to wear hi-visibility equipment (PPE). Vehicles only to move in designated areas. No reversing without a Banksman. No access to site without permission of the site office. Mobile phones and radios not to be used whilst driving unless fitted with hands free adapter. All plant drivers to provide copies of certification to the site office.	5	1	5	
Installation of Event Infrastructure	Failure to maintain control of equipment and plant	Public, contractors and staff	5	4	20	A competent site manager has been appointed to oversee the work of installation and to liaise with production, contractors and statutory authorities. An Event Safety Manager/Officer will be on site during the build/break period to maintain H&S compliance. Production Schedule available in site office. All contractor vehicles/plant movement to be supervised. All persons to be trained and competent. Contractor checks carried out in advance. Site rules provided for all contractors to be observed at all times on site. Contractor Risk Assessments available in advance. Site plant procedure in place from site office, including licence and plant checks.	5	2	10	
Movement of Equipment										

Installation of Event Infrastructure Movement of Equipment	Overhead loads	Contractors and staff.	5	4	20	<p>All lifting equipment to be accompanied by certificate of inspection and SWL (LOLER) or subject to a provable audit trail.</p> <p>Lifting equipment/plant only to be used by those who can demonstrate competence, i.e. certification.</p> <p>All lifting operations to be individually assessed prior to commencement by the plant operative.</p> <p>Exclusion area to be established around site of lift.</p> <p>Hard hats, safety boots and hi-vis (PPE) to be worn at all times during these operations in the identified area.</p> <p>Job specific risk assessment by individual contractors.</p> <p>Tasks undertaken by trained staff of competent contractors.</p> <p>Appropriate design of equipment.</p> <p>Delivery of materials to as close as possible to point of use.</p> <p>Manual handling to be undertaken only where necessary.</p> <p>Lifting equipment (forklift) available for heavy lifting operations.</p> <p>All gangways and access/egress routes to be kept clear at all times.</p>	5	1	5	
	Manual Handling		3	4	12	<p>Hard hats, safety boots and hi-vis (PPE) to be worn at all times during these operations in the identified area.</p> <p>Job specific risk assessment by individual contractors.</p> <p>Tasks undertaken by trained staff of competent contractors.</p> <p>Appropriate design of equipment.</p> <p>Delivery of materials to as close as possible to point of use.</p> <p>Manual handling to be undertaken only where necessary.</p> <p>Lifting equipment (forklift) available for heavy lifting operations.</p> <p>All gangways and access/egress routes to be kept clear at all times.</p>	3	1	3	
	Use of plant (Telehandlers/Forks)		5	4	20	<p>Hard hats, safety boots and hi-vis (PPE) to be worn at all times during these operations in the identified area.</p> <p>Job specific risk assessment by individual contractors.</p> <p>Tasks undertaken by trained staff of competent contractors.</p> <p>Appropriate design of equipment.</p> <p>Delivery of materials to as close as possible to point of use.</p> <p>Manual handling to be undertaken only where necessary.</p> <p>Lifting equipment (forklift) available for heavy lifting operations.</p> <p>All gangways and access/egress routes to be kept clear at all times.</p>	5	1	5	
Installation of Event Infrastructure Underground and Overground Services	Contact with active services e.g. water, gas, electricity	Contractors and staff	5	3	15	<p>Site owner/manager to provide details of any existing services or hazards.</p> <p>Site manager to investigate existing site services and produce hazard map.</p> <p>Survey of services where appropriate and liaison with providers of services e.g. National Grid.</p> <p>Site design to incorporate separation between infrastructure and existing services.</p> <p>Contractors and suppliers provided with Lime Green Events Ltd site rules prior to commencement of work.</p> <p>All contractors to report to site office prior to commencing work.</p> <p>Contractors provided with site hazard plan prior to commencement of work.</p> <p>Underground services to be marked on ground as appropriate.</p> <p>Separation distances to be observed between overhead power-lines, infrastructure and vehicles.</p> <p>Designated crossing points to be provided underneath overhead power-lines.</p> <p>Contractors to undertake ground scan prior to installation of ground fixing and anchorage points and prior to commencing ground works.</p> <p>No access to underground ducts, voids or chambers without permission of site manager and/or Safety Officer.</p> <p>Existing safe systems of work followed at the premises.</p> <p>First aider available during site hours.</p>	5	1	5	Contractors to receive briefing prior to ground fixing or work near overground power-lines or other known site hazard.
	Work in underground ducts, voids or chambers	Contractors and staff	5	3	15	<p>Site owner/manager to provide details of any existing services or hazards.</p> <p>Site manager to investigate existing site services and produce hazard map.</p> <p>Survey of services where appropriate and liaison with providers of services e.g. National Grid.</p> <p>Site design to incorporate separation between infrastructure and existing services.</p> <p>Contractors and suppliers provided with Lime Green Events Ltd site rules prior to commencement of work.</p> <p>All contractors to report to site office prior to commencing work.</p> <p>Contractors provided with site hazard plan prior to commencement of work.</p> <p>Underground services to be marked on ground as appropriate.</p> <p>Separation distances to be observed between overhead power-lines, infrastructure and vehicles.</p> <p>Designated crossing points to be provided underneath overhead power-lines.</p> <p>Contractors to undertake ground scan prior to installation of ground fixing and anchorage points and prior to commencing ground works.</p> <p>No access to underground ducts, voids or chambers without permission of site manager and/or Safety Officer.</p> <p>Existing safe systems of work followed at the premises.</p> <p>First aider available during site hours.</p>	5	1	5	
Installation of Event Infrastructure Lighting	Insufficient visibility for working	Public, Contractors and staff	4	3	12	<p>Main build/breakdown to be undertaken during hours of daylight where possible.</p> <p>Temporary lighting to be provided where night working required.</p>	4	1	4	Temp lighting to be inspected daily. On call electricians to deal with any faults.

Installation of Event Infrastructure										
Use of generated mains power	Electrical Shocks or Burns Fire	Contractors and staff.	5 5	4 5	20 25	All electrical supplies to be installed by competent contractor. Competent Electrician to be on-site during build/break and show-day. All individual contractors own power supplies to be certified as appropriate. All installations to BS7909 Requirements for Temporary Electrical Installations. Electrical distribution to be provided with RCD or RCBO protection as required. Use of 110V or battery operated tools where practicable. Portable tools and equipment to be examined and certificated. Contractor's general safety documentation checked in advance.	5 5	1 1	5 5	
Distribution of power and control cables.	Electric Shock Burns Fire Tripping	Contractors, staff and visitors	5 5 5 3	4 4 4 4	20 20 20 12	Metal structures to be earth bonded as appropriate. Suitable fire-fighting equipment to be provided at source and termination of supply All cables to be installed by a competent person, in such a way as not to obstruct gangways, exits or cause trip hazards.	5 5 5 3	1 1 1 2	5 5 5 6	
Use of power tools	Electrocution Personal Injury Tripping		5 3 3	4 3 3	20 9 9	All cables in public area to be buried or run through cable ramps or other suitable covering. Tools only to be used for purpose intended by persons who have received appropriate training. All electrical installations to be inspected and certified by competent person. All Class 1 electrical appliances to be earth bonded. Good housekeeping with regard to trailing cables. PPE to be worn where appropriate.	5 3 3	1 1 1	5 3 3	

Installation of Event Infrastructure						Manual handling procedures to be implemented as per individual's companies' manual handling training. All crew to be competent and able in the task they are to undertake and all work to be supervised by a competent person. All equipment to be positioned in a way that will not obstruct gangways, emergency routes or fire exits and will not endanger the health and safety of others. All stacked equipment to be positioned in such a way so as it is not unstable. Appropriate PPE to be worn in designated areas. All motors and rigging points to be installed by a competent person. All flown equipment to be supported by suitable lifting equipment and accessories. Secondary 'safety' bonds to be used where appropriate. All flown equipment, including cables to be rigged in a way that will not endanger the health and safety of others. All multi-hoist lifts to be controlled by one appointed and competent individual. Access to areas beneath overhead works to be restricted by barriers where possible. All flown equipment and structures to be 'deaded' off as soon as is possible. Tools and equipment used at height to be attached by appropriate strops/lanyards where practicable. All work at height carried out by competent persons. Suitable personnel fall protection system in use, and rescue policy in place. As much work as possible carried out at ground level to reduce work at height.				
Stacking and handling of equipment	Manual handling injury Falling objects Obstruction	Contractors and staff.	3 5 5	4 3 2	12 15 10		3 5 5	2 1 1	6 5 5	
Rigging/flying of equipment	Falls Falling objects	Contractors, staff and visitors	5 5	2 2	10 10		5 5	1 1	5 5	
Installation of Event Infrastructure										
Fire	Damage by fire or smoke to persons and/or property	Public staff and contractors	5	3	15	Combustible materials to be kept to minimum on site good housekeeping to prevent build up of flammable waste. Waste combustibles collected regularly on-site. Fire extinguishers to be kept easily accessible at pre-identified locations. Extra facilities required for the show will be allocated fire extinguishers as required. Petrol generators not permitted for use. Event Control to be advised of any fires, even after they are considered out. Robust system for alerting fire service. Regular fire patrols around arena and back of house areas. LPG only to be used in accordance with site rules. Spare and empty LPG cylinders to be stored in designated area(s). No smoking zones around fuel and LPG storage points, inside tented structures and on/around stages. Any flammable liquid, substance or material such as diesel, paints, thinners etc. to be stored appropriately and away from vehicle route. Separate detailed fire risk assessment in place.	5	2	10	

Installation of Event Infrastructure General Production	Trips/ falls caused by infrastructure	Public, Staff and Contractors	3	3	9	H&S patrols carried out by Event Safety Manager/Officer, identified hazards removed or controlled as necessary. H&S signage and access prevention systems to be located/used where required. H&S reporting system in place and H&S site log maintained by Event Safety Manager/Officer.	3	2	6	Production staff to report any noted trip hazards or obstacles that become apparent during the event. Stand by site crew to deal with notified hazards.
	Noise/hearing damage		3	4	12	Contractors informed of site rules and responsibilities. Contractors responsible for their own working areas during build/break period.	3	2	6	
	Lack of welfare and first aid facilities		4	3	12	Notices erected to indicate trip hazards that cannot be removed. Good housekeeping to prevent accumulation of hazardous material. Hearing protection zones to be established where necessary. Hearing protection (PPE) available. Qualified First Aider on duty during site operating hours. Drinking water, catering, shelter and sanitary facilities to be provided.	3	1	3	
Installation of Event Infrastructure Medical Provision	Cross contamination	Public, Staff and Contractors	5	2	10	Medical personnel to use appropriate equipment when dealing with bodily fluids (PPE)	5	1	5	
	Needlestick injury		5	2	10	Usual aseptic techniques for open wounds where possible. Use sharps bins for disposal of medical sharps. Medical provider to supply specific risk assessment.	5	1	5	
	Assault or aggression	Staff	4	3	12	Staff to be aware and maintain observation on patients. Security staff to be on hand at treatment facilities if risk of aggression.	4	1	4	
Staff and Contractor Camping	Criminal activity, theft	Staff and Contractors	3	2	6	Designated areas provided for staff and contractor camping. Secure perimeter, security patrols in place.	3	1	3	
	Fire, burns, smoke inhalation	Staff and Contractors	5	2	10	Adequate lighting in place. Portable FFE equipment deployed in camping area. Fire lanes maintained. Good housekeeping to limit build-up of combustible waste. Regular waste removal.	5	1	5	
	Slips, trips and falls	Staff and Contractors	3	2	6	Sufficient means of escape from area. Suitable camping area provided. Hazardous areas including any ditches and water fenced off. Suitable access and egress routes designated.	3	1	3	
	Welfare	Staff and Contractors	4	2	8	Adequate lighting in place. Sanitation and washing facilities provided. Staff catering and refreshment facilities available. Qualified first aider on site.	4	2	8	

The remainder of this assessment relates to the event. The hazards and control measures identified above still apply to any activity that may be carried out throughout the show.

Subject Area	Hazards	To Whom	Severity Rating x Probability = Primary risk based on no controls S x P = R			Control Measures	Severity Rating x Probability = Residual Risk S x P = R			Action Required Where Risks are Not Adequately Controlled and other Comments
Event/Arena Arena Capacity	Overcrowding Crushing Tripping Crowd disturbance	Members of the public, contractors and staff	4 5 3 4	4 4 4 3	16 20 12 12	Arena capacity calculated and agreed with local authority. A-frame barrier in front of stages and delay structures. Robust show-stop procedure in place. Sufficient exits to allow for arena evacuation within a reasonable period. Experienced security contractor employed. Detailed stewarding plan completed by contractor. Constant crowd monitoring by security staff and Event Control. Use of stewards to restrict access if surface becomes untenable. Sit-reps relayed back to Event Control to assist with identification of possible areas of concern. Secure ticketing and pass system in place. Secure perimeter fence.	4 5 3 4 3	1 1 2 1 1	4 5 6 4 3	Showstop procedures are appended to the EMP; the stage manager has the ability to halt the show if they feel that there is a danger to public safety.
Event/Arena Arena Capacity Cross flows and trapping points	Overcrowding Crushing Tripping Crowd disturbance	Members of the public, contractors and staff	4 5 3 4	3 3 4 3	12 15 12 12	Arena designed to allow adequate circulation around stages and attractions. Managed and barriered queuing lanes at entrance(s). Spotters to warn Event Control of developing situation. Steward response teams available to form cordon lines. Good quality extensive signage to assist customers in direction finding. Identified trapping points to be engineered out or access restricted.	4 5 3 4	1 1 2 1	4 5 6 4	
Event/Arena Audience Activity Movement	RTC Collision Crushing	Members of the public, contractors and staff	5 5 5	4 4 4	20 20 20	No unauthorised vehicles allowed on site during event. Vehicle curfew in public areas 1 hour before customers enter the arena. Restricted to key vehicles. Restriction on all vehicle movements in arena during public access other than where authorised by Event Control. No vehicles allowed into arena after show until curfew lifted by Event Control. All vehicles moving in arena to display flashing orange beacon or headlights on. All vehicles moving in arena during event to have pedestrian steward escort.	5 5 5	1 1 1	5 5 5	A multi level vehicle pass system will be in operation. There may be a case for production or ambulance buggies to enter the arena, this will go through Event Control first.

Event/All Areas										
Adverse Weather	Wet/Cold Weather Hot Weather High Wind Electrical Storm	Members of the public, contractors and staff	4 5 5 5	3 3 3 3	12 12 15 15	Adverse weather plan in place. Robust event management plan and emergency procedures in place. Weather forecast monitored throughout event. Suitable medical and welfare facilities available on site. External medical care <30 minutes. Structures and infrastructure suitable for environment. PPE and welfare available for staff.	4 5 5 5	2 2 2 2	8 10 10 10	
Event/Arena										
Unstable Structures	Collapse Crushing Trapping	Members of the public, contractors and staff	5 5 4	3 3 3	15 15 12	All temporary structures supplied and erected by competent contractors. Contractors to supply appropriate documentation and technical specs to be held by Event Safety Manager/Officer. Contractors to sign off all structures prior to opening. Contractor to satisfy Local Authority requirements for integrity of structure prior to public opening as required. Wind monitoring on appropriate structures. Show stop procedure in the event of unsafe conditions. All structures suitable for the environment in which they will be used and suitably ballasted where relevant. Public capacities for viewing platforms etc. set prior to the event and managed by security.	5 5 4	1 1 1	5 5 4	All tentage, barrier and staging contractors to have crew on-call during the event.
Event/Arena										
Noise	Permanent hearing damage Temporary shift damage	Members of the public, contractors and staff	3 2	3 4	9 2	All working personnel to have access to appropriate hearing protection (PPE). Sound level monitoring throughout event. 3m moat between active PA and audience at stages. Mandatory hearing protection zones established for working personnel. Appropriate signage to be placed in hearing protection areas.	3 2	1 2	3 4	Sound monitoring team to liaise with other agencies and production via Event Control.
Event/Arena										
Fire	Burn injuries Smoke inhalation	Members of the public, contractors and staff	5 5	4 4	20 20	No open fires within arena. (zero tolerance) Good housekeeping to ensure no build up of combustible waste. Fire control equipment positioned strategically around event site. Constant monitoring of site by spotters. Robust fire plan and communications operated by Event Control. Sufficient means of evacuation from affected areas. Diesel generators only. All concessions to have adequate portable FFE. Concessions to be located where any fire will not affect major structures. No flammable material to be stored in audience area. Cleaners to ensure removal of build up at waste points. Prohibited items removed from audience at entrance (gas cylinders, fireworks etc.) Experienced and competent Fire Safety Officer on site whilst event open to the public.	5 5	1 1	5 5	

Event/Arena Audience Activity	Personal Injury from; Crowd surfing/Moshing	Members of the public, contractors and staff	4	5	20	Barrier configuration to reduce pressure and assist crowd separation. Adequate working area in pit, stepped barrier to reduce strain on pit stewards. Pit policy to eject repeat offenders. Constant monitoring of audience by crowd safety team. Crowd spotter on stage for high-risk artists. Artist risk assessment undertaken to identify high-risk periods.	4	2	8	
Event/Arena Audience Activity Queuing	Crushing Trapping	Members of the public, contractors and staff	5	5	25	Sufficient queuing lanes to ensure throughput and holding facility. Lanes to be of adequate construction to resist crowd pressure. Arena opens in good time for audience access. Signage to inform audience of preferred routes around site. Use of stewards to restrict access to congested areas Queuing lanes and entrances designed to avoid cross-fill. Sufficient lighting on access and egress routes. Signage to direct audience member once in the arena.	5	1	5	
Event/Production Artist Areas	Presence of VIP's Crushing Hysteria Breach of secured area	Members of the public, contractors and staff	5	3	15	All artist areas to be made secure and adequate numbers of security staff to be allocated. Artists to be isolated from public areas. Security barriers/fencing in use where appropriate. No access without appropriate level of accreditation. All movement of artist to be supervised by tour security/competent person.	5	1	5	
Event/All Areas Audience Egress	Overcrowding Crushing Tripping Crowd disturbance	Members of the public, contractors and staff	4 5 3 4	2 3 4 3	8 15 12 12	All exits clearly signed and adequately lit. Additional lighting on gates and preferred routes. Stewards with megaphones to direct audience along preferred routes. All exit routes to be free from trip hazards and obstructions so far as reasonably practicable. No routes to be used which could result in trapping or funnelling of audience members. All gates to be marked with gate designation. Pre-arranged egress plan in place. New egress plan for 2016 Additional PA systems on route to inform customers Additional Electronic messaging CCTV Monitoring	4 5 3 4	1 1 2 1	4 5 6 4	

Event/All Areas Public Emergency Egress	Movement of large numbers of people under duress leading to; Crushing Tripping Public disorder	Members of the public, contractors and staff	5	4	20	Emergency evacuation procedure to be put into action. All crew and production staff to be aware of such procedures. Movement of crowd to be monitored and managed by security/crowd management teams. All evacuation routes to be staffed and kept clear at all times. All emergency gates to be staffed while arena is operational. All emergency gates to be in radio contact with security control. Suitable audience lighting to be made available and activated to assist with evacuation of areas during periods of darkness. Access to FOH and monitor engineer to be available to relay instructions regarding emergency announcements. Stage PA to form focal delivery point of evacuation messages.	5	2	10	
Event/All Areas Criminal/Terrorist Activity.	Criminal/Terrorist Activity Leading to Personal Injury	Members of the public, contractors and staff	5	3	15	Event security planning with statutory agencies prior to event. Professional and experienced security contractor employed. Licenced security staff in attendance. MPS to maintain presence in event control. All crowd activity to be monitored at all times by security personnel and CCTV. All unacceptable behaviour by members of the public to be dealt with accordingly. Regular agency meetings to take place throughout event. Ongoing CT review in light of instances in crowded places and regular updates with MPS	5	2	10	Multi-agency meetings to be held throughout events.
Event Assault	Assault Physical Abuse Verbal Abuse	Contractors staff and members of the public	4	4	16	Regular security patrols. All steward / security supervisors to be in radio contact with either security control or Event Control. Security response teams to assist staff who require support.	4	2	8	Ejection policy for anyone caught committing criminal damage, stealing or abusing staff or fellow event goers.
Event Pyrotechnics	Fire Burns/Injury	Performers, Staff, Contractors and members of the public	5	4	20	All pyrotechnics pre-planned. Product sourced from reputable suppliers. All data sheets / risk assessments / method statements supplied in advance. All pyrotechnics stored appropriately prior to use, and operated and disposed of inline with manufactures instructions. Pyrotechnics transported in appropriate vehicles. Only to be used by competent/trained persons. No firing without line of sight. Open-air pyrotechnics subject to approval by the CAA where applicable. All persons working near to fire zone to be briefed. Pyrotechnic product suitable for environment, and portable FFE available. Safety demonstrations to be carried out in advance of performance where required. All effects subject to approval by Local Authority/Venue.	5	2	10	

Event Special Effects (other than Pyrotechnics)	Fire Burns/Cold Burns/Injury Ocular Damage Photosensitive epilepsy	Performers, Staff, Contractors and members of the public	5	4	20	All special effects pre-planned and subject to separate risk assessments. All effects to be suitable for environment and COSHH data supplied prior to event where applicable. Professional products sourced from reputable suppliers and installed and operated by competent persons to the manufactures instructions and relevant HSE guidance. All consumables appropriately stored and disposed of inline with manufactures instructions. No operation without line of sight. Open-air effects including balloons and lasers subject to approval by the CAA where applicable. All persons working in affected areas to be briefed. Portable FFE available. MPE levels to be followed where applicable. No direct laser scanning of audience members, appropriate safeguarding of workers to be in place. Compressed gas to be appropriately stored and handled. Loose media products to be fire retardant and non-conductive. Warning signage to be displayed at public entrances and location of effects as appropriate. Artist/acrobat effects to be carried out by experienced persons and rehearsed prior to performance. Safety demonstrations to be carried out in advance of performance where required. All effects subject to approval by Local Authority/Venue.	5	2	10	
Event Customer Car Parking and Vehicle Access. Coach And Shuttle Services.	Collision RTC Theft Fire	Members of the public / customers	5 5 5	2 2 2	10 10 10	Car park / site speed limit in place 10mph. Competent and experienced traffic management contractor employed. Traffic management plan in place and pre event transport meetings with relevant agencies. Appropriate signage in place. Designated and suitable access routes in place. Car parks, PUDO and on site vehicle routes to be adequately staffed with competent persons. Queuing lines in place at coach, shuttle bus and taxi pick up points. Suitable crossing points selected and suitably staffed to assist members of the public to cross roadways where necessary. Members of public strongly discouraged to walk on highway, standby vehicles in place to sweep roads of pedestrians. Adequate temporary lighting in place. Security patrols of designated car parks. Experienced and competent Event Fire Officer on site whilst event open to the public. Adequate levels of PFFE on site.	5 5 5	1 1 1	5 5 5	

Event Provision of Food and Drink	Food or Waterborne Illness	Performers, Staff, Contractors and members of the public	4	3	12	Installation of temporary water systems by competent contractor. Drinking water installation to meet statutory requirements and tested prior to use to ensure potability. Where in use, water storage vessels to meet requirements for length of storage etc. Plumbing contractor on-site throughout event. Competent and experienced catering supplier contracted for event. All concessions and catering suppliers vetted prior to event. All concessions and catering suppliers required to provide food safety / HACCP documentation along with risk assessments and registration details prior to event. Liaison with local authority environmental health department prior and during event.	4	1	4	
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Date of Assessment	Carried out by	Signature
18 th August 2016	Paul Ludford	
Date of next review	15 th December 2017 or sooner as required	

APPENDIX C. SECURITY MANAGEMENT AND OPERATIONS PLANS



Security Management Plan

“We Are Festival” – Draft Ver. 1

Friday 25th – Monday 28th May 2018

Damyns Hall Aerodrome, Aveley Road, Upminster, RM14 2TN



Document Date | 08th Dec 2017

Drafted by | Steven Allen *FdA MIFireE MIFSM FIIRSM RSP*

OSHCR – Registered Consultant

SIA Licenses: Close Protection – 0830 1103 4443 1542

Public Space Surveillance – 1091 7449 8570 3563

This plan has been formed through information provided by the promoter's, on site meetings, consultation with suppliers, contractors, and a thorough review of the previous event in 2017. The plan remains a 'live document', which will be subject to an ongoing review and consultation with the SAG, London Borough of Havering and the Metropolitan Police.

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1. AMENDMENTS FROM PREVIOUS VERSION PLAN

Page	Section	Comment
N/A	N/A	<i>This is the First Version of this Document</i>

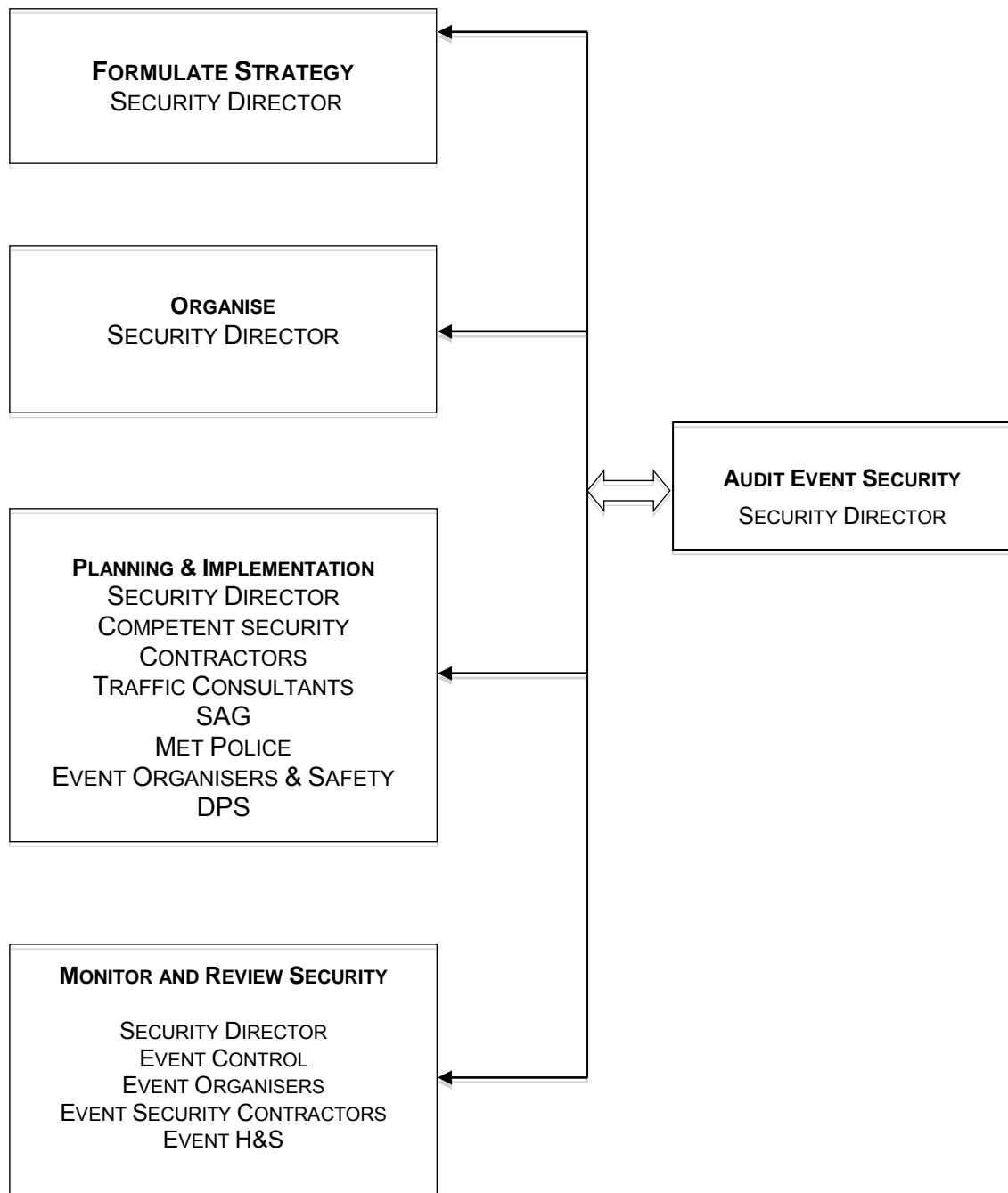
2. KEY INFORMATION

Local Authority	London Borough of Havering
Police (MPS)	Metropolitan Police – Lead Event Planner - Charlotte Archer
Licensing Officer's	Oisin Daly – Metropolitan Police
DPS	Jamie Coleman, SFC Event Bars Ltd
Event Organisers	Lime Green Events/We Are Festival
Premise License Holder	Lime Green Events
Event Gold	Reece Miller
Event Controller (Silver)	Mick Bowles
Security Director	Steve Allen
Deputy Security	Trevor Arthey
Event Dates	Campsite: Friday 25 th – Monday 28 th May 2018 Arena: Saturday 26 th – Sunday 27 th May 2018
Event Timings	1100hrs – 0030hrs (SAT/SUN)
Arena Public Attendance	30,000 + allowance for up to 2,999 staff
Campsite Capacity	7,000
Audience Demographics	40/60 male/female with a primary age group of 18 – 30 years.
Event Format	Multi – stage performances of live & recorded music, campsite, food, beverage and licensed outlets

3. TERMS OF REFERENCE

- Licensing Act 2003
- Private Security Industry Act 2001
- Health and Safety at Work Act etc 1974
- Indg 163 Risk Assessment
- Regulatory Reform (Fire Safety) Order 2005
- CDM Regulations 2015
- Management of Health and Safety at Work Regulations 1999
- Misuse of Drugs Act 1971
- Drugs Act 2005
- NACTSO Counter Terrorism Protective Security Advice for Major Events
- Workplace Health Safety and Welfare Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- The Purple Guide to Health Safety and Welfare at Music and Other Events (3rd Ed)
- Managing Crowds Safely; HSG 154 - HSE
- License Conditions Imposed by Havering Council
- Common Law “duty of care”
- Psychoactive Substances Act - 2016
- Crowded Places: The Planning System and Counter – Terrorism 2012

4. FRAMEWORK FOR SECURITY MANAGEMENT



5. INTRODUCTION

The document relates to the proposed “We Are Festival” event to be held in the London Borough of Havering on Friday 25th - Monday 28th May 2018.

WE ARE FESTIVAL (the “Event”) is promoted and organised by Lime Green Events Ltd (the “Promoter”) who will be applying for a license to host 39,999 persons daily with a 7,000 capacity campsite and 30,000 day visitors. 2018 will be the 6th annual succession of We are Festival’s.

This Security Management Plan (“SMP”), details the processes and procedures which will be adopted and is produced for the safe management of those attending, performing, working and others that may be affected by the event. The event security will be run in accordance with the final agreed SMP, after consultation with the SAG.

Following numerous site visits, consultation with the Promoters, Event Management, Traffic Management Consultant, Event Health and Safety consultants, Crowd management & Security providers, and Metropolitan Police, this document serves to represent the procedures that should be adopted in order to provide a safe and successful event. This SMP will be treated as a “live document” up until final approval by the relevant authorities, whereby issues will be dynamically assessed and amended where necessary.

5.1 Sunset

Is forecast as being **circa 2100 hrs**

5.2 Moon Phase

Between New Moon and First Quarter (Half Moon)

5.3 Public Right of Way

There are no public rights of way on this event site. As such, all persons on site will be bonafide ticket holders, accredited guests, staff, contractors and statutory bodies in the line of their duty, or other accredited persons performing. There is NO readmission to this event.

6. EVENT OVERVIEW

The Event Summary will be shown in the ESMP.

Terms and conditions of entry will apply to all patrons, contractors, performers, guests and traders. Said Terms and Conditions will be circulated in advance of the event.

6.1 Operational Times

See Appendix 2 of this plan – Operational Times. Operational times can also be found within the EMP

6.2 Campsite

The campsite will be under the direction of a competent Campsite Manager, Joanne Moore, who is well versed with camping at major events and managed the 2017 campsite. Likewise, the security contractor Global Security and Stewarding is a company who have extensive experience of providing security services to campsites at other major festivals throughout the UK and as such, have accrued vast experience in the crime prevention and deterrent strategies required, to fulfil a safe, secure and successful experience whilst employing suitable crime reduction strategies.

The Security Director will work closely with the campsite security provider, Global Security and Stewarding, to ensure a cohesive strategic, tactical and operationally effective plan is in place to mitigate the risks and threats associated with the campsite namely but not restricted to: *Theft, Sexual Assault, Violence, use, or sale of, Illegal substances/prohibited items.*

6.3 Transport Hub

A dedicated external manager will manage the transport hub. Stuart Security will manage the crowd within the transport hub for the arrival, egress and dispersal phases where they will be redeployed from the main entrance as lanes are progressively closed. This redeployment will serve to effectively manage the crowd and prevent crowd related issues at this location post event.

7. EVENT CONTROL (EC)

There will be an on site Event Control Room to coordinate the event and partnership working. I will be overall in command of security operations on site with competent representatives' from each security provider, within the EC to communicate effectively to their Management and Supervisor's on the event ground. It is recognised that Social Media SPOC will be present in Event Control which will serve to assist the management of the event. Metropolitan Police will have representation within the EC to effectively communicate with the Security Director.

7.1 Event Control Meetings

A resilient and formalised command and control structure will be put in place for the event, aligned to established multi-agency partnership arrangements and with clear escalation procedures identified.

All agencies represented on site will co-ordinate their activities through the EC. In support of these arrangements, it is proposed that onsite EC Meetings will take place every 3hrs to provide a clear understanding of the event position and determine what additional measures may be necessary. The Security Director will be present at each meeting as will representatives from Stuart Security, Security Nation, Global Security and Stewarding and Guardforce Security and ICDS . The Metropolitan Police will be invited to attend these meetings.

8. EVENT SECURITY STRATEGY

The 2018 event sees the continuation of an independent Security Director to source and manage competent event security providers pre-event, for the strategic planning phase and during the event for the tactical and operational elements.

It is unclear if this event will be a Police free event in terms of Special Police Services (SPS), however, there will be a uniformed Police presence in the environs of the site.

8.1 Security Risk Assessment

A Security Risk assessment has been considered for this event, taking into consideration historical incidents, intelligence, and first hand experience of other events. The threat assessment will be based on historic incidents at this and other events, current threats and consultation with the Police and Event Security contractors'. a live document, which will be updated as, and when further information, or intelligence, comes forward. The threat assessment will be shared with all security contractors and the Metropolitan Police. The significant hazards and counter measures will be recorded in a stand alone documents and circulated to contractors and the SAG.

8.2 Powers and Policy

Event Security will be proportionate, lawful, accountable and necessary. In considering the strategic approach to this event I have taken into account the ECHR principles: Article 2 – right to life (given the nature and public safety aspects of this event), Article 5 – liberty and security Article 8 – right to private and family life, in relation to the impact it may have on the community.

8.3 Use of Force

The Security Director, after consultation with the Metropolitan Police, will remind all security providers on the “use of force”. A specific briefing, on the Use of Force, will be scheduled to Event security contractors in advance of the event. The MPS will be invited to attend this briefing and provide input.

- Security staff, in carrying out their duties, shall so far as is reasonably practicable apply non-violent methods before resorting to any use of force.
- Security staff should use force only when strictly necessary and where other means remain ineffective or have no realistic chance of achieving the lawful objective.
- Any use of force by security staff should be the minimum appropriate and proportionate to the circumstances.
- Individual members of staff are accountable and responsible for any use of force and must be able to justify their actions in law.

S3. Criminal Law Act 1967

Staff will have the authority to use “such force as is reasonable in the circumstances in the prevention of crime, or in effecting (or assisting in) the lawful arrest of offenders, suspected offenders or persons unlawfully at large.”

8.4 Options and Contingencies

I have considered the event security role in this event:

The event organisers are responsible for overall management of the event including public safety. Within their event management plan they will outline how the large numbers of people attending this event will be kept safe on their way to the event, during the event and on leaving the event. The crowd management plan should include considerations of the different types of people attending and have special arrangements in place for those with accessibility needs.

The licence holders for the bars have a responsibility to comply with the licence conditions and to prevent crime and disorder. Security will be present on all bars to support the license conditions.

The EMP will include how the organisers will respond to an incident in the event footprint and how we will facilitate emergency services response to an incident.

A Statement of Intent will be provided between security providers and organisers to prevent any ambiguity on roles and responsibilities. This final document will be prepared no later than 6 weeks prior to the event and circulated to the SAG.

8.5 Over-arching Strategic Aim

This is a pre-planned event with an identified event organiser. The event organiser is responsible for the safety of persons attending the event and those affected by it.

My over-arching aim is that the security providers work in partnership with key stakeholders to ensure that the event organisers are able to meet their obligations effectively; by providing

a proportionate visible presence to prevent crime, anti-social behaviour and disorder and provide a prompt and effective response to spontaneous incidents that may occur.

So far as reasonably practicable security will deliver core responsibilities namely:

- The Protection of Life and Property
- The Prevention of Crime and Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

8.6 Strategic Objectives

1. Work in Partnership with the event organisers, the SAG, the local authority and other relevant agencies to ensure the event organisers are able to meet their responsibilities to minimise risk to the general public and those attending or working at the event with regard to the Licensing Objectives.
2. Provide a proportionate visible presence in the environs of the event to provide reassurance, deter crime, anti-social behaviour and disorder. Provide an effective and prompt response to any spontaneous incidents.
3. Lawfully and proportionately gather intelligence on individuals and groups attending the event who may have criminal and/or violent intent, to inform the threat assessment and ensure a proportionate security response.
4. Provide a physical security presence to those residential and commercial properties identified in the pre-planning, to prevent disturbance and protect property.
5. In the event of a major incident, including terrorism or any other emergency, to respond effectively to preserve and protect life under the direction of event control or the emergency services.

8.7 Event Security Staff

Will provide a proportionate security response with the ability to scale up and down, the visibility and tactics dependant on the threat assessment at the time.

The Event organisers will fulfil their responsibilities to hold a safe event and to prevent crime and disorder.

Where security are required to respond to spontaneous incidents, they will provide a proportionate response and be mindful of the impact their actions could have on large numbers of people, particularly where alcohol or drugs may be a factor.

(i) Preferred outcome:

The event passes off safely without disorder or crime. Security intervention is limited to reassurance and engagement and there is no necessity for the use of police involvement.

(ii) Acceptable:

The event passes off safely. Some minor anti-social behaviour, contained disorder or crime occurs but an effective and prompt response prevents any escalation or safety issue . Appropriate, reasonable and proportionate security intervention is necessary and the event is managed in a manner compatible with other safe and successful events.

(iii) Unacceptable:

The event compromises public safety and/or where serious disorder and or crime occur. There is a disproportionate use of security resources.

All staff involved in the event security operation will act in a manner, which represents the core values as, outlined below:

- Common sense and professional sound judgement
- Act with integrity, courage and compassion
- Respect people and keep our promises
- Experiences are used to learn and improve

8.8 Tactical parameters

During the planning phase, the event organisers, security contractors and the Police will inform me of any change in the threat assessment that would require me to consider other resources for the event.

During the event, an ongoing dynamic threat assessment will be made based on the information and intelligence that becomes available. The impact this could have on the crowd dynamics of the event will be considered in our responses to incidents

8.9 Command Protocols

I will ensure that a Statement of Intent is completed, with each security provider, and that we are clear on roles and responsibilities and also, in what circumstances the Metropolitan Police would assume command of the event.

I will be in command of security operations, with a deputy to assist me in my role. Each Security contractor will have representation within the EC, who will be able to communicate effectively with Managers and supervisors on the ground, whilst relaying information back into the EC of any incidents, to provide an informed response.

I am satisfied that the EC on site, together with the effective Command and Control we will have in place, will ensure a co-ordinated and effective security response to incidents. This strategy will be reviewed and updated as more information and intelligence arises.

9. TACTICAL AND OPERATIONAL OBJECTIVES

- To maintain a safe and secure environment for members of the public attending the Festival.
- To maintain a safe working environment for members of staff and contractors working at the Festival.
- To provide a secure environment for the artistes performing at the Festival.
- To ensure minimum disruption to members of the public living within the environs of the festival site.
- To deal positively and proportionately with any incidents of disorder.
- To deter and prevent crime.

- To monitor for any persons underage and prevent/deter entry.

9.1 Main Arena

- To ensure that only authorised and bonafide ticket and pass holders gain access to the arena.
- To prevent and deter entry for those persons under the age of 18yrs
- To monitor crowd movements, identify and communicate to EC any crowd related issues.
- To maintain the integrity of the perimeter fence of the festival arena.
- To deal effectively and proportionately with any individuals breaching the terms and conditions of the event.
- To ensure the security of traders' vehicles.
- To take necessary action to prevent and deter fires within the arena
- To provide a covert patrol to gain intelligence of activity on site.
- To respond proportionally to spontaneous incidents on site
- To maintain the security of the front of house mixing position.
- To provide an 'ejection' from site capability for those individuals who breach the event terms and conditions of entry
- To monitor the site and identify crime 'hot spots', enhancing patrols to deter and detect offenders accordingly.
- To provide overt mobile and foot security patrols around the site.
- To staff the emergency exit gates from the arena
- To monitor for signs of excessive drinking and/or use of/dealing drugs
- To communicate effectively with the EC

9.2 Entry Gates *(Main Entrance, Campsite, Artistes, Staff and Campsite to Arena)*

- To ensure that only bonafide ticket and pass holders gain access to the event.
- To prevent entry of those persons under the age of 18
- To have a presence of passive drug detection dogs at all entry points to the event
- To conduct a level of search of persons as pre-agreed with relevant authorities' prior the event will be instigated, this consists of full search and pat down supported by drugs dogs.
- To carry out targeted searches based on intelligence using overt and covert staff

- To manage queues and maintain a positive flow rate through all search areas.
- To ensure artistes, guests, traders and staff are subject to search on entry
- To conduct vehicle searches, as agreed with the Police of vehicles and personnel entering the arena, to deter and prevent crime.
- To communicate effectively with the EC
- To ensure that persons who appear under the age of 25 are subject to their ID being scanned to verify their age.

9.3 Stages

- To maintain the integrity of the stage, backstage and pit areas.
- To monitor and identify any crowd related problems within the viewing public.
- To control access to non-public areas.
- To monitor areas for persons underage.
- To communicate effectively with the EC

9.4 Campsites

- To provide and maintain a safe and secure environment for campers and other persons attending the festival.
- To provide overt and covert mobile and foot security patrols around the campsites and car parks for the prevention of crime.
- To monitor the site and identify crime 'hot spots', enhancing patrols to deter and detect offenders accordingly.
- To provide an 'eviction' from site capability for those individuals who have breached the terms and conditions of entry via the Eviction team.
- To ensure the internal fire lanes remain clear.
- To monitor for smoking in non-smoking areas.
- To ensure that only authorised ticket and pass holders gain access to the campsites.
- To ensure that only authorised ticket and pass holders are present in the car parks.
- To monitor crowd movements, identify and deal promptly and effectively with any identified crowd control issues.
- To maintain the integrity of the perimeter fence of the campsites
- To deal effectively and proportionately with any individuals using antisocial behaviour, thus disrupting the event.

- To take necessary action to prevent and deter unauthorised fires within the campsites or car parks.
- To respond to spontaneous incidents and communicate these with EC.
- To provide a physical uniformed presence to deter and prevent crime.
- To carry out crime prevention patrols
- To provide a presence whereby campers can report concerns/crime
- To monitor the campsite for any person underage of 18yrs.
- To communicate effectively with the EC

9.5 VIP Guest Areas

- To ensure that only bonafide ticket and pass holders gain access to the VIP Guest Areas.
- To monitor crowd movements, identify and deal promptly and effectively with any identified crowd management issues.
- To maintain the integrity of the perimeter fence of the VIP Guest Areas.
- To deal effectively and proportionately with any individuals breaching the event terms and conditions of entry
- To ensure the security of traders' vehicles and bar / café operations along with any other facilities installed in the Guest Area.
- To take necessary action to prevent and deter fires within the Guest Area.
- To provide an 'eviction' from site capability, for those individuals who are responsible for 'disorderly' and/or 'unsociable behaviour' or non ticket and/or pass holders via the Eviction team.
- To monitor the site and identify crime 'hot spots', enhancing patrols to deter and detect offenders accordingly.
- To provide overt mobile and foot security patrols around the Guest Area.
- To monitor for signs of excessive drinking and or use of drugs.
- The security company in the guest campsite and car park roles are as per campsite / Car park security roles defined above.
- To communicate effectively with the EC

9.6 Licensed Bars

- To operate in accordance with the license

- To implement Challenge 25 on all bars and monitor for underage persons
- To ensure personal license holders, of each bar, agree a communication protocol with staff located at each bar.
- To assist the personal license holder in any refusals where necessary
- To communicate effectively with the EC
- Maintain public order within the confines of the bars.
- To deal promptly and proportionately with any persons causing disruption within the confines of the licensed bars.
- To monitor and prevent smoking in non - smoking areas.
- To communicate effectively with the EC
- Security will be present on all bars to support the license conditions.

9.7 Perimeter

- To maintain the integrity of the event perimeter
- To utilise observation posts to identify individuals and groups around the perimeter
- To prevent unauthorised access to the event by non-ticket holders and underage persons
- To communicate effectively with EC
- To respond to incidents proportionally
- To provide a highly visible deterrent to prevent crime
- Provide static and mobile security patrols of car parks to deter and prevent crime

9.8 Off Site External Positions

- To communicate effectively with EC
- To respond to incidents proportionally
- To prevent unauthorised access to neighbouring properties and businesses

9.9 Transport Hub

- To provide a managed facility for crowds arriving, queuing and departing from the transport hub.
- To provide a physical uniformed presence to provide information and direction for patrons

- To provide a physical uniformed presence to deter and prevent crime and actions which could result in a crime being committed
- To respond to spontaneous incidents of crime in the initial phases and prevent the incident escalating.
- To prevent crowds walking out onto the public highway.
- To prevent underage persons accessing the event.
- To communicate effectively with EC

9.10 Covert Intelligence gathering and Cash Escorts

Covert teams will be in operation within the event arena and campsite. Further information on this will be omitted from this plan but will be communicated verbally with the Metropolitan Police, Licensing and offer transparency.

9.11 General Purpose Dogs

General Purpose Dogs will be used to deter and prevent criminal activity and respond to incidents external of the main arena on the perimeter and at Gates A and G/H.

9.12 Explosive Dogs

Explosive dogs will be used to search vehicles entering the site, search any on site suspicious vehicles to provide information to the Event Control/Police.

9.13 Passive Drug Detection Dogs

Passive drug detection dogs will be used to prevent and deter, prohibited drugs accessing the site, at all entry points to the Arena. This will include:

- Gate X1 - Main Arena Entrance
- Gate X7 - Artiste Entrance/Staff Entrance
- Gate C1 - Campsite Main Entrance
- Gate X2 - Campsite Entrance into Main Arena

10. EGRESS AND DISPERSAL ARRANGEMENTS

There have been ongoing discussions between the event controller, transport manager, site manager, promoter and myself to clarify if the transport can manage the proposed uplift of day visitors and campers attending the 2018 event. With the stage programming/closures prescribed, the transport manager has confirmed that the transport plan will manage the capacity which the license applicant is seeking.

A daily Egress meeting will be held at a place to be determined, at 2000hrs to align plans and confirm arrangements or any amendments to the plan. The Police and LA will be welcome to attend these meetings and provide any input where necessary.

Security strategies will include, but not be limited to:

- Design of Fencing and Queue systems to manage crowds dispersing
- Identified security positions to prevent patrons accessing the public highway
- Suitable lighting
- CCTV capability of the Transport Hub
- Suitable and sufficient levels of Staff to manage the crowds and provide effective information delivery using loudhailers.
- Visible way-finding signage
- An elevated observation tower for the external manager to oversee the operation and dynamically assess whilst reporting to EC
- Use of social media to provide improved information to patron's pre, during and post event as well as use of the on site WAF Radio station and the onsite newspaper for the campsite.
- "We Are Friends" and Lone Female initiative's
- Information delivery using LED/Video Screens, Signage and Staff.

10.1 External Positions

As part of the egress plan, mobile and static security staff will be redeployed from the event to pre-agreed positions off site to deter and prevent crime. Staff will be in permanent radio contact with Event Control at all times and have spare batteries with them. Any suspicious behaviour will be reported immediately to the EC whereby the Police will be notified immediately and relevant details recorded to pass onto the Police.

Vehicles inclusive of a minibus will be staffed by security and directed to offer transport alternative to those members of the public who have found their way onto the highway. Security staff in vehicles will provide a physical deterrent to crime and be particularly vigilant for vulnerable persons such as lone females. Vehicles will have direct radio communication with EC at all times, and will report anything suspicious immediately. The Police will be notified immediately under these circumstances with relevant details recorded and passed over to the Police.

10.2 Lone Females

There will be a focused emphasis to deter lone females leaving the site, particularly on foot where their vulnerability will be increased. "We Are Friends staff", Security and transport staff on site, and those providing external patrols will, as part of their briefing, and reminded at the daily egress meetings, pay particular attention to any lone females they identify wandering off site, or being encouraged to get into strangers cars within the car park where security staff will remain until stood down by EC. The EC will have the capability to monitor the car parks using the CCTV monitors within the EC. Police will also have visual on the CCTV.

Social Media messaging will be scheduled to provide information pre-event, during the event, leading up to and during the egress/dispersal phases to remind people not to leave alone and not to accept lifts from strangers. There will be no mention of a dedicated minibus collecting patrons outside as this may encourage some revellers to step out onto the highway instead, the minibus will be a tool which will be part of our contingency plans to pick up persons on the public highway and monitor for vulnerable persons and lone females. All staff operating on vehicles will have body cameras on their person.

Strategies will include, but not be limited to:

- Pre Event - proactive messages
- Website, social media, direct email's using "We Are Friends" initiative and key messaging
- During Event - proactive messages
- WAF radio, LED messaging screens, video screens, signage, newspaper on site(campsite)
- Use on-site WAF radio station, LED signs, video screens to locate friends
- Encourage females not to leave the arena or campsite alone

- Encourage females not accept lifts from persons they do not know
- Mobile Security Patrols and static security, on surrounding roads and car parks during egress until clear identify and focus on high-risk areas. Staff will be in direct radio communication with EC to report any suspicious activity

11. LICENCING ACT (2003)

The Promoters recognise their duties under the Licensing Act 2003 and intend to fulfil their duties as organisers, in meeting the four key objectives. A range of measures will be implemented at the 2018 event to assist with the four pillars of the Licensing objectives.

11.1 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. Issues arising outside the licensed premise will be the responsibility of the Metropolitan Police service, however, the promoter recognises their duty to minimise any impact through a full consultation process and working in partnership with the Metropolitan Police/SAG. A Uniformed external team of mobile and static SIA licensed security will be positioned in those areas agreed with the SAG.

- A robust ticketing system, which prevents re-entry to the event and a ticket being valid for entry more than once.
- Appropriate and proportionate levels of uniformed security across the entire event site
- A level of search as pre-agreed with relevant authorities' prior the event will be instigated; this consists of full search and pat down supported by drugs dogs.
- All drinks will be served in plastic bottles or receptacles.
- CCTV will be used across the event site and monitored within the event control room, in consultation with the Police.
- Refuse bins for glass bottles, behind bar areas, will be secured and inaccessible by patrons at all times.
- Security staff will be briefed and positioned to prevent alcohol being carried outside the agreed licensed area.
- Use of appropriate and proportionate numbers of stewards/security at access/egress points and other appropriate locations.

- Effective Command and Control Structures in place for Security/Stewards with each contractor having representation within the event control room.
- Security/Steward staff will be easily identifiable and sufficient in number
- Searches will be carried out as a condition of entry, on all persons attending the event.
- Amnesty Bins will be positioned/advertised in consultation with the Metropolitan Police and such that the attending audience, contractors, artistes and guests can easily sight the location of amnesty bins.
- Passive Drug Detection Dogs will be used to identify persons concealing Illegal substances/prohibited items
- Lighting of the event arena during hours of darkness and at identified locations on internal traffic routes
- External Gates will have security staff to prevent unauthorised access.
- Uniformed mobile Patrols and Static Staff will be present in all car parks
- An external Patrol Vehicle, staffed with security, will be in use, to monitor external areas of the perimeter. The vehicle will be in direct communications with event control
- A written drugs policy will be in place for the event
- An Eviction Policy is in place for the event. Appendix 3 of the Security Management Plan
- The Transport Hub and event arena will be patrolled by suitably qualified SIA licensed security staff and event stewards at all times the licensable activities are taking place, until all patrons have cleared the site.
- The transport hub will be staffed by competent SIA licensed security staff and a dedicated Transport Manager, overseen by a dedicated external manager.
- Suitable and sufficient levels of security cover will be employed both externally and internally of the event arena and surrounding areas.
- Free bungee cords available at information points for patrons to secure phones.
- An increased level of security lockers on site for patrons to use.
- A **Bars and Alcohol Management Plan** will be in place
- An appropriate and proportionate level of General Purpose Dogs will be used across the event site and perimeter
- An appropriate and proportionate number of observation posts, distributed along the perimeter, will be staffed, in direct communication with event control.

11.2 Public Safety

The production of an Event Safety Management Plan (ESMP) and Security Management Plan, along with associated Appendices, is in itself a commitment to public safety. A competent safety consultant has produced the event risk assessment. The event risk assessment will aim to identify the significant and foreseeable hazards and reasonable control measures required, in a technical jargon free format for all parties to understand. Included within the ESMP will be regard to the following key objectives under the Licensing Act 2003.

Use of any smoke machines or other special effects, such as lasers, will be fully risk assessed.

- Suitable and sufficient risk assessments will be provided to identify all foreseeable significant hazards related to the event. Control measures will be adhered to and monitored throughout the event phases.
- Drug policy is in place for all contractors, with additional published drug policies regarding event entry.
- Artistes and their guests will be notified of the drug policy in advance of the event.
- A level of search as pre-agreed with relevant authorities' prior the event will be instigated, this consists of full search and pat down supported by drugs dogs.
- The site has been designed to safely accommodate the attending patrons, traders, contractors, guests, staff, performers, structures and attractions.
- Safe capacities will be calculated for all venues within licensed premises and total venue capacity. Ticket sales/admission will not exceed the licensed capacity, factoring in staff.
- Exit widths will be calculated by a competent fire risk assessor and crowd safety consultant and in consultation with LFB.
- A secure perimeter 3mtr Steel Shield fence will be erected around the campsite and event arena, with the external perimeter patrolled by suitably accredited SIA licensed security and General purpose dogs.
- A fence crew team will be on site to maintain the fence throughout the event

- An event specific briefing will be conducted for management, supervisors and staff, on Thursday 24th September. Management and Supervisors will brief their staff prior to doors being declared safe to open.
- CTM who are competent traffic management consultants, have been appointed to produce a suitable and sufficient traffic management plan.
Competent event security and crowd management providers have been appointed to provide crowd management and event security services for the 2018 event
- All contractors and suppliers will be selected, based on their competency and commitment to safety and not solely on price.
- Planning and preparation, will prepare for staff and the site to be ready to open to ticket holders from 1100hrs
- There shall not be any activity which involves members of the public inhaling nitrous oxide, no legal highs shall be allowed on site, to include any gas canisters used for a similar purpose
- Suitable and Sufficient Levels of security/stewarding staff will be engaged for this event.
- CCTV will be used to assist with monitoring the crowd and security operation.
Monitors will be viewed within the EC
- A dedicated security presence will be positioned in the car parks supported by mobile patrols, within the car parks and an external response team
- A lighting plan will be agreed with the SAG
- Ongoing consultation with the Metropolitan Police
- An Information Sharing Agreement will be provided by the Police as a formal agreement between the Met Police and the Event Organisers
- The introduction of the “We are Friends” initiative was introduced for the 2017 event whereby patrons could approach “staff wearing We Are Friends t-shirts for information relating to the event. This initiative will be used again for 2018
- A ‘Buddy system’ will be introduced for the Campsite
- A competent campsite management team is in place well versed with the issues surrounding a campsite.
- A focused approach on deterring lone females leaving the site, collecting those that have left the site using external vehicles staffed by security and taking them to Upminster station.

- Positioning of static and mobile security in direct communication with EC to those external areas to be agreed in advance in consultation with the Police will form part of the egress plans and be implemented post the 2000hrs daily egress meeting.

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

- The nature of the activities taking place. The suitability of the venue has been assessed and the site designed in order to minimise the negative impact upon the local area and community.
- 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 under the Premise License.
- Improved measures to manage with dispersal of customers from the premise are in place, including the increased employment of stewards/security, traffic marshals, signage and information delivery
- A community response team is in operation during the show which includes a Community Response Manager, 2 litter pickers & 2 members of security who will respond to issues raised by residents via the Residents Hotline
- A full sweep of the external areas will be conducted to ensure no waste has been discarded post event
- Toilet facilities will be positioned externally in consultation with the SAG
- A dedicated Residents Hotline phone numbers is installed for the whole build and break period, as well as during the show days. This number is published and circulated to the residents in advance of the show.

11.4 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 event is for 18 year olds and above only.

- No children are allowed on site but if they are found to be present they will be immediately removed to the ejections processing area on site that is staffed by a suitably trained member of staff. This person will be enhanced DBS checked. Access

to this area will be strictly limited. Parents will be notified. Before parents can 'claim' their 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. The Promoter has designated this event as unsuitable for under 18 year olds, this has been included on all publicity and promotion. All stewards/security at access points will be fully briefed of the age restriction policies.
- Requirements for accompanying adults are not applicable to this event.
- A **Bars and Alcohol Management Plan** will be in place, this will include the application of the Challenge 25 Scheme,
- The appropriate Age identification to be accepted by security and bar staff and other relevant information surrounding the refusal log, has been included within this plan and communicated to the Bars Provider
- A dedicated Bar & Concession Manager will be on site for the 2018 event, as per the 2017 event.

Specific reference is made to meeting the above licensing objectives. These objectives will take priority alongside the other important health and safety considerations outlined in the Event Safety Plan and its Appendices.

The Event Director, and management team, 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 above licensing objectives will play a significant role in achieving that aim.

12. PLANNING AND MANAGEMENT

12.1 Historical Issues (debriefs)

Historical issues, relating to the previous events and the 2017 show, have been debriefed, evaluated and considered, in the planning and preparation for the proposed May 2018 event.

12.2 Multi-agency liaison

A debrief, in the form of meeting and correspondence was held between organisers licensing, local authority, Police and residents. The security director has communicated with all the security contractors assigned to this event, the event organisers, event health and

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safety and Metropolitan Police to date. It is considered that meetings with the Metropolitan Police, will be conducted from January 2018 and will be ongoing.

12.3 EMP, TMP, Major Incident Plan and Site Plan

The above documents will be referred to in all planning. In addition to this, the security director will adhere to any license conditions imposed on the event, which require the involvement of security.

12.4 Audience Demographic

Refer to ESMP.

12.5 Consultation and Co-operation

Consultation and communication are important considerations at each step of the risk and event security management process. Dialogue with the SAG, key stakeholders, contractors, and security providers, with efforts focused on consultation, rather than a one-way flow of information, to provide a safe and successful outcome for all persons involved and others that may be affected

Consultation will be achieved through stakeholder meetings, SAG meetings, on site meetings, one on one meetings, email correspondence and will be ongoing throughout the entire event process.

The Security Director will be transparent with the security management and will welcome constructive criticism to improve safety and security.

Each trader, contractor and supplier will be provided with a copy of the license conditions with emphasis given to the specific security conditions, which apply to them. Traders, Contractors and Suppliers will all be subjected to search and conditions of working at the Festival. This will be communicated in advance, to all personnel, by the event management team.

12.6 Risk Assessments

Each Security Provider will provide relevant risk assessments specific for their roles and responsibility's. Control measures identified will be required to be adhered to. Said risk assessments will be circulated to all other security contractors engaged with the event.

12.7 Command and Control

An effective security command and control structure will be in place for this event. This will be supported by a command and control plan, which will be finalised in advance of the event and circulated to the SAG. The Security Director, or his Deputy, will be present in the Event Control at all times as a point of contact for the Event Controller and Metropolitan Police, who will be present in the EC alongside key contractors and other agencies.

12.8 Communications

A dedicated communications network will be designed specifically for the security contractors engaged with this event. The Project Manager has confirmed that a site communications test has taken place to establish effective communications'. Each contractor will have representation within the EC for effective communications across multiple channels allowing the security director and event controller to have effective command and control in both *normal* and *emergency* conditions. A security communications channel list is at **Appendix 4**.

12.9 Site Design

The site has been designed to assist with the better management of crowds management, in both *normal* and *emergency* conditions. The needs of the audience have also been considered. The security director will be consulted with any changes to the site design, lighting, entrances, fencing, barriers, front of stage barriers, transport hub, observation towers and emergency exits. Numerous site meetings, and other meetings, have now taken place with the promoter and event management team, to address historical issues and provide appropriate resources and planning for the 2018 event.

12.10 Table Top Exercise & “What if” Scenario’s

It is understood that table-tops exercises’ will form part of the pre-event planning for the 2018 event. Myself, Trevor Arthey and the security contractors, will be in attendance at these meetings, as required.

12.11 Information

Information is a key component to effective crowd management. Patrons, contractors, traders and those performing at We are Festival 2018 will be provided with information in various formats including those outlined below:

- We are Festival Website
- Social Media
- External Signage
- Ticketing
- Terms and Conditions
- Uniformed Staff
- Internal Signage positioned so that it is visible
- Well briefed High Visibility uniformed staff with loudhailers
- “We Are Friends” - initiative

This year a link for TFL will be added to the website to allow patrons travelling from further afield, to better understand routes available prior to leaving. This will also be enhanced during the event.

12.12 Security Monitoring

Monitoring of the event security and crowd management will be coordinated from the EC with operational supervisor’s responding to spontaneous incidents and communicating these effectively through the EC.

To assist with the management of security, CCTV will be in operation, with full screen displays in the EC to allow monitoring throughout the event. Details of CCTV will be provided once finalised.

All persons on site will either be in possession of a valid ticket, or processed through the accreditation centre. All security staff will be wrist-banded, with exception of the Covert Team and Cash staff, who will be in possession of an AAA laminate, with distinguishing markings to identify their role. If challenged.

12.13 Site Build/Break Dates

Refer to EMP

12.14 External Areas (residents, routes, commercial)

External routes, residential and commercial properties will all be considered within the overall security management planning in consultation with residents, business owners, the local authority and SAG/Metropolitan Police

12.15 Pre- Event Briefing

A pre – event briefing, for all security managers, will be conducted on Thursday 24th May with the Met Police present. The LA will also be welcome to attend. This briefing will be cascaded to Supervisors and all other security staff/stewards will be briefed, prior to the event being declared safe to open.

All staff will be fully conversant with prohibitive items not allowed onto the site and restrictions on the age limits associated with the event, namely 18 and over;.

12.16 Ticketing, Terms & Conditions of Entry

Eventbrite is the appointed lead ticketing agent for We Are Festival. They will provide portable scanning devices, which will be tested prior to the event and used on the gates to authenticate every ticket, prior to entry. This system provides secure ticketing, which can identify duplicate tickets & counterfeits alerting the reader as appropriate. Spare scanners will be held on site, with an additional back up of the reader downloaded onto smart-phones for any further contingencies. There will be NO readmission into the event, or campsite, unless there are exceptional circumstances, which will result in the person being searched prior to re-entry. This will be logged with EC. A marquee will be positioned over the scanners for the 2018 show to consider staff welfare and assist with the ability for scanners to read tickets on phones.

Entrance to the festival will be subject to published and advertised terms & conditions advertised on the website and reiterated on social media in advance. Searching will be a condition of entry for all persons entering the site, inclusive of staff.

12.17 Event Running Order

Refer to EMP

12.18 Headline Artistes

The Headline artists for the proposed 2018 “We Are Festival” line up, can be found at <http://www.wearefstvl.com/lineup>

Programming of artistes has been coordinated to assist with crowd management and demand around the site based on current information.

12.19 Prohibited Items

A full list of Prohibitive items is advertised on the website, social media, terms and conditions and communicated and briefed to all security staff. This information will be provided on signage at the entry points to the Arena and campsite.

There will be clear communication to all ticketholders, staff, contractors, suppliers and traders in advance, with overt and covert monitoring to ensure compliance on site, the Transport Hub, accreditation points and in the car parks.

Amnesty bins will be onsite at each entrance, for drugs and legal highs. The security director will work closely with the Police to manage amnesty bins and those persons who are found with Illegal substances/prohibited items during the search process, or through covert surveillance onsite. DS Ian Broughton MPS, provided a thorough briefing in advance of the 2017 event regarding drugs in circulation and the side effects of these drugs, it is hoped that the same briefing can be carried out in advance of the 2018 show.

Any person found on site, after entry, with prohibitive items may be ejected from the event through the eviction centre and may be subject to Police involvement depending on the incident.

13. ROLES AND RESPONSIBILITIES

13.1 Security Director

The principal responsibilities of the Security Director will be:-

(i) Pre Festival

- To co-ordinate the overall security and stewarding plan
- To assist with the site design to enhance the security and crowd management.
- To attend informal and formal meetings with the SAG, Promoters, Police and Local Authority and Security Contractors as required.
- To conduct pre-event security checks the day prior to the event opening to allow for any repairs, or changes required
- To consult with the event security contractors and MPS to determine the Event Security Threat Assessment.
- To work with the SAG and event organisers to achieve a safe and successful event.

(ii) During the Festival

- To oversee and co-ordinate the security and stewarding of offsite, site perimeter, site arena, campsites, car parks, transport hub stages, VIP area, sponsor and licensed bar security operations
- To ensure that the Event Controller, Police and licensing are kept informed of any issues of concern to their specific remit or responsibility.
- To oversee the eviction procedure and ensure appropriate records are maintained of all evictions.
- To deploy staff in accordance with crime trends.
- To maintain regular liaison with the security and stewarding contractors throughout the festival.
- To co-ordinate and deploy security resources in liaison with the security contractors as may be necessary in the interests of public safety.

- To liaise with the Police and licensing in the case of any crime investigation and to co-ordinate assistance of event security staff, in any crime investigation via onsite staff.
- To oversee and manage the security and stewarding response to an emergency or in conjunction with the Event Controller, until control by the Police has taken place.

(iii) Post Festival

- To fully debrief the security and stewarding aspects of the pre-planning and festival stages of the event to the SAG and event organisers
- To attend a debrief meeting with the promoters', Police, Licensing and SAG
- Review the event and implement recommendations for the following year.

The Security Director will be available to liaise with the SAG, Police and/or Local Authority during the Festival. This will include informal and formal structured meetings.

The Security Director will attend 2 hourly onsite EC meetings held throughout the festival.

13.2 Selection and Control of Contractors

The Security Director, in hiring the services of Security contractors, intends to fulfil the license conditions, festival' responsibilities under the relevant Health, Safety, Security Legislation and best practise by taking reasonably practicable steps to ascertain the level of health and safety awareness and competence of such third party organisations.

All contractors will provide details of how they intend to undertake the work in a safe manner and demonstrate competencies in advance.

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 practise, and within their companies own health and safety management framework.

The Security Director and his deputy will monitor the security contractor activities and intervene where necessary, should unsafe practises or unsafe conflicts become apparent.

Each security organisation involved in the event will be required, in advance of the event, to submit the name and on-site contact details, of the nominated Manager, who will be available on site to liaise with the Security Director.

Details of all the event security contractors and their contact details will be provided to the Metropolitan Police, followed up with meetings with the 2018 contractors.

In order to foster a sense of accountability, and to establish clear lines of command and control, the site will be divided into a number of areas. Each area will have a dedicated Operational Bronze manager appointed to oversee all operational activity within that zone. Please see. This is a pivotal role as responsibility the co-ordination of delivery of all service in the designated area rests with that individual. This will include a direct interface with the relevant security supervisor. Clear escalation process through the EC will ensure early identification of incidents in their embryonic phases and allow the Security Director to deploy additional resources where necessary to resolve emerging issues.

The style of the security operation will be that of a friendly, positive engagement with festival-goers, underpinned by effective briefing and sharing of information to ensure the best possible service is delivered.

Central to professional and effective security and stewarding will be the willingness and flexibility of all staff to respond in a fair, proportionate, reasonable and positive manner to spontaneous incident's as they arise.

Security and stewarding personnel will be supervised to ensure that the teams work cohesively and to a common objective, whether preventing incursions of the perimeter fence, dealing with anti-social behaviour in the campsites or managing crowds at the front of one of the stages.

The contracted security and stewarding company managers, together with their respective control room operatives, will also have to display a co-ordinated approach to ensure that incidents are dealt with both effectively and efficiently.

The Security Director will oversee the entire security operation and ensure that staff are deployed to maximum effect with ongoing liaison throughout the Event Control

There may be occasions when security and stewarding contractors will have to assist each other under the guidance of the Security Director. This will be agreed in advance of the event and coordinated via the EC at all times.

13.3 Statement of Intent

Each individual Security contractor will provide a Statement of Intent for which will serve to prevent ambiguity of roles and responsibilities of each contractor. The final Statement of Intent's will be circulated to the Police and SAG no later than 6 weeks prior to the event.

13.4 Individual Security Management Plans

Each security contractor will update their individual security management plans, which will reflect their specific areas of responsibility. Final plans will be circulated to the SAG no later than 6 weeks prior to the event.

13.5 Event Security and Stewarding

The Security Director will be responsible for the effective delivery of all security functions within the footprint of the site, and with providing an interface with the Metropolitan Police. The site will be divided into specific areas to ensure clear roles and responsibilities and a safe & secure environment for members of the public and staff alike. The areas are outlined below:

- Crowd Management
- Arena – area within the 'steel shield' perimeter fence.
- Entry Gates (Public, Artiste, Production, Campsite)
- Stages/Temporary Structures
- Car parks
- Transport Hub
- Campsites
- Licensed Bars
- VIP and VVIP Areas
- Site Perimeter/ and External areas
- Offsite Security (residential and commercial)

- External Gates
- Production and Artiste areas
- Build and Break Security
- CCTV
- Cash Management (onsite)
- Covert Intelligence gathering
- Emergency Exit gates
- Observation Towers
- FOS Barriers
- Response teams
- Eviction Tent

All staff are responsible for monitoring the crowd and reporting any incidents to the EC, or if they are not in possession of a radio, they are to report the incident to the nearest member of security, or supervisor who does have a radio. The supervisor, or staff member will then report this to EC.

13.6 Security Providers Roles and Responsibilities

The following providers will be engaged for the proposed We Are Festival in 2017.

- **Stuart Security** – Main Entrance, Main Arena and Transport Hub (Crowd Management)
- **Global Security and Stewarding Security** - Campsite
- **Guardforce Security** – Licensed Bars, Accreditation,
- **Security Nation** – Externals, Car Parks, Evictions, and Dogs (Gen Purpose)
- **ICDS** – Passive Drug Detection Dogs, General Purpose Dogs, Explosive Dogs, Build and Break, Overnights
- **Design Training** – CCTV Public Surveillance

Roles and responsibilities' between all providers have been clearly defined to maximise the safety and success of the event, whilst recognising the key licensing objectives.

Designated 'Removal Points' for the event will be determined and agreed, after consultation with the Police/SAG. Contractor's will ensure that any persons removed from the event will be escorted to the evictions centre where they will be processed.

Roles and responsibilities' between all providers have been clearly defined to maximise the safety and success of the event, whilst recognising the key licensing objectives.

13.7 Briefing

A thorough briefing session, will be given by Security Director, to Security Contractor Management and Supervisors in advance of the event. These teams will then brief staff and stewards under their supervision, prior to the commencement of the event and doors opening to members of the public. Staff will be briefed in advance of the event date, specifically to the terms and conditions of entry to the site. Police will assist with Intel on threats, ORGANISED CRIME activity and updates on any drugs in advance of the event.

The contracted Security and Stewarding providers will be aware of the SIA requirements for frontline and non-frontline staff. SIA registered staff will be present at the, drop off point, main entrance, bars, temporary structures, car parks and on response team's. SIA accreditation will be visibly displayed and a register of SIA licensed staff will be available for inspection.

Designated 'Removal Points' for the event will be determined and agreed, after consultation with the Police/SAG. Contractor's will ensure that any persons removed from the event will be escorted to the evictions centre where they will be processed.

13.8 Cash Management

Suitable and Sufficient measures have been arranged for cash management on site. These have been omitted from this document based on security precautions, though these will be communicated to the Police and relevant authorities as requested. CCTV will be positioned on all cash machines positioned on site.

13.9 Staff Welfare

Security Contractors will be responsible for the health safety and welfare of their employees. This responsibility is extended to the staff campsite. Contractors must have robust systems in place to identify any staff member that has not turned up for their duty and an inspection of the staff campsite conducted. Staff with medical conditions, which may be affected by working at this event, should be notified to the Security Director in advance of the event.

13.10 Licensed Bars

Guardforce Security will be the dedicated security provider for the licensed bars on site. This is the preferred supplier of 'Freemans' and has been sanctioned by the promoter.

Guardforce security will have representation in the Event control room. Each bar will have security with a radio to contact EC and vice versa. There will be dedicated bars response teams to assist staff under the direction of the EC.

13.11 Car Parks

Dedicated teams of mobile and static car park security patrols, provided by Security Nation, will be deployed at the event. Contractor's will provide such details as agreed with Licensing and inclusive of their relevant SIA details, where necessary.

13.12 Searching

An agreement was made, between myself and Insp. Chalcraft (Metropolitan Police) in respect of the search protocols (only) for the 2017 show. Search protocols for the 2018 show will be agreed in advance with the Metropolitan Police. We will be applying search protocols in the manner agreed.

Searching to the event is a condition of entry which will be broadcasted across the event website, social media, and ticketing websites. A specific focus on searching for Psychoactive Substances, inclusive of NOS, will be conducted on site pre-event and during the event. This will be supported at the entry points using proactive uniformed staff, with loudhailers and visible signage. Refuse bins and amnesty bins will be available at all entry points to voluntarily discard Illegal substances/prohibited items. Passive drug detection dogs will be used to indicate persons suspected of having drugs on their person and encourage others to

discard Illegal substances/prohibited items in the amnesty bins. Covert and overt crowd profilers will be used on the main entrance and campsite entry points

If a person refuses to be searched, they will be refused entry as per the Conditions of Entry. The external team will be alerted to monitor any suspicious behaviour, of individuals walking away from the queue, via event control.

If there are reasonable grounds to suspect a person may be concealing drugs, and/or, there is an indication from the drug detection dogs, then the individual will be escorted to the Enhanced Search Area where a more thorough search will be conducted in privacy. There will be a final opportunity to discard any Illegal substances/prohibited items into an amnesty bin at this point but equally, persons will be informed that this is their last chance and any Illegal substances/prohibited items found may result in the Metropolitan Police being called. Sufficient levels of security staff will be within the enhanced search area, with a direct radio link to event control. Drug Detection Dogs will be on site from Wednesday 23rd May to search the staff campsite and indicate Illegal substances/prohibited items in trader's vehicles, on individuals, and their belongings and to provide a physical deterrent.

13.13 Amnesty Bins

Amnesty bins will be placed at each entry point to the arena and enhanced search areas. Amnesty bins will be secured and emptied daily, with the contents secured in a manner agreed with the Police in advance.

13.14 Identification Checks

All patrons attending the event will be required to show photographic ID to verify their age as 18 years or over. A Challenge 25 system will be in operation throughout the event site, inclusive of Bars and Entry. Advance information will be publicised to remind patrons of the need to have, which will be supported by visible signage at the event entrances.

The following forms of ID will be accepted.

- EU Passport (photocopies not accepted)
- Full or provisional photo card driving license issued by the DVLA (any photo card driving licenses issued between 1998 and 2007 will need a second form of ID)
- Citizen Card

- Validate UK
- Valid UK card bearing PASS hologram
- PASS card
- Military ID

13.15 Vehicle Search

Traders, contractors and suppliers vehicles entering the arena will be subject to a robust search. All traders, contractors and suppliers will receive an advance notice warning notifying them that they will be searched as a condition of engagement for the event.

13.16 Main Arena

The Main Arena security provider will be Stuart Security who have extensive experience of festivals and will provide staff for all the backstage, front of stage, internal structures/stages as well as mobile response teams to respond to incidents, which their staff are involved with.

13.17 Security Staff Levels

The security levels will be determined using information gleaned from the various debriefs and comments relating to the 2017 event, my own personal experience of events, consultation with the MPS and SAG, ticket sales, the site design, consultation with the event security contractors, numerous site meetings, ongoing dialogue with the promoter and event management team, and the license conditions.

- *Staff levels are subject to variance, dependent on the threat, intelligence and additional information, but will be finalised no later than 6 weeks prior to the event and circulated to the SAG.*
- *Security levels, and associated hours, will be shared with the Police for approval.*

A security register, mirroring the signing in of staff, will be held on site and available for inspection by the Security Director, Licensing, Police or SIA on request. Details within the register must correspond with the individual they reflect. Spot checks will be conducted to provide validity of the system.

14. CROWD MANAGEMENT

14.1 Crowd Management & Safety

The contractors chosen to provide crowd management, and safety services are, Stuart Security (Main Arena/Transport Hub, Main Entrance) and Global Security and Stewarding (Campsite). Each company are competent in their roles, each with a proven background in managing crowds at multi stage, dance focused events.

The audience profile and needs will be considered in the contractor's crowd management plans. The security director will communicate all factors, which could impact the crowd, to those security contractors engaged with the event. Communication will be 2 way between the Security Director and Event security contractors.

The following phases will be considered in the crowd management planning process:

- Site Design
- Internal Areas where queues are likely to form (toilets, bars, token machines etc)
- Routes to the event site
- Crowd Arrival
- Ingress - including flow rates when considering scanning, search, wrist-banding
- Circulation
- Egress
- Dispersal – loading onto busses, taxis and pick-ups. (Transport Hub)

Considerations for the above will factor in both the normal and emergency conditions.

A specific egress/dispersal meeting will take place on site at 2000hrs on the Saturday and Sunday. This meeting will serve to ensure that all personnel are fully aware of the plan, contingencies and identify any issues that could affect the plan, with enough time to implement necessary changes.

Specific barriered pens and queue systems, for loading patrons onto the busses, taxis and pick up points, will be erected. These pens will serve to manage crowds effectively, speed up the process of loading the busses and prevent vehicular/pedestrian conflict. This method

has been tried and tested at several events. Each Bus will be loaded with optimum persons, as will each pen.

Those persons leaving by their own transport (car) will be directed and managed by security staff and traffic marshals, to prevent vehicle pedestrian conflict. Security/stewards will monitor and assist patrons to their relevant transport pick up areas.

Lighting, signage, suitable and sufficient levels of trained, hi visibility staff with loudhailers and the use of social media, will all contribute to the success of the crowd management on site

15. PASSIVE SECURITY MEASURES

15.1 Fencing and Information

The arena and campsite will be perimeter fenced with 3 Mtr high 'steel shield' fencing to deter persons without bonafide tickets gaining unauthorised access to the event and prevent the licensed capacity being breached. Thirteen observation towers, staffed by stewards who will be in direct communication with Event Control, will be distributed around the perimeter to monitor for attempted breaches, persons milling around the perimeter and monitor activity within the Campsite.

In addition to the steel shield fencing, Heras Fencing, pedestrian barrier and front of stage barrier systems will be incorporated to assist with crowd management and identify any restricted areas. Said fencing and barrier systems, will be supplied and erected by a competent provider. An onsite fence crew will remain in situ throughout the event, to assist with any dynamically assessed areas of particular risk.

There will be suitable and sufficient levels of lighting to assist in the prevention of crime and identify thoroughfares' for patrons, crews, contractors, staff and performers.

Visible signage will be erected at all entry points to remind staff and members of the public of the terms and conditions of entry. Amnesty bins will be at all entry points to allow persons the opportunity to rid themselves of Illegal substances/prohibited items without being subjected to enforcement. Additionally, information will be provided, in advance of the event, across the website and all social media channels relating to the event. Information will

include, but not be limited to, the terms and conditions of entry, all persons being subject to search as a condition of entry, the use of passive drug detection dogs and the list of items not allowed into the event.

15.2 Accreditation

The Security Director will review the event accreditation system to allow security contractors to identify those persons allowed into restricted areas and others not allowed.

The accreditation system will serve to prevent duplicates and will be simplified to prevent misunderstandings. Pass-sheets, with examples of the accreditation, will be erected in key positions for staff to verify accreditation and identify forgeries.

Photo laminates will be used for sensitive areas and key members of staff. All staff, traders, guests and contractors will be provided with wristbands to verify their involvement with the event.

A secure accreditation system will be in place to identify those persons who can access restricted spaces on foot and in vehicles. This system will be communicated to all relevant agencies in advance briefings.

The following persons on site will be required to wear event accreditation to identify them as bonafide: staff/contractors/traders/VIP/Artistes/campers.

Campsite, VIP and Xclusiv areas will have separate accreditation specific to their area. Accreditation will be simple for security staff to determine yet robust enough to prevent forgeries. Accreditation pass-sheets will be provided at strategic locations for security to cross-reference. Accreditation will be included within the Management, Supervisor and staff briefings.

Entry to the campsites, and the arena, from the campsites, will be subject to appropriate accreditation being worn by each individual. Persons without appropriate accreditation will be denied access to the relevant location.

The locations of the camping fields and car parks are defined and shown on the current site plan shown in **Appendix B**, which has been circulated, to ALL event security contractors.

15.3 CCTV

CCTV cameras will be monitored and operated, by Licensed SIA Public Surveillance staff from a dedicated facility in the EC. The CCTV plan will be finalised and agreed with the Met Police in advance of the event.

CCTV will also be in place for all cash machines on site.

15.4 Lighting Plan

A full lighting plan will be provided which will serve to deter crime and ensure thoroughfares are well lit. This plan will be agreed with Police in advance of the event.

16. COMMUNICATION

16.1 Social Media

Social Media will be monitored prior to and during the event phase. The social media representatives' will be positioned with the EC to advise of any relevant issues. Social media SPOC will also be in attendance within the Event Control with updates visible on a separate screen in the EC.

Responses will be coordinated to provide appropriate and relevant information as required.

16.2 Radio Communication

Staff, with radio communication, will be strategically placed throughout the site. Radio distribution will be based on an assessment of: *effective command and control, lone workers, key static positions, response teams and the need to communicate incidents to the event control room who will coordinate a response which is proportionate to the incident.* All incidents and actions, will be logged and communicated to relevant agencies. 2 x Radios will be available for the Metropolitan Police.

16.3 Police Intelligence

It is the promoters' desire to want to work closely with the Police to ensure a safe and successful event. Any Intelligence gained, which could adversely affect the safety of the

event, either from the Police, or the organisers resources, should be communicated to the EC for the benefit of all persons on site. An information sharing agreement will be signed in advance of the event.

17. EVICTION MANAGEMENT

An Evictions Policy is held at **Appendix 3** Evictions will be under the direction of competent and independent Eviction Manager's.

Any persons deemed to have behaved in a manner which is unacceptable, or breached the terms and conditions of entry to the event, will be removed from the event site and processed through the Event Eviction centre.

The eviction manager's, will be permanently positioned in this location. The eviction manager's will determine what action to take, which may include:

- Police Intervention
- Medical Intervention
- Escorted offsite, to a pre-determined location, via the event eviction minibus staffed by SIA Licensed Security staff.
- Wait for individual/family member to collect the ejected person.

All ejections will be recorded and logged to the approval of the SAG, Licensing and Metropolitan Police.

The agreed 'drop off point' has been identified as Upminster Train Station for all persons requiring to be taken off site. Vulnerable Persons will be subject to an assessment from Welfare on site.

18. MAJOR INCIDENT MANAGEMENT

A major incident will be under the direction of the event controller in the first instance. The Security Director will assist in the response to any incident, normal, or major, until the handover of control to the Police. All security resources on site, will be afforded to the on site commander, to assist with crime scene preservation and the protection of life.

18.1 Evacuation and Invacuation

Event Control will coordinate any site evacuation, Full or partial, with a proportionate response to the incident. Similarly, any Invacuation will be coordinated by event control. The Police and other agencies will be kept abreast of any incidents.

18.2 Event Muster Point

The event muster points will be fully briefed to all security contractors pre-event, with places of safety, dynamically assessed according to the incident.

19. TERRORISM

19.1 Threat level

The UK current threat from international terrorism is: **SEVERE**. (dated 08th December 2017).
The UK Threat level from Northern Ireland terrorism is: **MODERATE** (dated 08th December 2017)

Staff and contractors will be briefed on the requirement to remain alert to the danger of terrorism and report any suspicious activity to Event Control, who will report this to onsite Police, during the event phase immediately with a full description of the individual, location and overview of the suspicious activity. It is recognised that threats can arise with little or no warning and will head any intelligence provided from the UK Terror Threat Level, Police, and consultation with the SAG.

The five levels are:

Low - means an attack is unlikely

Moderate - means an attack is possible but unlikely

Substantial - means an attack is a strong possibility

Severe - means an attack is highly likely

Critical - means an attack is expected imminently

It is recognised that If the threat of Terrorism in the UK was raised to Critical, specifically targeting a crowded space, the event may not be safe to run.

20. SUSPICIOUS ITEMS

All staff will be briefed on the following key instructions on identifying suspicious items

1. Do not touch suspicious items
2. Notify Event Control, who will determine the appropriate response
3. Move everyone away to a safe distance
4. Prevent others from approaching
5. Communicate safely to staff, business visitors and the public
6. Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover
7. Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.

21. CONTINGENCIES

Contingencies will be formed, based on a range of foreseeable risks. These will be formed during a 'what if scenario' meeting with the organisers and security contractors, in advance of the event. Police will be welcome to attend this meeting and provide scenarios to be considered.

22. HANDOVER OF CONTROL

In the event, the Metropolitan Police wish to assume control of the event, a Handover of Control document will be completed, clearly stating the time control was assumed and by who. This document will be secured and a record of the time the handover occurred will be logged. All security contractors will be made aware of this handover of control through the EC.

23. PRE - EVENT SECURITY INSPECTION

A pre-event site security inspection, accompanied by the Met Police, has been scheduled for Thursday 24th May 2017.

The Security Director, and his deputy will check the event site on the day prior to the event to identify any issues, which need to be rectified, reporting defects to the Event Management Team. An additional check will be carried out, and recorded, on the morning of the day of the event to confirm that the site is secure to open to members of the public. The Festival gates will not be allowed to open until security clearance has been recorded and provided to Event Control.

24. LOST PROPERTY

Lost Property, will be handed to the Promoters, at the end of the event, who will hold onto it at the We are Festival office, Upminster. (The office address will be made available on the website) The Information Tent will manage lost property onsite and hand to event control at the end of the event. All staff will be briefed on the Information Tent location.

APPENDIX 1

SECURITY DIRECTOR 2018

Professional Qualifications, Memberships and Relevant Certifications

- Close Protection SIA License
- Public Space Surveillance CCTV SIA License
- Diploma of Security and Risk Management Australia
- Foundation Degree Crowd & Safety Management (BCUC) – UK
- Institute of Fire Engineers (MIFireE)
- Institute of Fire Safety Managers (MIFSM)
- Registered Consultant on the UK (OHSCR)
- Advanced Diploma Fire Manager (UK)
- Diploma Occupational Safety & Health (L6) British Safety Council (DipOSH)
- Fire Safety and Risk Management (Nebosh)
- Fellow of the International Institute of Risk And Safety Management (FIIRSM)
- Co designer of University accredited crowd management and safety courses.
- Associate Member of the UKCMA

Professional Experience

I have 26 years event experience, having managed security contractors for the past 20 years on various projects inclusive of world tours, festivals and other major indoor and outdoor events.

Roles have included, but not been limited to:

- We Are Festival 2017 – Security Director
- Security Director & Crowd Safety – Oasis World Tours - 1995 - 2009
- Security Director & Crowd Safety Eminem - Anger Management World Tour – 2003
- Security Director & Crowd Safety Led Zeppelin – London O2 Arena
- Security Director & Crowd Safety Red Hot Chili Peppers – By the Way and Stadium Arcadium World Tours
- Security Director & Crowd Safety Kasabian – Empire World Tour

- Benetton Formula 1 – Safety and security consultant – Europe.

I have first hand experience of multi stage dance events, having been engaged with the 2017 We Are Festival show, “Fat as Butter”, Australia, *Stereosonic* Dance Festival, Sydney, Australia (65,000/day) where I produced the Crowd Management Plans and *Soundclash* Festival in the UK 2016.

I have presented, lectured, designed and developed bespoke event security safety courses to national and international clients for cross sector organizations ranging from: local authorities, on government organizations, police, fire and security, through to management, and boards, of internationally recognised brands’.

I consider both *Normal and Emergency* Conditions during the planning phases and have an accomplished background in the planning and delivery, of safe and successful events both nationally and internationally through study and extensive first hand experience of crowds.

Publications

I am an acknowledged contributor to the current addition of the Purple Guide (3rd Edition) and have recently reviewed HSG 154 *Managing Crowds Safely*, on behalf of the UKCMA as well as being asked to write the draft *Audience Safety* chapter for the Live Performance Australia publication. I am currently on the Event Working Party for the Crowd Management and Fire Safety chapters of the United States Technical Standards version of the Event Safety Guide (Purple Guide).

APPENDIX 2

OPERATIONAL TIMES

We Are Fstvl 2018 Show Timings

	Friday 25th May		Saturday 26th May		Sunday 27th May		Monday 28th May		Notes
	Open	Close	Open	Close	Open	Close	Open	Close	
Campsite Car Parks	08:00	02:00	08:00	02:00	08:00	02:00	06:00	14:00	staff on from 06:00
Day Car Parks			08:00	02:00	08:00	02:00			
Train Station/Bus Shuttles	10:00	23:00	08:00	02:30	08:00	02:30	06:00	14:00	staff bus starts at 8am
Campsites	12:00							12:00	
Campsite Entrance	12:00	21:00	08:00	21:00				12:00	staff on until 23:00
Campsite Bars (*1)	12:00	02:00	11:00	00:00	11:00	00:00			
Campsite Food	12:00	03:00	05:00	03:00	05:00	03:00	05:00	11:00	
Campsite Activities	14:00	00:30	09:00	00:30	09:00	00:30			
Campsite Entertainment (WAF 03 & 07)	14:00	01:30	11:00	00:30	11:00	00:30			
Arena			11:00	00:30	11:00	00:30			
Arena Entrance			11:00	16:00	11:00	16:00			staff on until 19:30
Arena Bars (*1)			11:00	00:00	11:00	00:00			
Arena Food			11:00	00:00	11:00	00:00			
Arena Music - see below			11:00	00:30	11:00	00:30			
VIP Area			11:00	00:30	11:00	00:30			
XCLUSV Area			11:00	00:30	11:00	00:30			
Event Control	11:00	02:00	09:00	02:00	09:00	02:00	09:00	14:00/Clear	
Overnight Management	00:00	10:00 (Sat)	00:00	10:00 (Sun)	00:00	10:00 (Mon)			

*1 Bar 9, Bar 10 & Bar 15 (XCLUSV, Artist & VIP Campsite Bar) will close at 01:00

Structures

	Friday 26th May		Saturday 27th May		Sunday 28th May		Monday 29th May	
	Open	Close	Open	Close	Open	Close	Open	Close
WAF 01			11:00	00:30	11:00	00:30		
WAF 02			11:00	22:30	11:00	22:30		
WAF 03	14:00	01:30	11:00	23:00	11:00	23:00		
WAF 04			11:00	00:00	11:00	00:00		
WAF 06			11:00	00:30	11:00	00:30		
WAF 07	14:00	01:30	11:00	00:30	11:00	00:30		
WAF 08			11:00	00:00	11:00	00:00		
WAF 09			11:00	00:30	11:00	00:30		
WAF 10			11:00	23:00	11:00	23:00		
WAF 11			11:00	23:00	11:00	23:00		
WAF 12			11:00	23:00	11:00	23:00		
WAF 13			11:00	23:00	11:00	23:00		
WAF 14			11:00	23:00	11:00	23:00		
SP 01			11:00	23:00	11:00	23:00		
SP 02			11:00	23:00	11:00	23:00		
SP 03 - Desperados	14:00	00:30	11:00	00:30	11:00	00:30		
SP 04			11:00	23:00	11:00	23:00		
SP 05 - Koppberg			11:00	23:00	11:00	23:00		

Event Security Management Plan Draft - Ver 1
We Are Festival | May 2018
Damyns Hall Aerodrome, Upminster

APPENDIX 3

EVICTIION POLICY 2018

WE ARE FESTIVAL EVICTION POLICY 2018

VERS 1

We Are Festival Eviction Policy 2018

To ensure that We Are Festival 2018 meets the strict conditions laid out in the Licensing Act 2003 (England and Wales) regarding:

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

Attendees are bound by clear terms and conditions of entry. Any person within the licensed area of the event, or attempting to enter this area, will be liable to be evicted from site if they breach any of the following event conditions:

Grounds for eviction:

- a) Entering, or being onsite without a valid ticket, wristband or relevant accreditation
- b) Exhibiting violent, disruptive or antisocial behaviour
- c) Breaching terms & conditions detailed on the ticket
- d) Refusing to submit to a search
- e) Being in possession of unlawful drugs and/or banned substances, including psychoactive substances
- f) Selling or suspected of selling nitrous oxide
- f) Unofficially selling any goods without the approval of the Premise License Holder
- g) Committing or suspected of committing a criminal offence, but not detained by the Police

Where the police make an arrest, and remove a person from the event, the Eviction Manager and EC will be informed for the log. The arrested person will only be allowed to re-enter the event under exceptional circumstances, and following discussion with the Security Director, Police and Event Controller.

The Evictions Team is made up of:

- 2 x Eviction Managers,
- 4 experienced SIA licensed static security staff
- 1 evictions shuttle vehicle with 1 x Supervisor and 3 experienced SIA licensed security operatives one of which is a female security operative available to deal with female evictees.
- All staff in the evictions vehicle will be wearing body cameras.

The Eviction Centre is within a separate and secure compound, with radio communications direct to 1st Aid, Welfare and EC with a designated toilet facility.

We Are Festivals eviction process is to be managed by Eviction Managers, reporting directly to the Security Director.

To ensure safe transfer away from the event, a suitable eviction point will be agreed with Licensing and the Metropolitan Police, which has satisfactory conditions for lighting and facilities, onward transport options, and is not on the side of a main road.

Eviction Process:

1. Anyone deemed by security or other staff of WAF to have breached any of the stated Event conditions may be removed to the Eviction Centre (by security) for review.
2. The security team escorting the person for eviction will be required to obtain basic information regarding the circumstances for eviction, names of other persons involved, any physical evidence, name and number of the security initially involved. This will be relayed to the Eviction Manager prior to handing over the evictee.
3. Prior to handover, or if this has not been carried out, then on arrival at the Eviction Centre, every evictee will be required to submit to a bag/clothes search for weapons and illegal substances/prohibited items before entering the Eviction process. This will be conducted by an SIA security operative or a police officer. Any items of interest found will be placed in evidence bags and handed over to the police, or confiscated and disposed of appropriately.
4. In certain circumstances, the Eviction Manager may liaise with the Police to carry out a Police National Computer (PNC) check, to establish whether the evictee is of interest to the police. Where this is the case, the police will be invited to be involved in the process.

5. The length of time required for a decision to be reached will depend on the complexity of the situation, the availability of information on handover, and the condition of the potential evictee, e.g if a person has no wristband, admits to having entered unlawfully, and is cooperative, their eviction can be processed quickly. In all cases, they will be treated properly and fairly and will not be unnecessarily detained, beyond that which is necessary to carry out the fairest and safest eviction from site.
6. If a person is to be evicted, they will be removed directly off site. They will not be reunited with friends, or possessions. They will be allowed to contact others in their party to inform them of the situation.
7. Every eviction will be recorded. An eviction form will be completed, with a slip for the evictee detailing the reasons for their eviction and the resulting actions being taken. Their photograph will be requested and taken where compliant, which will be filed alongside their eviction form. Basic details will be entered in to an eviction log.
8. Prior to all evictions, the person will be assessed, to ensure the event is fulfilling its duty of care. If they are not deemed fit to be evicted, they will be offered welfare facilities at the Evictions Centre and/or referred to first aid..
9. If the evictee is a minor, ie. under 18 years of age, the Eviction Manager will look to contact a parent/responsible adult to collect the child. They will be kept at the Eviction Centre until collected, with assistance from the Welfare team. If a relative or guardian cannot be contacted, the police will be informed and assistance will be sought from them.
10. If an evictee is a member of the crew or an artist, their manager/booker will be notified and consulted prior to eviction from site.

Body Camera:

Evictions will be carried out by suitably trained staff and recorded using a Body Camera. Footage should be logged with a relevant incident number to align with the eviction

Event control will be regularly updated on the number of evictions, at their request.

The eviction's log and all eviction forms will be handed over to the Event Organisers at the end of the event.

APPENDIX 4

SECURITY RADIO CHANNELS LIST

VERS 1

Channel	Who
1	Security Director/Deputy Security
2	Security Nation - Event Control
3	Security Nation Externals (Mobile and Static)
5	Security Nation Response
6	Security Nation – Internal Emergency Gates/Exits
7	STUART Security – Event Control
8	STUART Security – Main Entrance
9	STUART Security – Transport hub
10	STUART Security – Enhanced Search
11	STUART Security – Arena
12	STUART Security – Backstage
13	STUART Security - Response
14	STUART Security - VIP
15	GUARDFORCE – Event Control
16	GUARDFORCE – Licensed Bars
17	GUARDFORCE – Gate X7
18	GUARDFORCE - Response
19	Global – Event Control
20	Global – Campsite Entrance
21	Global – Campsite Patrol
22	Global – Perimeter/Obs Towers
23	ICDS – Event Control
24	ICDS - DOGS
25	ICDS – Exits and Observation Towers
26	Tokens – Restricted Channel

**Police will at all times be able to contact the Security Director who will be positioned within the Event Control*

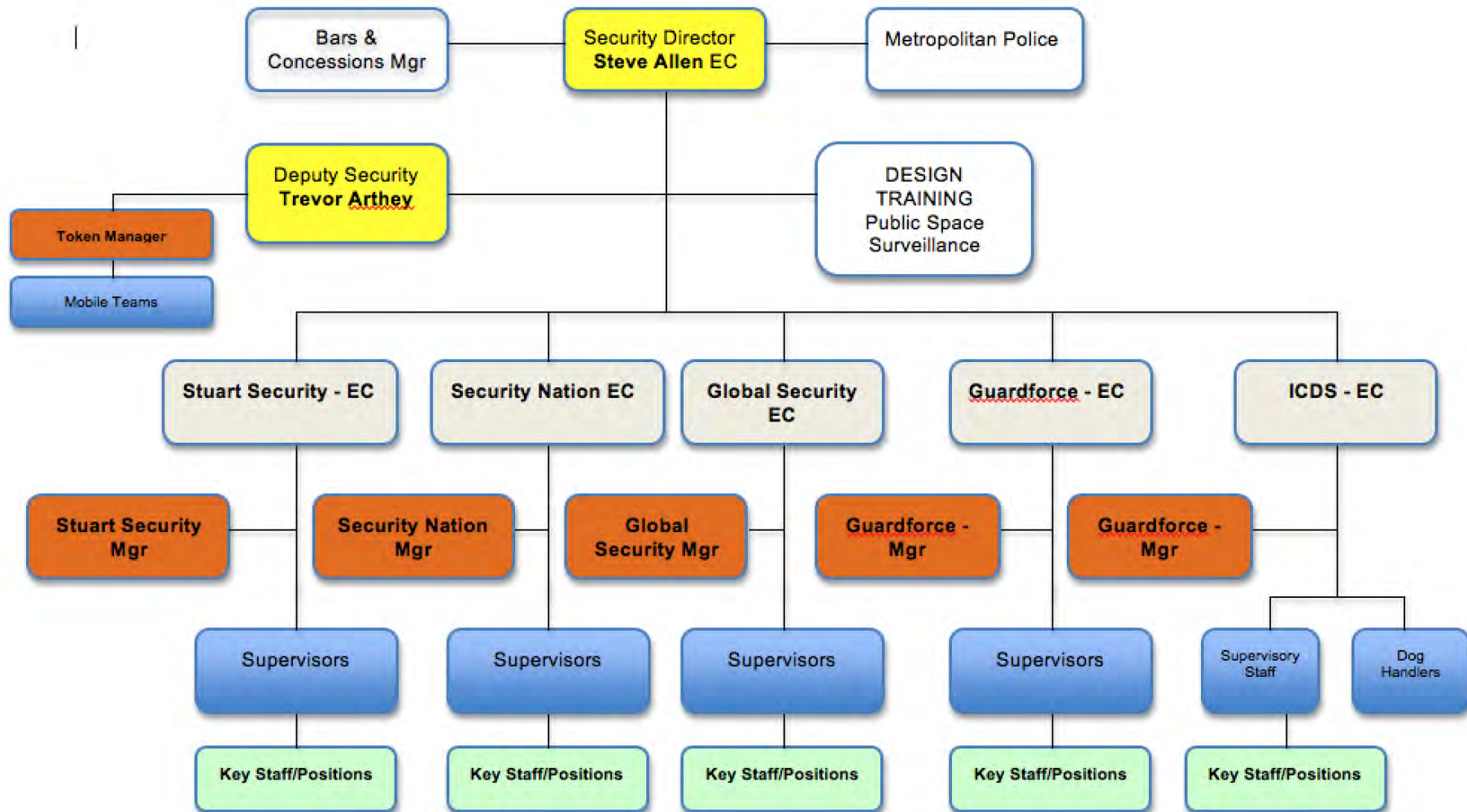
APPENDIX 5

CCTV FESTIVAL PLAN – 2018

To be finalised

APPENDIX 6

FESTIVAL SECURITY COMMAND AND CONTROL PLAN - 2018





We Are FSTVL

Damyns Hall Aerodrome, Upminster

Campsite Crowd Management Plan

Version 1

Created 06/12/2017

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Introduction

This document relates to the proposed ‘We Are Festival’ event to be held in the London Borough of Havering on Friday 25th – Monday 28th May 2018.

We Are Festival (the “Event”) is promoted and organised by Lime Green Events (the “Promoter”) who will be applying for a licence to host 39,999 persons daily with a 7,000 capacity campsite and 30,000 day visitors 2018 will be the 6th annual succession of We Are Festival.

The format will be multi-stage performance of live and recorded music with a campsite, food, beverage and licenced outlets.

The audience profile will range between 18 and 30 years of age. The male to female ratio will be 40% to 60%.

The purpose of this document is to present a proposed outline of the operation plan for crowd management and security of the campsite. The basis of this plan relies upon an underlying knowledge and experience from similar sized events. Global Security Stewarding (GSS) will adhere to and implement the ‘We Are Festival Security Management Plan’ (ESMP). This document will also draw on principles from current HSE guidance documents.

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations (1992)
- The Event Safety Guide
- The Guide to Safety at Sports Grounds
- The Guide to Fire Precautions in Places of Entertainment
- HSE Guidance to Crowds in Public Venues

In addition to this, GSS has the experience of providing the Crowd Management and Security at various major events, arenas and venues across the UK. These include: Elton John Concerts around the country including Leigh Sports Village, Chatsworth House, Reebok Stadium, Doncaster FC, Worcester, and Durham Cricket Clubs. Sonisphere Festival, Download Festival, T in the Park, Wakestock Festival, RIAT at Fairford and V Festival to name but a few.

Statement of Intent

Please view the following document as a statement of intent for the duties of GSS for the We Are FSTVL Campsite. This statement of intent details the type of service and responsibilities of GSS to the client.

The company agree to provide a Crowd Management Service for the event campsite and associated activities. Crowd Management is herein defined to be:

‘The systematic planning for and the supervision of, orderly movement and assembly of people. Crowd management involves the assessment of people handling capabilities of a space prior to its use. It includes evaluation of projected levels of occupancy, adequacy of means of ingress and egress, processing procedures such as tickets collection and expected types of group behaviour.’

An operational plan has been written for the event and submitted to interested parties for their approval.

Areas of responsibility:

To provide and maintain a safe and secure environment for campers and other persons attending the festival.

To provide overt and covert mobile and foot security patrols around the campsites and car parks for the prevention of crime.

To monitor the site and identify crime ‘hot spots’, enhancing patrols to deter and detect offenders accordingly.

To provide an ‘eviction’ from site capability for those individuals who have breached the terms and conditions of entry via the eviction team.

To ensure the internal fire lanes remain clear.

To monitor for smoking in non-smoking areas.

To ensure that only authorised ticket and pass holders gain access to the campsites.

To ensure that only authorised ticket and pass holders are present in the car parks.

To monitor crowd movements, identify and deal promptly and effectively with any identified crowd control issues.

To maintain the integrity of the perimeter fence of the campsites.

To deal effectively and proportionately with any individuals using antisocial behaviour, thus disrupting the event.

To take necessary action to prevent and deter unauthorised fires within the campsites and car parks.

To respond to spontaneous incidents and communicate these with EC.

To provide a uniformed presence to deter and prevent crime.

To carry out crime prevention patrols.

To provide a presence whereby campers can report concerns/crime.

To monitor the campsite for any persons under 18 years of age.

To communicate effectively with EC.

The GSS Crowd Management Team will not have responsibility for:

Traffic management around the external of the site or parking on the surrounding public roads.

The main We Are FSTVL arena.

Any co-ordination or responsibility of lost property or lost children and vulnerable adults. Staff will, however, direct lost property to the appropriate handling station and escort lost children and vulnerable adults to the designated point.

Any Health and Safety issues regarding any other parties other than those who are employed by the company.

Actions taken by agents other than employees of Global Security Stewarding.

Provision of direct Medical Services (other than to assist the contracted event medical supplier personnel with all reasonable requests to establish a safe working environment for the treatment of casualties).

Specific Issues

Any issues that the GSS Managers see or anticipate as a result of site survey or security meeting, will be brought to the attention of the Client and the Safety Officer. Any methods adopted to combat the issue which are identified and agreed between the Safety Officer, the Client and GSS will appear in subsequent editions of this document.

Specific Tasks

Special duties or specific tasks required of GSS personnel which are to be conducted at the campsite may include but are not confined to:

Ejection or Response units, Search Teams, Security Radio Controllers, Crowd Spotters, CCTV operators.

All staff deployed to these areas will have had the appropriate training, experience and license to carry out their duties safely, effectively and lawfully.

Uniform and commencement of work procedures

All staff will be clearly identifiable in GSS company uniform. They will adhere to the company code of dress and conduct.

All GSS personnel working on site will be brought to an agreed location, signed in and uniform and ID badges checked. Their identification numbers will be logged against their names and will be held in secure files for future reference or audit purposes.

Staff Welfare

GSS are responsible for their staff's health and welfare whilst at the event. The company will provide, as required, some waterproofs in the event of inclement weather, sun screen protection if exposed to sun rays, bottled water if required, transport to and from the event and ear protection.

General

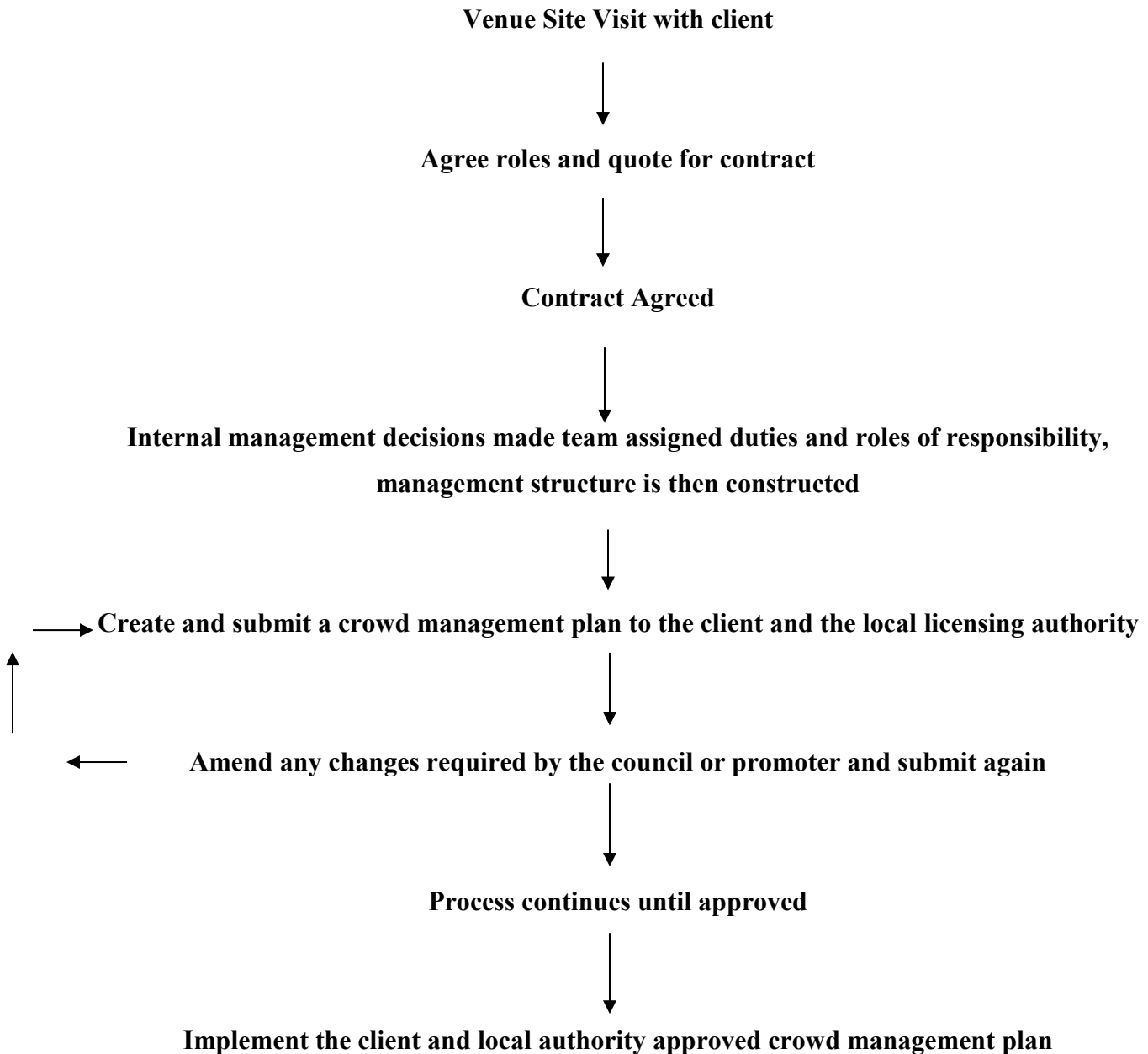
GSS recognises the Client's commitments to operating high quality events at a safe and secure site in accordance with the highest standards of customer service and agrees to use its best endeavours to assist the Client in securing that objective. GSS shall not wittingly do anything that may hinder or harm the Client's trade or reputation.

The Client will co-operate and work with GSS to assist them in the proper performance of their obligations hereunder and will comply with all the company's reasonable requests relating to the management and safety of the event.

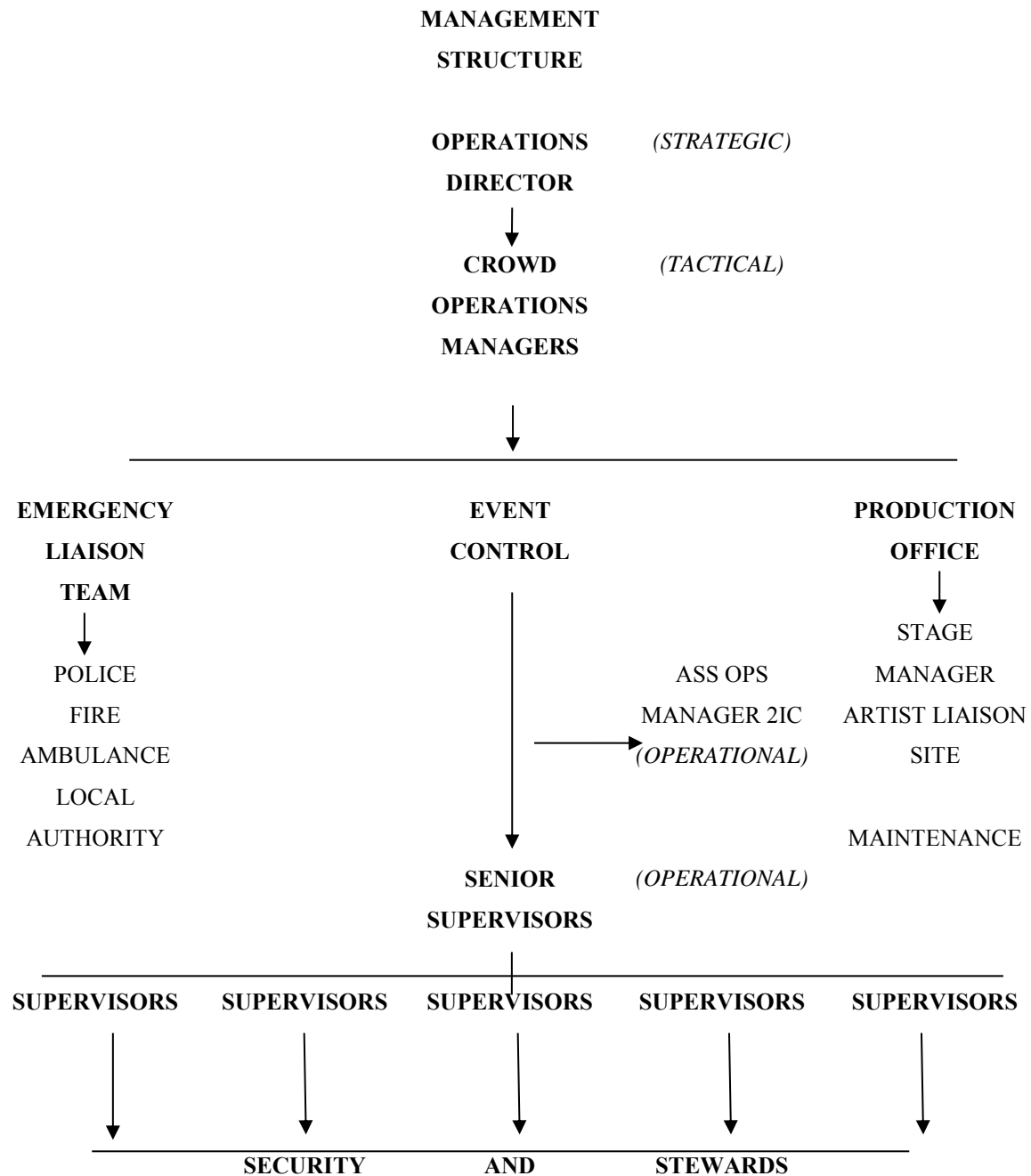
GSS will work in close harmony with Lime Green Events and will acknowledge their chain of command as well as linking in with other personnel to the benefit of all on event days. GSS stewards will follow instruction from the GSS chain of command, however, any areas of work that overlap or require liaison between agencies can be communicated through Event Control.

Management Planning Process

The Event Management Structure should be set out in the following process:



Management Structure (Command & Control)



Staff Training

Steward & SIA Training

All GSS staff undergo a training course which provides them, if successful, with a recognised qualification:

NVQ (Level 2) Event Steward - Spectator Safety.

Certain aspects of a steward's role require further training. This is addressed by the implementation of courses designed to improve both the standard of service given and health and safety awareness.

Examples of these extra courses:

- Emergency First Aid (appointed person) – 1 day
- BNU Introduction to working the front of stage barrier – 1 day
- Manual handling course – 1 day
- NCFE (level 2) Equality and Diversity – Distance Learning
- Talent Training Customer Service Skills – 1 day
- BIIAB SIA Door Supervisors Training – 4 days
- EDEXCEL SIA Close Protection Training – 4 days (short course for experienced staff)
- Skills SIA CCTV Training – 4 days
- X-ray machines & Search Procedure – 1 day
- Maybo – Physical Intervention Skills – 1 day
- NVQ (Level 3) Spectator Safety for Supervisors and Team Leaders.

Supervisors Training

In normal circumstances, once a Steward or Security staff member has completed a probationary period with the company, they can request the opportunity to upgrade to a Supervisor. The proposed Supervisor will then work under close supervision to assess suitability. The Company Director, Jim MacDonald, will then make a decision as to whether the applicant is successful to go on to become a Supervisor. If this is the case, the Supervisor will be offered a training programme at a time suitable to them to achieve the nationally recognised NVQ (Level 3) Supervisors qualification.

Operational Team Roles and Responsibilities

Manager

The Crowd / Security Manager will be responsible for strategic management in terms of the implementation of the Campsite Crowd Management Plan. This will be in consultation with the Event's Security Directors, The Event Safety Officer and the Production Manager. He will work with the organiser and oversee and implement all strategic and tactical security operations. He will be responsible for all staff, briefing, operations and monitoring of the security and crowd management of the event. Ultimately the GSS Crowd Manager will report directly to the Event Security Director.

Emergency Liaison Team officer (E.L.T.) – (GSS)

A GSS Manager will be present at all times required in the ELT. The ELT officer will liaise with the Production team and all other emergency services stakeholders. This is in addition to presence at the regular ELT meetings scheduled each day.

GSS Night Manager

The GSS Night Manager and will be responsible for the deployment of the team, monitoring of the site and logging and reporting of all relevant incidents. This Night Manager will ensure that all staff are briefed correctly. This is primarily done through the Supervisors' briefing.

Supervisors

The Supervisors will assist the operations team as directed and have specific operational requirements as per their area of responsibility.

SIA Licensed Security

These staff will carry out any security function that is identified as a ‘Licensable Activity’ under the Private Security Industry Act 2001, in and around the site to ensure the protection and security of people, assets and property. They are entitled to make the decisions on the suitability of persons to enter or remain in licensed areas. This may include Body & Bag Searching, Evictions or Ejections. Their functions focus around the maintenance of the four licensing objectives as set out by the Licensing Act 2003.

Safety Stewards

The Safety Stewards (SSs) deployed to We R FSTVL by GSS will seek to work together as closely as possible with the We R FSTVL volunteer stewards.

The stewards are an essential part of the event safety management team, acting as the eyes and ears of the event manager. At all times the stewards should be aware of and ensure the care, comfort and wellbeing of all categories of spectators. The SSs supplied by GSS will be deployed to various parts of the We R FSTVL site. All GSS CSSs have been trained to the standard set out by the Level 2 NVQ Award in Spectator Safety / Level 2 Award in Understanding Stewarding at Spectator Events

The stewards ensure that they are familiar with the layout of the site and the available facilities including First Aid, toilets and water in order to assist the public with relevant information. They will attend pre-event briefings, ensuring they are familiar with arrangements for evacuating the audience, including coded messages. The stewards will carry out pre and post event checks within their working area ensuring the site is clear prior to and post-event.

The SIA patrol teams’ primary roles are to:

- Engage with customers and gain their trust
- Identify and map areas of problem/challenging groups and report back to control
- Provide a high visibility presence
- Conduct the initial de-escalating response to minute by minute challenges in the campsite
- Call for assistance only once initial on the ground assessments of situations have been completed
- Assist the patrolling Stewarding teams in the reinstatement of fence lines and maintaining of fire lanes

- Assist in the distribution of the Crowd Alert material around the campsite

The Stewarding teams' primary roles are to:

- Engage with customers and gain their trust
- Continually monitor the fence lines for breaches and conduct low level maintenance and reinstatement on them.
- Distribute the Crowd Alert cards to all tents on a regular basis
- Operate the broken window policy and call in whenever there is a need of waste or maintenance teams to act on a problem.
- Provide a high visibility point of contact for those in need or that have questions

Risk Analysis Method

All company staff shall observe the Health and Safety Regulations currently in place at the site as made known to them by the Event Safety Officer.

GSS will complete a Risk Assessment for all staff under their control.

All Risk Assessments will fully comply with current advice and regulations.

GSS will make available all policies that may be required for this event.

Insurance

GSS Insurance documents are available on request. Copies will be sent to the client.

Lighting and Noise Levels

The event organisers will plan for, install and maintain sufficient levels of lighting in all areas populated by public, staff or safety equipment. These will include entrance gates, security checkpoints, ingress and egress routes, the campsite, emergency exits, entertainment or refreshment areas and any pedestrian walkway or stairway.

GSS's responsibility is to provide the correct PPE for all employees working for GSS in any environment. Staff will wear ear protection in specific areas, and Supervisors will monitor that staff comply with this and all other H+S legislation required on the stadium site.

Safety Proposals

- A grid site plan should be prepared by the organisers that detail the key areas within the campsite. This should include; entrances, emergency exits, first aid points, etc.
- An Event Control consisting of representatives from various agencies will be formed and positioned on site for the duration of the event. In the event of a major incident being

declared, the Event Control will co-ordinate services and direct the on-site security teams as required to deal with the incident.

- A workable pass system will be in operation. Pass sheets should be made available to security staff prior to the event.
- The organisers should provide correct pattern channel barriers to construct entrance lanes.
- The organisers should provide bins for the collection of any items that are refused entry into the site.

Pre-Door Checks

Prior to opening the campsite to the public, the Event Control will carry out pre-doors checks to ensure that the site is safe for the public. This can be delegated in most cases to Crowd Management Supervisors, Production Management, Fire Marshals etc.

- Confirm entry protocol
- Issue pass sheets
- Correct numbers of barriers in position
- Any obstructions / hazards cleared
- Temporary structures
- Issue ticket collection bags or ticket scanning equipment
- Radio checks
- Confirm departments have briefed their staff (emergency codes, venue rules, information which is event specific)
- Emergency announcement / check PA system
- Doors green as per opening policy.

Audience Demography

The EMP for the event identifies the audience demographic and this document seeks to understand and plan for the affect and demands that demographic will have on the crowd safety and security at the event.

Anticipated Challenges

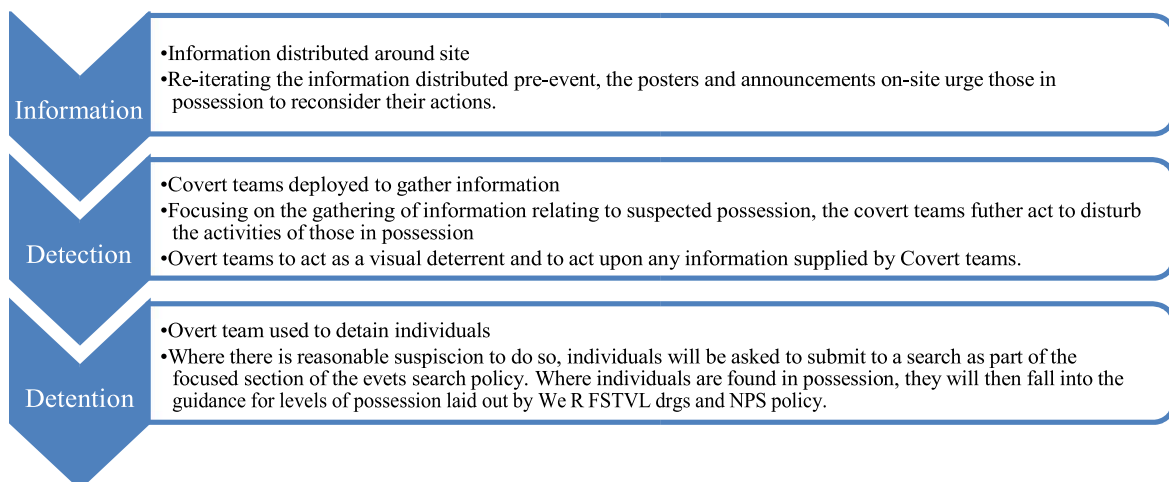
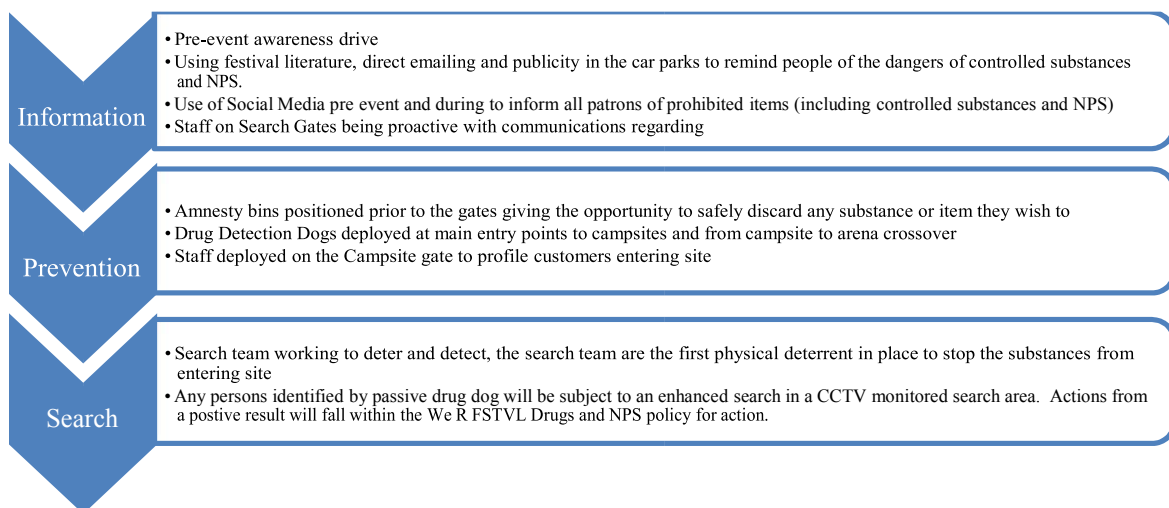
The list of anticipated challenges and tactics, is based on GSS's experience of managing security and crowd management projects within festival campsites across the UK.

- Challenge: Possession by customers of Flares, smoke grenades and flash bangs.
 - Pre-event communication to customers to heighten the awareness of the dangers associated.
 - Sufficient number of team members deployed to search team into the arena allowing time for special attention to be paid to locating of these devices.
 - A specific ingress and egress barrier system implemented from the start of the event to assist the search team in administering an effect search procedure.
 - GSS has witnessed an increase in the previous 24 months in the popularity of these devices around main stages and within tented structures. A spate of hobby style versions of these devices that are commercially available to those engaging in airsoft and paintball games were found in the campsites. Although designed to be safe within a sports environment, they are unsafe to be used within a campsite or densely populated area such as a crowd. Customer interaction pre-event is key to addressing the false perception of these devices as safe to use at a festival.
- Challenge: Theft from tents.
 - Notoriously challenging to combat, theft of customers' personal belongings from tents needs a multi-pronged approach. GSS proposes the use of several different tactics to disrupt and apprehend those intent on theft.
 - High visibility staffing in the campsites will act as a deterrent to those trying to steal items. GSS use the same model as police constabularies within inner city areas, high visibility teams regularly seen around specific locations do reduce incidents of crime. All team members deployed, other than those detailed to covert operations will be wearing a high visibility outer layer.
 - Deployment of covert teams: GSS's covert teams consist of SIA licensed Door Supervisors drawn from GSS's Specialist Unit will operate throughout the site but will be focused on combating thefts from tent and the detection and reporting of use/sales of controlled substances and NPS. These covert teams are multi skilled and will tackle all elements of crime both organised and opportunist on the

campsite. The teams' primary role is to gain intelligence and feedback to the GSS senior team, who will then implement uniformed tactics in response.

- **Decoy Tents (Honey Trap Tents) (At promoters request and authorisation only):**
Tents that have been pitched by the GSS team in the general camping areas will be specifically monitored by team members deployed close to the location. These tents will be pitched in close social groups (where available pitches will allow) in an attempt to simulate other social groups that do the same. Any person spotted entering these tents will be stopped and asked to account for doing so. Depending on the account of the individual/group, their answer/actions may be seen as reasonable suspicion that this person had been 'scanning' tents with a view to theft enabling the person to be ejected or spoken to by police.

- **Challenge: Possession/use of suspected illegal substances.**
 - In conjunction with the event's drugs policy; this illustrates the responsive tactics employed to deter and respond to the use of controlled substances on site.
 - This proactive and responsive process is illustrated in the chart below:



- Challenge: Crime and Anti-Social Behaviour.
 - In order for patrons to enjoy their festival experience GSS Security and We R FSTVL will look to implement the following strategies to reduce crime and anti-social behaviour across the campsite.
 - Deployment of covert teams: Whilst GSS's covert team's primary role will be to provide information on Drugs/NPS and tent thefts they will also be vigilant for pockets of anti-social behaviour and crime and will report in as needed to allow overt teams to respond.
 - Use of Observation Towers: The site layout allows for four high level observation towers which have an overall view of all areas of the campsite. This will allow GSS to monitor for any areas of disorder and instances of visible crime. This will be reported to the Control room for action by covert teams for monitoring or overt teams for resolution.
 - High visibility patrols: High visibility staffing in the campsites will act as a deterrent to those trying to commit crime or take part in anti-social behaviour. GSS use the same model as police constabularies within inner city areas, high visibility teams regularly seen around specific locations do reduce incidents of crime. All team members deployed, other than those detailed to covert operations will be wearing a high visibility outer layer.
 - We R FSTVL Buddy System/Crowd Alert: We R FSTVL are introducing a Buddy System to be able to promote customer safety and friendliness in the campsite areas. This will allow campsite neighbours to be mindful of each other and to be able to look out for each other, as well as giving them the opportunity to report any suspicious or anti-social behaviour to the GSS team (through either direct contact with overt staff, or through the Crowd Alert contact number) or to We R FSTVL campsite teams. A daily campsite newspaper will also be published which will also contain any messages regarding campsite safety and security.

- Challenge: Sexual Assault within campsite.
 - In conjunction with the Welfare Policy (Appendix U) and Campsite Support Service teams (Medics/Welfare/Volunteers) GSS will look to reduce the risk of sexual assault.
 - Deployment of Overt teams made up of both sexes: The presence of roaming overt teams in the campsite will be made up of a mixture of female and male staff that will allow for any males or females that allege sexual assault to be able to speak comfortably to a team member to make allegation. This will then be reported to control and medics/welfare/production/police informed via event control/campsite control and acted on accordingly.
 - We R FSTVL Buddy System/Crowd Alert: The We R FSTVL Buddy System will promote customer safety in the campsite, and will empower campers to be able to

report any behaviour that may be suspicious or illegal to security staff (through either face to face contact or through the Crowd Alert system).

- Patron Safety Checks: Members of the Security team will openly challenge any persons who are accompanying an inebriated or confused patron to ascertain who they are and where they are going. This will reduce the risk of sexual assault to those that are unable to make a conscious decision. Persons who are inebriated or in a state of confusion will be escorted to welfare for assessment and if need be spend the night with the welfare team until they are able to be discharged.
- Pre and during Event Communication regarding safety within campsite: We R FSTVL will have a large social media campaign informing patrons of how to be safe at festivals as well as informing them of Campsite Support Services (Security/ Medics/Welfare/Volunteers) who are there to help.

Ingress System & Entry Conditions

It is vital that each gate can safely process customers swiftly and effectively to maintain flow, reduce the chance of pressure at the gate but also ensure search procedures are conducted as planned. Therefore, the entry team need the capacity to process large numbers of attendees through the search procedure in a short period of time if the event experiences an en masse arrival of customers.

The target flow rate directly specified by We R FSTVL is two people per minute per lane on average. Mitigating factors for the time to search include the use of passive drug detection dogs, the use of social media to inform patrons of the entry conditions, and the allocation of amnesty bins (and direct signage regarding the use of amnesty bins) on the approach to the campsite. Taking the search rate of 2 customers per minute, per member of staff during initial ingress conditions, the calculations have been made below to show how the GSS team could manage an early arrival queue situation.

The search team for general camping is itemised as 20 members of staff across 10 linear search lanes, and they have search capacity of 2,400 people per hour, whilst VIP/Xclusiv camping is itemised at 6 members of staff and they have a search capacity of 720 persons per hour. Utilising Response Teams of 3 staff per team to assist, the entry gate team could safely process an extra 360 people per hour with the addition of each individual response team. This search capacity should be sufficient to relieve any pressure within the waiting crowd.

Ingress Conditions

Conditions of entry, which should be made known to the public in advance of the event may include:

- TBC by Lime Green Events

A 'Challenge 25' system will be in place. Staff will perform ID checks on all persons deemed to be under the age of 25. An identification scan is a condition of entry to the campsite.

GSS will have 'spotters' placed both within the queueing system and internally to look out for illegal activity, contraband and anyone deemed to be underage.

No pass outs should be allowed during the event for ticket holders, except for medical or emergency purposes.

Event organisers should provide correct pattern channel barriers to construct the appropriate number of entry lanes.

Amnesty bins will be provided by the festival organiser for the collection of items that are refused entry to the site, as stated in section 13.3 of ESMP. Wheelie bins should be made available for the entry lanes and skips may also be used on the approach to search lanes and /or outside the entrance points in "dead" areas if possible. Regular emptying of bins and skips, in addition to general cleaning around entrance gates should be undertaken during the course of event days to ensure good housekeeping practice, maintain clear, safe exit routes and a sterile environment for security purposes.

No vehicles should be allowed access or exit via a public entry route whilst pedestrians occupy the arena. Policy on vehicle curfew should be publicised widely across all contractors on site.

GSS staff on entrances will give a very clear, positive and customer friendly service. They will be solution driven and complaints will be dealt with at the time. Any negative messages sent to security control, should be given with an explanation.

It is essential that the queuing capacity at each entrance point be calculated; taking into consideration anticipated numbers at each gate and estimated arrival times.

Eviction Policy

Please see overarching Security Management Plan.

Crowd Movement

The key time period for risk to crowd safety from migration is in the run up to a performance by a popular artist and at the end of the entertainment each night when the crowd attempt to leave the arena. This anticipated large scale migration should however be planned for as this action forms part of the emergency procedures for a localised evacuation.

Mobile teams will be deployed to the cross-over points that lead from the arena and instructed to assist the GSS team at that location in maintaining a continual, unheeded flow of crowd. During large migrations such as this, all relevant gates will be turned into single direction gates (where reasonably practicable) until the crowd flow has reduced to a level where two-way foot traffic can be reinstated.

For reference the event timings are shown below:

TBC

Egress

Those having arrived by public transport, by private transport or on foot will most likely return by the same method.

Campsite egresses are usually drawn out and give the customers the opportunity to leave at their own pace. A deadline time to leave will be circulated amongst the campsite customers early on the Monday morning to enable them sufficient warning to pack up.

Each and every tent will be checked by GSS team members to ensure that the site is clear before the team standing down.

As the sweep line move forward through the site towards the exit gates each area will be confirmed sterile in turn. This line will move through the site until the point that the exit can be shut to allow the sweep to confirm the premises is clear of customers.

Appropriate site lighting will be positioned along all egress routes en route to the main gate. For specific details of the egress, a separate egress plan is include with the event safety management documents.

Any found property will be taken by the Supervisors to the lost property office and the Supervisors will make mention of it in their reports.

A de-brief will take place where any incidents or constructive feedback can be given to the Head of Security who can then pass this information onto the Promoter and Safety Officer.

Each Supervisor will complete an incident report which will be handed into the GSS representative (usually Operations Manager) on site, and if required, copies can be made and given to the Promoter and Safety officer during the event.

After the sweep is complete, the Head of Security will give the command to stand staff down from the day shift as night shift will have taken over in specific areas at this point. Security Control will notify the Safety Officer in Event Control that the sweep is complete and the site is secured.

Emergency Procedures

To follow.

Terrorism

To follow.

We Are FSTVL 2018 Statement of Intent By Stuart Security

Company Background

Stuart Event Security Ltd (SES) was formed in 1988 and have build an impressive track record for creating safe, secure events with quality service. SES have successfully delivered a range of safety and security services for a large number of clients across the country. We work in partnership with a range of event organisers, promoters, blue light agencies, local authorities and partner security companies to create safe secure events with quality service.

We have Public Liability and Indemnity Insurance to £10 Million. We undertake comprehensive training and development programmes with all our managers and staff and in-depth event specific briefing before all deployments.

We have a vastly experienced and qualified management structure and over 1000 fully trained and uniformed personnel available for a wide range of operations and events. With our comprehensive operations structure, SES is able to manage large complex events and deal with the individual problems that they may present. This enables organisers, partners and other relevant bodies to concentrate on their own tasks safe in the knowledge that their event is being security managed professionally & safely.

SES are responsible for the strategic management and implementation of the safety and security plans as agreed with 2018 We Are FSTVL management. This will be undertaken in consultation with and in agreement by the client / event organiser. SES will work in partnership with the Production Manager, the Security Manager, Health and Safety Manager, Police, partner agencies and partner security companies as required to ensure a safe event for all.

A copy of the 2017 Stuart Event Security Operational Policies and Procedures Manual will be attached to this Statement of Intent.

A Methodology Statement for the 2018 We Are FSTVL event is attached below.

We Are Festival 2018

Stuart Security

Methodology Statement

Stuart Event Security Ltd	Director - Kay Thomas
Event	We Are FSTVL
Type of Event / Overview	Music Festival - Onsite Camping
Dates / Times	Friday 25 - Monday 28 May 2017
Venue location and Description	Damyns Hall Aerodrome Aveley Rd, Upminster RM14 2TN See maps and EMP for description
Audience Demographic	Music Festival Mixed audience Anticipated to be 50% male 50% female Age range anticipated to be mainly 18 - 30
Anticipated Numbers	39,999 30,000 day tickets 7,000 camping 2,999 staff/performers (up to)
Conflict Threat Level	Med
Security Threat Level	Security Threats - Medium UK Threat Level - Severe (recently reduced from critical) No specific intel. Jim Goddard to liaise with police liaison throughout event for regular updates and information sharing etc
Maps	See Event Management Plans and Operational Procedures documents

Websites	http://www.wearefstvl.com/info/
General Brief	<p>SES will provide security provisions for this event to include:</p> <ol style="list-style-type: none"> 1 Main Entrance 2 Queue Management 3 Main Entrance search and enhanced Search 4 Security and Crowd Management of the Arena 5 Stages/Backstage/Response Teams 6 Observation towers within the arena 7 Egress and Dispersal of Day visitors in the Transport Hub 8 Transport Hub Arrivals (Bus drop offs only) 9 VIP 10 Emergency Exits within the Arena 11 ELT representative <p>Full security plans and maps will be produced for full tasking and security information.</p> <p>An Operational Procedures document will be produced to include a 'dot plan' for the positioning of stewards and SIA at key times.</p> <p>General tasking for the site includes:</p> <ul style="list-style-type: none"> • Prevention of crime and disorder • Public safety - including crowd safety management • Prevention of public nuisance • Protection of children / vulnerable persons from harm / Safeguarding • Security and Counter Terrorism Awareness • Public Reassurance • Information / assistance as required
Event Specific Tasks / Requirements	As per tasking
SES On-Site Management Requirements	<p>Command suite - Managers, Administrator, Communications</p> <p>Operational - Managers and Area / Zone Supervisors</p>
SES On-Site Resource Requirements	As per SES resource sheet

SES Off-Site Resource Requirements	As per SES resource sheet to include queue management for ingress and management of customers on egress towards transport hubs
Control Room / ELT Facilities	Full ELT with all emergency services located. SES representative in ELT Jim Goddard to act as Police / Stuart Security Liaison
Planning Requirements / Logistics	Vehicles for TX as required Bikes as required Communication vehicles Command unit Equipment vehicle High viz jackets and clothing Wet weather equipment Lighting Camping / accommodation facilities for staff as needed Food arrangements to be confirmed
Event Specific Training Requirements	CT briefing usually provided by police before event however Jim Goddard to provide event specific CT briefing for all staff at initial briefing Jim Goddard to provide all staff with additional SES security before search lines
SES Event Management Briefing Requirements	Briefings TBC
Safety Advisory Group Meetings?	None
Deployment Plan	To be attached in due course

Other Security Companies on site / roles	<p>Partner security companies will provide security services for other zones including:</p> <p>Global Security and Stewarding Campsite Security operation and crime prevention</p> <p>Guardforce All licensed Bars onsite</p> <p>Security Nation Externals Security Positions and mobile patrols offsite Transport Hub security (with exception of Shuttle bus area where a response team will assist Stuart Security)</p> <p>ICDS Build/Break security Event overnight security Provision of all dogs and dog handlers (Drug detection, General Purpose and Explosive) Production Security Accreditation Searches</p> <p>Design Training CCTV Operators - Public Space Surveillance within the ELT.</p>
Build Up / Break down requirements	N/A
Event Management Plan	To be attached in due course
Communications	<p>SES radio communications - multi channel</p> <p>Event Management / ELT radio</p> <p>Liaison with police</p> <p>Mobile phones</p>
Police on Site? / Contact details	Jim Goddard to liaise
Event Organisers' Management Structure	See PDF document from We Are FSTVAL 2018

Crowd Safety Plan	As per Event Management Plan and Operational Procedures documents / maps.
Emergency Plan	See Event Management Plan.
Evacuation Plan	Event Management Plan
Event Organisers' Health and Safety Policy Policies	See Event Management Plan
Staff Welfare	Camping on site for staff TBC Catering facilities TBC Welfare facilities on site
Uniform Policy	SES black polo shirts, high viz, fleece and waterproofs to be provided as required. All staff to bring own black trousers and suitable footwear
Induction to the event	Briefing before event opens
Discipline	As per SES policies
Medical Procedures	On site medical team
Lost Child Procedures	See Event Management Plan. See also SES Safeguarding policy
Drugs Policy	See Event Management Plan See also SES Safeguarding policy
Alcohol Policy	See Event Management Plan See also SES Safeguarding policy
Entry Conditions	See Event Management Plan See also SES Search Policy
General Conditions	
Arrests	Liaise with police on site
Evictions	See Event Management Plan See also SES Search Policy See also SES Safeguarding Policy

Search	As per Tasking above See Operational Procedures Document See also Event Management Plan see also SES Search Policy
Seizures	See SES Search Policy See Event Management Plan
Incident Forms	
Risk Assessment / PPE	See below risk assessment for the event based on current information. A full review will be conducted on site by Jim Goddard See Event Management Plan for Event Organisers risk assessment See SES Health and Safety Policy for generic health and safety risk assessments.
PPE Vehicle	
Special Requirements	None
Notes	None

Risk Assessment Matrix

	Very unlikely	Unlikely	Possible	Likely	Very likely
NEGLIGIBLE	1. Low	2. Low	3. Low	4. Low	5. Low
SLIGHT	2. Low	4. Low	6. Medium	8 Medium	10. High
MODERATE	3. Low	6. Medium	9. Medium	12. High	15. High
SEVERE	4. Low	8. Medium	12. High	16. High	20. High
VERY SEVERE	5. Low	10. High	15 High	20. High	25. High

Stuart Event Security Ltd
Generic Event Risk Assessment
(Full Risk Assessment to be Agreed with Event Organiser)

HAZARD	GENERAL SES ACTION	EVENT GRADING RECORD ACTION IF MEDIUM / HIGH
Violence. People who deal directly with the public may face aggressive or violent behaviour. They may be sworn at, threatened or even attacked.	Prioritise personal safety, request specialist support units which are trained and available to deal with disorder, be aware of codes for emergency assistance. Enlist Police assistance (if required) at earliest opportunity.	8 SIA Response Trained Staff & Response Teams available as required. Briefings to staff before deployment. Effective management structure. Liaison with Police / effective communication links
H.I.V/Hepatitis infection. When dealing with the public it is important you deal with everybody in the same manner as there is always a risk that they may be infected with H.I.V/Hepatitis,	Where there is a risk of body fluid contact, your welfare must always be a priority. To ensure this you must wear protective gloves. They will be available from control rooms and support vehicles. If you need to resuscitate always use a resuscitator, never use mouths to mouth contact.	4
Noise. Prolonged or sudden exposure to loud noise levels (such as pyrotechnics) has a high risk of permanent deafness or other auditory problems such as tinnitus. The risk to others is minimal, as they tend not to be in the safety areas during the event. The risk to the public is low as long as the safety guidelines are adhered to.	Ear defenders are made available to all personnel that come into close proximity of stages, firework areas etc. Personnel will be rotated where a long duration of exposure to noise is experienced.	4
Fire. A large risk at events, due to the large gathering of people. Always make yourself familiar with the location of fire extinguishers around the site and the emergency exits and emergency vehicle access.	Make sure gangways and fire exits are kept clear, make sure there is no great build-up of combustibles. Should the large marquee need evacuating we would take the public out of emergency gate 5 and 6 into the evacuation area 1. We would manage this with the use of staff and loud hailer. Small fires would be dealt with at the incident with the use of staff, barriers to cordon off and relevant extinguishers.	4

<p>Suspicious Packages/Bomb Threats. During the course of an event you may come across a package that arouses yours or somebody's suspicion, or we may get a warning of a bomb somewhere on site.</p>	<p>Cease radio and mobile telephone use within 100 metres. Request Supervisor to attend location by word of mouth and secure area. Emergency services will be informed straight away. Should the site need a full evacuation we would meet with the Silver coordinator on site to make this decision. We would then use security and all other designated staff available who have been issued Hi Viz tabards to sweep the public towards emergency gates 2 and 3 into evacuation area 2 and gates 5 and 6 will be swept into evacuation area 1, we could also reverse gate 1 to sweep public into evacuation area 1. Staff will be deployed to Edith Street to assist with the emergency vehicle access and staff will be on emergency gate 4 production entrance to ensure no pedestrians exit this gate. Once the site is deemed safe we would manage the public back onto the site with the use of staff and loud hailer. Should the site be deemed unsafe and we can't let the public back onto it, we would be informing them of the situation and manage the crowd accordingly with as much information as possible.</p>	<p>8</p> <p>Current UK threat level now Severe having been reduced from Critical.</p> <p>Heightened awareness for all crowded events in the UK</p> <p>Event specific Security and Counter Terrorism awareness input by Jim Goddard at start of event to all staff</p> <p>All areas to be searched and cleared by staff before gates open and regular area checks throughout event</p> <p>Liaison with Police throughout the event</p> <p>Considerations for increasing security as required / intel changes</p>
<p>Crowd Behaviour. Crowd management can present particular problems for security personnel. There are many factors that can affect the mood of a crowd such as the opposing team scoring a goal or the artist not turning up. Other problems will be overcrowding of a particular area.</p>	<p>Monitor the area that is likely to cause concern. If it appears to build up to quickly prioritises your own safety, call immediately for back up, and never try to work the crowd alone. Always be polite but firm. Use safety equipment i.e. loudhailers, mills barriers to move crowds and prevent further access.</p>	<p>8</p> <p>Changes to crowd management plan for post event due to works at Finsbury Park Station. See Crowd Management Plan / Operations Document for specific details of changes to plan</p> <p>Heightened risks of crowd anxieties due to current terrorism threats. See above for action</p>
<p>Security Control Compromised. Such as an electrical fire in or just outside the control room.</p>	<p>The whole event could end up compromised should the event control break down, we would endeavour to evacuate the control room and work to put out the fire, during this time the relevant parties working in the control room would make their way to the nearest safe cabin/ marquee and work from hand held radios and mobile phones until such time it is deemed safe.</p>	<p>4</p>
<p>Environmental Risks. Such as Heat Exhaustion, Sun Stroke, Dehydration, Cold, Water Hazards. The risk should be nil if common sense and the precautions are in place.</p>	<p>Water is always available on site as are sun blocks and after sun, hats are available from the control room if required. Cold weather clothing is also available from the control room.</p>	<p>4</p>

<p>Dealing With Vehicles. Risk of injury due to collision when dealing with vehicles at V.C.P's. Vehicles towing trailers are identified as particular hazard due to additional width and approach arc of articulated unit.</p>	<p>Vehicle Checkpoints to be clearly identifiable as stop points. Personnel to wear Hi-Visibility tabards when manning V.C.P's. To wait until vehicle has stopped before approaching. V.C.P's to be lit in poor visibility conditions. Torches to be used during hours of darkness.</p>	<p>8</p> <p>Due to current terrorism threats there is a consideration that a vehicle bourn attack could be considered for high density areas.</p> <p>Vehicle mitigation options to be reviewed on site.</p> <p>Liaison with Police by Jim Goddard on site to review vehicle access and contingency plans.</p> <p>See SES Operational Policies on Security and Counter Terrorism for detailed information</p>
<p>Use of Vehicles. We use vehicles of the 4x4 variety to respond to incidents. It is important to understand when driving a vehicle amongst large crowds of people the risk involved.</p>	<p>Only authorised personnel to drive vehicles. Training given. Vehicles will be equipped with beacons and sirens, which must be used whenever the vehicle enters the site.</p> <p>N B Sirens not to be used on public highways.</p>	<p>4</p>



STATEMENT OF INTENT

We ARE FSTVL 2018

PREPARED BY DEAN PORTER – MANAGING DIRECTOR
TEL: OFFICE 0800 009 6609 MOBILE: 07516 105428
EMAIL: DEAN@ICDSEVENTS.CO.UK
WEB: WWW.ICDSEVENTS.CO.UK

STATEMENT OF INTENT
Inquest Canine Detection & Security Limited

Inquest Canine Detection & Security Limited is a Security Industry Authority (SIA) approved contractor, holding the Approved Contractor Status (ACS) for the provisions of Door Supervision, Close Protection, Security Guarding & Key Holding.

We are fully insured to carry out all our services, which include manned guarding services and all spectrums of canine services (drug & explosive detection and general purpose security dogs). Our employees liability is £10,000,000 and our public & products liability is at £5,000,000. I have attached the COC.

Our business was incorporated in June 2011, registration No: 7662557. To date we have provided our canine services to many of the country's biggest music festivals (Leeds & Reading Festivals, V Festivals, Creamfields, Wireless, Lovebox etc) and some high profile events (BBC Proms, MTV Awards, Champions League Final).

This will also be our 4th year of providing our canine services to We Are FSTVL.

Our roles & responsibilities for WRFSTVL 2018 will be:

Build/Break security

Event overnight security

Provision of all dogs and dog handlers (Drug detection/General Purpose and Explosive)

Production Security

Accreditation Searches

X and Y gate security positions

We will carry out all these roles by only using fully screened & vetted security staff who are SIA licensed in either Door Supervision or Close Protection. All our detection dogs will be fully accredited by either the NTIPDU or NASDU, all our drug detection dog handlers being qualified to a minimum level 3, explosive detection dog handlers will be qualified to a minimum level 4 with general purpose security dog handlers being qualified to a level 2 standard. We hold CT records for all our dogs and handlers, and these will be made available for inspection by the authorities.

The primary role of our SIA licensed security staff and general purpose security dogs will endeavor to ensure the safety, security and integrity of the site, the persons working within or attending the site, the equipment and structures contained within the site. Our supervisory/management team will ensure all our staff comply with their instructions to the best of their ability.

The primary role of explosive detection dogs will be to reduce the possibility of a major incident which could lead to full or partial evacuation of the site, fatalities, serious injuries or major disruption to the festival which could be caused by a suspect package or vehicle being left unattended and not accounted for which could contain an explosive or life threatening device. The primary objective is public safety. We can only endeavor to achieve this by using fully trained and accredited explosive detection dogs and handlers suitably qualified and trained to work such a dog.

STATEMENT OF INTENT
Inquest Canine Detection & Security Limited

Our drug detection dogs will achieve their objectives of ensuring public safety and reducing the amount of illicit substances that would be present in the festival without the use of such dogs by passively scanning all persons legally entering the event, which includes paying customers, staff, concessions and visitors.

Amnesty bins can be placed at the front of the search lanes to encourage persons in possession of illicit substances to dispose of them safely, without fear of arrest, prior to entering an event.

We use red wheelie bin type which are lockable, with a slot aperture and deflector plate, which will be chained and padlocked at the front of the queuing lanes with signage asking persons to use these bins to discharge any illicit substances prior to entering the search area where the Drug Detection Dogs will be based. A 2nd amnesty bin is usually placed outside the search tents.

Our protocol is usually this:

Indication by dog, which leads to a brief investigation by the handler (or their helper). Our handlers will use this speech – **“My dog SUGGESTS that you MAY be in possession of something that is either illegal or a prohibited item, if you are, you need to tell me now what it is and where it is and I will allow you to amnesty it prior to going for a search (on confirmation a ball is delivered to the dog – reward) if you tell me you are not and an illicit or prohibited item is found during a search you will not be allowed entry”**.

This usually encourages persons to admit to what they are carrying and they are then escorted to the 2nd amnesty bin to discharge it before going into the search tent for a search. If anything further is found that person is then usually denied entry to the event. A safe is also placed in each search tent for any finds by the search teams.

The amnesty bin at the end of the queuing lanes is used as the first point of surrender. The general entry search is the 2nd point of surrender, the dog scanning search being the 3rd point of surrender. If a person does not amnesty their substance at this point, or prior to this point in our opinion they should be denied entry if anything is found on them at the search tent. If nothing is found at the search tent and we have reasonable suspicion to suspect they are carrying an illicit substance we then have the option to put a 2nd dog over them. If that 2nd dog indicates (which there is no reason why it wouldn't) then that person could be either denied entry to the event, or handed to the Police (if onsite) for a more thorough search. The same should apply if the dog suggests the substance is plugged.

‘Reasonable suspicion as opposed to mere suspicion must be founded on fact. There must be some concrete basis for the officers suspicion that can be considered and evaluated by an objective third person’. An indication by a trained and accredited drugs dog being worked by a trained and accredited handler should pass this test every time.

STATEMENT OF INTENT
Inquest Canine Detection & Security Limited

Our objectives are to reduced the number of illicit substances from entering your event and to assist you in ensuring that the licensing objectives are upheld— (a) preventing crime and disorder, (b) securing public safety, (c) preventing public nuisance, (d) protecting and improving public health, and (e) protecting children from harm. The detection dog is not infallible and serves only to provide intelligence to the handler, police and search team.

Post event and on a daily basis, any substances placed in either the amnesty bins or drug safe will be handed over to the licensee for safe custody and disposal. Myself, or my handlers, will NOT take possession of any illicit or controlled substance.

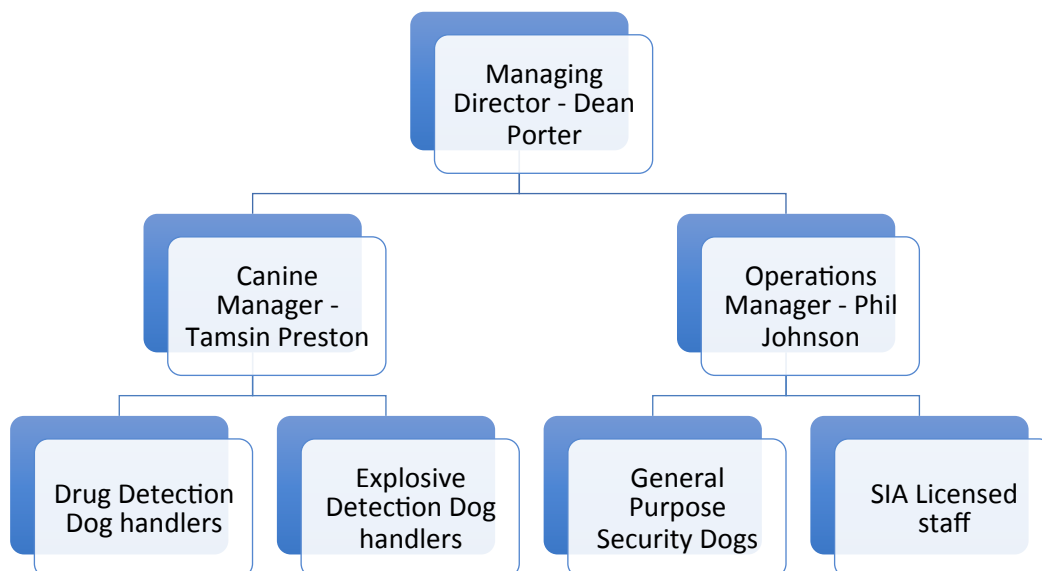
RAMS for our involvement will be forward to Mr Steve Allen, security coordinator, ahead of the event.

ICDS will not be responsible for the operations of the bars, campsite, main entrance, egress, dispersal, arena or stages.

Managing Director, Dean Porter will take overall responsibility for ICDS staff and dog handlers at WRFSTVL 2018. He will be the direct liaison with Steve Allen prior to, and during, the event.

Tamsin Preston will take control of the K9 operational order and welfare of all ICDS dogs on site. Tamsin can be contacted on 07701 372443 and canines@icdsevents.co.uk.

Phil Johnson taking control of the SIA staff operational order and deployment schedule. Phil can be contacted on 07701 372072 and phil@icdsevents.co.uk.



STATEMENT OF INTENT
Inquest Canine Detection & Security Limited

Signed

Dean Porter
Managing Director Inquest Canine Detection & Security Limited

Dean Porter

6th December 2017



To: Steve Allan

Date: 8th December 2017

SUBJECT TO CONTRACT

Dear Sirs,

Proposed Agreement: Letter of Intent

Further to our recent discussions and the information we have exchanged, the purpose of this letter is to acknowledge that we are entering into this letter of intent which, Security Nation Ltd agree to enter into an agreement with Lime Green Events.

The letter of intent is set to outline that: Security Nation have agreed to provide a Security Service role where we will provide security to: We are Festival 2018 to be held: Upminster Greater London during the periods of 25th / 26th / 27th May 2018

We are Festival is promoted and organised by Lime Green Events Ltd who will be applying for a license to host 39,999 persons daily with 7,000 camping and 30,000 day visitors. 2018 will be there 6th annual succession of We Are Festivals.

Security Nation have an agreement subject to change to provide for the following criteria:

- Perimeter positions
- External gates
- Evictions tent
- External Response

This letter of intent is being entered into to confirm our understanding of the principle terms and requirements, and our mutual willingness to proceed in mutual good faith to work towards the definitive agreements consistent with these terms.

A full Security operating schedule once agreed will follow.

Yours Faithfully

Marcel Cullers for and behalf of Security Nation Ltd

**GUARDFORCE SECURITY LTD**

Protection with Intelligence

Statement of Intent We Are Fstvl 2017 Bars Security Operation

Guardforce Security Limited is a Limited company registered in England and Wales. Registration number 4604163.

The company provides a committed independent service that employs a professional structured approach in delivering effective, positive results. We offer a timely service that is supported by an intelligence led method to provide the professionalism and high standards of delivery our clients expect. Our internal processes, preoperational plans and consequent activity will offer value for money and provide the necessary protection and deterrent to afford our clients the confidence and satisfaction they seek.

Guardforce Security Limited holds SIA Approved contractor status for the provision of Security Guarding, Door Supervision and Close Protection Services, Guardforce also holds BSI accreditation for ISO9001:20013

Guardforce Security Limited are insured by Aviva for Commercial Combined Insurance Policy Number 100533882CCI, Combined Liability & Professional Indemnity is Tokio Marine Kline Policy Number UK0047841601PL.

Guardforce Security Limited will be supplying SIA Licenced Door Supervisor personnel to Live We Are Fstvl for the We Are Fstvl from 26th May till 27th May Inclusive 2018.

The areas Guardforce will be covering are as follows:

All licenced Bars on site of various sizes numbers TBC

Dedicated Response teams to bars security operation

Plain clothes spotters on arena bars TBC

Queue management for all arena bars

Radio Controller for ELT



Guardforce will be supplying a management team to oversee the bars and revenue operation, we will also be running a plain clothes operation around, internal theft, Counterfeit Tokens, and organised crime relating to theft of revenue from bars.

- Incident occurs at or within the bar area – GF Response to attend and evaluate
- GF Response to record on Chest Cams
- If incident is Internal Theft/Counterfeit/or Organised Crime GF Manager to attend
- Person or Persons needing to be ejected – GF Response to take to Ejection Team/Centre on site
- GF response to hand over to ejection team/centre and must give the time and date, tabard number and name and SIA number of staff member requesting the ejection and the reason for this.
- GF Supervisor or Response Team member to complete incident report form and obtain from ejection team/centre an incident number.
 - A copy of GF incident response to be copied and handed in to ejection team/ processing centre and the original to be handed in to GF office on site

Each bar with a Disney style queuing system will be manned at the entry and exit point to control the flow of people through it. If a bars queuing system becomes a problem whereby it spills outside of the barrier system and into the event areas then a response team will be deployed to assist in controlling the crowd and advising to use other bars nearby which are empty or have less people in the queue system. We will be operating a Challenge 25 system at We Are Fstvl where all persons that look under the age of 25 will be asked for identification in way of Valid Passport, Drivers Licence or any valid ID card that We Are Fstvl see fit to accept. We have been operating this system for the past 10 years and have confiscated hundreds of fake ID's any person caught using fake ID is warned about possible ejection from the event and if caught a second time are ejected by GFS response via the ejection centre.

All of our staff will sign in on a daily basis with our admin team and will be in possession of their valid SIA licences all documents are checked by our admin team before deployment. Our staff will be issued with a numbered high viz vest corresponding to the role that they will be undertaking on the day. The vests are numbered back and front so as to be identified by cameras from a distance.

Warren Jones

Warren Jones

Director

APPENDIX D. MEDICAL MANAGEMENT PLAN



WE ARE FSTVL

Medical Support Plan 2018 (V1 – December 2017)

This information is confidential, and may not be circulated or reproduced in whole or in part without the consent of Events Medical Services Ltd.

Events Medical Services Ltd
PO Box 4741, Coventry, CV6 9EW
0844 586 6009

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INTRODUCTION

Events Medical Services Ltd (EMS) have been appointed as the medical providers for the 2018 running of We Are FSTVL, building on the success of previous years.

This document details how we propose to provide this medical support; in preparing our recommendations we have used outline site information provided by the event safety team and our extensive experience of other similar events.

INTENTION

Our aim is to:

- Ensure the timely availability of medical assistance to all parts of the site, including the car parks and related areas, in case of emergency.
- Provide a high quality primary and emergency care facility on site, to enable definitive medical treatment to be provided where possible.
- Ensure timely and appropriate referral and transport of patients requiring medical treatment that cannot be provided on site.
- Minimise the impact of the event on the local health economy.
- Ensure a prompt and co-ordinated medical response in case of a major incident, in conjunction with the statutory ambulance authority.
- Comply with or exceed the recommendations of the relevant sections of the Event Safety Guide (2014 edition).

MEDICAL CENTRE

This facility will be operational 24hrs a day from 1000hrs on Friday 25th until 1400hrs on Monday 28th; it will be located in a tented structure at the arena campsite entrance, with secure vehicle access. The medical centre will be staffed by a team of medical staff with wide-ranging event and clinical experience.

It will provide the following facilities:

- A reception and triage facility, to ensure that all patients are assessed on arrival, and seen in order of medical priority. Triage will be performed using the Glasgow Crowd Triage System.
- A fully equipped resuscitation area for the reception and stabilisation of seriously ill or injured patients.
- An area equipped for the assessment and treatment of patients with less serious conditions, to include facilities for walking and stretcher patients.
- An observation/holding area for patients requiring a period of observation or more prolonged care prior to discharge.
- A facility for medical staff on site to dispense prescription medications. As with the NHS, a charge will be made to cover the cost of drugs supplied.
- Provision for secure storage (in a refrigerator if necessary) of prescription medications belonging to festivalgoers.
- Appropriate counselling and provision of emergency contraceptive services.
- Facility for suturing wounds, minor surgical procedures and application of plaster casts to uncomplicated suspected fractures.

STAGES

Previous experience of similar events, and risk assessment of the artists playing on these stages, does not indicate the need for a permanent medical facility at these locations.

Staff will be available to respond immediately to any incident reported at these locations; where dynamic risk assessment indicates the need for a medical presence for a particular artist or audience activity, a response team and/or ambulance vehicle will be deployed to meet this need.

AMBULANCES

At least 2 paramedic-crewed vehicles will be available during event opening hours. This vehicles will be deployed at the discretion of the medical manager. A third 4x4 ambulance vehicle will be available to provide additional resilience on-site in the event that one of the site vehicles is required to transfer a patient to hospital.

A 4-wheel drive Rapid Response Unit equipped with a range of emergency equipment will be on site to deploy further staff and equipment to an incident where needed. In addition, a stretcher-carrying golf buggy will be available to facilitate response and casualty extraction within the campsite area.

No ambulance will enter the arena (or any designated pedestrian-only route) except in case of life-threatening illness, and then only with the specific agreement of the event safety team. To minimise the risk associated with vehicle movements in crowded areas, **all** ambulance movements must be authorised by the medical manager. Where at all possible, ambulances will be dispatched to a convenient access point and patients will be evacuated to there.

LIAISON WITH OTHER SERVICES

We recognise that London Ambulance Service NHS Trust (LAS) may wish to deploy a liaison officer to the site for some or all of this event; we would welcome any such visit.

We will liase with the receiving hospital prior to the event to ensure that they are aware of our presence and capabilities on site. We will maintain liaison with the receiving hospital during the event to ensure appropriate distribution of casualties requiring hospital care.

We will maintain close liaison with the site welfare services, to ensure that we complement each other's provision, and work in partnership to effectively meet the needs of each individual client.

CONTROL AND COMMUNICATION

All medical resources on site will be controlled by the medical controller based in the multi-agency event control room (ECR) who will maintain communications with the following:

- All medical resources on site
- LAS ambulance control
- Receiving hospitals
- Security and stewarding services
- Event management staff

All medical resources on site will operate on a secure radio net provided by the promoter, using equipment on dedicated frequencies). All EMS ambulances will be

equipped with cellular phones to facilitate communication when away from the immediate event site.

All requests for medical assistance on site will be dealt with by this control facility; we will reach agreement with LAS regarding the response to “999” calls which may be made from site, e.g. by mobile phone users. We would anticipate that these would be passed via the ECR to be investigated by the site medical resources in the first instance, to reduce vehicle movements in an already congested area.

The medical controller will keep a log of all communications relating to the medical operation, together with the actions taken. EMS will retain these logs in secure storage with the other event records in case of enquiry.

OFFSITE INCIDENTS

Responsibility for ambulance response to incidents occurring outside the event perimeter, including the surrounding roads, remains the responsibility of LAS.

The nature of the event means that it is likely that site medical resources may become aware of such incidents directly, and before LAS control are aware. Equally, traffic conditions and local geography may mean that an LAS response is significantly delayed. Where operationally possible, we will respond to any such incidents that we are made aware of; in the case of incidents notified directly to the ECR, the EMS duty controller will ensure that LAS control have been notified of the incident and our initial response to it.

In principle, no non-event patients will be brought onto the event site for further treatment, nor will event resources be used to transfer them to an offsite hospital for further treatment. In the event that further medical attention is required, LAS control will be contacted and asked to provide a suitable transport resource.

Where delay in waiting for LAS resources will place a patient at risk of death or significant deterioration then a decision will be made by the EMS medical manager as to the best course of action. This may include deployment of further site medical resources (doctor/specialist skills) transfer to the on-site medical centre for further stabilisation, or release of a site ambulance for immediate transfer to hospital.

HOSPITALS

The listed receiving hospital for this event is QUEENS HOSPITAL, Romford, RM7 0AG.

Where appropriate, patients requiring hospital care will be referred directly to the admitting medical team; we will liaise with the receiving hospital and LAS to ensure appropriate distribution of patients and availability of specialist beds (e.g. intensive care).

All patients who may require referral to hospital will in the first instance be transported to a Medical Centre; this is to allow appropriate stabilisation and referral of patients to definitive care, and best utilisation of transport resources. In case of life-threatening illness, patients may be evacuated directly to hospital with the agreement of the medical manager.

Subject to the needs of the on-site service, we will provide a shuttle service on request from the hospital to return patients to site once their treatment is complete; patients conveyed to hospital will be provided with the contact details to access this service.

In the event of a patient requiring aeromedical evacuation (potentially for major trauma), a designated helicopter landing site will be identified. Helicopter support will only be available on specific request from the senior doctor on duty through LAS ambulance control.

DOCUMENTATION

All patient contacts will be recorded on standard EMS patient report forms. Patients transferred to hospital, or requiring follow-up from their family doctor, will be provided with a copy of their treatment record.

These records are confidential when completed; a summary will be provided to the promoter at the end of the event. We will immediately notify the event safety team's nominated representative of any incident that appears to be reportable under RIDDOR and related legislation, to allow appropriate investigation and remedial action to be taken if necessary.

Patient records will be retained by EMS and stored securely for at least 7 years (longer in the case of treatment provided to a minor).

All manual records will be entered retrospectively onto the EMS computerised PAS system to allow for complete and comprehensive reporting, and subsequent analysis and use for future event planning.

We will operate our usual alerting system to identify any pattern or recurrent theme amongst patients attending the medical facilities to allow real-time attention to any developing safety issues on site.

STAFF

Medical staffing levels proposed for this event are based on our experience at other similar events, and reflect the expected workload and case mix. They comply with or exceed the requirements of the Event Safety Guide. Full details are contained at Appendix B

All medical staff are required to provide evidence of their qualifications and ongoing professional development.

Doctors are required to have full GMC registration, ALS/ATLS certification, and have all had recent emergency medicine experience. At least one doctor with advanced airway competencies will be available on site at all times.

Nurses come from a range of acute specialties (predominantly A&E); all have full NMC registration and current ILS certification. Many have additional skills such as suturing, nurse prescribing and ENP qualifications.

Paramedics all hold state registration; several also hold ECP qualifications and are empowered to work to their full scope of practice.

First aiders come from a range of backgrounds and experiences; acceptable basic qualifications include FAW, Red Cross Standard First Aid, IHCD First Person on Scene, military CMT qualifications, student paramedics etc.

All staff are required to sign a “Declaration of Offences” form and are subject to enhanced-level clearance through the Disclosure & Barring Service.

All staff will wear appropriate uniform clothing that readily identifies them as medical staff, including appropriate high-visibility clothing as operationally required. The promoter will specify what site passes/wristbands will be necessary, and will supply these to EMS for distribution; in addition all EMS staff will carry photo ID.

STAFF FACILITIES

All staff meals will be provided by the event organisers at the designated crew catering facility. Hot and cold drinks will be available at all work areas to ensure that staff remain well hydrated.

Eating and drinking will not be permitted in clinical areas; managers will ensure that all staff are allocated (and take!) breaks away from their working area, to ensure that we comply with the spirit of the European Working Time Directive. Particular attention will be paid to drivers’ hours of duty in line with the company H&S policy.

In line with the EMS Smoking Policy, smoking will not be permitted whilst on duty and in public areas; a designated smoking area will be identified.

Staff will be very welcome to camp on site; the event organiser will provide access to a secured crew camping area with access to toilet and shower facilities; EMS will make provision for issue and laundry of uniform items as required.

PRESS AND MEDIA ENQUIRIES

We will provide general information regarding the number of patients seen and the number conveyed to hospital on request. No further information regarding individual cases will be made available. Any requests for other information will be dealt with by the EMS Duty Manager.

CLINICAL WASTE

All staff will be aware of and comply with the EMS Operational Policy regarding clinical waste. This will be identified and segregated at source, and stored securely on site in the designated containers provided for this purpose.

Clinical waste disposal will be the responsibility of EMS; we will make suitable arrangements with our licensed waste contractor for its removal from site. Copies of waste transfer notes will be available on request.

HEALTH AND SAFETY

The health, safety and welfare of the staff deployed to this event is of prime concern to us; all staff (regardless of parent agency) are required to comply with the EMS Health and Safety policy. The EMS duty manager will have responsibility for Health & Safety matters on-site for the duration of this event.

Any member of staff suffering an injury or occupational illness must report this to the medical manager, who will ensure that the statutory Accident Book is completed as appropriate.

ARRANGEMENTS IN CASE OF MAJOR INCIDENT

In the event of a major incident occurring, LAS becomes responsible for the medical arrangements, and the EMS Duty Manager will hand over control to their Ambulance Incident Officer. Until this formal hand over of command, all resources on site will be managed by the medical manager.

- All first aid, ambulance and medical staff will work under the direction of LAS officers to provide emergency medical treatment to the injured.
- The senior doctor on site will assume the role of Medical Incident Advisor unless/until relieved by the doctor nominated by LAS.
- No personnel or resources will attend the incident unless directed by the medical manager.
- At the conclusion of the incident, medical control will be returned to the EMS Duty Manager (assuming that the event as a whole can continue)

APPENDIX 4

SECURITY RADIO CHANNELS LIST

VERS 1

Channel	Who
1	Security Director/Deputy Security
2	Security Nation - Event Control
3	Security Nation Externals (Mobile and Static)
5	Security Nation Response
6	Security Nation – Internal Emergency Gates/Exits
7	STUART Security – Event Control
8	STUART Security – Main Entrance
9	STUART Security – Transport hub
10	STUART Security – Enhanced Search
11	STUART Security – Arena
12	STUART Security – Backstage
13	STUART Security - Response
14	STUART Security - VIP
15	GUARDFORCE – Event Control
16	GUARDFORCE – Licensed Bars
17	GUARDFORCE – Gate X7
18	GUARDFORCE - Response
19	Global – Event Control
20	Global – Campsite Entrance
21	Global – Campsite Patrol
22	Global – Perimeter/Obs Towers
23	ICDS – Event Control
24	ICDS - DOGS
25	ICDS – Exits and Observation Towers
26	Tokens – Restricted Channel

**Police will at all times be able to contact the Security Director who will be positioned within the Event Control*

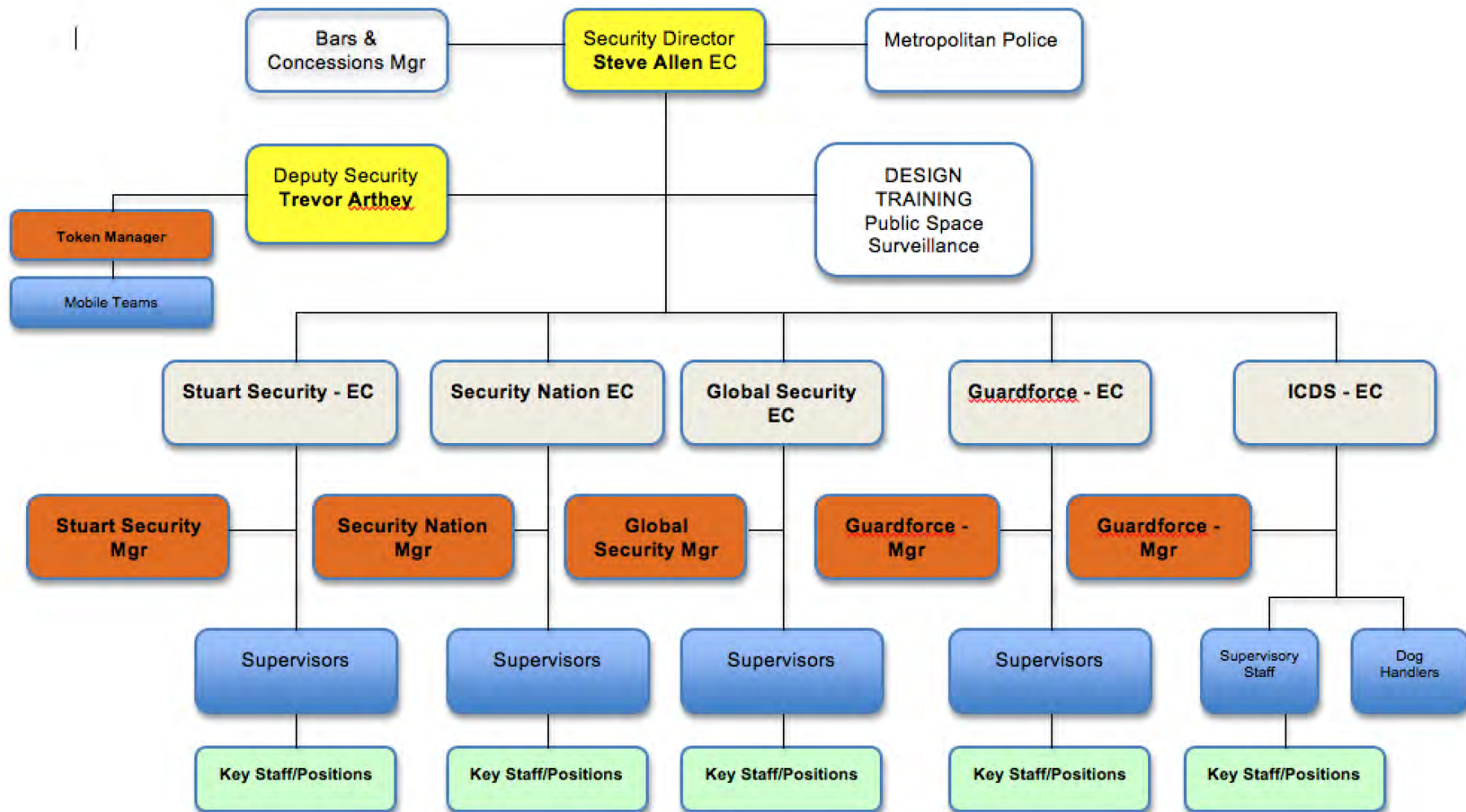
APPENDIX 5

CCTV FESTIVAL PLAN – 2018

To be finalised

APPENDIX 6

FESTIVAL SECURITY COMMAND AND CONTROL PLAN - 2018





We Are FSTVL

Damyns Hall Aerodrome, Upminster

Campsite Crowd Management Plan

Version 1

Created 06/12/2017

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Introduction

This document relates to the proposed ‘We Are Festival’ event to be held in the London Borough of Havering on Friday 25th – Monday 28th May 2018.

We Are Festival (the “Event”) is promoted and organised by Lime Green Events (the “Promoter”) who will be applying for a licence to host 39,999 persons daily with a 7,000 capacity campsite and 30,000 day visitors 2018 will be the 6th annual succession of We Are Festival.

The format will be multi-stage performance of live and recorded music with a campsite, food, beverage and licenced outlets.

The audience profile will range between 18 and 30 years of age. The male to female ratio will be 40% to 60%.

The purpose of this document is to present a proposed outline of the operation plan for crowd management and security of the campsite. The basis of this plan relies upon an underlying knowledge and experience from similar sized events. Global Security Stewarding (GSS) will adhere to and implement the ‘We Are Festival Security Management Plan’ (ESMP). This document will also draw on principles from current HSE guidance documents.

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations (1992)
- The Event Safety Guide
- The Guide to Safety at Sports Grounds
- The Guide to Fire Precautions in Places of Entertainment
- HSE Guidance to Crowds in Public Venues

In addition to this, GSS has the experience of providing the Crowd Management and Security at various major events, arenas and venues across the UK. These include: Elton John Concerts around the country including Leigh Sports Village, Chatsworth House, Reebok Stadium, Doncaster FC, Worcester, and Durham Cricket Clubs. Sonisphere Festival, Download Festival, T in the Park, Wakestock Festival, RIAT at Fairford and V Festival to name but a few.

Statement of Intent

Please view the following document as a statement of intent for the duties of GSS for the We Are FSTVL Campsite. This statement of intent details the type of service and responsibilities of GSS to the client.

The company agree to provide a Crowd Management Service for the event campsite and associated activities. Crowd Management is herein defined to be:

‘The systematic planning for and the supervision of, orderly movement and assembly of people. Crowd management involves the assessment of people handling capabilities of a space prior to its use. It includes evaluation of projected levels of occupancy, adequacy of means of ingress and egress, processing procedures such as tickets collection and expected types of group behaviour.’

An operational plan has been written for the event and submitted to interested parties for their approval.

Areas of responsibility:

To provide and maintain a safe and secure environment for campers and other persons attending the festival.

To provide overt and covert mobile and foot security patrols around the campsites and car parks for the prevention of crime.

To monitor the site and identify crime ‘hot spots’, enhancing patrols to deter and detect offenders accordingly.

To provide an ‘eviction’ from site capability for those individuals who have breached the terms and conditions of entry via the eviction team.

To ensure the internal fire lanes remain clear.

To monitor for smoking in non-smoking areas.

To ensure that only authorised ticket and pass holders gain access to the campsites.

To ensure that only authorised ticket and pass holders are present in the car parks.

To monitor crowd movements, identify and deal promptly and effectively with any identified crowd control issues.

To maintain the integrity of the perimeter fence of the campsites.

To deal effectively and proportionately with any individuals using antisocial behaviour, thus disrupting the event.

To take necessary action to prevent and deter unauthorised fires within the campsites and car parks.

To respond to spontaneous incidents and communicate these with EC.

To provide a uniformed presence to deter and prevent crime.

To carry out crime prevention patrols.

To provide a presence whereby campers can report concerns/crime.

To monitor the campsite for any persons under 18 years of age.

To communicate effectively with EC.

The GSS Crowd Management Team will not have responsibility for:

Traffic management around the external of the site or parking on the surrounding public roads.

The main We Are FSTVL arena.

Any co-ordination or responsibility of lost property or lost children and vulnerable adults. Staff will, however, direct lost property to the appropriate handling station and escort lost children and vulnerable adults to the designated point.

Any Health and Safety issues regarding any other parties other than those who are employed by the company.

Actions taken by agents other than employees of Global Security Stewarding.

Provision of direct Medical Services (other than to assist the contracted event medical supplier personnel with all reasonable requests to establish a safe working environment for the treatment of casualties).

Specific Issues

Any issues that the GSS Managers see or anticipate as a result of site survey or security meeting, will be brought to the attention of the Client and the Safety Officer. Any methods adopted to combat the issue which are identified and agreed between the Safety Officer, the Client and GSS will appear in subsequent editions of this document.

Specific Tasks

Special duties or specific tasks required of GSS personnel which are to be conducted at the campsite may include but are not confined to:

Ejection or Response units, Search Teams, Security Radio Controllers, Crowd Spotters, CCTV operators.

All staff deployed to these areas will have had the appropriate training, experience and license to carry out their duties safely, effectively and lawfully.

Uniform and commencement of work procedures

All staff will be clearly identifiable in GSS company uniform. They will adhere to the company code of dress and conduct.

All GSS personnel working on site will be brought to an agreed location, signed in and uniform and ID badges checked. Their identification numbers will be logged against their names and will be held in secure files for future reference or audit purposes.

Staff Welfare

GSS are responsible for their staff's health and welfare whilst at the event. The company will provide, as required, some waterproofs in the event of inclement weather, sun screen protection if exposed to sun rays, bottled water if required, transport to and from the event and ear protection.

General

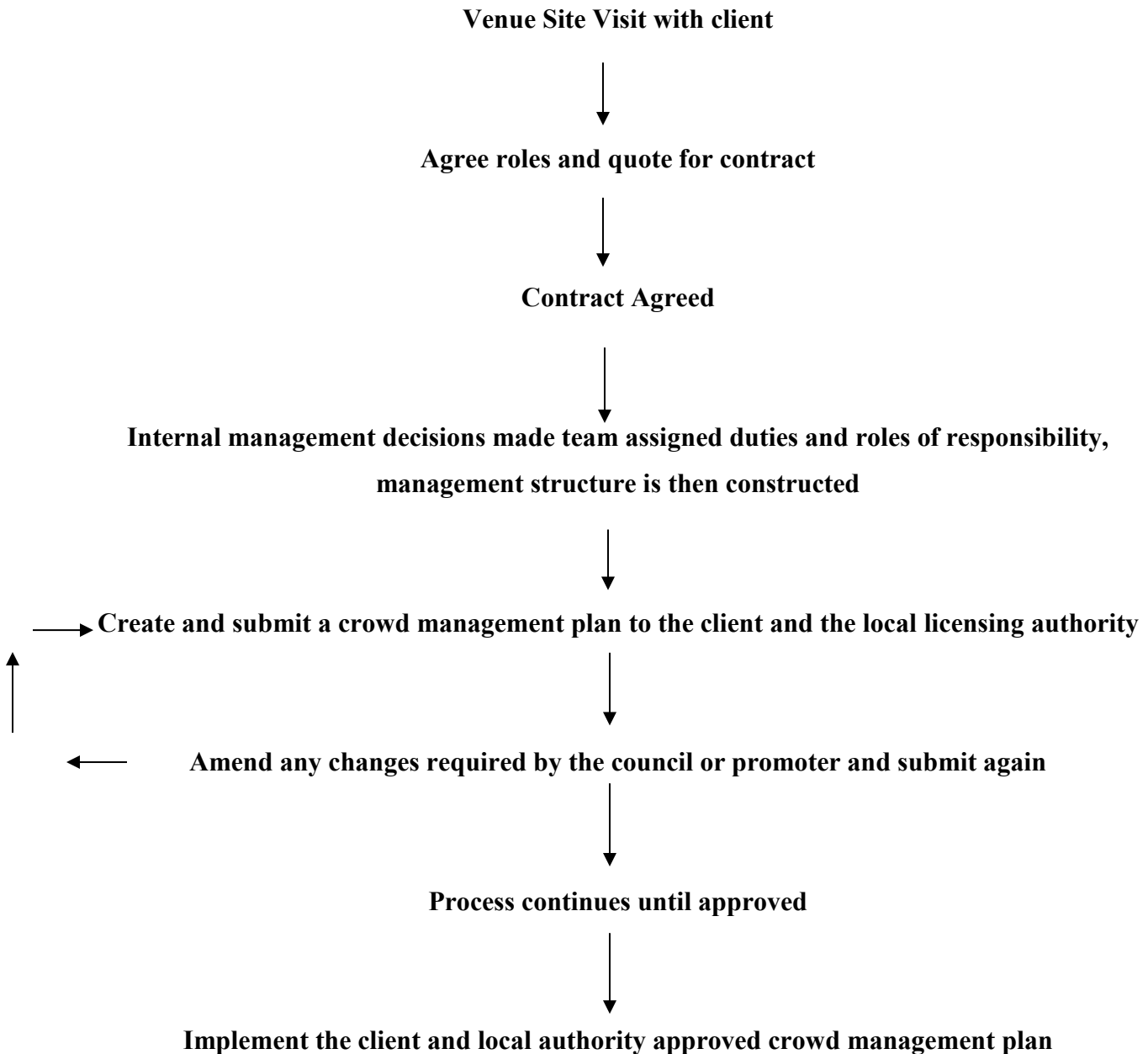
GSS recognises the Client's commitments to operating high quality events at a safe and secure site in accordance with the highest standards of customer service and agrees to use its best endeavours to assist the Client in securing that objective. GSS shall not wittingly do anything that may hinder or harm the Client's trade or reputation.

The Client will co-operate and work with GSS to assist them in the proper performance of their obligations hereunder and will comply with all the company's reasonable requests relating to the management and safety of the event.

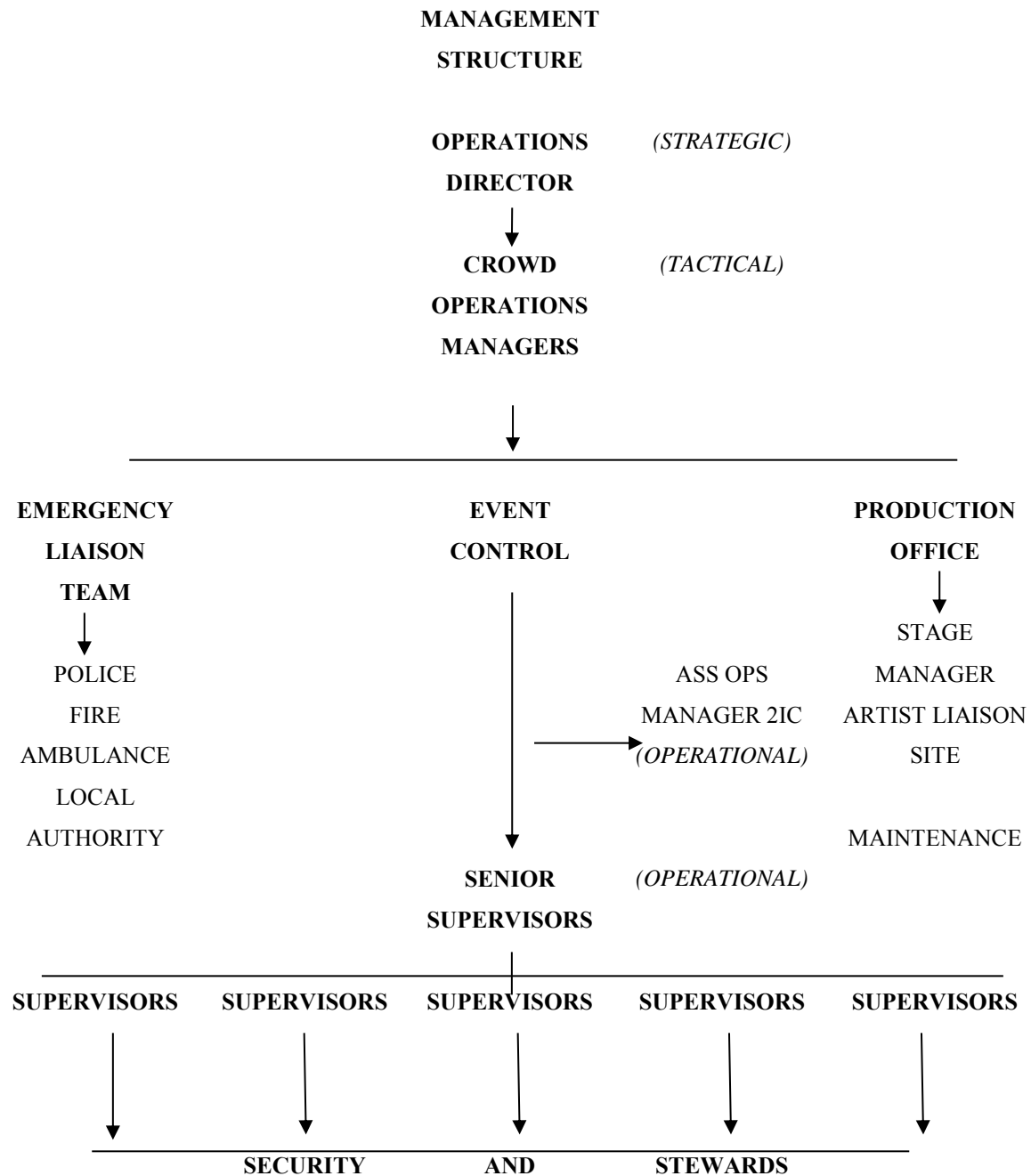
GSS will work in close harmony with Lime Green Events and will acknowledge their chain of command as well as linking in with other personnel to the benefit of all on event days. GSS stewards will follow instruction from the GSS chain of command, however, any areas of work that overlap or require liaison between agencies can be communicated through Event Control.

Management Planning Process

The Event Management Structure should be set out in the following process:



Management Structure (Command & Control)



Staff Training

Steward & SIA Training

All GSS staff undergo a training course which provides them, if successful, with a recognised qualification:

NVQ (Level 2) Event Steward - Spectator Safety.

Certain aspects of a steward's role require further training. This is addressed by the implementation of courses designed to improve both the standard of service given and health and safety awareness.

Examples of these extra courses:

- Emergency First Aid (appointed person) – 1 day
- BNU Introduction to working the front of stage barrier – 1 day
- Manual handling course – 1 day
- NCFE (level 2) Equality and Diversity – Distance Learning
- Talent Training Customer Service Skills – 1 day
- BIIAB SIA Door Supervisors Training – 4 days
- EDEXCEL SIA Close Protection Training – 4 days (short course for experienced staff)
- Skills SIA CCTV Training – 4 days
- X-ray machines & Search Procedure – 1 day
- Maybo – Physical Intervention Skills – 1 day
- NVQ (Level 3) Spectator Safety for Supervisors and Team Leaders.

Supervisors Training

In normal circumstances, once a Steward or Security staff member has completed a probationary period with the company, they can request the opportunity to upgrade to a Supervisor. The proposed Supervisor will then work under close supervision to assess suitability. The Company Director, Jim MacDonald, will then make a decision as to whether the applicant is successful to go on to become a Supervisor. If this is the case, the Supervisor will be offered a training programme at a time suitable to them to achieve the nationally recognised NVQ (Level 3) Supervisors qualification.

Operational Team Roles and Responsibilities

Manager

The Crowd / Security Manager will be responsible for strategic management in terms of the implementation of the Campsite Crowd Management Plan. This will be in consultation with the Event's Security Directors, The Event Safety Officer and the Production Manager. He will work with the organiser and oversee and implement all strategic and tactical security operations. He will be responsible for all staff, briefing, operations and monitoring of the security and crowd management of the event. Ultimately the GSS Crowd Manager will report directly to the Event Security Director.

Emergency Liaison Team officer (E.L.T.) – (GSS)

A GSS Manager will be present at all times required in the ELT. The ELT officer will liaise with the Production team and all other emergency services stakeholders. This is in addition to presence at the regular ELT meetings scheduled each day.

GSS Night Manager

The GSS Night Manager and will be responsible for the deployment of the team, monitoring of the site and logging and reporting of all relevant incidents. This Night Manager will ensure that all staff are briefed correctly. This is primarily done through the Supervisors' briefing.

Supervisors

The Supervisors will assist the operations team as directed and have specific operational requirements as per their area of responsibility.

SIA Licensed Security

These staff will carry out any security function that is identified as a ‘Licensable Activity’ under the Private Security Industry Act 2001, in and around the site to ensure the protection and security of people, assets and property. They are entitled to make the decisions on the suitability of persons to enter or remain in licensed areas. This may include Body & Bag Searching, Evictions or Ejections. Their functions focus around the maintenance of the four licensing objectives as set out by the Licensing Act 2003.

Safety Stewards

The Safety Stewards (SSs) deployed to We R FSTVL by GSS will seek to work together as closely as possible with the We R FSTVL volunteer stewards.

The stewards are an essential part of the event safety management team, acting as the eyes and ears of the event manager. At all times the stewards should be aware of and ensure the care, comfort and wellbeing of all categories of spectators. The SSs supplied by GSS will be deployed to various parts of the We R FSTVL site. All GSS CSSs have been trained to the standard set out by the Level 2 NVQ Award in Spectator Safety / Level 2 Award in Understanding Stewarding at Spectator Events

The stewards ensure that they are familiar with the layout of the site and the available facilities including First Aid, toilets and water in order to assist the public with relevant information. They will attend pre-event briefings, ensuring they are familiar with arrangements for evacuating the audience, including coded messages. The stewards will carry out pre and post event checks within their working area ensuring the site is clear prior to and post-event.

The SIA patrol teams’ primary roles are to:

- Engage with customers and gain their trust
- Identify and map areas of problem/challenging groups and report back to control
- Provide a high visibility presence
- Conduct the initial de-escalating response to minute by minute challenges in the campsite
- Call for assistance only once initial on the ground assessments of situations have been completed
- Assist the patrolling Stewarding teams in the reinstatement of fence lines and maintaining of fire lanes

- Assist in the distribution of the Crowd Alert material around the campsite

The Stewarding teams' primary roles are to:

- Engage with customers and gain their trust
- Continually monitor the fence lines for breaches and conduct low level maintenance and reinstatement on them.
- Distribute the Crowd Alert cards to all tents on a regular basis
- Operate the broken window policy and call in whenever there is a need of waste or maintenance teams to act on a problem.
- Provide a high visibility point of contact for those in need or that have questions

Risk Analysis Method

All company staff shall observe the Health and Safety Regulations currently in place at the site as made known to them by the Event Safety Officer.

GSS will complete a Risk Assessment for all staff under their control.

All Risk Assessments will fully comply with current advice and regulations.

GSS will make available all policies that may be required for this event.

Insurance

GSS Insurance documents are available on request. Copies will be sent to the client.

Lighting and Noise Levels

The event organisers will plan for, install and maintain sufficient levels of lighting in all areas populated by public, staff or safety equipment. These will include entrance gates, security checkpoints, ingress and egress routes, the campsite, emergency exits, entertainment or refreshment areas and any pedestrian walkway or stairway.

GSS's responsibility is to provide the correct PPE for all employees working for GSS in any environment. Staff will wear ear protection in specific areas, and Supervisors will monitor that staff comply with this and all other H+S legislation required on the stadium site.

Safety Proposals

- A grid site plan should be prepared by the organisers that detail the key areas within the campsite. This should include; entrances, emergency exits, first aid points, etc.
- An Event Control consisting of representatives from various agencies will be formed and positioned on site for the duration of the event. In the event of a major incident being

declared, the Event Control will co-ordinate services and direct the on-site security teams as required to deal with the incident.

- A workable pass system will be in operation. Pass sheets should be made available to security staff prior to the event.
- The organisers should provide correct pattern channel barriers to construct entrance lanes.
- The organisers should provide bins for the collection of any items that are refused entry into the site.

Pre-Door Checks

Prior to opening the campsite to the public, the Event Control will carry out pre-doors checks to ensure that the site is safe for the public. This can be delegated in most cases to Crowd Management Supervisors, Production Management, Fire Marshals etc.

- Confirm entry protocol
- Issue pass sheets
- Correct numbers of barriers in position
- Any obstructions / hazards cleared
- Temporary structures
- Issue ticket collection bags or ticket scanning equipment
- Radio checks
- Confirm departments have briefed their staff (emergency codes, venue rules, information which is event specific)
- Emergency announcement / check PA system
- Doors green as per opening policy.

Audience Demography

The EMP for the event identifies the audience demographic and this document seeks to understand and plan for the affect and demands that demographic will have on the crowd safety and security at the event.

Anticipated Challenges

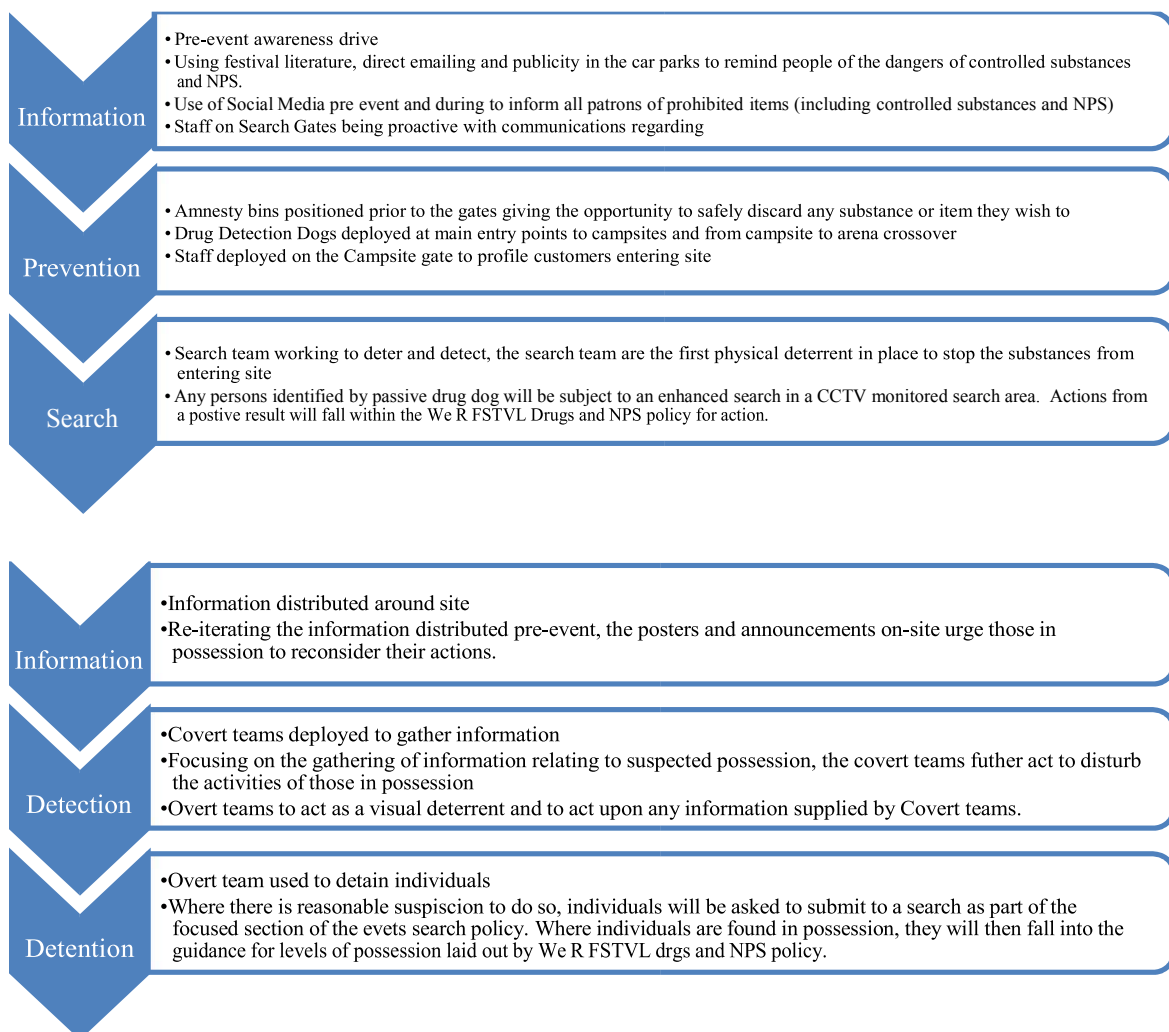
The list of anticipated challenges and tactics, is based on GSS's experience of managing security and crowd management projects within festival campsites across the UK.

- Challenge: Possession by customers of Flares, smoke grenades and flash bangs.
 - Pre-event communication to customers to heighten the awareness of the dangers associated.
 - Sufficient number of team members deployed to search team into the arena allowing time for special attention to be paid to locating of these devices.
 - A specific ingress and egress barrier system implemented from the start of the event to assist the search team in administering an effect search procedure.
 - GSS has witnessed an increase in the previous 24 months in the popularity of these devices around main stages and within tented structures. A spate of hobby style versions of these devices that are commercially available to those engaging in airsoft and paintball games were found in the campsites. Although designed to be safe within a sports environment, they are unsafe to be used within a campsite or densely populated area such as a crowd. Customer interaction pre-event is key to addressing the false perception of these devices as safe to use at a festival.
- Challenge: Theft from tents.
 - Notoriously challenging to combat, theft of customers' personal belongings from tents needs a multi-pronged approach. GSS proposes the use of several different tactics to disrupt and apprehend those intent on theft.
 - High visibility staffing in the campsites will act as a deterrent to those trying to steal items. GSS use the same model as police constabularies within inner city areas, high visibility teams regularly seen around specific locations do reduce incidents of crime. All team members deployed, other than those detailed to covert operations will be wearing a high visibility outer layer.
 - Deployment of covert teams: GSS's covert teams consist of SIA licensed Door Supervisors drawn from GSS's Specialist Unit will operate throughout the site but will be focused on combating thefts from tent and the detection and reporting of use/sales of controlled substances and NPS. These covert teams are multi skilled and will tackle all elements of crime both organised and opportunist on the

campsite. The teams' primary role is to gain intelligence and feedback to the GSS senior team, who will then implement uniformed tactics in response.

- **Decoy Tents (Honey Trap Tents) (At promoters request and authorisation only):**
Tents that have been pitched by the GSS team in the general camping areas will be specifically monitored by team members deployed close to the location. These tents will be pitched in close social groups (where available pitches will allow) in an attempt to simulate other social groups that do the same. Any person spotted entering these tents will be stopped and asked to account for doing so. Depending on the account of the individual/group, their answer/actions may be seen as reasonable suspicion that this person had been 'scanning' tents with a view to theft enabling the person to be ejected or spoken to by police.

- **Challenge: Possession/use of suspected illegal substances.**
 - In conjunction with the event's drugs policy; this illustrates the responsive tactics employed to deter and respond to the use of controlled substances on site.
 - This proactive and responsive process is illustrated in the chart below:



- Challenge: Crime and Anti-Social Behaviour.
 - In order for patrons to enjoy their festival experience GSS Security and We R FSTVL will look to implement the following strategies to reduce crime and anti-social behaviour across the campsite.
 - Deployment of covert teams: Whilst GSS's covert team's primary role will be to provide information on Drugs/NPS and tent thefts they will also be vigilant for pockets of anti-social behaviour and crime and will report in as needed to allow overt teams to respond.
 - Use of Observation Towers: The site layout allows for four high level observation towers which have an overall view of all areas of the campsite. This will allow GSS to monitor for any areas of disorder and instances of visible crime. This will be reported to the Control room for action by covert teams for monitoring or overt teams for resolution.
 - High visibility patrols: High visibility staffing in the campsites will act as a deterrent to those trying to commit crime or take part in anti-social behaviour. GSS use the same model as police constabularies within inner city areas, high visibility teams regularly seen around specific locations do reduce incidents of crime. All team members deployed, other than those detailed to covert operations will be wearing a high visibility outer layer.
 - We R FSTVL Buddy System/Crowd Alert: We R FSTVL are introducing a Buddy System to be able to promote customer safety and friendliness in the campsite areas. This will allow campsite neighbours to be mindful of each other and to be able to look out for each other, as well as giving them the opportunity to report any suspicious or anti-social behaviour to the GSS team (through either direct contact with overt staff, or through the Crowd Alert contact number) or to We R FSTVL campsite teams. A daily campsite newspaper will also be published which will also contain any messages regarding campsite safety and security.

- Challenge: Sexual Assault within campsite.
 - In conjunction with the Welfare Policy (Appendix U) and Campsite Support Service teams (Medics/Welfare/Volunteers) GSS will look to reduce the risk of sexual assault.
 - Deployment of Overt teams made up of both sexes: The presence of roaming overt teams in the campsite will be made up of a mixture of female and male staff that will allow for any males or females that allege sexual assault to be able to speak comfortably to a team member to make allegation. This will then be reported to control and medics/welfare/production/police informed via event control/campsite control and acted on accordingly.
 - We R FSTVL Buddy System/Crowd Alert: The We R FSTVL Buddy System will promote customer safety in the campsite, and will empower campers to be able to

report any behaviour that may be suspicious or illegal to security staff (through either face to face contact or through the Crowd Alert system).

- Patron Safety Checks: Members of the Security team will openly challenge any persons who are accompanying an inebriated or confused patron to ascertain who they are and where they are going. This will reduce the risk of sexual assault to those that are unable to make a conscious decision. Persons who are inebriated or in a state of confusion will be escorted to welfare for assessment and if need be spend the night with the welfare team until they are able to be discharged.
- Pre and during Event Communication regarding safety within campsite: We R FSTVL will have a large social media campaign informing patrons of how to be safe at festivals as well as informing them of Campsite Support Services (Security/ Medics/Welfare/Volunteers) who are there to help.

Ingress System & Entry Conditions

It is vital that each gate can safely process customers swiftly and effectively to maintain flow, reduce the chance of pressure at the gate but also ensure search procedures are conducted as planned. Therefore, the entry team need the capacity to process large numbers of attendees through the search procedure in a short period of time if the event experiences an en masse arrival of customers.

The target flow rate directly specified by We R FSTVL is two people per minute per lane on average. Mitigating factors for the time to search include the use of passive drug detection dogs, the use of social media to inform patrons of the entry conditions, and the allocation of amnesty bins (and direct signage regarding the use of amnesty bins) on the approach to the campsite. Taking the search rate of 2 customers per minute, per member of staff during initial ingress conditions, the calculations have been made below to show how the GSS team could manage an early arrival queue situation.

The search team for general camping is itemised as 20 members of staff across 10 linear search lanes, and they have search capacity of 2,400 people per hour, whilst VIP/Xclusiv camping is itemised at 6 members of staff and they have a search capacity of 720 persons per hour. Utilising Response Teams of 3 staff per team to assist, the entry gate team could safely process an extra 360 people per hour with the addition of each individual response team. This search capacity should be sufficient to relieve any pressure within the waiting crowd.

Ingress Conditions

Conditions of entry, which should be made known to the public in advance of the event may include:

- TBC by Lime Green Events

A 'Challenge 25' system will be in place. Staff will perform ID checks on all persons deemed to be under the age of 25. An identification scan is a condition of entry to the campsite.

GSS will have 'spotters' placed both within the queueing system and internally to look out for illegal activity, contraband and anyone deemed to be underage.

No pass outs should be allowed during the event for ticket holders, except for medical or emergency purposes.

Event organisers should provide correct pattern channel barriers to construct the appropriate number of entry lanes.

Amnesty bins will be provided by the festival organiser for the collection of items that are refused entry to the site, as stated in section 13.3 of ESMP. Wheelie bins should be made available for the entry lanes and skips may also be used on the approach to search lanes and /or outside the entrance points in "dead" areas if possible. Regular emptying of bins and skips, in addition to general cleaning around entrance gates should be undertaken during the course of event days to ensure good housekeeping practice, maintain clear, safe exit routes and a sterile environment for security purposes.

No vehicles should be allowed access or exit via a public entry route whilst pedestrians occupy the arena. Policy on vehicle curfew should be publicised widely across all contractors on site.

GSS staff on entrances will give a very clear, positive and customer friendly service. They will be solution driven and complaints will be dealt with at the time. Any negative messages sent to security control, should be given with an explanation.

It is essential that the queuing capacity at each entrance point be calculated; taking into consideration anticipated numbers at each gate and estimated arrival times.

Eviction Policy

Please see overarching Security Management Plan.

Crowd Movement

The key time period for risk to crowd safety from migration is in the run up to a performance by a popular artist and at the end of the entertainment each night when the crowd attempt to leave the arena. This anticipated large scale migration should however be planned for as this action forms part of the emergency procedures for a localised evacuation.

Mobile teams will be deployed to the cross-over points that lead from the arena and instructed to assist the GSS team at that location in maintaining a continual, unheeded flow of crowd. During large migrations such as this, all relevant gates will be turned into single direction gates (where reasonably practicable) until the crowd flow has reduced to a level where two-way foot traffic can be reinstated.

For reference the event timings are shown below:

TBC

Egress

Those having arrived by public transport, by private transport or on foot will most likely return by the same method.

Campsite egresses are usually drawn out and give the customers the opportunity to leave at their own pace. A deadline time to leave will be circulated amongst the campsite customers early on the Monday morning to enable them sufficient warning to pack up.

Each and every tent will be checked by GSS team members to ensure that the site is clear before the team standing down.

As the sweep line move forward through the site towards the exit gates each area will be confirmed sterile in turn. This line will move through the site until the point that the exit can be shut to allow the sweep to confirm the premises is clear of customers.

Appropriate site lighting will be positioned along all egress routes en route to the main gate. For specific details of the egress, a separate egress plan is include with the event safety management documents.

Any found property will be taken by the Supervisors to the lost property office and the Supervisors will make mention of it in their reports.

A de-brief will take place where any incidents or constructive feedback can be given to the Head of Security who can then pass this information onto the Promoter and Safety Officer.

Each Supervisor will complete an incident report which will be handed into the GSS representative (usually Operations Manager) on site, and if required, copies can be made and given to the Promoter and Safety officer during the event.

After the sweep is complete, the Head of Security will give the command to stand staff down from the day shift as night shift will have taken over in specific areas at this point. Security Control will notify the Safety Officer in Event Control that the sweep is complete and the site is secured.

Emergency Procedures

To follow.

Terrorism

To follow.

We Are FSTVL 2018 Statement of Intent By Stuart Security

Company Background

Stuart Event Security Ltd (SES) was formed in 1988 and have build an impressive track record for creating safe, secure events with quality service. SES have successfully delivered a range of safety and security services for a large number of clients across the country. We work in partnership with a range of event organisers, promoters, blue light agencies, local authorities and partner security companies to create safe secure events with quality service.

We have Public Liability and Indemnity Insurance to £10 Million. We undertake comprehensive training and development programmes with all our managers and staff and in-depth event specific briefing before all deployments.

We have a vastly experienced and qualified management structure and over 1000 fully trained and uniformed personnel available for a wide range of operations and events. With our comprehensive operations structure, SES is able to manage large complex events and deal with the individual problems that they may present. This enables organisers, partners and other relevant bodies to concentrate on their own tasks safe in the knowledge that their event is being security managed professionally & safely.

SES are responsible for the strategic management and implementation of the safety and security plans as agreed with 2018 We Are FSTVL management. This will be undertaken in consultation with and in agreement by the client / event organiser. SES will work in partnership with the Production Manager, the Security Manager, Health and Safety Manager, Police, partner agencies and partner security companies as required to ensure a safe event for all.

A copy of the 2017 Stuart Event Security Operational Policies and Procedures Manual will be attached to this Statement of Intent.

A Methodology Statement for the 2018 We Are FSTVL event is attached below.

We Are Festival 2018

Stuart Security

Methodology Statement

Stuart Event Security Ltd	Director - Kay Thomas
Event	We Are FSTVL
Type of Event / Overview	Music Festival - Onsite Camping
Dates / Times	Friday 25 - Monday 28 May 2017
Venue location and Description	<p>Damyns Hall Aerodrome Aveley Rd, Upminster RM14 2TN</p> <p>See maps and EMP for description</p>
Audience Demographic	<p>Music Festival</p> <p>Mixed audience Anticipated to be 50% male 50% female Age range anticipated to be mainly 18 - 30</p>
Anticipated Numbers	<p>39,999 30,000 day tickets 7,000 camping 2,999 staff/performers (up to)</p>
Conflict Threat Level	Med
Security Threat Level	<p>Security Threats - Medium</p> <p>UK Threat Level - Severe (recently reduced from critical)</p> <p>No specific intel. Jim Goddard to liaise with police liaison throughout event for regular updates and information sharing etc</p>
Maps	See Event Management Plans and Operational Procedures documents

Websites	http://www.wearefstvl.com/info/
General Brief	<p>SES will provide security provisions for this event to include:</p> <ol style="list-style-type: none"> 1 Main Entrance 2 Queue Management 3 Main Entrance search and enhanced Search 4 Security and Crowd Management of the Arena 5 Stages/Backstage/Response Teams 6 Observation towers within the arena 7 Egress and Dispersal of Day visitors in the Transport Hub 8 Transport Hub Arrivals (Bus drop offs only) 9 VIP 10 Emergency Exits within the Arena 11 ELT representative <p>Full security plans and maps will be produced for full tasking and security information.</p> <p>An Operational Procedures document will be produced to include a 'dot plan' for the positioning of stewards and SIA at key times.</p> <p>General tasking for the site includes:</p> <ul style="list-style-type: none"> • Prevention of crime and disorder • Public safety - including crowd safety management • Prevention of public nuisance • Protection of children / vulnerable persons from harm / Safeguarding • Security and Counter Terrorism Awareness • Public Reassurance • Information / assistance as required
Event Specific Tasks / Requirements	As per tasking
SES On-Site Management Requirements	<p>Command suite - Managers, Administrator, Communications</p> <p>Operational - Managers and Area / Zone Supervisors</p>
SES On-Site Resource Requirements	As per SES resource sheet

SES Off-Site Resource Requirements	As per SES resource sheet to include queue management for ingress and management of customers on egress towards transport hubs
Control Room / ELT Facilities	Full ELT with all emergency services located. SES representative in ELT Jim Goddard to act as Police / Stuart Security Liaison
Planning Requirements / Logistics	Vehicles for TX as required Bikes as required Communication vehicles Command unit Equipment vehicle High viz jackets and clothing Wet weather equipment Lighting Camping / accommodation facilities for staff as needed Food arrangements to be confirmed
Event Specific Training Requirements	CT briefing usually provided by police before event however Jim Goddard to provide event specific CT briefing for all staff at initial briefing Jim Goddard to provide all staff with additional SES security before search lines
SES Event Management Briefing Requirements	Briefings TBC
Safety Advisory Group Meetings?	None
Deployment Plan	To be attached in due course

Other Security Companies on site / roles	<p>Partner security companies will provide security services for other zones including:</p> <p>Global Security and Stewarding Campsite Security operation and crime prevention</p> <p>Guardforce All licensed Bars onsite</p> <p>Security Nation Externals Security Positions and mobile patrols offsite Transport Hub security (with exception of Shuttle bus area where a response team will assist Stuart Security)</p> <p>ICDS Build/Break security Event overnight security Provision of all dogs and dog handlers (Drug detection, General Purpose and Explosive) Production Security Accreditation Searches</p> <p>Design Training CCTV Operators - Public Space Surveillance within the ELT.</p>
Build Up / Break down requirements	N/A
Event Management Plan	To be attached in due course
Communications	<p>SES radio communications - multi channel</p> <p>Event Management / ELT radio</p> <p>Liaison with police</p> <p>Mobile phones</p>
Police on Site? / Contact details	Jim Goddard to liaise
Event Organisers' Management Structure	See PDF document from We Are FSTVAL 2018

Crowd Safety Plan	As per Event Management Plan and Operational Procedures documents / maps.
Emergency Plan	See Event Management Plan.
Evacuation Plan	Event Management Plan
Event Organisers' Health and Safety Policy Policies	See Event Management Plan
Staff Welfare	Camping on site for staff TBC Catering facilities TBC Welfare facilities on site
Uniform Policy	SES black polo shirts, high viz, fleece and waterproofs to be provided as required. All staff to bring own black trousers and suitable footwear
Induction to the event	Briefing before event opens
Discipline	As per SES policies
Medical Procedures	On site medical team
Lost Child Procedures	See Event Management Plan. See also SES Safeguarding policy
Drugs Policy	See Event Management Plan See also SES Safeguarding policy
Alcohol Policy	See Event Management Plan See also SES Safeguarding policy
Entry Conditions	See Event Management Plan See also SES Search Policy
General Conditions	
Arrests	Liaise with police on site
Evictions	See Event Management Plan See also SES Search Policy See also SES Safeguarding Policy

Search	As per Tasking above See Operational Procedures Document See also Event Management Plan see also SES Search Policy
Seizures	See SES Search Policy See Event Management Plan
Incident Forms	
Risk Assessment / PPE	See below risk assessment for the event based on current information. A full review will be conducted on site by Jim Goddard See Event Management Plan for Event Organisers risk assessment See SES Health and Safety Policy for generic health and safety risk assessments.
PPE Vehicle	
Special Requirements	None
Notes	None

Risk Assessment Matrix

	Very unlikely	Unlikely	Possible	Likely	Very likely
NEGLIGIBLE	1. Low	2. Low	3. Low	4. Low	5. Low
SLIGHT	2. Low	4. Low	6. Medium	8 Medium	10. High
MODERATE	3. Low	6. Medium	9. Medium	12. High	15. High
SEVERE	4. Low	8. Medium	12. High	16. High	20. High
VERY SEVERE	5. Low	10. High	15 High	20. High	25. High

Stuart Event Security Ltd
Generic Event Risk Assessment
(Full Risk Assessment to be Agreed with Event Organiser)

HAZARD	GENERAL SES ACTION	EVENT GRADING RECORD ACTION IF MEDIUM / HIGH
Violence. People who deal directly with the public may face aggressive or violent behaviour. They may be sworn at, threatened or even attacked.	Prioritise personal safety, request specialist support units which are trained and available to deal with disorder, be aware of codes for emergency assistance. Enlist Police assistance (if required) at earliest opportunity.	8 SIA Response Trained Staff & Response Teams available as required. Briefings to staff before deployment. Effective management structure. Liaison with Police / effective communication links
H.I.V/Hepatitis infection. When dealing with the public it is important you deal with everybody in the same manner as there is always a risk that they may be infected with H.I.V/Hepatitis,	Where there is a risk of body fluid contact, your welfare must always be a priority. To ensure this you must wear protective gloves. They will be available from control rooms and support vehicles. If you need to resuscitate always use a resuscitator, never use mouths to mouth contact.	4
Noise. Prolonged or sudden exposure to loud noise levels (such as pyrotechnics) has a high risk of permanent deafness or other auditory problems such as tinnitus. The risk to others is minimal, as they tend not to be in the safety areas during the event. The risk to the public is low as long as the safety guidelines are adhered to.	Ear defenders are made available to all personnel that come into close proximity of stages, firework areas etc. Personnel will be rotated where a long duration of exposure to noise is experienced.	4
Fire. A large risk at events, due to the large gathering of people. Always make yourself familiar with the location of fire extinguishers around the site and the emergency exits and emergency vehicle access.	Make sure gangways and fire exits are kept clear, make sure there is no great build-up of combustibles. Should the large marquee need evacuating we would take the public out of emergency gate 5 and 6 into the evacuation area 1. We would manage this with the use of staff and loud hailer. Small fires would be dealt with at the incident with the use of staff, barriers to cordon off and relevant extinguishers.	4

<p>Suspicious Packages/Bomb Threats. During the course of an event you may come across a package that arouses yours or somebody's suspicion, or we may get a warning of a bomb somewhere on site.</p>	<p>Cease radio and mobile telephone use within 100 metres. Request Supervisor to attend location by word of mouth and secure area. Emergency services will be informed straight away. Should the site need a full evacuation we would meet with the Silver coordinator on site to make this decision. We would then use security and all other designated staff available who have been issued Hi Viz tabards to sweep the public towards emergency gates 2 and 3 into evacuation area 2 and gates 5 and 6 will be swept into evacuation area 1, we could also reverse gate 1 to sweep public into evacuation area 1. Staff will be deployed to Edith Street to assist with the emergency vehicle access and staff will be on emergency gate 4 production entrance to ensure no pedestrians exit this gate. Once the site is deemed safe we would manage the public back onto the site with the use of staff and loud hailer. Should the site be deemed unsafe and we can't let the public back onto it, we would be informing them of the situation and manage the crowd accordingly with as much information as possible.</p>	<p>8</p> <p>Current UK threat level now Severe having been reduced from Critical.</p> <p>Heightened awareness for all crowded events in the UK</p> <p>Event specific Security and Counter Terrorism awareness input by Jim Goddard at start of event to all staff</p> <p>All areas to be searched and cleared by staff before gates open and regular area checks throughout event</p> <p>Liaison with Police throughout the event</p> <p>Considerations for increasing security as required / intel changes</p>
<p>Crowd Behaviour. Crowd management can present particular problems for security personnel. There are many factors that can affect the mood of a crowd such as the opposing team scoring a goal or the artist not turning up. Other problems will be overcrowding of a particular area.</p>	<p>Monitor the area that is likely to cause concern. If it appears to build up to quickly prioritises your own safety, call immediately for back up, and never try to work the crowd alone. Always be polite but firm. Use safety equipment i.e. loudhailers, mills barriers to move crowds and prevent further access.</p>	<p>8</p> <p>Changes to crowd management plan for post event due to works at Finsbury Park Station. See Crowd Management Plan / Operations Document for specific details of changes to plan</p> <p>Heightened risks of crowd anxieties due to current terrorism threats. See above for action</p>
<p>Security Control Compromised. Such as an electrical fire in or just outside the control room.</p>	<p>The whole event could end up compromised should the event control break down, we would endeavour to evacuate the control room and work to put out the fire, during this time the relevant parties working in the control room would make their way to the nearest safe cabin/ marquee and work from hand held radios and mobile phones until such time it is deemed safe.</p>	<p>4</p>
<p>Environmental Risks. Such as Heat Exhaustion, Sun Stroke, Dehydration, Cold, Water Hazards. The risk should be nil if common sense and the precautions are in place.</p>	<p>Water is always available on site as are sun blocks and after sun, hats are available from the control room if required. Cold weather clothing is also available from the control room.</p>	<p>4</p>

<p>Dealing With Vehicles. Risk of injury due to collision when dealing with vehicles at V.C.P's. Vehicles towing trailers are identified as particular hazard due to additional width and approach arc of articulated unit.</p>	<p>Vehicle Checkpoints to be clearly identifiable as stop points. Personnel to wear Hi-Visibility tabards when manning V.C.P's. To wait until vehicle has stopped before approaching. V.C.P's to be lit in poor visibility conditions. Torches to be used during hours of darkness.</p>	<p>8</p> <p>Due to current terrorism threats there is a consideration that a vehicle bourn attack could be considered for high density areas.</p> <p>Vehicle mitigation options to be reviewed on site.</p> <p>Liaison with Police by Jim Goddard on site to review vehicle access and contingency plans.</p> <p>See SES Operational Policies on Security and Counter Terrorism for detailed information</p>
<p>Use of Vehicles. We use vehicles of the 4x4 variety to respond to incidents. It is important to understand when driving a vehicle amongst large crowds of people the risk involved.</p>	<p>Only authorised personnel to drive vehicles. Training given. Vehicles will be equipped with beacons and sirens, which must be used whenever the vehicle enters the site.</p> <p>N B Sirens not to be used on public highways.</p>	<p>4</p>



STATEMENT OF INTENT

We ARE FSTVL 2018

PREPARED BY DEAN PORTER – MANAGING DIRECTOR
TEL: OFFICE 0800 009 6609 MOBILE: 07516 105428
EMAIL: DEAN@ICDSEVENTS.CO.UK
WEB: WWW.ICDSEVENTS.CO.UK

STATEMENT OF INTENT
Inquest Canine Detection & Security Limited

Inquest Canine Detection & Security Limited is a Security Industry Authority (SIA) approved contractor, holding the Approved Contractor Status (ACS) for the provisions of Door Supervision, Close Protection, Security Guarding & Key Holding.

We are fully insured to carry out all our services, which include manned guarding services and all spectrums of canine services (drug & explosive detection and general purpose security dogs). Our employees liability is £10,000,000 and our public & products liability is at £5,000,000. I have attached the COC.

Our business was incorporated in June 2011, registration No: 7662557. To date we have provided our canine services to many of the country's biggest music festivals (Leeds & Reading Festivals, V Festivals, Creamfields, Wireless, Lovebox etc) and some high profile events (BBC Proms, MTV Awards, Champions League Final).

This will also be our 4th year of providing our canine services to We Are FSTVL.

Our roles & responsibilities for WRFSTVL 2018 will be:

Build/Break security

Event overnight security

Provision of all dogs and dog handlers (Drug detection/General Purpose and Explosive)

Production Security

Accreditation Searches

X and Y gate security positions

We will carry out all these roles by only using fully screened & vetted security staff who are SIA licensed in either Door Supervision or Close Protection. All our detection dogs will be fully accredited by either the NTIPDU or NASDU, all our drug detection dog handlers being qualified to a minimum level 3, explosive detection dog handlers will be qualified to a minimum level 4 with general purpose security dog handlers being qualified to a level 2 standard. We hold CT records for all our dogs and handlers, and these will be made available for inspection by the authorities.

The primary role of our SIA licensed security staff and general purpose security dogs will endeavor to ensure the safety, security and integrity of the site, the persons working within or attending the site, the equipment and structures contained within the site. Our supervisory/management team will ensure all our staff comply with their instructions to the best of their ability.

The primary role of explosive detection dogs will be to reduce the possibility of a major incident which could lead to full or partial evacuation of the site, fatalities, serious injuries or major disruption to the festival which could be caused by a suspect package or vehicle being left unattended and not accounted for which could contain an explosive or life threatening device. The primary objective is public safety. We can only endeavor to achieve this by using fully trained and accredited explosive detection dogs and handlers suitably qualified and trained to work such a dog.

STATEMENT OF INTENT
Inquest Canine Detection & Security Limited

Our drug detection dogs will achieve their objectives of ensuring public safety and reducing the amount of illicit substances that would be present in the festival without the use of such dogs by passively scanning all persons legally entering the event, which includes paying customers, staff, concessions and visitors.

Amnesty bins can be placed at the front of the search lanes to encourage persons in possession of illicit substances to dispose of them safely, without fear of arrest, prior to entering an event.

We use red wheelie bin type which are lockable, with a slot aperture and deflector plate, which will be chained and padlocked at the front of the queuing lanes with signage asking persons to use these bins to discharge any illicit substances prior to entering the search area where the Drug Detection Dogs will be based. A 2nd amnesty bin is usually placed outside the search tents.

Our protocol is usually this:

Indication by dog, which leads to a brief investigation by the handler (or their helper). Our handlers will use this speech – **“My dog SUGGESTS that you MAY be in possession of something that is either illegal or a prohibited item, if you are, you need to tell me now what it is and where it is and I will allow you to amnesty it prior to going for a search (on confirmation a ball is delivered to the dog – reward) if you tell me you are not and an illicit or prohibited item is found during a search you will not be allowed entry”**.

This usually encourages persons to admit to what they are carrying and they are then escorted to the 2nd amnesty bin to discharge it before going into the search tent for a search. If anything further is found that person is then usually denied entry to the event. A safe is also placed in each search tent for any finds by the search teams.

The amnesty bin at the end of the queuing lanes is used as the first point of surrender. The general entry search is the 2nd point of surrender, the dog scanning search being the 3rd point of surrender. If a person does not amnesty their substance at this point, or prior to this point in our opinion they should be denied entry if anything is found on them at the search tent. If nothing is found at the search tent and we have reasonable suspicion to suspect they are carrying an illicit substance we then have the option to put a 2nd dog over them. If that 2nd dog indicates (which there is no reason why it wouldn't) then that person could be either denied entry to the event, or handed to the Police (if onsite) for a more thorough search. The same should apply if the dog suggests the substance is plugged.

‘Reasonable suspicion as opposed to mere suspicion must be founded on fact. There must be some concrete basis for the officers suspicion that can be considered and evaluated by an objective third person’. An indication by a trained and accredited drugs dog being worked by a trained and accredited handler should pass this test every time.

STATEMENT OF INTENT
Inquest Canine Detection & Security Limited

Our objectives are to reduced the number of illicit substances from entering your event and to assist you in ensuring that the licensing objectives are upheld— (a) preventing crime and disorder, (b) securing public safety, (c) preventing public nuisance, (d) protecting and improving public health, and (e) protecting children from harm. The detection dog is not infallible and serves only to provide intelligence to the handler, police and search team.

Post event and on a daily basis, any substances placed in either the amnesty bins or drug safe will be handed over to the licensee for safe custody and disposal. Myself, or my handlers, will NOT take possession of any illicit or controlled substance.

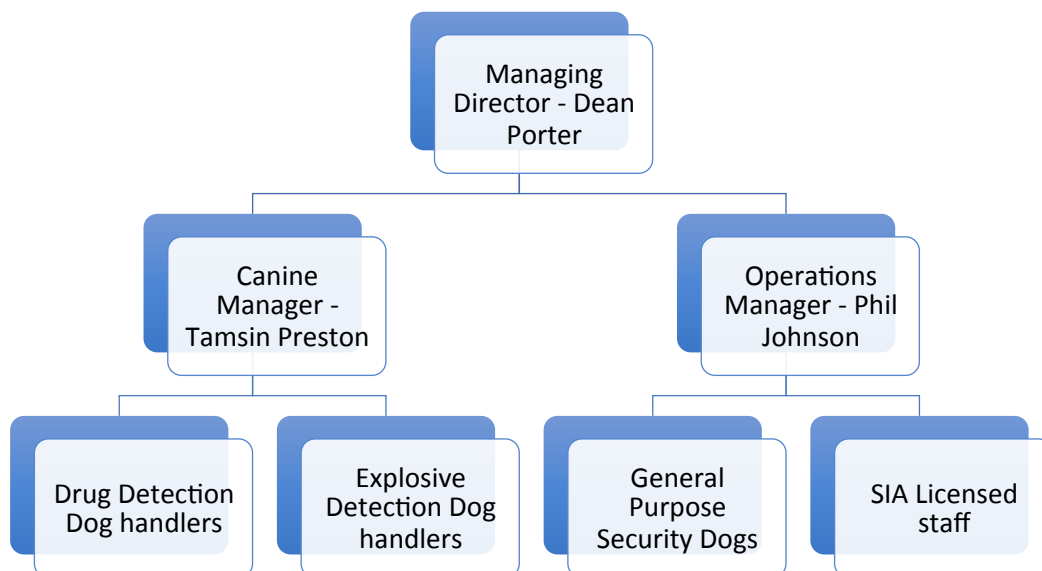
RAMS for our involvement will be forward to Mr Steve Allen, security coordinator, ahead of the event.

ICDS will not be responsible for the operations of the bars, campsite, main entrance, egress, dispersal, arena or stages.

Managing Director, Dean Porter will take overall responsibility for ICDS staff and dog handlers at WRFSTVL 2018. He will be the direct liaison with Steve Allen prior to, and during, the event.

Tamsin Preston will take control of the K9 operational order and welfare of all ICDS dogs on site. Tamsin can be contacted on 07701 372443 and canines@icdsevents.co.uk.

Phil Johnson taking control of the SIA staff operational order and deployment schedule. Phil can be contacted on 07701 372072 and phil@icdsevents.co.uk.



STATEMENT OF INTENT
Inquest Canine Detection & Security Limited

Signed

Dean Porter
Managing Director Inquest Canine Detection & Security Limited

Dean Porter

6th December 2017



To: Steve Allan

Date: 8th December 2017

SUBJECT TO CONTRACT

Dear Sirs,

Proposed Agreement: Letter of Intent

Further to our recent discussions and the information we have exchanged, the purpose of this letter is to acknowledge that we are entering into this letter of intent which, Security Nation Ltd agree to enter into an agreement with Lime Green Events.

The letter of intent is set to outline that: Security Nation have agreed to provide a Security Service role where we will provide security to: We are Festival 2018 to be held: Upminster Greater London during the periods of 25th / 26th / 27th May 2018

We are Festival is promoted and organised by Lime Green Events Ltd who will be applying for a license to host 39,999 persons daily with 7,000 camping and 30,000 day visitors. 2018 will be there 6th annual succession of We Are Festivals.

Security Nation have an agreement subject to change to provide for the following criteria:

- Perimeter positions
- External gates
- Evictions tent
- External Response

This letter of intent is being entered into to confirm our understanding of the principle terms and requirements, and our mutual willingness to proceed in mutual good faith to work towards the definitive agreements consistent with these terms.

A full Security operating schedule once agreed will follow.

Yours Faithfully

Marcel Cullers for and behalf of Security Nation Ltd

**GUARDFORCE SECURITY LTD**

Protection with Intelligence

Statement of Intent We Are Fstvl 2017 Bars Security Operation

Guardforce Security Limited is a Limited company registered in England and Wales. Registration number 4604163.

The company provides a committed independent service that employs a professional structured approach in delivering effective, positive results. We offer a timely service that is supported by an intelligence led method to provide the professionalism and high standards of delivery our clients expect. Our internal processes, preoperational plans and consequent activity will offer value for money and provide the necessary protection and deterrent to afford our clients the confidence and satisfaction they seek.

Guardforce Security Limited holds SIA Approved contractor status for the provision of Security Guarding, Door Supervision and Close Protection Services, Guardforce also holds BSI accreditation for ISO9001:20013

Guardforce Security Limited are insured by Aviva for Commercial Combined Insurance Policy Number 100533882CCI, Combined Liability & Professional Indemnity is Tokio Marine Kline Policy Number UK0047841601PL.

Guardforce Security Limited will be supplying SIA Licenced Door Supervisor personnel to Live We Are Fstvl for the We Are Fstvl from 26th May till 27th May Inclusive 2018.

The areas Guardforce will be covering are as follows:

All licenced Bars on site of various sizes numbers TBC

Dedicated Response teams to bars security operation

Plain clothes spotters on arena bars TBC

Queue management for all arena bars

Radio Controller for ELT



Guardforce will be supplying a management team to oversee the bars and revenue operation, we will also be running a plain clothes operation around, internal theft, Counterfeit Tokens, and organised crime relating to theft of revenue from bars.

- Incident occurs at or within the bar area – GF Response to attend and evaluate
- GF Response to record on Chest Cams
- If incident is Internal Theft/Counterfeit/or Organised Crime GF Manager to attend
- Person or Persons needing to be ejected – GF Response to take to Ejection Team/Centre on site
- GF response to hand over to ejection team/centre and must give the time and date, tabard number and name and SIA number of staff member requesting the ejection and the reason for this.
- GF Supervisor or Response Team member to complete incident report form and obtain from ejection team/centre an incident number.
 - A copy of GF incident response to be copied and handed in to ejection team/ processing centre and the original to be handed in to GF office on site

Each bar with a Disney style queuing system will be manned at the entry and exit point to control the flow of people through it. If a bars queuing system becomes a problem whereby it spills outside of the barrier system and into the event areas then a response team will be deployed to assist in controlling the crowd and advising to use other bars nearby which are empty or have less people in the queue system. We will be operating a Challenge 25 system at We Are Fstvl where all persons that look under the age of 25 will be asked for identification in way of Valid Passport, Drivers Licence or any valid ID card that We Are Fstvl see fit to accept. We have been operating this system for the past 10 years and have confiscated hundreds of fake ID's any person caught using fake ID is warned about possible ejection from the event and if caught a second time are ejected by GFS response via the ejection centre.

All of our staff will sign in on a daily basis with our admin team and will be in possession of their valid SIA licences all documents are checked by our admin team before deployment. Our staff will be issued with a numbered high viz vest corresponding to the role that they will be undertaking on the day. The vests are numbered back and front so as to be identified by cameras from a distance.

Warren Jones

Warren Jones

Director

APPENDIX D. MEDICAL MANAGEMENT PLAN



WE ARE FSTVL

Medical Support Plan 2018 (V1 – December 2017)

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INTRODUCTION

Events Medical Services Ltd (EMS) have been appointed as the medical providers for the 2018 running of We Are FSTVL, building on the success of previous years.

This document details how we propose to provide this medical support; in preparing our recommendations we have used outline site information provided by the event safety team and our extensive experience of other similar events.

INTENTION

Our aim is to:

- Ensure the timely availability of medical assistance to all parts of the site, including the car parks and related areas, in case of emergency.
- Provide a high quality primary and emergency care facility on site, to enable definitive medical treatment to be provided where possible.
- Ensure timely and appropriate referral and transport of patients requiring medical treatment that cannot be provided on site.
- Minimise the impact of the event on the local health economy.
- Ensure a prompt and co-ordinated medical response in case of a major incident, in conjunction with the statutory ambulance authority.
- Comply with or exceed the recommendations of the relevant sections of the Event Safety Guide (2014 edition).

MEDICAL CENTRE

This facility will be operational 24hrs a day from 1000hrs on Friday 25th until 1400hrs on Monday 28th; it will be located in a tented structure at the arena campsite entrance, with secure vehicle access. The medical centre will be staffed by a team of medical staff with wide-ranging event and clinical experience.

It will provide the following facilities:

- A reception and triage facility, to ensure that all patients are assessed on arrival, and seen in order of medical priority. Triage will be performed using the Glasgow Crowd Triage System.
- A fully equipped resuscitation area for the reception and stabilisation of seriously ill or injured patients.
- An area equipped for the assessment and treatment of patients with less serious conditions, to include facilities for walking and stretcher patients.
- An observation/holding area for patients requiring a period of observation or more prolonged care prior to discharge.
- A facility for medical staff on site to dispense prescription medications. As with the NHS, a charge will be made to cover the cost of drugs supplied.
- Provision for secure storage (in a refrigerator if necessary) of prescription medications belonging to festivalgoers.
- Appropriate counselling and provision of emergency contraceptive services.
- Facility for suturing wounds, minor surgical procedures and application of plaster casts to uncomplicated suspected fractures.

STAGES

Previous experience of similar events, and risk assessment of the artists playing on these stages, does not indicate the need for a permanent medical facility at these locations.

Staff will be available to respond immediately to any incident reported at these locations; where dynamic risk assessment indicates the need for a medical presence for a particular artist or audience activity, a response team and/or ambulance vehicle will be deployed to meet this need.

AMBULANCES

At least 2 paramedic-crewed vehicles will be available during event opening hours. This vehicles will be deployed at the discretion of the medical manager. A third 4x4 ambulance vehicle will be available to provide additional resilience on-site in the event that one of the site vehicles is required to transfer a patient to hospital.

A 4-wheel drive Rapid Response Unit equipped with a range of emergency equipment will be on site to deploy further staff and equipment to an incident where needed. In addition, a stretcher-carrying golf buggy will be available to facilitate response and casualty extraction within the campsite area.

No ambulance will enter the arena (or any designated pedestrian-only route) except in case of life-threatening illness, and then only with the specific agreement of the event safety team. To minimise the risk associated with vehicle movements in crowded areas, **all** ambulance movements must be authorised by the medical manager. Where at all possible, ambulances will be dispatched to a convenient access point and patients will be evacuated to there.

LIAISON WITH OTHER SERVICES

We recognise that London Ambulance Service NHS Trust (LAS) may wish to deploy a liaison officer to the site for some or all of this event; we would welcome any such visit.

We will liase with the receiving hospital prior to the event to ensure that they are aware of our presence and capabilities on site. We will maintain liaison with the receiving hospital during the event to ensure appropriate distribution of casualties requiring hospital care.

We will maintain close liaison with the site welfare services, to ensure that we complement each other's provision, and work in partnership to effectively meet the needs of each individual client.

CONTROL AND COMMUNICATION

All medical resources on site will be controlled by the medical controller based in the multi-agency event control room (ECR) who will maintain communications with the following:

- All medical resources on site
- LAS ambulance control
- Receiving hospitals
- Security and stewarding services
- Event management staff

All medical resources on site will operate on a secure radio net provided by the promoter, using equipment on dedicated frequencies). All EMS ambulances will be

equipped with cellular phones to facilitate communication when away from the immediate event site.

All requests for medical assistance on site will be dealt with by this control facility; we will reach agreement with LAS regarding the response to “999” calls which may be made from site, e.g. by mobile phone users. We would anticipate that these would be passed via the ECR to be investigated by the site medical resources in the first instance, to reduce vehicle movements in an already congested area.

The medical controller will keep a log of all communications relating to the medical operation, together with the actions taken. EMS will retain these logs in secure storage with the other event records in case of enquiry.

OFFSITE INCIDENTS

Responsibility for ambulance response to incidents occurring outside the event perimeter, including the surrounding roads, remains the responsibility of LAS.

The nature of the event means that it is likely that site medical resources may become aware of such incidents directly, and before LAS control are aware. Equally, traffic conditions and local geography may mean that an LAS response is significantly delayed. Where operationally possible, we will respond to any such incidents that we are made aware of; in the case of incidents notified directly to the ECR, the EMS duty controller will ensure that LAS control have been notified of the incident and our initial response to it.

In principle, no non-event patients will be brought onto the event site for further treatment, nor will event resources be used to transfer them to an offsite hospital for further treatment. In the event that further medical attention is required, LAS control will be contacted and asked to provide a suitable transport resource.

Where delay in waiting for LAS resources will place a patient at risk of death or significant deterioration then a decision will be made by the EMS medical manager as to the best course of action. This may include deployment of further site medical resources (doctor/specialist skills) transfer to the on-site medical centre for further stabilisation, or release of a site ambulance for immediate transfer to hospital.

HOSPITALS

The listed receiving hospital for this event is QUEENS HOSPITAL, Romford, RM7 0AG.

Where appropriate, patients requiring hospital care will be referred directly to the admitting medical team; we will liaise with the receiving hospital and LAS to ensure appropriate distribution of patients and availability of specialist beds (e.g. intensive care).

All patients who may require referral to hospital will in the first instance be transported to a Medical Centre; this is to allow appropriate stabilisation and referral of patients to definitive care, and best utilisation of transport resources. In case of life-threatening illness, patients may be evacuated directly to hospital with the agreement of the medical manager.

Subject to the needs of the on-site service, we will provide a shuttle service on request from the hospital to return patients to site once their treatment is complete; patients conveyed to hospital will be provided with the contact details to access this service.

In the event of a patient requiring aeromedical evacuation (potentially for major trauma), a designated helicopter landing site will be identified. Helicopter support will only be available on specific request from the senior doctor on duty through LAS ambulance control.

DOCUMENTATION

All patient contacts will be recorded on standard EMS patient report forms. Patients transferred to hospital, or requiring follow-up from their family doctor, will be provided with a copy of their treatment record.

These records are confidential when completed; a summary will be provided to the promoter at the end of the event. We will immediately notify the event safety team's nominated representative of any incident that appears to be reportable under RIDDOR and related legislation, to allow appropriate investigation and remedial action to be taken if necessary.

Patient records will be retained by EMS and stored securely for at least 7 years (longer in the case of treatment provided to a minor).

All manual records will be entered retrospectively onto the EMS computerised PAS system to allow for complete and comprehensive reporting, and subsequent analysis and use for future event planning.

We will operate our usual alerting system to identify any pattern or recurrent theme amongst patients attending the medical facilities to allow real-time attention to any developing safety issues on site.

STAFF

Medical staffing levels proposed for this event are based on our experience at other similar events, and reflect the expected workload and case mix. They comply with or exceed the requirements of the Event Safety Guide. Full details are contained at Appendix B

All medical staff are required to provide evidence of their qualifications and ongoing professional development.

Doctors are required to have full GMC registration, ALS/ATLS certification, and have all had recent emergency medicine experience. At least one doctor with advanced airway competencies will be available on site at all times.

Nurses come from a range of acute specialties (predominantly A&E); all have full NMC registration and current ILS certification. Many have additional skills such as suturing, nurse prescribing and ENP qualifications.

Paramedics all hold state registration; several also hold ECP qualifications and are empowered to work to their full scope of practice.

First aiders come from a range of backgrounds and experiences; acceptable basic qualifications include FAW, Red Cross Standard First Aid, IHCD First Person on Scene, military CMT qualifications, student paramedics etc.

All staff are required to sign a “Declaration of Offences” form and are subject to enhanced-level clearance through the Disclosure & Barring Service.

All staff will wear appropriate uniform clothing that readily identifies them as medical staff, including appropriate high-visibility clothing as operationally required. The promoter will specify what site passes/wristbands will be necessary, and will supply these to EMS for distribution; in addition all EMS staff will carry photo ID.

STAFF FACILITIES

All staff meals will be provided by the event organisers at the designated crew catering facility. Hot and cold drinks will be available at all work areas to ensure that staff remain well hydrated.

Eating and drinking will not be permitted in clinical areas; managers will ensure that all staff are allocated (and take!) breaks away from their working area, to ensure that we comply with the spirit of the European Working Time Directive. Particular attention will be paid to drivers’ hours of duty in line with the company H&S policy.

In line with the EMS Smoking Policy, smoking will not be permitted whilst on duty and in public areas; a designated smoking area will be identified.

Staff will be very welcome to camp on site; the event organiser will provide access to a secured crew camping area with access to toilet and shower facilities; EMS will make provision for issue and laundry of uniform items as required.

PRESS AND MEDIA ENQUIRIES

We will provide general information regarding the number of patients seen and the number conveyed to hospital on request. No further information regarding individual cases will be made available. Any requests for other information will be dealt with by the EMS Duty Manager.

CLINICAL WASTE

All staff will be aware of and comply with the EMS Operational Policy regarding clinical waste. This will be identified and segregated at source, and stored securely on site in the designated containers provided for this purpose.

Clinical waste disposal will be the responsibility of EMS; we will make suitable arrangements with our licensed waste contractor for its removal from site. Copies of waste transfer notes will be available on request.

HEALTH AND SAFETY

The health, safety and welfare of the staff deployed to this event is of prime concern to us; all staff (regardless of parent agency) are required to comply with the EMS Health and Safety policy. The EMS duty manager will have responsibility for Health & Safety matters on-site for the duration of this event.

Any member of staff suffering an injury or occupational illness must report this to the medical manager, who will ensure that the statutory Accident Book is completed as appropriate.

ARRANGEMENTS IN CASE OF MAJOR INCIDENT

In the event of a major incident occurring, LAS becomes responsible for the medical arrangements, and the EMS Duty Manager will hand over control to their Ambulance Incident Officer. Until this formal hand over of command, all resources on site will be managed by the medical manager.

- All first aid, ambulance and medical staff will work under the direction of LAS officers to provide emergency medical treatment to the injured.
- The senior doctor on site will assume the role of Medical Incident Advisor unless/until relieved by the doctor nominated by LAS.
- No personnel or resources will attend the incident unless directed by the medical manager.
- At the conclusion of the incident, medical control will be returned to the EMS Duty Manager (assuming that the event as a whole can continue)

All staff will be briefed on their action in case of major incident at the briefing held at the start of each shift.

A supply of emergency equipment for the initial management of a major incident, including triage labels, additional emergency blankets and equipment for survivor self-help, will be held at the main medical centre.

Dr Matt Robbins
Medical Director, Events Medical Services
December 2017

Appendix A

Events Medical Services Ltd Mission Statement and Objectives

Events Medical Services aims to provide high-quality medical support in a flexible and imaginative way to meet the needs of both event organisers and participants.

To this end we will:

- Ensure that medical treatment is immediately available, and is provided to the highest possible standard, in line with current available guidelines for best practice.
- Ensure that our staff are appropriately qualified and receive ongoing development relevant to their individual needs and the specialist requirements of the service
- Monitor and audit our activity to ensure that we are providing the best possible service, and develop new guidelines and protocols where necessary.
- Respond positively to any complaints or criticisms of our service, and use these to improve the service we offer at future events.
- Respect the confidentiality and autonomy of our patients, and act in the best interests of our patients at all times.
- Ensure that our service is readily accessible to all individuals and groups attending events at which we work, and that no patient is disadvantaged due to race, gender, religion, disability or sexual preference.
- Actively seek to develop close working relationships with all statutory and voluntary organisations involved with the provision of an integrated medical and welfare service, including the receiving hospital trusts.
- Where possible deliver a complete package of medical treatment to an individual patient, to minimise the impact of an event on the local health service infrastructure. Where ongoing care is required, we will communicate effectively with other healthcare providers to ensure a seamless continuum of care.
- Operate in a way that minimises the risks to the Health, Safety and Welfare of our staff and others who may be affected by their actions and activities.

We Are Festival 2018
Appendix B
Medical Staffing/Deployment

Campsite Active Hours (1200-0100 Fri, 0100-0300 Sun, 0100-0300 Mon, 0800-1400 Mon)

	<i>Doctors</i>	<i>Nurses</i>	<i>Para/IHCDT</i>	<i>FA/EMT</i>	<i>Admin</i>	<i>Manager</i>
<i>Medical Centre</i>		2		4		
<i>Ambulance crew</i>			4			
<i>Command & Control</i>					1	<i>Silver</i>
TOTAL		2	4	4	1	1

“Quiet” Hours (0300 – 1000 Sat/Sun, 0200-0800 Mon)

	<i>Doctors</i>	<i>Nurses</i>	<i>Para/IHCDT</i>	<i>FA/EMT</i>	<i>Admin</i>	<i>Manager</i>
<i>Medical Centre</i>		1		3		
<i>Ambulance crew</i>			2 (+ on call crew)			
<i>Command & Control</i>					1	
TOTAL		1	2	3	1	ON CALL

Arena Open Hours (1000-0100 Sat/Sun)

	<i>Doctors</i>	<i>Nurses</i>	<i>Para/IHCDT</i>	<i>FA/EMT</i>	<i>Admin</i>	<i>Manager</i>
<i>Medical Centre</i>	2	3		8	1	
<i>Ambulance crew</i>			6			
<i>Mobile response</i>			2	8		
<i>Command & Control</i>					1	<i>Silver</i>
TOTAL	2	3	8	16	2	1
<i>PG Suggested (Score 35)</i>	1	2	8	12		

Appendix C
We Are FSTVL 2018
Medical Provision Risk Assessment Tool
(Ref. The Event Safety Guide 1999)

A)	Nature of Event	Music Festival	3
B)	Venue	Includes overnight camping	5
C)	Standing/seated	Standing	3
D)	Audience Profile	Predominantly young adults	3
E)	Past history	Low casualty rate previously	-1
F)	Expected numbers	<40 000	24
G)	Expected Queuing	Less than 4 hours	1
H)	Time of year (Outdoor events only)	Spring	1
I)	Distance to nearest suitable A&E	Less than 30mins by road	0
J)	Profile of definitive care	Choice of A&E departments	1
K)	Additional Hazards	None as defined	0
L)	Additional on-site facilities	Suturing	-2
		GP/Psychiatric facilities	-2
		Plastering	-2

TOTAL SCORE FOR EVENT: 33

Purple Guide Suggested Provision:

Ambulance	2
First Aider	12
Ambulance Personnel	8
Doctor	1
Nurse	2
Ambulance Manager	1
Support Unit	0

We Are FSTVL 2018
Appendix D
Facilities / Resources Required

The promoter will provide:

- All required tentage for medical centres and first aid posts, complete with solid flooring, lighting and power supply as specified
- Suitable tables and chairs, numbers to be notified
- All medical centre signage, suitably lit at night
- A secure staff camping area
- Main meals for staff at crew catering facility
- Dedicated regularly serviced toilet facilities for all clinical areas, type and number to be agreed
- Telephone landline facilities for control room, and radio equipment necessary to operate on the general event radio net
- All necessary portable radio communications equipment for use by EMS staff
- Stretcher carrying golf buggy as specified
- Site plans, maps and security passes/wristbands for staff as necessary

Events Medical Services will provide:

- Appropriately trained and experienced uniformed staff as specified
- Appropriately equipped ambulance and emergency response vehicles as specified
- All necessary medical equipment and furniture, drugs, medical gases and consumables to provide the service as detailed
- All necessary IT equipment (hardware and software) to operate the medical control facility, and the patient administration system
- All necessary heating, cooling and hand washing facilities for medical centres
- All necessary linen and bedding
- All necessary transport to get medical equipment to/from site, including vehicle hire as necessary
- All fuel and other necessities for vehicles used by the medical team
- Attendance at pre/post event meetings as necessary

APPENDIX E. TRAFFIC MANAGEMENT PLAN

APPENDIX F. ALCOHOL MANAGEMENT PLAN



Alcohol Management Plan

at

**We Are FSTVL
Damyns Hall Aerodrome
Upminster
UK**

2018

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Scope

This Operations Plan addresses the public bar operations that will be managed and overseen by Freemans Event Partners at We Are FSTVL, Damyns Airfield, Upminster in 2018.

This Plan will be updated following each meeting between FREEMANS EVENT PARTNERS and We Are FSTVL and its version number changed incrementally to ensure document control.

Bars Managed

All bars for the event will be managed by Freemans Event Partners under the direction of Jamie Coleman (Operations Manager) & Marc Wheeldon (Client Director) and their management team.

The Bars are referred to by number for ease, this numbering corresponds to the numbers on site plan.

All bars will sell all products and they can only be purchased with We Are FSTVL bar tokens. There will be no cash taken on any bars on site, only allowing for tokens and credit card as payment.

Each bar will be clearly labelled at the front and back entrance with an A3 laminated sign stating the bar number.

Site Plan Number	Area	Friday Trading Hrs	Saturday Trading Hrs	Sunday Trading Hrs
Bar 1.	Main arena	N/A	11:00 – 00:00	11:00 – 00:00
Bar 2.	Main arena	12:00 – 2:00	11:00 – 00:00	11:00 – 00:00
Bar 3.	Main arena	N/A	11:00 – 00:00	11:00 – 00:00
Bar 4.	Main arena	N/A	11:00 – 00:00	11:00 – 00:00
Bar 5.	Main arena	N/A	11:00 – 00:00	11:00 – 00:00
Bar 6.	Main arena	N/A	11:00 – 00:00	11:00 – 00:00
Bar 7.	Main Arena	N/A	11:00 – 00:00	11:00 – 00:00
Bar 8.	VIP	N/A	11:00 – 00:00	11:00 – 00:00
Bar 9.	VIP (XLUSIV)	N/A	11:00 – 00:00	11:00 – 00:00
Bar 10.	VIP	N/A	11:00 – 00:00	11:00 – 00:00
Bar 11.	Main arena	N/A	11:00 – 00:00	11:00 – 00:00
Bar 12.	Main arena	N/A	11:00 – 00:00	11:00 – 00:00
Bar 13.	Main arena	N/A	11:00 – 00:00	11:00 – 00:00
Bar 14.	Main arena	N/A	11:00 – 00:00	11:00 – 00:00
Bar 15.	Campsite	12:00 – 2:00	11:00 – 2:00	11:00 – 1:00

Specific action to protect children from harm

FREEMANS EVENT PARTNERS and We Are FSTVL are committed to ensuring that alcohol is not sold to anyone under 18. The event is for over 18's only, who will be asked to show identification before gaining entry to the event. FREEMANS EVENT PARTNERS will not be held responsible for any persons under the age of 18 gaining entry to the premises, however FREEMANS EVENT PARTNERS bar staff will also be checking the ID of any customer whom they feel does not look over 25 (as per the Challenge 25 company policy, see Appendix 1)

The We Are FSTVL customers will be advised of the Challenge 25 policy through the website and other social media, stating that identification will be requested consistently at all bars. This publicity both serves to ensure that fans bring identification with them to the event and clearly signals to minors that attempts to purchase alcohol will not be successful.

Challenge 25 posters will be clearly displayed at all serving points, along with posters stating that it is an offence to attempt to purchase alcohol if you are under 18 or on behalf of an under 18.

*The **ONLY** accepted proof of age documents are:*

- 1) Passport (Not a photocopy)*
- 2) EU Photocard Driving Licence*
- 3) Proof Of Age Card – bearing a PASS hologram*

All bars will have SIA registered stewards managing entrance to queuing lanes and they will also ID customers as per the Challenge 25 policy.

Bar staff on the front line will also be required to check the ID of any customer who appears to be under 25 and will be reminded of this obligation at their daily briefing.

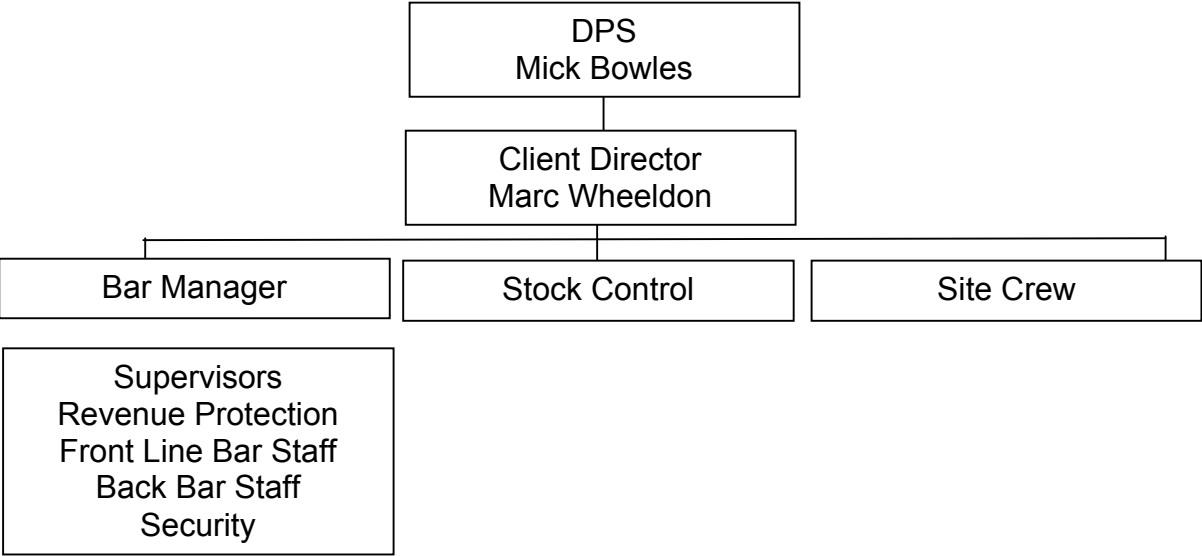
All FREEMANS EVENT PARTNERS bar staff will have participated in a training session, either at FREEMANS EVENT PARTNERS HQ or onsite. Training will be delivered by a member of FREEMANS EVENT PARTNERS staff, and cover Challenge 25, conflict management and serving intoxicated customers. They will have all signed to confirm they have received training and understand their legal obligations under the Licensing Act 2003 and then be issued with a wristband for ease of identification.

A log will be kept on each bar detailing any customers who are refused service or entry to the queuing lanes as satisfactory ID has been requested but not been presented.

A log will also be kept of the amount of challenges that have been made where approved ID has been presented and the sale concluded.

All challenge/refusal information will be reported back to event organisers and will be available for inspection by local authorities if required.

Bar Operations



Appendix 2 contains the job descriptions for all management level roles, however some are explained further below.

Bar Management

Each bar will have a dedicated Bar Manager and team who are conversant with the requirements and responsibilities for the sale of alcohol.

They will directly instruct, monitor and support their staff in ensuring the requirements of the Licensing Act 2003 are adhered to at all times.

We will ensure that all Bar Managers are personal license holders. A copy of each licence will be held by the bars office, a copy provided to the DPS as requested and a copy in the Bars Manager Pack.

Bar Managers are responsible for briefing all their staff before each trading day, as per Appendix 3.

Staff

Freemans Event Partners aim to recruit the majority of our own staff with the assistance from a contracted agency that will support with experienced bar staff. All staff undergo a telephone screening followed by an induction day managed on site by dedicated staffing managers. We recruit mainly those with previous bar experience but use others as runners and cellar staff.

We never employ any person under 18 years of age to work for us in any capacity.

All bar staff are briefed by the Bar Manager & Staffing Officer before their shift commences. They will have completed the staff declaration (Appendix 4), a copy of which, will be held by the staffing team, on site, throughout the event.

Control of Illegal Sales

We Are FSTVL will inform all event traders and instruct the event security that all trader vehicles will be searched before entering a site to prevent large quantities of alcohol being brought onto site for illegal sale.

Any amount deemed to be above that acceptable or reasonable for personal consumption may be confiscated. This system is employed by us at all festival sites and proves successful in helping control illegal alcohol sales.

We will monitor all areas of the site for illegal sales of any alcohol or any unacceptable products offered for sale.

We will work closely with the site security, police and trading standards to ensure the best systems of prevention, detection and apprehension are maintained.

We will take immediate steps to stop any breach of the licensing act in respect of alcohol sales when they become known to us and will inform the DPS and event organisers, immediately of any such breach.

Equipment

All equipment owned by the company is maintained in a safe condition and maintenance records are kept in accordance with the Provision and Use of Work Equipment Regulation 1992. The use of all equipment has been the subject of risk assessment in accordance with the management of Health and Safety at Work Regulations 1999. All employees have been trained in the use of the equipment, as applicable, and have been assessed as being competent in its operation.

Staff Welfare

To ensure the wellbeing of our staff, facilities will be provided at every bar to enable staff to take breaks, have water or a hot beverage and a meal will be provided during each 8 hour shift.

At each major bar there will be suitable and sufficient numbers of toilets and hand washing facilities available.

Drink and Drugs Policy

The Company encourages those employees who drink alcohol outside of working hours to do so in sensible quantities. The abuse of drugs of any form will not be condoned.

Employees are expected to convey a professional image at all times and to refrain from drinking alcohol during the working day, including break times.

Managers should take responsibility for the welfare of their staff and must undertake to provide a trusting, confidential and supportive relationship.

Disciplinary action will be taken against any employee who uses, stores or supplies illicit drugs at the event. The Company may also refer the matter to the police who could bring criminal proceedings against an employee in these circumstances.

Right to Search

In the interests of security, staff may be asked by an authorised person (i.e. Manager or Senior Manager) to volunteer for a search, undertaken by a trained SIA security officer of their outer clothing, locker, bag, vehicle etc.

The employee can request that personal searches be carried out in private and that they may have an employee of the same sex in attendance.

By carrying out a search, there is no implied accusation nor is there necessarily suspicion of dishonesty.

First Aid

All event bars have first aid kits and all staff will be advised of the location of the first aid posts on site. Bar managers will be fully aware of how to contact the onsite medical team, for either a staff or public response.

Fire and Emergencies

In the event of an emergency the bar is to be evacuated via the nearest emergency exit. The nominated person is to raise the alarm in accordance with the site arrangements. Bar managers will be aware of call signs and protocol as per the Event management Plan.

All bars are fitted with fire extinguishers; employees are only to operate the extinguisher if they consider that it is safe to do so and have been trained. In the event of a fire the preservation of life takes priority.

Bar managers will ensure that any used packaging materials and other refuse, is not stored adjacent to any tented structure but are stored away from the tents ready for collection by waste management

Hazardous Substances

All hazardous substances (cleaning chemicals etc) have been identified and material Safety Data Sheets obtained. Assessments for their use have been undertaken and employees have been made aware of the health risks associated with their use and the control measures necessary in accordance with the Control of Substances Hazardous to Health Regulations 1999 (COSHH).

Personal protective clothing will be provided where appropriate and staff will receive training in its use.

Noise

Staff will be issued with ear plugs in order to protect them from prolonged exposure to noise. They will be instructed to wear them at all times when on duty. Staff will be encouraged to take breaks away from noisy areas.

Protecting the Public

Members of the public are forbidden access behind the event bars at all times.

Access will be prevented by the use of heras fencing and SIA guarding to ensure only the correctly accredited staff are given access.

In the event that a member of the public is creating a nuisance or offering verbal or physical assault the security staff are to be contacted for assistance.

Accident Reporting

The FREEMANS EVENT PARTNERS accident procedure will be followed at all times. The occurrence will also be reported to the site health and safety manager at the time.

Incident report forms can be found on each bar in the legal/reporting folder.

Waste Control

The event management's arrangements for the disposal of waste and refuse will be adhered to at all times. On no account will refuse or waste to be left on site unless stored appropriately in the correct location.

Site Sign Off

Before FREEMANS EVENT PARTNERS leave site once an event has finished a member of We Are FSTVL staff or site team must be available to inspect all FREEMANS EVENT PARTNERS areas & equipment for a final sign off with a member of FREEMANS EVENT PARTNERS Management. FREEMANS EVENT PARTNERS shall not be liable for any issues not recorded in this sign off.

Appendix 1: Challenge 25



CHALLENGE 25 COMPANY POLICY & PROCEDURE

The FREEMANS EVENT PARTNERS Group operate a 'Challenge 25' age verification policy. This means that if a person looks under the age of 25 years of age they must prove they are over 18 years old, by presenting an acceptable form of photo identification bearing their photograph, date of birth, and a holographic/ultraviolet mark. The Challenge 25 FREEMANS EVENT PARTNERS Group Company Policy and Procedure has been put in place to not only protect the business but also the employees, sub-contractors and anyone else affiliated with the company including the venue/customer.

The following procedure must be complied with at every event FREEMANS EVENT PARTNERS selling alcohol:

- FREEMANS EVENT PARTNERS Group will have a list of all operators on site including Personal Licence holders details on each bar prior to the event. Any changes to staff must be reported to FREEMANS EVENT PARTNERS Group Management
- Test purchasing will occur randomly at We Are FSTVL and feedback will be presented.
- A training representative will provide staff training before the event, utilising the Challenge 25 presentation along with practical examples – supplied by Mark Worthington.
- All bars will display at least 3 x Challenge 25 posters clearly visible to customers
- A4 Challenge 25 posters will also be displayed at till points
- Training Events will be held prior to the event at the FREEMANS EVENT PARTNERS Group head office and onsite where by any staff working on FREEMANS EVENT PARTNERS Bars, and or subcontractor bars MUST attend - training will include; Challenge 25, Conflict Management and dealing with drunk customers.
- This training must be documented (syllabus, who delivered it, when and where), auditable and signed for by the recipient and be available for examination at reasonable request by police or authorised officer.
- Each staff member, following training/onsite refresher training and signing of the register, will receive a "Challenge Trained" wristband to indicate that they have completed the training. This will be issued by the staffing team. Each bar will also have a register of all staff, signed, to confirm they have received training.
- Every bar on site **MUST** be given a Challenge 25 Policy folder which clearly identifies the issues and provides the following:
 1. **Points of Contact**
 2. **Challenge 25 Briefing**
 3. **Examples of acceptable forms of ID**
 4. **Refusal of Service & Conflict Management**
 5. **Handling fake/ false ID**
 6. **An example of the date of birth relevant to customer being 18**
 7. **A refusal register (All staff must fill in details of customers that have been refused service)**
 8. **Challenge 25 Training Log**
 9. **SIA Security Personnel Log**
 10. **Incident form – this form should be used to document any issues relevant to any of the licensing objectives that may have happened during the day. Or for accidents & injury**
 11. **Fake ID documents – for logging the surrender of suspected fake ID, receipts & sealable**

envelopes

The policy folder, including all documents relating to staff training, refusals, incident forms etc. must be handed into FREEMANS EVENT PARTNERS Group Management at the end of each day. This is the responsibility of the Personal Licence Holder and Bar Manager.

Should an incident occur the steps outlined below must be adhered to at all times

- Contact the appropriate FREEMANS EVENT PARTNERS Group Manager for the venue
- Fill in the **Incident Report Form** within your Challenge 25 Policy pack
- Obtain a statement from the member of staff involved in the incident
- Obtain a statement from the Bar Manager from the site involved in the incident
- Where possible obtain a statement from the customer/staff member

TESTING & SPOT CHECKS

Please be reminded that testing on Challenge 25, dealing with drunk customers and conflict management will occur at events randomly. Staff may be asked individually and Bar Managers may be asked to show proof of training/ briefing documents.

**IF AT ANY POINT YOU UNSURE OF ANY OF THE ABOVE STEPS PLEASE CONTACT A FREEMANS
EVENT PARTNERS GROUP MANAGER WHO WILL GO THROUGH ANY ISSUES YOU MAY HAVE
CONTACT DETAILS**

Marc Wheeldon
FREEMANS EVENT PARTNERS CLIENT DIRECTOR
Marc.Wheeldon@freemanseventpartners.co.uk
0796 931 4556

Jamie Coleman
OPERATIONS MANAGER
Jamie.Coleman@freemanseventpartners.co.uk
07966 762 148

Mark Worthington
Licensing Consultant
Mark@worthingtonsls.co.uk
07810 297 770

Appendix 2: Job Descriptions

Job Description Senior Management

Responsible To: DPS

Responsible For Design and executing agreed Bar Operations Plans and ensuring that the Licensing Objectives are adhered to

- Prevention of crime disorder
- Public Safety
- Prevention of public nuisance
- Protection of children from harm

Main Duties

- Organise and manage all staff on site with the staffing team
- Conduct risk assessments, ensuring safety of all employees and public
- Ensure plans are effectively carried out
- Operate the Challenge 25 scheme and ensure staff are trained accordingly

Job Description Bar Manager

Responsible To: Senior Manager

Responsible For Bar Operations ensuring that the Licensing Objectives are adhered to

- Prevention of crime disorder
- Public Safety
- Prevention of public nuisance
- Protection of children from harm

Main Duties

- Manage individuals bars
- Allocation of staff to Bars
- Ensure operational, cash and stock plans are adhered to carried out
- Operate the Challenge 25 scheme and ensure staff are trained accordingly
- Be a personal license holder

Job Description Supervisors

Responsible To: Bar Manager

Responsible For Operating a bar or managing the EPOS till, ensuring that the Licensing Objectives are adhered to

- Prevention of crime disorder
- Public Safety
- Prevention of public nuisance
- Protection of children from harm

Main Duties

- Supervisor staff on bars assisting Bar Manager
- Ensure operational and stock plans are adhered to
- Operate the Challenge 25 policy and ensure staff are trained accordingly
- Ensure that all areas are run efficiently and sales are maximized

Job Description Site Crew

Responsible To: Senior Managers

Responsible For: Site Crew, tools and equipment

Main Duties:

- Ensure prompt completion of tasks given by Senior Managers
- Ensure the safe working environment for team members
- Make sure that only licensed or trained people drive forks or other vehicles
- Ensure the safe keeping of tills and equipment
- Be responsible for recovery of materials and equipment to designated storage

Appendix 3: Staff Briefing Notes

Staff Briefing Notes

Please cover all of the below points in the staff briefing before you open for service.

Introduce your staffing officer who can cover welfare, breaks, hours and timesheets.

	PLEASE TICK
WELCOME	
Thank you for coming, hope you enjoy your day.	
Introduce yourself, key members of staff and security.	
HEALTH & SAFETY	
Safety is everyone's responsibility, but I am here to help.	
Identify Fire exits / Fire Safety / Muster Point	
What to do in case of accident or injury + incident report forms	
Manual Handling – very important for those doing lifting & carrying	
Personal Protective Equipment (PPE) - very important for those doing lifting & carrying.	
CHALLENGE 25	
All staff should be aware of importance and completed training & wearing wristband.	
Fancy dress and makeup can alter appearance - check ID photo and be certain.	
If any doubt or queries, ask for assistance from manager or security.	
All refusals to be noted in log book.	
All staff to keep count of how many ID checks they do each day – note on timesheet.	
Advise of date to check for on ID – highlight posters on display.	
WELFARE	
Food & Breaks – when breaks are, when food is served, what you are allowed to drink.	
Where the staffing area is – seating / toilets	
Please ensure to wash your hands and use hand sanitizer	
Any issues, please speak to the manager of staffing officer	
Make sure you sign in and out!	
DRINKS SERVICE	
Introduce the drinks menu; how to serve and ask them to become familiar with prices	
Till training will be provided by the cash team shortly.	
Let the staff know where the nearest public water point is.	
Encourage quick, efficient and friendly service!	
SEARCHES & ETIQUETTE	
Please ensure you have handed in and declared all valuables and money.	
You may be searched during your shift this is as much for your protection and as ours.	
This applies to all staff, including managers.	
No drinking alcohol or giving away free drinks.	
Failure to comply with company policies may result in termination of your working agreement; all policies are available in the staff handbook.	

EVENT	
DATE	



STAFF DECLARATION

I agree and sign to confirm understanding of the following:

- I will attend and fully complete the Challenge 25 training in accordance with company policy, which includes:
 - Challenge 25 initiative
 - Conflict Management
 - Dealing with those who are intoxicated

A record of this training will be kept in the Challenge 25 document on the bar. I understand that if I fail to comply I will be unable to work.

- I am aware of the accepted forms of ID and key points to spot counterfeits.
- I have been briefed upon the location of the first aid and fire equipment, and told which individuals to notify about injuries. I have been informed that it is my responsibility to record any injuries.
- I have received the Bar Staff Handbook. I have read, understood and shall abide by the:
 - Uniform guidelines.
 - Alcohol and Drugs policy
 - Health & Safety policy
 - Social Media policy
- I understand that any personal possessions I bring to site are at my own risk.
- I will smoke only in designated areas and only during designated breaks.
- I have read through the Customer Service Guide in the Bar Staff Handbook and shall do my best to deliver excellent service at all times.

Print Name	
Sign	
Date	

APPENDIX G. NOISE MANAGEMENT PLAN

WE ARE FSTVL 2018

NOISE MANAGEMENT PLAN (DRAFT)

VC-102587-NMP-0001

R01

7TH DECEMBER 2017



VANGUARDIA

DOCUMENT CONTROL			
DOCUMENT TITLE	WE ARE FSTVL 2018 NOISE MANAGEMENT PLAN DRAFT	REVISION	R011
DOCUMENT NUMBER	VC-102587-NMP-0001	ISSUE DATE	7TH DECEMBER 2017
PROJECT NUMBER	102587	AUTHOR	R DOLLING
STATUS	DRAFT	CHECKED	
ISSUED TO	CLIENT	PASSED	DRAFT ONLY

REVISION HISTORY		
REVISION	NOTES	DATE ISSUED
R00	ISSUED FOR COMMENT BY CLIENT	7 TH DECEMBER 2017
R01	ADDED PARA REGARDING EXISTING BASELINE LEVELS 5.19 &5.20	7 TH DECEMBER 2018

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1 . I N T R O D U C T I O N

- 1.1. Vanguardia has been commissioned by WE Are FSTVL to provide a noise management plan for the event to be held in 2018.
- 1.2. The 2018 event will include some changes to the site layout from the previous year's event in 2017, mainly to accommodate up to 29,999 day customers, with up to 9,999 on the campsite.
- 1.3. Details are provided within this Noise Management Plan to show operational hours and the plans for entertainment throughout the event.
- 1.4. The purpose of this document is to describe the sound monitoring and management scheme that will be put in place to minimise music noise levels at each of the off-site receptors, as previously agreed with the local authority, Havering Council.
- 1.5. It is intended that this document is considered a "live" document which will evolve with on-going liaison between the event promoter, local residents and Havering Council.
- 1.6. A glossary of acoustic terms has been presented in Appendix A.

2 . E V E N T I N F O R M A T I O N

- 2.1. The 2018 event will provide camping facilities the Friday night for up to 9,999 people and will host low level managed entertainment on Saturday and Sunday, with a capacity of 29,999 per day and will include a mixture of outdoor and tented arenas.
- 2.2. Any outdoor noise sources will cease by 23:00hrs on the Saturday and Sunday which will reduce the off-site noise impact significantly and any tented arenas will close by 00:30hrs in order to manage the egress from the site and ease demand for transportation.
- 2.3. On Friday, there will be managed low sound level entertainment until 01.30hrs (Saturday morning), to provide late night entertainment for the campers.
- 2.4. The arenas will run as follows:
- Friday: one outdoor arena until 23.00hrs, plus one indoor arena until 01.30hrs
- Saturday: eight arenas: one until 22.30hrs, one until 23.00hrs, two until 00.00hrs and four until 00.30hrs.
- Sunday: eight arenas: one until 22.30hrs, one until 23.00hrs, two until 00.00hrs and four until 00.00hrs.
- 2.5. In order to ease egress, six arenas will remain operational post 23:00hrs, although the noise levels within these arenas will be significantly reduced with the objective of achieving off-site noise targets.

3 . L I C E N C E C O N D I T I O N S

- 3.1. Although the licence conditions for the 2018 even have not been finalised, it is assumed at this stage that the conditions will remain largely the same as the 2017 event. The expected conditions are presented below.
- 3.2. A noise management plan will be prepared by a specialist acoustic consultant as part of the event management plan.
- 3.3. Outdoor music will finish at 23:00hrs and marquees operating after this time will be positioned to ensure minimum sound bleed and will have acoustic screening around the rear of the speakers where possible.
- 3.4. Film, live music, recorded music, performance of dance, provision of facilities for making music and dancing has been granted for the following hours.

Friday 25th May 14:00hrs to 01:30hrs – campsite entertainment only

Saturday 26th May 2018 – 11:00hrs – 00:30hrs

Sunday 27th May 2018 – 11:00hrs – 00:30hrs

4. ENTERTAINMENT NOISE CRITERIA

- 4.1. The established guidance for noise from outdoor music events is contained in the Noise Council's Code of Practice on Environmental Noise Control at Concerts (1995). The recommended noise limits contained within the code of practice for events held between the hours of 09:00hrs and 23:00hrs are summarised in Table 1 below.

Table 1 Recommended Noise Limits

Concert Days Per Calendar Year, Per Venue	Venue Category	Guideline
1 to 3	Urban Stadia or Arenas	The MNL should not exceed 75 dB(A) over a 15 minute period.
1 to 3	Other Urban and Rural Venues	The MNL should not exceed 65 dB(A) over a 15 minute period
4 to 12	All Venue	The MNL should not exceed the background noise level by more than 15 dB(A) over a 15 minute period.

- 4.2. There are only three event days proposed at the venue in 2018, therefore taking the guidance from Table 1 above, the criterion that should be applied is that the music noise level should not exceed 65 dB, $L_{Aeq} (15 \text{ minutes})$ measured at the façade of the nearest residential property.
- 4.3. After 23:00hrs, the Noise Council Code of Practice suggests that for events continuing or held between the hours of 23:00hrs – 09:00hrs, the music noise should not be audible within noise sensitive premises with windows open. At many other UK events that operate after 23:00hrs, a limit of 45 dB(A) has been adopted and subjective assessment carried out to ensure there are no single dominant music noise sources clearly audible.
- 4.4. We Are Festival is only operational until 00:30hrs, the purpose of this is to ease egress after the main stages have finished. The noise levels onsite will drop significantly once the main stages have finished minimising the off-site noise impact from the event.

5. NOISE ASSESSMENT

- 5.1. To establish the baseline noise environment at the nearest residential properties a noise survey was carried out to provide measured data.
- 5.2. An attended noise survey was carried on Sunday 21st September 2014 between 16:00hrs and 00:30hrs which is considered to be the quietest time when the festival is operational. The locations surveyed include Damyns Cottages, Lakeside, Gerpins Lane, Parkland Ave, Usk Road and Hacton Lane.
- 5.3. A plan showing all survey locations has been presented in Appendix B.
- 5.4. The noise climate at Damyns Cottages consisted of continuous traffic noise from vehicles passing by and occasional dog barks during first measurement. There was a decrease in traffic flow during the night-time measurement.
- 5.5. The noise climate at Gerpins Lane included some operational noise from the recycling plant, bird song and occasional vehicles passing during the day-time measurement. There were occasional vehicles passing during the night-time measurement and the wind through the trees was present on all measurements.
- 5.6. The noise environment at Lakeside included distant traffic noise present throughout, occasional local vehicle movement, some aircraft noise, and domestic noise from houses in the road. Bird song was present during the day-time measurement.
- 5.7. The noise climate at Parkland Ave included some distant traffic noise, wind in the trees throughout and some bird noise and local traffic present in the day-time measurement.
- 5.8. The noise climate at Usk Road consisted of distant traffic noise from the M25 throughout, some pedestrians passing the monitoring position and local vehicle movement during both day and night-time measurements.
- 5.9. The noise climate at Hacton Lane was dominated by traffic passing on the Hacton Lane. There were moderate vehicle flows through both day and night-time measurement periods and some pedestrian noise also present.
- 5.10. Additionally, there were aircraft regularly passing overhead at all monitoring locations.

5.11. The weather during the noise survey on 21st September 2014 consisted dry and bright conditions for the daytime periods and approximately 16oC with light north to north-westerly winds, less than 5m/s. During the night-time the conditions were cold with clear skies and light north to north-westerly winds less than 5m/s and approximately 8oC.

5.12. The equipment used for the noise survey comprised of the following:

Larson Davis LxT Statistical Sound Level Meter Serial Number: 003642

Larson Davis Calibrator, CAL200 Serial Number 3482

5.13. All sound level meters were calibrated both before and after the noise survey and no significant variation in the calibration level was noted.

5.14. The measurements taken are presented in Tables 2 – 7 below

5.15. It was not possible to visit all the monitoring locations between 23:00hrs and 00:30hrs so some of the night-time assessments relate to noise levels taken slightly earlier.

Table 2 Baseline Noise Survey Results– Damyns Cottages

Damyns Cottages					
Assessment Period	Start Time	LAeq,15min	LA90,15min	63Hz Leq,15min	125Hz Leq,15min
	(hh:mm)				
Day	17:23	67.9	46.7	68.2	62.6
Night	21:37	65.2	39.7	63.4	55.8

Table 3 Baseline Noise Survey Results – Gerpins Lane

Gerpins Lane					
Assessment Period	Start Time	L _{Aeq,15min}	L _{A90,15min}	63Hz L _{eq,15min}	125Hz L _{eq,15min}
	(hh:mm)				
Day	16:55	53.1	39.1	58.5	53.7
Night	21:14	51	35.0	53.5	46.1

Table 4 Baseline Noise Survey Results – Lakeside

Lakeside					
Assessment Period	Start Time	L _{Aeq,15min}	L _{A90,15min}	63Hz L _{eq,15min}	125Hz L _{eq,15min}
	(hh:mm)				
Day	16:30	48.6	37.6	61	52.4
Day	20:46	53.6	32.6	61.9	54.2
Night	23:27	32	28.4	43.3	35.7

Table 5 Baseline Noise Survey – Parkland Ave

Parklands Ave					
Assessment Period	Start Time	L _{Aeq,15min}	L _{A90,15min}	63Hz L _{eq,15min}	125Hz L _{eq,15min}
	(hh:mm)				
Day	18:53	46.6	37.9	51.7	48.6
Night	22:50	36.2	31.0	46.5	39.8
Night	00:10	30.8	28.5	42.1	36.1

Table 6 Baseline Noise Survey – Usk Road

Usk Road					
Assessment Period	Start Time	L _{Aeq,15min}	L _{A90,15min}	63Hz L _{eq,15min}	125Hz L _{eq,15min}
	(hh:mm)				
Day	15:52	52.8	47.6	56.6	52
Night	23:08	52.9	47.5	63.4	50.8

Table 7 Baseline Noise Survey – Hacton Lane

Hacton Lane					
Assessment Period	Start Time	L _{Aeq,15min}	L _{A90,15min}	63Hz L _{eq,15min}	125Hz L _{eq,15min}
	(hh:mm)				
Day	16:23	58.4	47.0	64.0	55.3
Night	22:27	57.3	36.0	55.2	58.3

- 5.16. The guidance from the Code of Practice advises that for rural areas used for 1-3 events per calendar year, a music noise level (MNL) of 65 dB(A) over a fifteen-minute period at the nearest noise sensitive premises is recommended for events finishing no later than 23:00hrs. This is the criterion that will be used throughout the noise management for the We Are FSTVL 2018 event.
- 5.17. After 2300hrs, the Code of Practice suggests that for events continuing or held between the hours 2300 and 0900, the music noise should not be audible within noise sensitive premises with windows open in a typical manner for ventilation. A condition that has been adopted by many other local authorities that operate successfully after 23:00hrs is 45dB(A) L_{eq} (15-min).
- 5.18. The Code is designed to provide guidance for noise at outdoor events and balance the potential disturbance in the local community against the enjoyable experience of the audience.
- 5.19. The results of the baseline noise survey, taken at a time when no entertainment was taking place, indicate that the existing L_{Aeq} at Damyns Cottages, both during the daytime and night time was above 65dB and 45dB respectively. This was due to continuous traffic noise from

vehicles passing by during the daytime, with a reduction in traffic during the night time period, however, the level here remained significantly higher than 45dB at night.

- 5.20. During the night time period at Usk Road, Gerpins Lane and Hacton Lane, the existing baseline noise levels were above the 45dB criteria, without entertainment taking place. The soundscape at each of these locations was dominated by road traffic noise.

6. NOISE MANAGEMENT PLAN

- 6.1. The sound management programme fundamentally follows the procedures that have been successfully adopted at outdoor concerts and festivals over the past 30 years throughout the UK including We Are FSTVL, and are detailed below:

SITE DESIGN

- 6.2. Vanguardia consultants will liaised with the production company, sound system supplier and local authority to find the most appropriate site layout that would minimise the noise impact at off-site locations.

MITIGATION MEASURES

- 6.3. For We R Festival 2018, where possible the use of barriers will be introduced behind all major speaker stacks on stages that are operational after 23:00hrs. In order for this to have maximum effect the barrier should be sufficiently high and long enough to reduce the noise from both speaker stacks and any monitor speakers on the stage in order to reduce rear end noise projection.
- 6.4. The barriers should be constructed of as high-density material as possible in order to sufficiently attenuate the low frequency noise. It is proposed straw bales will be stacked as close as practicable to the rear of the speaker stacks. This method of control has been effectively carried out at other venues in the UK however a fire officer should be consulted on the appropriate risk assessments associated with this mitigation.

SOUND SYSTEMS

- 6.5. All sound system suppliers will be informed of the requirements of noise control and the type and location/orientation of their systems. Their contract of hire will also specify that the overall control of sound levels will be set by the Promoter and/or their appointed agent (acoustic consultants).
- 6.6. The sound systems for each stage should be set up in such a way as to minimise the noise impact at noise sensitive properties. Where possible, sound systems should be flown rather than ground stacked in order to focus the speakers downwards into the audience area. The

speakers should be directed inwards as much as possible to reduce overspill from the intended coverage area.

- 6.7. Cardioid sub-bass loudspeaker systems will be used where possible to reduce the propagation of low frequency noise. This method has been successfully achieved significant noise reductions at numerous venues and festivals across the UK.

PRE-EVENT INFORMATION

- 6.8. A letter or newspaper advertisement should be circulated to local residents at least 2-weeks prior to the event, informing them of the details of the event and including start and finish times of both the event and any sound-checks. The advertisement should also include a dedicated telephone number for noise complaints. The Local Authority should give guidance on the area to be covered by a letter drop.
- 6.9. A telephone complaints line should be made available for the duration of the event. Should any noise complaints be received, a consultant will investigate the complaint and if noise levels are above those specified in the licence conditions, immediate action will be taken to reduce the levels at the noise source. A complaints log should be maintained throughout the event, detailing addresses of complaints, times and actions. The promoter will advise the Environmental Health Department of the likely times of rehearsals and sound-checks, although this is unlikely to be known until very near the production set up. The promoter will also agree timings for production set up.
- 6.10. Permanent noise monitors will be provided at the mixer desk positions.
- 6.11. All noise meters will comply with the required standards and be calibrated.
- 6.12. Vanguardia will liaise with the Council and comply with their complaints procedure.
- 6.13. The event production team and Vanguardia will comply with any reasonable instructions given by the licensing authority.
- 6.14. Vanguardia will provide consultants and technicians to monitor the onsite and offsite noise levels.

SOUND PROPAGATION TESTS

- 6.15. On the day before the event, the production team should carry out short sound checks and as part of this process, acoustic consultants will undertake sound propagation tests to correlate the music noise levels at the mixing desk with those observed at the most sensitive sound control positions. The results of these tests will be used to 'fine tune' the sound system in order to maximise the containment of music and set an appropriate sound limit at the mixer positions.

SOUND CONTROL WITHIN THE VENUE

- 6.16. The music noise levels at the mixing desk position will be continuously monitored in terms of 15 minute and 1-minute L_{Aeq} values. The noise limit will be set in 15-minute intervals but the 1-minute values provide acoustic consultants with immediate information of the music noise levels.
- 6.17. As part of the managerial process, the sound engineers of any individual artistes appearing at the event will be informed prior to arriving at the mixer of the need to adhere to the sound limits and instructions issued to them in relation to sound control.
- 6.18. Vanguardia will undertake sound tests prior to the event to determine a correlation between onsite and offsite sound levels. The limit set at the mixer desks will be agreed with the Council's Environmental Health Officer and the correlation checked at intervals throughout the event and reductions made when necessary.

SOUND MONITORING OUTSIDE THE VENUE

- 6.19. Noise measurements outside of the site will be taken at agreed monitoring locations periodically during the event and in response to any complaints that may be received.
- 6.20. After 23:00hrs, each monitoring location will be visited in turn in order to establish which is affected the most from music noise from the event. This location would then be used as the control point to ensure the noise limits are not exceeded. When music noise levels have been adjusted to appropriate levels the other monitoring location will be visited again to ensure compliance with the noise limit. Action necessary to reduce music noise levels will be relayed to the mixer position and immediate instructions issued to the sound engineers to resolve any potential problems.

6.21. The following monitoring locations have been agreed with Havering Council Environmental Heath Officers:

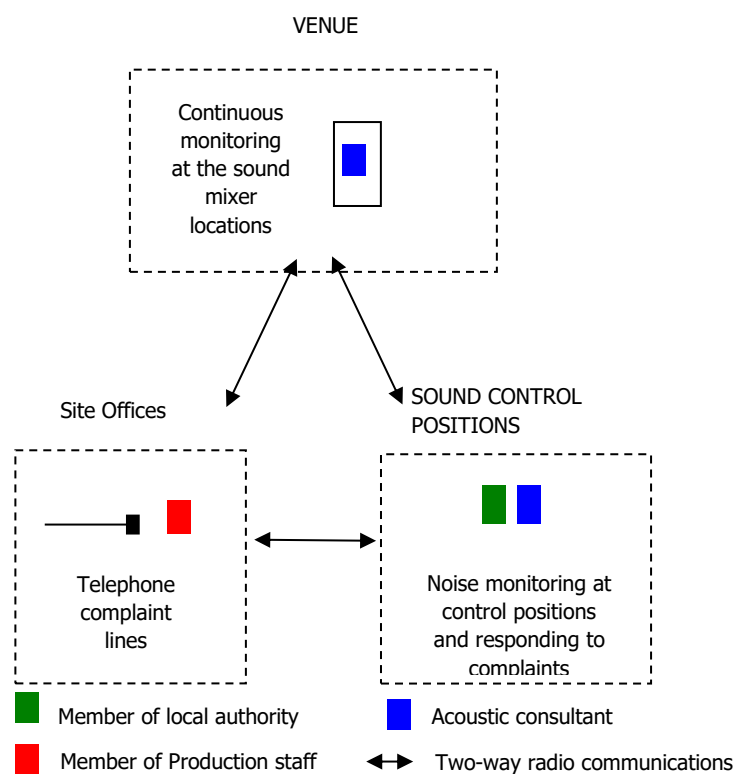
- Damyns Cottages
- Gerpins Lane
- Lakeside - Rainham
- Parkland Ave – Upminster
- Usk Road – Thurrock
- Hacton Lane – Upminster

6.22. Additional monitoring locations may be established following close liaison with Thurrock Council or during the event following complaints.

TELEPHONE COMPLAINTS LINE

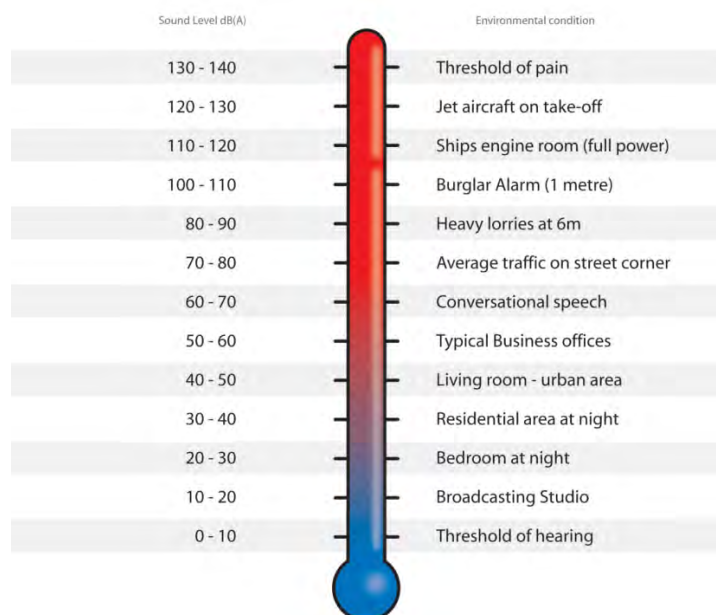
6.23. A telephone line has been in place since the 2013 show and will be re-activated for the 2018 event with BT.

6.24. A schematic of the control communication protocol is provided below:



7. APPENDIX A – GLOSSARY OF TERMS

- 7.1. Noise is defined as unwanted sound. The range of audible sound is from 0dB to 140dB, which is taken to be the threshold of pain. The sound pressure detected by the human ear covers an extremely wide range. The decibel (dB) is used to condense this range into a manageable scale by taking the logarithm of the ratio of the sound pressure and a reference sound pressure.
- 7.2. The frequency response of the ear is usually taken to be about 18Hz (number of oscillations per second) to 18,000Hz. The ear does not respond equally to different frequencies at the same level. It is more sensitive in the mid-frequency range than at the lower and higher frequencies, and because of this, the low and high frequency component of a sound are reduced in importance by applying a weighting (filtering) circuit to the noise measuring instrument. The weighting which is most used and which correlates best with the subjective response to noise is the dB(A) weighting. This is an internationally accepted standard for noise measurements.
- 7.3. The ear can just distinguish a difference in loudness between two noise sources when there is a 3dB(A) difference between them. Also when two sound sources of the same noise level are combined the resultant level is 3dB(A) higher than the single source. When two sounds differ by 10dB(A) one is said to be twice as loud as the other.
- 7.4. The subjective response to a noise is dependent not only upon the sound pressure level and its frequency, but also its intermittency. Various indices have been developed to try and correlate annoyances with the noise level and its fluctuations. The parameter used for this measure is Equivalent Continuous Sound Pressure Level (LAeq). The A-weighted sound pressure level of a steady sound that has, over a given period, the same energy as the fluctuating sound under investigation. It is in effect the energy average level over the specified measurement period (T)



and is the most widely used indicator for environmental noise. A few examples of noise of various levels are given right:

APPENDIX B – NOISE SENSITIVE LOCATIONS







VANGUARDIA LIMITED

LONDON OFFICE

Southbank Technopark
90 London Road
London SE1 6LN

HEAD OFFICE

21 Station Road West, Oxted
Surrey RH8 9EE

NORTH WEST OFFICE

3A Toft Road, Knutsford
Cheshire WA16 0PE

Tel +44 (0) 1883 718690

office@vanguardia.co.uk
vanguardia.co.uk

APPENDIX H. EVENT CONTINGENCY PLANS

Roles & Responsibilities

Promoter	Lime Green Events Ltd (LGE)	The organisation responsible for staging the event. The holder of the premises licence and the occupier of the event site under the hire agreement issued by the landowner.
Event Organiser	Reece Miller, LGE.	The Event Organiser is the person responsible for all aspects of licensing and public safety and will be present and available during the event. The Event Organiser, or a Deputy will be available throughout the construction and breakdown of the event.
Operations Director Deputy Event Organiser Designated Premises Supervisor	Mick Bowles	Responsible for the production of the Event Management Plan and the overall tactical integration of onsite resources in relation to the requirements of that plan and those of the various event stakeholders. Responsible for the tactical response to incidents outside the normal running of the event. Responsible for monitoring compliance of event operation with Event Safety Management Plan and with premises licence conditions generally. Ensure bars operation complies with requirements of Alcohol Management Plan/Premises Licence and promotes the licensing objectives.
Security and Crowd Safety Management Deputy Event Organiser.	Steve Allen, Crowd Safety	Responsible for the production of the Crowd Management and Security Plan and the tactical planning required in the formulation of that plan. Responsible for the tactical deployment of security staff resources in conjunction with security providers.
Site Infrastructure and Services Management Deputy Event Organiser	Vicki Smith, APL	Responsible for the provision of on site facilities and resources in respect of both the Event Management Plan and the operational and logistical requirements of the Event Organiser. Responsible for the tactical deployment of site resources in conjunction with the appropriate contractors.
Traffic Management	Geoff Cox, CTM	The traffic manager will be the person responsible for producing and implementing the traffic management plan, including emergency contingency plans as required. This includes all required signage, pre-planning, any necessary traffic orders and on site management
Overnight Bronze Deputy Event Organiser	tbc	The Overnight Bronze will deputise for the Operations Director outside the hours of licensed entertainment.

Alternates

Role	Primary	Alternate
Event Organiser	Reece Miller, LGE.	Steve Durham, LGE.
Operations Director	Mick Bowles	Steve Allen, Crowd Safety
Security and Crowd Safety Management	Steve Allen, Crowd Safety	Trevor Arthey, Crowd Safety.
Site Infrastructure and Services Management	Vicki Smith, APL	Paul Ludford, APL.
Traffic Management	Geoff Cox, CTM	David McDonald, CTM
Overnight Bronze	tbc	Trevor Arthey/Paul Ludford

APPENDIX I. FIRE SAFETY MANAGEMENT PLAN

Hc VY JbgYftYX"

APPENDIX J. ADVERSE WEATHER PLAN

Previous History and Data

From late September 2013, through to January 2014 a large amount of rainfall was experienced at the site, the transport hub area was particularly badly affected with standing water prevalent throughout.

At this time Lime Green Events instructed specialist ground contractor Hugh Pearl (Land Drainage) Limited, to install a sports field drainage system.

The works have been successful in the removal of standing water, but as further precaution temporary metal roadway tracks are always deployed to ensure the functional operation of this critical area throughout the event.

Ground conditions elsewhere on site will be continually monitored throughout the year and should drainage issues be experienced, similar groundwork's will be undertaken.

10 YEAR AVERAGE DATA FOR MONTH OF MAY (2005 TO 2014) INCLUSIVE				
Max Temp °C	Min Temp °C	Rainfall mm	Wind Speed m/s	Gust Speed m/s
25.1	5	48.24	3.89	13.06

MAY 2014 AVERAGE DATA				
Max Temp °C	Min Temp °C	Rainfall mm	Wind Speed m/s	Gust Speed m/s
25	4	84.6	3.89	12.78

* Rainfall data taken from <http://www.metoffice.gov.uk/> using Heathrow.

** Temperature and wind data taken from <http://www.wunderground.com/> using RM14 2TN.

Procedures

Pre and Post Event

A site inspection will take place prior to the event to determine ground conditions and suitability of the event site.

Various precautions will be taken during the build period to preserve ground conditions, these include avoiding access across grass wherever possible, and the use of temporary trackway roads where required. Consideration will also be made during site design to utilise existing roads and pathways where possible.

Provision of stock and materials for adverse weather will be arranged prior to or during the event build e.g. bark/woodchip, straw, pedestrian trackway and gazebos.

Weather forecasts will be monitored throughout the build and break periods by the H&S Manager and Site Manager, the build and break schedule and site operating times will be adjusted as appropriate with any forecast of inclement weather.

Staff welfare facilities will be available throughout the build and break, including the provision of sanitation, refreshments and shelter.

First aiders or other trained medical staff will be onsite throughout build and break periods.

Operational Procedures

Considerations and planning will be made to operational areas of the site during public occupation. This will include the switching of tent entrances to preserve ground conditions wherever possible.

Standby crew will be available throughout the event to carry out ground duties including the distribution of woodchip etc.

Several tractors or 4 wheeled drive vehicles will be retained on site during the event should rainfall cause any issues with vehicles leaving the carparks. It should be noted that these have not been utilised on recent events including 2014 after the area experienced significant rainfall.

Staff welfare facilities will be available throughout the event, including the provision of sanitation, refreshments and shelter.

Extensive medical facilities are available whilst the event is open to the public. Further details can be found in the Medical Management Plan at Appendix F.

Emergency Procedures

Emergency procedures are in place at the event to control the risk of any incident developing or increasing, and/or to assist with the safe evacuation of all or part of the event site should the need occur.

A robust showstop procedure has been developed and will be communicated to relevant personnel at the event.

For further details please refer to the Event Management Plan.

Weather Monitoring

The ECR Manager will monitor various online weather forecasts throughout the event.

Weather forecasts and warnings will be passed to agencies and management teams as appropriate.

Major structures such as outdoor stages will be fitted with anemometers, these will be monitored by the contractor or event staff and information will be relayed accordingly.

Communication to the Public

Information for public attending the event is listed on the event website at:

<http://www.wearefstvl.com/info>

Throughout the event various public communication media will be available, including: Stage Screens, Stage PA and social media such as Facebook and Twitter.

Specific Risks and Considerations

Wet/Cold Weather	
Public	<p>Extensive medical facilities and personnel available in the arena and campsite. External medical care <30 minutes. Welfare facilities available in campsite and arena Emergency stock of tents available from on-site contractor Medical and welfare tents equipped with heating Limited stock of all-weather clothing and equipment from onsite traders Limited sheltered entertainment available in arena and campsite. Variety of hot refreshments available for purchase. Pre-event customer information posted on website and social media During the event information posted on website and social media</p>
Staff, Workers and Artists	<p>Relevant PPE and wet weather equipment supplied to staff. Extensive medical facilities and personnel available in the arena. Trained first aider on duty during event build and break periods. External medical care <30 minutes. Dedicated staff welfare facilities available including hot and cold refreshments, shelter and washing/shower facilities. Contractors to supply ponchos to staff, limited stock available through site office. Shelter available in portacabins, marquees and gazebos.</p>
Site	<p>Onsite medical provider equipped with suitable vehicles. Event fire service equipped with suitable vehicle. A variety of plant onsite. Temporary trackway roads provided in key areas in arena, campsite, car parks and transport hub Subscribed weather forecast in place Robust emergency procedures in place.</p>

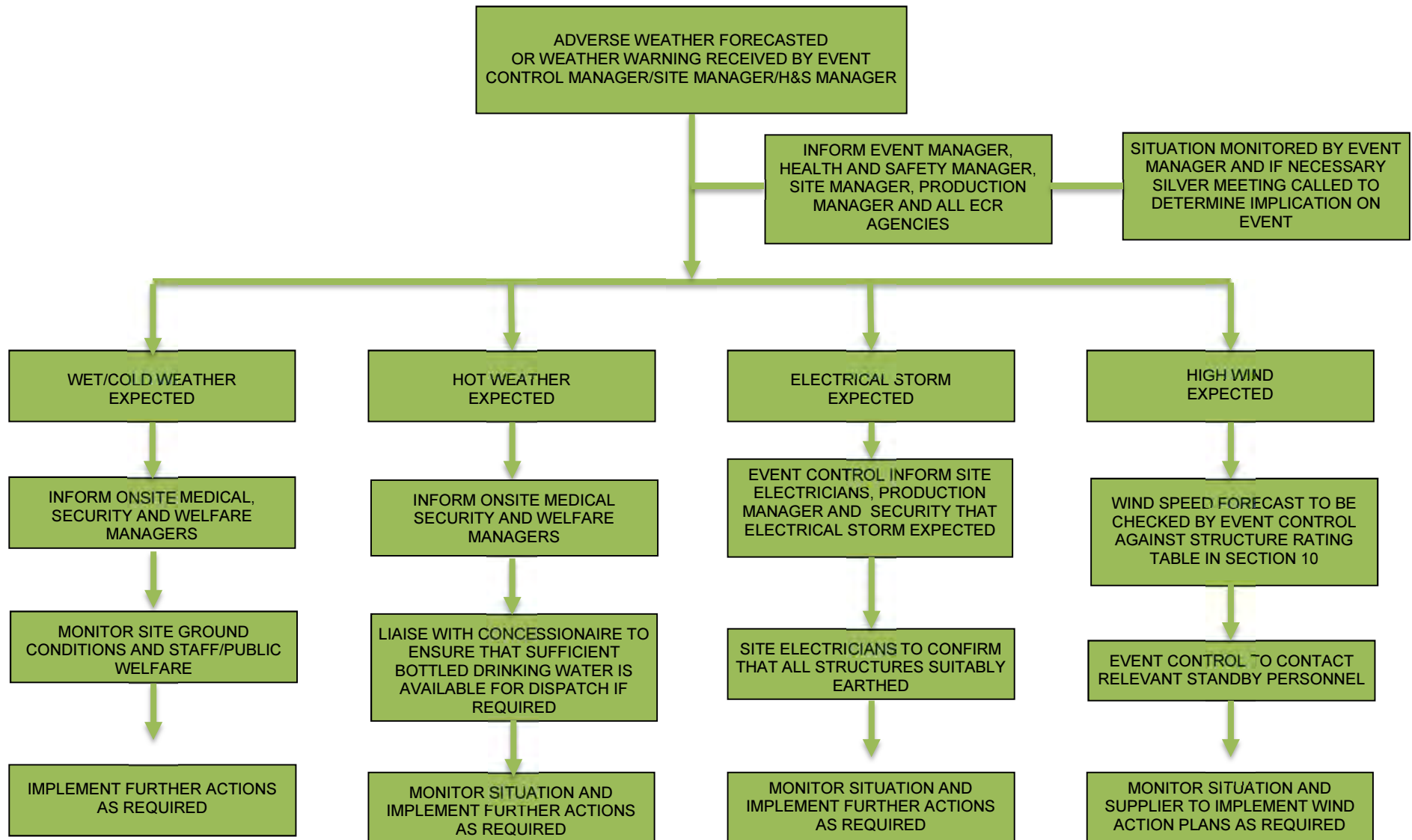
Hot Weather	
Public	<p>Drinking water outlets positioned at the sanitation points within the arena and campsite Bottled drinking water reserve held. Extensive medical facilities and personnel available in campsite and arena External medical care <30 minutes. Welfare facilities available in campsite and arena Sunscreen available from the medical and welfare posts in campsite and arena Pre-event customer information posted on website.</p>
Staff, Workers and Artists	<p>Sunscreen available. Dedicated staff welfare facilities available including hot and cold refreshments, shelter and washing/shower facilities. Shelter available in tents, portacabins and gazebos. Bottled drinking water available for all staff.</p>

Site	Provision of water supplies. Subscribed weather forecast in place
-------------	--

High Wind	
Public	Extensive medical facilities and personnel available in arena and camp[site] External medical care <30 minutes.
Staff, Workers and Artists	Relevant PPE supplied to staff. Under direction of production manager, standby crew available to make adjustments to stage scrims, screens and set. Extensive medical facilities and personnel available in campsite and arena Trained first aider on duty during event build and break periods. External medical care <30 minutes.
Site	Structures supplied by reputable and experienced companies and installed by competent persons. Structures of suitable design to relevant standards. Suppliers and Contractors provide a wind action plan and standby crew for each major structure. Anemometers installed on-site. Event fire service onsite throughout event Robust emergency procedures in place.

Electrical Storm	
Public	Extensive medical facilities and personnel available in arena and campsite External medical care <30 minutes.
Staff, Workers and Artists	Relevant PPE supplied to staff. Extensive medical facilities and personnel available. Trained medical staff on duty during event build and break periods. External medical care <30 minutes.
Site	Structures earth bonded as appropriate and certified by competent electrical contractor. Electricians on site throughout event. Event fire service onsite throughout event. Portable firefighting equipment located throughout event site. Subscribed weather forecast in place Robust emergency procedures in place.

Adverse Weather Actions – Event, Build, Break



Structure & Wind Speed Ratings

Structure Wind Speed Table

N.B. Structure data will be inserted during the event planning process.

Structure	Grid Ref	Supplier	Level 1			Level 2			Level 3		
			m/s	mph	Kmh	m/s	mph	Kmh	m/s	mph	Kmh

Wind Speed Conversion Chart

Beaufort Force	Description	Specification on Land	Knots	Km/h	mph	m/s	kN/m ²
0	Calm	Smoke rises vertically	0	0	0	0	0
1	Very light	Direction of wind shown by smoke drift but not by wind vanes	0-3	1-5	1-3	1-2	.002
2	Light Breeze	Wind felt on face, leaves rustle, ordinary wind vane moved by wind	4-6	6-11	4-7	2-3	.005
3	Gentle Breeze	Leaves and small twigs in constant motion, wind extends light flag	7-10	12-19	8-12	3-5	.015
4	Moderate breeze	Wind raises dust and loose paper, small branches move	11-16	20-29	13-18	5-8	.039
5	Fresh breeze	Small trees in leaf start to sway	17-21	30-39	19-24	8-11	.074
6	Strong breeze	Large branches in motion, telegraph wires whistle	22-27	40-50	25-31	11-14	.120
7	Near gale	Whole trees in motion, inconvenient to walk against wind	28-33	51-61	32-38	14-17	.177
8	Gale	Twigs break from trees, difficult to walk	34-40	62-74	39-46	17-20	.245
9	Strong gale	Slight structural damage occurs, chimney pots and slates removed	41-47	75-87	47-54	20-24	.353
10	Storm	Trees uprooted, considerable structural damage	48-55	88-101	55-63	24-28	.481
11	Violent storm	Widespread damage	56-63	102-117	64-73	28-32	.628
12	Hurricane	Widespread damage	>64	>118	>74	>32	

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Goods Vehicle Operator's Licence

Paul Monk trading as Herringbone Driveways Ltd of 3 Sims Close, Romford, RM1 3QT is applying to change an existing licence as follows.

To keep an extra 1 goods vehicle and 0 trailers at the operating centre at Mount Pleasant Farm, Southend Arterial Road, Hornchurch, RM11 3UJ. Owners or occupiers of land (including buildings) near the operating centre who believe that their use or enjoyment of that land would be affected, should make written representations to the traffic commissioner at Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF, stating their reasons, Within 21 days of this notice.

Representors must at the same time send a copy of their representations to the applicant at the address given at the top of this notice. A guide to making Representations is available from the traffic commissioner's office.

NOTICE OF APPLICATION FOR A PREMISES LICENCE UNDER SECTION 17 OF THE LICENSING ACT 2003

Notice is hereby given that Lime Green Events Ltd has applied for a premises licence in relation to We Are FSTVL, Damyns Hall Aerodrome, Aveley Road, Upminster, RM14 2TN. to permit the provision of the following licensable activities:

The provision of regulated entertainment (plays, films, live music, recorded music, performance of dance); Friday 14:00 to Saturday 03:00, Saturday 10:00 to Sunday 03:00, Sunday 10:00 to Monday 01:30hrs.

Provision of late night refreshment; Friday 23:00 to Saturday 05:00, Saturday 23:00 to Sunday 05:00, Sunday 10:30 to Sunday 05:00, Sunday 23:00 to Monday 05:00hrs.

Supply of alcohol; Friday 12:00 to Saturday 02:00, Saturday 10:30 to Sunday 02:00, Sunday 10:30 to Monday 01:00hrs.

On one occasion of four consecutive days (Friday to Monday inclusive) per year, between 1st May – 30th September annually. Full details of the application can be inspected at the address noted below during normal business hours. A representation by any person or a responsible authority regarding this application can be made to The Licensing Authority Town Hall Main Road Romford RM1 3BD. Website: www.havering.gov.uk

Such representation must be received in writing by 18th January 2018 clearly stating the grounds upon which the representation is made in relation to the four objectives of the Licensing Act 2003. It is an offence to knowingly or recklessly make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for the offence is unlimited.

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Interested Parties (Valid Representations of
support)

C2C Rail Limited
2nd Floor
Cutlers Court
115 Houndsditch
London
EC3A 7BR

10th January 2017

C2C/We Are FSTVL Partnership 2018

To whom it may concern,

As the rail company connecting the South Essex Coast to Central London, we have worked with many large event organisations in the past to provide travel plans. We have enjoyed working with We Are FSTVL team over the last five years, with supporting them as a key stakeholder and watching the event grow, they have always acted with professionalism and integrity.

We look forward to supporting the event in 2018 and would support a permanent premise license as the local train operator.

Yours faithfully



Cassandra Sutton
Head Of Delivery Programmes.

Ensignbus

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Lime Green Events
WeAreFSTVL 2018

11/01/18

We are an independent family run business that operates a very large amount of Pre Planned and Emergency Rail Replacement on behalf of TFL along with a large number of public bus services across Essex & London alongside rail replacement, emergency rail replacement and strike cover for C2C, DLR, National Express and Abellio across the South East.

Ensignbus has worked with Lime Green Events since the inception of WeAreFSTVL in 2013 providing transport to and from the event. We work with Lime Green Events & C2C to provide a safe and efficient transport plan which has grown along with our partnership over the past 5 years.

As the size of the event has grown Lime Green Events and ourselves have worked closely together to identify the demands of our customers and enhance the transport plan as necessary. This starts with a meeting post show to identify any improvements that need to be addressed for the following year, We then move on to the planning making sure we have a secure transport plan ready for the start of show and communication continues until the last customer arrives at their destination safely.

The main bulk of the operation is between the event site and Upminster Station with a very large amount of buses being used leading to a frequent service both on to the site and back to the Station when the event has finished reducing disruption to the local community to a minimum.

We fully support the application for a permanent premise license following the operation in 2017 and believe if the application is granted it will allow further investment to be made by Lime Green Events to make an already successful event even stronger.

We look forward to supporting We Are FSTVL in 2018 and many more years to come.

A handwritten signature in black ink, appearing to read 'Jon Lupton', written over a thin horizontal line.

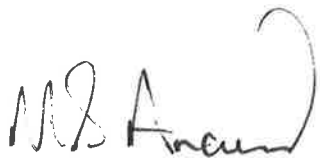
Jon Lupton
Commercial Manager

FAO- Licensing Havering

I'm a local business located opposite Upminster Station. We see thousands of festival goers every year come out of the station into the high street and they cause little public nuisance or disruption to us.

I attended the show on the Sunday and when I was travelling to the festival, the road signs were clear and easy to follow and on the one particular occasion I did see a traffic Marshall he was very polite and helpful as were the other staff and security.

I would like to support the license for 2018 as I think it brings a lot to the community. I see the local businesses prosper in this period and would like this to continue for as long as possible.

A handwritten signature in black ink, appearing to read 'Mark Ancient', with a large, sweeping flourish at the end.

Mark Ancient
The Halo Hairdressers
Upminster

**Mr & Mrs Neil Moore
2 Crossways
Gidea Park,
Romford, Essex RM2 6AA**

Licensing Officer
London Borough of Havering
Public Protection, Environment
Town Hall, Main Road
Romford, Essex RM1 3BD

18th January, 2018.

For the attention of the Licensing Subcommittee of Havering Council.

Dear Sir/Madam,

It has been brought to my attention that one is able to write in support of We Are FSTVL's license application, and as such we would like to do so.

My wife and I were lucky enough to go to the past two We Are FSTVL shows with a large group of friends and we all had a great time.

Being just down the road in Upminster, the festival is obviously well located for us. My wife and I got a taxi but a number of our friends arrived by public transport, using the free bus from Upminster so getting there was very easy the bus service was very well organised. After the festival had finished my wife and I got a taxi whome from where we had been picked up, but our friends once again got the bus. Again they found the service very well organised and got back to the station without any trouble.

The production at We Are FSTVL is absolutely amazing, and luckily the weather has held out for the past few years. The Main Stage is a sight to behold and the Terminal 1 Stage is on a whole different level. You can clearly see the effort the We Are FSTVL team have put into production, it must take the whole year to plan it to such a high level.

I would also like to draw to your attention how safe we have felt every time we have attended the festival. There is much coverage in the media about young people taking drugs at festivals or clubs, and there have unfortunately been well publicised deaths at various nightclubs and festivals across the country. As you may be aware, the Fabric nightclub in London for instance very nearly closed down as a result. As a person who regularly attends clubs and festivals you hear all sorts of horror stories. During my time at We Are FSTVL I have never been offered drugs or seen anyone doing drugs for that matter. I feel it is important to highlight this fact, as safety is clearly of utmost importance to the Council.

Having done some research while looking at the line up for this year and making our plans to attend the festival, I saw that We Are FSTVL were applying for a license which would allow them to put on the show for several years to come. As a result I wanted to write this letter to show our wholehearted support. It's amazing to have a big, high-level event like this in the borough and so close to our house.

Best Regards,

A handwritten signature in blue ink, appearing to be 'NM' or 'Neil Moore', with a stylized, cursive script.

Mr & Mrs Neil Moore

Dear Licensing Department,

Our business is situated next door to Damyns Hall Aerodrome and we are really strong supporters of the show.

The professionalism and the organisation that goes into We Are FSTVL somewhat improves each year.

As locals we are regularly communicated with by We Are FSTVL with frequent leaflets and other information and always kept up to date with their plans.

The traffic and transport has improved a great deal this year, there was little disturbance and no public nuisance to us.

We continue to support the show and would love to mention how much it brings to the local area.

Kind regards,

A handwritten signature in black ink, appearing to read 'Peter R Scott', followed by a period.

Mr Peter R Scott
Epsticks Lodge
Warwick Lane
Rainham
Essex
RM13 9EW

We Are FSTVL premises licence application 2018 E-mailed support representations

From: D DOWDALL [mailto: [REDACTED]]
Sent: 15 January 2018 08:52
To: Licensing
Subject: We are Festival

My son attended for the first time last year and said that he really enjoyed it. I was slightly apprehensive after the Manchester terror attack that took place prior to the show but he said the staff and security were really kind and went out of their way to help everyone. He did not see any misbehaviour and the event was really well organised, stress free and I know he's really looking forward to going again this year.

I feel like I can let my son attend the festival with no worries and despite there being thousands of customers, the road and traffic seemed to run smoothly.

As an Upminster resident I think We Are FSTVL is great for the local community. I hope you approve the license and it would be nice if the application could be made more permanent.

Regards,
Deborah Dowdall
146 Cranston Park Ave
Upminster

From: Connor Madigan [mailto: [REDACTED]]
Sent: 15 January 2018 10:12
To: Licensing
Subject: Licensing Letter We Are FSTVL

Good Morning,

I would like to email in relation to We Are FSTVL.

This is the fifth year I've been to the festival. My friends and I are all music lovers and this is definitely something we look forward to every year. When travelling to the festival this year the traffic ran very smoothly and with hardly any delay I think this is something that has improved a lot. I would like to see the license granted as this is great for the local area and we are always well looked after by the staff and they make it a safe place for everyone attending to be in.

Thanks
Connor Madigan

81 Glebe Way RM11 3RS

From: Ruth Napp [mailto: [REDACTED]]
Sent: 16 January 2018 14:50
To: Licensing
Cc: info@werfestvl.com
Subject: Licensing Letter
Importance: High

To Whom It May Concern,

We are an established portable toilet supplier and we have been working with Lime Green Events since 2013 and every year since then on the We Are FSTVL. We are based in Rainham and we genuinely believe that the show's location supplies an excellent boost for those businesses in the Havering Borough community and also those in surrounding areas.

I truly believe that Lime Green Events methodically think out every stage of the planning process and take into consideration everyone involved. Every part of the planning is carefully thought through and takes into account suppliers, festival goers, local businesses and local residents to ensure that there is an absolute minimum amount of disturbance over the weekend.

I understand they are applying for a permanent premise license this year and I can honestly say that without fail, they always have the best interest of the local residents and businesses in mind when planning the festival and always endeavour to cause as little disruption as possible. They are always thorough and very conscientious when planning toilet and welfare facility locations, always taking into consideration the local train station and surrounding bus stops.

In my opinion there is no doubt that Damyns Hall is the best possible location for We Are FSTVL and we hope a permanent premise license is granted to guarantee many more years of this wonderful festival.

Kind Regards

Ruth Napp
Business Development Director
Simply Hire Ltd
Kind Regards

mobile [REDACTED] office [REDACTED]
[REDACTED]
Manor Way, Rainham, Essex, RM13 8RH

From: Julie Brannen [mailto: [REDACTED]]
Sent: 17 January 2018 16:03
To: Licensing
Cc: Info@wearefstvl.com
Subject: We Are FSTVL 2018

To whom it may concern,

RE - FSTVL Application 2018

We once again write regarding the licence application for We Are FSTVL.

Both my husband, my daughter and I would like to email you to confirm our complete support for the show and all that it brings to the area.

As always, we experienced no noise or traffic issues as a direct result of the festival. Traffic was well managed and signposted clearly ahead of the show and across the weekend.

We think it's great seeing Upminster high street so busy and full of life.

The festival is great for the community spirit and we welcome the return of the show for many years to come.

Kind Regards,
Julie Brannen, William Brannen & Katie Brannen

63 Severn Drive
Upminster
Essex
RM14 1QF

From: Mark Sewell [mailto: [REDACTED]]
Sent: 17 January 2018 16:10
To: Licensing
Subject: Wearefstv

Hello Licensing,

I am a local resident of Upminster and believe that We Are Fstvl brings a lot of diversity to the town. With such a growing festival I have not experienced any public nuisance or disturbance in all the years it has been around. I am also a local business owner, the organisation and efforts by We Are Fstvl are always noted as they listen to local issues and concerns. I would fully like to support the license application for 2018 and all the years to come.

Mark Sewell
Managing Director
JM2 Facilities Group

Essex | Unit 1a Howard Road | Upminster | Essex | RM14 2UE |
T: [REDACTED]
Central London | 2 Bleeding Heart Yard | London | EC1N 8SJ |

T: [REDACTED]
W: [REDACTED]

From: Danny Lotter [mailto:[REDACTED]]
Sent: 17 January 2018 16:40
To: Licensing; Info
Subject:

To whom it may concern,

I write with regards to We Are FSTVL's license application and would like to make a representation in favour of it. I have attended twice now and loved it both times.

The festival has been going on for several years now and has become part of the local landscape during Summer. It is a great event for young people although I must add that I have seen people of all ages attending!

In my experience it has always been effectively run. Transporting tens of thousands of people to and from the event over the weekend must be no easy task but this was pulled off really well last year. Security was tight with searches and ID checks which was expected given what happened in Manchester but the festival felt safe and it reassured everyone. Once you are inside the atmosphere is electric, everyone I was with had a great time.

As it is the main cultural event for young people in this area each year, it is not surprising that they are lending their support to Havering Council's bid to become the borough of culture. In fact, now that V Fest is gone, I believe they are the only dance music festival that is actually in Essex. Hence I feel it is important to get in touch and express these views.

Kind regards,

Danny Lotter

From: Healthy Roots [mailto:[REDACTED]]
Sent: 17 January 2018 17:45
To: Licensing
Subject: We are Fstvl

Licensing Department – We Are FSTVL 2017 Application

FAO Licensing Department,

We write once more this year to extend our support for the license application for We Are FSTVL 2017.

Healthy Roots are also a business ourselves on Upminster High Street. The show brings thousands through the streets of Upminster, this is great for business and haven't experienced any public nuisance or criminal activity.

After going to the show myself, I feel that year upon year the organisation and public safety has improved, travelling to and from the festival there was lots of traffic stewards who were keeping very helpful.

I was also lucky enough to attend We Are FSTVL charity event before Xmas for the Homeless Shelter in the area which shows they are giving something back to the area and think it's great that they are helping Havering Council with the London Borough Culture Bid.

Yours faithfully,

J.Hoggett, A.Hoggett
Healthy Roots
38 Corbets Tey Road,
Upminster
RM14 2AD

From: Jeff Whiley [mailto:]
Sent: 18 January 2018 09:48
To: Licensing
Subject: We are 2018

Dear Licensing,

I write regarding the above application as I have over recent years to once more show support for the We Are FSTVL show that has taken place for the last 5 years. The locals and all the people that come through Upminster are always well behaved and they bring vibrance to the area.

Also I think the traffic had particularly improved this year, there seemed to be minimal disturbance and it was really well controlled.

I am both a business owner and a resident in the area. I'm proud to come from a town that delivers such a well organised show.

Thank you to the council and local authorities for making this happen.

Jeff Whiley MBICSc
Managing Director

JM2 Support Services Ltd

T: [REDACTED]
M: [REDACTED]
W: [REDACTED]

JM2 Support Services Limited is registered in England and Wales Company No. [REDACTED] Registered Office: Leigh House Weald Road, Brentwood, Essex, CM14 4SX

From: kelly challis [mailto: [REDACTED]]
Sent: 18 January 2018 10:22
To: Licensing
Cc: info@wearefstvl.com
Subject: Havering Licensing for We Are Festival

K Challis
16 Hyland Close
Hornchurch
Essex
RM11 1DX

To whom it concerns,

I saw the advert in the recorder about the festival's license application so wanted to make a representation in support.

I am a local so i've known about the festival since it started. The only inconvenience a local might face is the road closures but only if you live in that immediate area. I noticed this year they had some closures on Friday as well but this was no trouble either. I then found out that this was because they have campers there now, which seems a great addition, it means people from near and far can attend the whole weekend easily.

I went through the town center on the Saturday last year, and it was very orderly. Police, stewards, and security seemed to have everything under control. I did not notice any disorder or drug taking.

Warm regards,

Kelly Challis

From: Lisa Oakley [mailto: [REDACTED]]
Sent: 18 January 2018 11:09
To: Licensing
Subject: We are Festival support

Dear Licensing Subcommittee,

I would like to write in support of We Are Festival.

I have not attended the festival but I have nephews who have, and they really like it. They have to go into central London for music events normally so they really appreciate that such a well known event is local to us. They also said the bus they got home from the festival site was free which is a really nice touch for local people.

One expects a degree of trouble with a music festival but I haven't heard of any. It seems like the festival is really well run so I think it should continue.

Best,
Ms Lisa Oakley
119b Upminster road RM11 3XH

From: Courtney Silver
Sent: 18 January 2018 11:58
To: Licensing
Cc: 'info@wearefstvl.com'
Subject: RE: Licensing: We Are FSTVL

Dear Sir/Madam,

I am writing in support of the permanent license for We Are FSTVL 2018. I have been to the festival the last 5 years and think the show is a massive success.

The level of organisation is brilliant. When travelling to and from the event I have always used the free shuttle buses. The bus services were very regular and I got there and back with no problems.

In my experience it has always been a very safe event. I haven't witnessed any trouble or cause for concern. Also, I think it's fantastic that they are supporting the council with the London Borough of Culture Bid.

Thank you,

Courtney Silver | Admin Officer | Quality Assurance
London Borough of Havering | Learning & Achievement
9th Floor, Mercury House, Mercury Gardens, Romford RM1 3DW
t: [REDACTED]
www.haveringeducationsservices.co.uk
www.havering.gov.uk

19 Verve Apartments 5 Mercury Gardens Romford RM1 3FB

From: Danielle JOHN [mailto:[REDACTED]]
Sent: 18 January 2018 17:21
To: Licensing
Cc: info@wearefstvl.com
Subject: We Are Fstvl - License

Hi,

I wanted to get in touch and e-mail about We Are Fstvl.

I went last year for the first time with a mate and I really enjoyed it. I am a big dance music lover, been to a couple of festivals before, and they had some of my favourite artists playing so it was great. To get there I just went to the tube and after got on a bus which took me right there.

The queue in was long but not longer than any other festival I have been too. We were searched and had our IDs checked. Inside the festival was great, everything looked so good. You don't pay for drinks in cash there but get plastic tokens from machines which made the bars run better. The tokens I didn't use I was actually able to get my money back for on the way out.

I left when the music stopped at half past midnight. I got on the same bus which took me back to the tube station. I didn't face any trouble what so ever. It was a great experience and I think the festival should be allowed to continue.

Yours Sincerely,

Danielle John

46 Amery Gardens,
Gidea Park,
Essex,
RM2 6RU

From: Charlie Gill [mailto:]
Sent: 18 January 2018 18:00
To: Licensing
Subject: License for we are fstvl

Hi,

I am fully in support for the license for 2018 for We Are FSTVL.

I couldn't hear any noise from where I live on the first two days (Friday and Saturday) of the festival. I thought living quite close I would be able to hear some sort of bass noise but there wasn't any.

I attended the festival on the Sunday. We travelled in by car and although there are road closures, I think they are very well managed with clearly laid out road signs and it causes very little disruption to the surrounding roads.

The rest of my family were not disturbed by any noise during the weekend either. I think it causes little public nuisance and think it would be safe to say that We Are provide a safe and well organised event all round.

Many Thanks,

Mr C Gill
1 Abbey Wood Lane
Rainham
RM13 9QH

From: Paul Kennet [mailto:]
Sent: 18 January 2018 18:06
To: Licensing
Subject: info@wearefstvl.com

Dear Sir/Madam

As a born and bred resident of Havering for 50years of which I both live and work.

I believe it is incumbent upon me as an Hackney Carriage driver for the past 14years and a father of two teenage boys.

To congratulate you the Council/we are festival for the continued improvements to the annual festival in May in both signage and road Access as a Cab driver this is so important.

I personally have worked this festival every year since inception The lack of violence security and well laid out procedures has to be commended

Regards Paul Kennet

2 Calbourne Avenue
Hornchurch Essex RM12 5BJ



Havering
L O N D O N B O R O U G H

Interested Parties - Objections

14/1/18

(NO 1)

Reference

PPC/019819

To whom it might
Concern

Crime and disorder

E Marling

1 Damurus Hall Cott

Huckley Rd

Upminster

RM 14 2TQ

K Lees

2 Damurus Hall Cott

Huckley Rd

Upminster

RM 14 2TQ

the drug taking and disorder in
Upminster town centre and in the
areas (ie Road) adjacent to the
festival. I have witnessed this
and I am still finding nitro oxide
cylinder and drug taking equipment
in my garden.

I have had the festival Clientel
cross my garden and try to
get access to the festival people
Urinating in Upminster and in

no ②

The roads leading to the festival

Public Safety

The amount of festival clientele walking down the roads to the festival and walking away from the festival late at night on unlit Rds there is going to be a accident

Prevention of Public Nuisance

When you get a lot of people in the excess of 25000 per day attending the festival assembly in a town the sized up must you are going to get Public Nuisance

1103

Protection of Children

Some form of ID should
be ask for to determine
the age of the child on
admission to the festival

Yours
Faithfully
E Manning



Licensing Section
London Borough of Havering

Trevor Meers
Emergency Planning and Business
Continuity Manager

Emergency Planning & Business
Continuity Service

London Borough of Havering
5th Floor Mercury House
Mercury Gardens
Romford
RM1 3SL

Telephone: 01708 434605

Fax:

email: Trevor.meers@havering.gov.uk

Date: 16th January 2018

Dear Sir or Madam,

RE: We R Festival 2018 – objections to license application

Relevant licensing objective - PUBLIC SAFETY

Having been involved in the Safety Advisory Group for the We R Festival since it started, and seen the number of attendees continue to increase, I need to register my concerns about the number of day visitors being proposed for the 2018 event i.e. 29,999.

The road network surrounding the site has limited capacity, and we have worked with the We R Festival organisers to improve the Traffic Management Plan year on year. I believe the current plan is probably as good as we can get to, however the plan does rely on a lot of factors working together. The one major concern is attendees getting onto the roads surrounding the site, which in turn blocks the transport system and the area can quickly come to a standstill. This has happened before, and the majority of the attendees had to walk away from the site on roads with no pavements putting themselves at great risk.

In 2017 the traffic management plan worked well, but it does not take much for it to go wrong, even with less day visitors. Whilst the organisers have put in some additional control measures to compensate for the increased attendance which is welcomed, they cannot control everything. Should an external incident on the road network occur, or people waiting for taxis decide the wait is too long and jump the barriers to meet a taxi outside of the event or try to walk home, the road network will block. Some contingency plans are in place, but once a large volume of people get on the public highway the plan will fail, and take a long time to get under control.

I believe the extra 5,000 day visitors is too many, and an increase should be phased in if necessary, rather than go up so much. This is particularly an issue with the granting of a permanent license, as any issues arising from the 2018 event concerning the number of attendees will need to be revised in future events. I also believe a condition should be applied whereby the number of day visitors and campers are kept separate, so as to not allow the number of day visitors to increase if all the camping tickets are not sold.



We R Festival has been a success and has continued to grow year on year. However there comes a point when a site can only accommodate so many people safely, and the road network surrounding this event and site access and egress means the risk to public safety is increased if the number of day visitors continues to rise.

Yours faithfully

Trevor Meers



INVESTOR IN PEOPLE

From: powisdaggers [mailto:]
Sent: 16 January 2018 23:36
To: Licensing;
Subject: Objection to the We Are Festival 2018

To Paul Campbell,

Russell & Barbara Powis
1, Evansdale,
Rainham. Essex
Rm138jr 8JR

16th January 2018

Ref: PPC/019819

I am objecting on the grounds of Public Nuisance. This is due to loud music of the festival continuing until 00.30.

Last year loud music was still heard until past this time. I live over 3 MILES away from Damyns Hall Aerodrome. Sleep was impossible as it was a hot weekend and the windows needed to be open.

I and others have to work weekends in the area, I also have to get up at 5am.

To say music can continue until 00.30 hours inside the venue is not acceptable. How can amplified music in a tent be classed as inside.

I am on the committee of Cambridge Rock Festival which runs every summer, and the local council there impose a 11pm curfew of all music. This is adhered too rigidly. I am not against any festival but 11am is late enough so the public can sleep. If 11pm music curfew was imposed this would reduce the public Nuisance.

Regards

Russell Powis

From: powisdaggers [mailto:]
Sent: 16 January 2018 23:36
To: Licensing;
Subject: Objection to the We Are Festival 2018

To Paul Campbell,

Russell & Barbara Powis
1, Evansdale,
Rainham. Essex
Rm138jr 8JR

16th January 2018

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Regards

Russell Powis

Licensing Act 2003 Responsible Authority representation

This representation is made by a responsible Authority for the London Borough of Havering concerning an application for a temporary event notice for the premises as detailed below.

Premises Name and address:

We Are Festival, Damyns Hall Aerodrome, Aveley Road, Upminster, RM14 2TN

Your Name: Peter Scott / Andrew Bourlet

Organisation name/name of body you represent: London Borough of Havering - Food Safety Division

Your Address: C/O, Town Hall, Main Road, Romford, Essex, RM1 3BD

Email: peter.scott@havering.gov.uk

andy.bourlet@havering.gov.uk & environmental.health@havering.gov.uk

Contact telephone number: 01708 432784 /432949 (Gen: 01708 43277)

Summary of Objection: Objection to an application for a new premises licence based upon the Public Safety licensing Objective unless the following conditions are implemented.

Policy Considerations

Not Applicable

Representation

I wish to make representation as a Responsible Authority under the Public Safety licensing Objective.

Application

We seek a recurring condition to help ensure that those attending the events are exposed to the lowest risk of food-borne illness which can reasonably be expected. We seek to hold the license holder responsible to:

1. Set minimum food safety standards for food (including drink) businesses as a condition of allowing them to enter into a contract to trade during the event. In addition to this no contractor with a Food Hygiene Rating of less than 3 should be allowed to trade at the event.
2. Make it a condition of a contract to trade during the event that any failure to achieve or maintain the standard may result in the immediate removal of the right to trade.
3. Have at least one person onsite during trading hours who has the knowledge and authority to remove the right to trade immediately.
4. Check each food business for compliance with legal food safety standards prior to allowing each to trade at the start of the event. This check must be made by a person holding a current competency under the Qualifications and Competencies requirements for Authorised Officers under the Food Standards Agency's Food Law Code of Practice, e.g. an Environmental Health Practitioner with appropriate experience. A record of each check to be kept during the event and kept for 6 months after the event and made available for inspection by this authority.
5. Check each food business for compliance with legal food safety standards within two hours of the start of each subsequent trading period for the duration of the

event. This check must be made by a person having a sufficient knowledge of food safety to use a checklist provided by a suitably qualified Environmental Health Practitioner.

6. Keep records of the checks made and make them available to the Local Authority on request
7. Provide safe potable water supplies for the sole use of food businesses, maintained in a clean condition
8. Provide W.C.s for the sole use of food businesses, maintained in a clean condition at a ratio of at least one per 20 employees engaged in food preparation, food handling and or service.
9. Provide hand washing facilities with hot and cold running water and hand drying facilities within, or close to, dedicated W.C.s for the sole use of food businesses, maintained in a clean condition,
10. Set a cleaning regime for the facilities and check them against the regime every two hours for cleanliness, cleaning as necessary. Facilities should also be cleaned at the end of trading each day and checked in advance of food businesses opening for trading at the beginning of the day.

Complaint and Inspection History (if applicable)

Feedback from the 2017 event

We were concerned that three of the food stalls were not on the confirmed list given in advance to the food safety team. The Havering Environmental Health Officer present at the event said that at one time the organisers should have considered closing down two of the stalls due to concerns over food safety but the absence of a key catering concession manager, with no clear deputy, prevented this.

All responsibility for vetting food concessions prior to the event was given to the London Borough of Havering - Food Safety Division, causing a loss of resource to deal with food safety concerns unconnected to the event.

Other documents attached

None attached

Signed

A handwritten signature in black ink, appearing to be 'RS' followed by a stylized flourish.

Dated 17th January 2018

London Borough of Havering
Town Hall
Main Road
Romford
RM1 3BB

t 01708 432440
e schemes@haverling.gov.uk

Licensing Section
London Borough of Havering

Dear Sir or Madam

Date 18th January 2018

RE: WeAre Festival 2018 – objections to license application

Relevant licensing objective – PUBLIC SAFETY

Although the WeAre event for 2017 was generally considered to be successful in traffic terms, there are concerns that a further increase in numbers could have an adverse effect on traffic in the area.

The existing traffic management measures are generally considered to have worked well for 2017, when the weather was good and there were no traffic incidents in the immediate area of the site, which could gridlock the area.

There are concerns over the increase in day ticket attendees being dropped off and picked up from the site and the effects that wet weather would have on the increased number of vehicles.

Further to this, both Little Gerpins Lane and Sunnings Lane will be closed to through vehicular traffic, to limit the ongoing problem with flying tipping in the area. This will mean that if there is an incident within the event traffic controlled area, there will be reduced options to divert traffic away from the site or passed a blocked road.

In respect of the proposed later finish of the event, it is suggested that there will be fewer unrelated festival vehicles using the rural or semi-rural roads at the proposed finish time, which may tempt drivers to exceed the speed limit, on roads with have very sporadic and limited street lighting.

Due the width, curvature of the road and the height of the road side vegetation at the time of the year, it is recommended that a 20mph speed limit be implemented for the duration of the event in Pea Lane and that the event organisers ask the land owners in the area to undertake some verge and hedgerow management prior to the event taking place.

With the proposed increase in numbers of attendees to the event, it is also recommended that the extent of the road recorded on London Works, as being effected by the event, be increased to roads leading off of and including the A127 and the A1306.

Yours faithfully



Iain Hardy
Technical Officer, Street Management (Schemes)



Havering
L O N D O N B O R O U G H

Representation from
Responsible Authorities



London Borough of Havering
Licensing Department
Mercury House
Mercury Gardens
Romford
Essex
RM1 3SL

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 16 January 2018
Our Ref 15/205982

Dear Sir/Madam

LICENSING ACT 2003

Premises: We Are Festival, Damyns Hall Aerodrome, Aveley road, Upminster, RM14 2TN.

With reference to the application dated 21 December 2017, the application has been examined and **the Fire Authority want to make a representation** to the Licensing Authority in relation to this application.

The applicant has been informed that the Fire Authority will be making a representation to the Licensing Authority.

The items that are of concern to this authority are detailed on the attached schedule.

Please advise me, at your earliest convenience, of the date and time of the Licensing Committee Hearing.

Should these matters be resolved to the satisfaction of this Authority at least 2 days prior to the Licensing Committee Hearing the representation will be withdrawn.

Any queries regarding this letter should be addressed to the person named below. If you are dissatisfied in any way with the response given, please ask to speak to the Team Leader quoting our reference.

Yours faithfully,

for Assistant Commissioner (Fire Safety)

Directorate of Operations
FSR-AdminSupport@london-fire.gov.uk

Reply to D Hallam
Direct T 020 8555 1200extn 52100

SCHEDULE

Schedule referred to in the letter reference 15/205982 under the Licensing Act 2003, issued by the London Fire and Emergency Planning Authority on 16 January 2018.

Where appropriate, a plan may form part of this Schedule to illustrate the steps which, in the opinion of the fire authority, need to be taken in order to promote the public safety objective.

NOTE : Notwithstanding any consultation undertaken by the fire authority, **before** you make any alterations to the workplace, **you** must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.

Licensing Objective not adequately addressed	Location and detail of matters which are considered to put people at risk in the event of a fire emergency	Steps considered necessary to promote the public safety licensing objective
Public Safety	No details of the on site fire team(s) have been provided within section 2.2.3 of the Event Safety Management Plan which accompanied the application.	Provide details of the onsite fire teams(s) and any equipment/appliances provided for use by the fire team(s).
Public Safety	No details of the campsite fire safety arrangements have been provided within sections 3.6.2 and 19 of the Event Safety Management Plan which accompanied the application.	<p>Provide details of the campsite fire safety arrangements including occupancy figures, fire risk assessment, camping layout, fire lanes, lookout towers and expected number of tents /campers within each designated area.</p> <p>See additional comments below:-</p> <p>2017 was the first year that camping for festival users was allowed. The recognised guidance for these types of events is the Health Safety & Welfare at Music and Other Events (The Purple Guide). Following discussions last year with the "We Are" team, an agreed camping layout plan was provided following the principles laid down within the guide. This showed an agreed pitch size and tent location adopting the principal that no tent was pitched closer than 1.6m from a neighbouring tent. A campsite inspection was carried out by the Fire Service during the event. The camping</p>

		<p>layout found was not in accordance with that previously agreed. Tents were pitched too close together with the pitch markings being generally ignored. The campsite fire lanes were however being kept clear. Campsite users were questioned as to what direction they had been given in pitching tents and it appeared that the guidance was very limited. There were also a high number of large tents which far exceeded the pitch size agreed.</p> <p>The main concern with the free flow camping approach that was found in 2017 is that if a fire were to occur there is a high possibility of the fire spreading to adjoining tents. Campsite users at this type of event are vulnerable persons and need protecting from such a fire event. For some this may be their first time camping and most will not be familiar with their surroundings, they may also be suffering the effects of alcohol. Their reactions in an emergency situation are likely to be less effective than they would be in a familiar environment.</p> <p>A “free for all” camping approach with all available space being taken up by tents goes against the principles within the Purple Guide and general fire safety principles. This will place festival campers at great risk if a fire were to occur.</p> <p>The application this year is for a full ongoing premises licence. If a safe camping environment is to be provided for this and future years events, then a fully controlled camping regime is required, with campsite wardens directing where to pitch tents and ensuring that adequate fire breaks (minimum 1.6m) are provided between each tent.</p>
Public Safety	No details of the premises capacity assessments have been provided within section 10.2 of the Event Safety Management Plan which accompanied the application.	Provide details of the capacity assessments and associated exit widths available for each tent/structure/area.
Public Safety	No special effect details have been provided within section 14 of the Event Safety Management Plan which accompanied the application.	Details and risk assessments for any pyrotechnic or other display are to be provided.
Public Safety	No Fire Safety management plan has been provided within Appendix I of the Event Safety Management Plan which accompanied the application.	Provide a fire safety management plan.
Public Safety	No campsite emergency procedures have been provided within section Appendix 6	Provide the campsite emergency procedures.

	(Campsite Crowd Management Plan) of the Event Safety Management Plan which accompanied the application.	
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Data Protection Act 1998: The information you have given on this form will be processed by London Fire Emergency Planning Authority for the purpose of **fire and emergency planning and control**. We will keep your details secure and will not disclose them to other organisations or third parties (except contractors or suppliers working on our behalf) without your permission unless we are legally required to do so.

For more information about how we use your personal information, see our notification entry (Z7122455) www.informationcommissioner.gov.uk or visit: www.london-fire.gov.uk

Licensing Act 2003 Responsible Authority representation

This representation is made by a responsible Authority for the London Borough of Havering concerning an application for a temporary event notice for the premises as detailed below.

Premises Name and address: We Are Festival. Damyns Hall Aerodrome, Aveley Road, Upminster, RM14 2TN

Your Name: Paul Campbell

Organisation name/name of body you represent: London Borough of Havering/Licensing

Your Address: C/O, Town Hall, Main Road, Romford, Essex, RM1 3BD

Email: paul.campbell@havering.gov.uk

Contact telephone number: 01708 432777

Summary of Objection: Objection to an application for a new premises licence based upon the four licensing Objectives.

Policy Considerations

6.0 Licensing Hours

Licensing Policy 7

When dealing with new and variation applications the Licensing Authority will give more favourable consideration to applications with the following closing times:

Public Houses and Bars	23:00 hours-Sunday to Thursday Midnight –Friday and Saturday
------------------------	---

Nightclubs	01:00 hours Sunday to Thursday 02:00 hours Friday and Saturday
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Restaurants and Cafes	23:00 hours Sunday to Thursday Midnight- Friday and Saturday
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Off licences	23:00 Monday to Sundays
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Hot food and drink supplied by takeaways, fast food premises	Midnight- Sunday to Thursdays 01:00 Friday and Saturday
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Consideration will also be given to the type of area that the premises is located in with regulated activities normally being permitted until

23.30 in residential areas and
00.30 in mixed use areas.

These hours are not pre-determined and each application will be considered on its merits.

6.3 Applicants who wish to provide licensable activities outside the hours specified above should ensure that the operating schedule specifies detailed measures to militate against crime, disorder and public nuisance taking into account:

- The location of the premises and the character of the area in which they are situated
- The proposed hours during which licensable activities will take place
- The adequacy of the applicant's proposals to prevent crime and disorder and prevent public nuisance
- Whether customers have access to public transport when arriving at or leaving the premises

The proximity of the premises to other licensed premises in the vicinity and the hours of operation of those other premises policies and proposals for the orderly dispersal of customers

Noise

Licensing Policy 14

The Licensing Authority is committed to protecting the amenity of residents and businesses in the vicinity of licenced premises, particularly when late hours have been sought. Where relevant representations are received, the Licensing Authority will impose appropriate restrictions or controls on the licence to support the prevention of undue noise disturbance from licensed premises..

7.9 The changing nature of the town centres in Havering with increased residential use alongside commercial premises has led to increased noise complaints. The Licensing Authority will seek to balance the protection of residents from undue disturbance against noise and the activity that is the natural by-product of people going about their business, entertainment or leisure.

7.10 The Licensing Authority expects that premises intended for the provision of noise-generating licensable activities are acoustically controlled and engineered to a degree where the noise from the premises when compared to the ambient noise level will not cause undue disturbance. The Licensing Authority recognises specific difficulties associated with other premises structurally linked to would be licensed premises and the limit of sound insulation performance that can be achieved. In some circumstances licensed premises adjoining residential properties may not be appropriate.

Representation

I wish to make representation as a Responsible Authority under all four of the licensing objectives.

Application

The applicant as stated has previously had five single year licenses for the We Are Festival in 2013, 2014, 2015, 2016, 2017 these applications and licenses were similar but not the same as the permanent licence being applied for in this application. (a copy of the previous licenses are attached to my representation to assist the Sub-Committee)

In 2013 it was for a two day event finishing in the early hours of the second day (music 11:00 to 02:30 alcohol 11:00 to 02:00) and was for 14,999 people.

There was noise complaints about this event but at that time were not recorded by the licensing section so no accurate figure can be given.

In 2014 it was a three day event finishing in the early hours of the third day (Music 09:00 to 00:30, alcohol 09:00 to 00:00) and was for 14,999 people.

Following the festival the Licensing Authority received 56 complaints mainly about noise nuisance from the areas of Upminster, Hornchurch, Cranham, Thurrock, and Aveley. These complaints do not include any made directly to the Licence Holder/Event.

In 2015 it was a three day event finishing in the early hours of the third day (Music 10:00 to 00:30, alcohol 10:30 to 00:00) and was for 24,999 people.

Following the festival the Licensing Authority received 18 complaints mainly about noise nuisance from the areas of Upminster, Hornchurch and Aveley. These complaints do not include any made directly to the Licence Holder/Event.

In 2016 it was a three day event finishing in the early hours of the third day (Music 10:00 to 00:30, alcohol 10:30 to 00:00) and was for 24,999 people.

Following the festival the Licensing Authority received 18 complaints mainly about noise nuisance from the areas of Upminster, Hornchurch, Rainham and Bexley in Kent. These complaints do not include any made directly to the Licence Holder/Event.

In 2017 it was a four day event finishing in the early hours of the fourth day (Audible Music 10:00 to 00:30, Silent Disco for campsite finish time of 03:00 alcohol 10:30 to 00:30 campsite had a later finish time) and was for 29,000 people Plus Staff and contractors.

Following the festival the Licensing Authority received 21 complaints mainly about noise nuisance from the areas of Upminster, Hornchurch, Rainham and Aveley. These complaints do not include any made directly to the Licence Holder/Event.

This application is for 39,999 people (this includes staff and artists) for a four day period of time and going to a later time for audible music, these points alone will cause additional noise and cause public nuisance.

The application for a permanent licence is for a four day event finishing in the early hours of the fourth day the live and recorded music (audible music) hours requested being

Friday 14:00 to 03:00 (Saturday)

Saturday 10:00 to 03:00 (Sunday)

Sunday 10:00 to 01:30 (Monday)

This is 45 hours 30 minutes of loud music in a 59 hour 30 minute period of time.

The London Borough of Havering Licensing Policy 6.0 Licensing Policy Details above) outline hours that would be given more favourable consideration, the hours applied for are outside of these times.

Considering the area which has been effected by noise nuisance following complaints received from previous years We Are Festivals, the application for a 03:00 finish for music on two consecutive nights and 01:30 on the third should a licence be granted is unreasonable will amount to a Public Nuisance, it may disturb people and children's sleep and the effect is prejudicial to their health.

Licensing Policy 6.3 (above) mentions

“6.3 Applicants who wish to provide licensable activities outside the hours specified above should ensure that the operating schedule specifies detailed measures to militate against crime, disorder and public nuisance taking into account:

- *The location of the premises and the character of the area in which they are situated*
- *The proposed hours during which licensable activities will take place*
- *The adequacy of the applicant’s proposals to prevent crime and disorder and prevent public nuisance*
- *Whether customers have access to public transport when arriving at or leaving the premises*

The proximity of the premises to other licensed premises in the vicinity and the hours of operation of those other premises policies and proposals for the orderly dispersal of customers”.

- The Location of the premises with the volume of the music at this type of festival the vicinity could be construed as the area that has been previously effected by past years festivals.
- The hours being applied for are outside of any hours in Havering’s Licensing policy and are past 23:00 where entertainment is not deregulated for smaller venues and the Government require a licence to be in place to help prevent public nuisance.
- The proposal to prevent public nuisance in the application is for the outside stages to finish at 23:00, the music will continue inside marquees this will offer little or no sound reduction or noise escape.
- At 03:00 the public leaving the site will have little public transport to continue their onward journeys once they have left the site by the supplied festival transport.

I have attached to my representation an extract from the Licensing Act Guidance (section 182) which relates to public nuisance to assist the Sub-Committee and states that Public Nuisance is not narrowly defined in the Licensing Act 2003 and retains its broad common law meaning.

This application is for “On one occasion of four consecutive days (Friday to Monday inclusive) per year between 1st May and 30th September annually) if the event takes place on a non-Bank Holiday weekend it will add to the public nuisance.

The hours of music going to 01:30 on a Monday morning which if a normal work day when people are going to work on that same day will cause problems.

The Government has deregulated the licence requirement for music for smaller audiences (up to 500 people) with no licence required between the hours of 08:00 and 23:00. The Section 182 guidance states that

“2.19 Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive periods. For example, the most sensitive period for people being disturbed by unreasonably loud music is at night and into the early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. This is why there is still a need for a licence for performances of live music between 11 pm and 8 am. In certain circumstances, conditions relating to noise emanating from the premises may also be appropriate to address any disturbance anticipated as customers enter and leave.”

Music until 03:00 and then several thousand people leaving the venue at any hour and deposited at various points (mainly Upminster) by the organised transport will cause a Public Nuisance, this disturbance is multiplied when it is late night or the early hours of the morning.

The application states that the open air stages will finish no later than 23:00 music will then be played in marquees which offer little or no noise reduction

For these reasons if a licence is granted I believe the terminal hour for each day should be 23:00

This will give persons attending the festival 9 hours of musical entertainment on the Friday, 13 hours musical entertainment on the Saturday and

13 hours musical entertainment on the Sunday,

Egress from the site would be at an earlier time and cause less Public Nuisance

Any nuisance will then not last for most of the night and effect residents in the vicinity.

Other large capacity venues which are situated near public such as Hyde Park, Finsbury Park and Victoria Park all have a 23:00 or earlier finish time for music.

The licence holder on previous years has operated a staggered finish with some stages closing and others remaining open, if this took place with the finish time being earlier the public nuisance would be reduced as some people would be leaving the venue at a time is more acceptable to residents normal way of life and sleep patterns.

This application is for a permanent licence and once granted the licence can be transferred to another person or organisation. The Responsible Authorities have a good working relationship with lime Green Events but any licence issued should have robust conditions so that any future licence holder will have to maintain a high standard of operation.

Conditions on licence

If a licence is granted the Licensing Authority as a Responsible Authority would chose to have the following items placed as conditions on the Premises licence

- Licence to be used for a maximum of 4 event days per calendar year, which must be consecutive and include a Saturday. Mondays may only be event days on a bank holiday.
- The licence will be limited to maximum of 4 event days in any calendar year.
- Event dates to be agreed by the LA and Ra's and once agreed publicised at least 6 months prior to the event.
- Unless otherwise agreed with the licensing authority ,the total number of people to be accommodated for the purposes of this licence ,in any event site at any one time shall not be more than xxxxx (this figure must also include security, staff, catering concession staff, performers and employees.)
- Upon request, authorised Enforcement officers of the responsible authorities on duty in that capacity of licensing authority ,environmental health team, metropolitan police service and the London fire brigade, must be provided with security passes for full and free access at all times to each and every part of the licensed area.
- A complaints book or electronic record will be held on the premise to record details of any complaints received through the dedicated noise line and the action taken. The information is to include where disclosed, the complainants name, location, date time and subsequent remedial action undertaken. This record must be available at all times during the event for inspection by council officers of the initial record. Records must be submitted to the licensing team with a final log within a further 7 days

- The Premises Licence Holder shall appoint suitably competent persons who shall prepare and implement the plans included in the EMP
- An initial Event Management Plan (EMP) (first draft) shall be made available to the Licensing Authority at least 180 days prior to the commencement of the event period that will include any additional information or improvements identified and agreed from the previous event's multi agency debrief. A second draft of the plans shall be made available to the LA at least 90 days before the event period. The EMP shall be made up of the following documentation as a minimum and details of any other arrangements relevant to the event:
- A final EMP shall be made available to the LA and RA's no less than 30 days before the start of the event period. The contents of the EMP shall be fully complied with each year which shall convert to a condition of the licence on receipt of the approval in writing from the LA.
- All sales of alcohol and drinks shall be provided in polycarbonate or similar non glass drinking vessels. All glass bottled drinks shall be decanted at point of sale.
- A debrief meeting will be undertaken with the Sag within 3 months of the event.
- The premise licence holder will set up publicised meeting each year with local residents at least one month prior to the event to discuss plans for the event and to receive resident's representations.
- The event is an over 18 only
- An Event Management Plan will be produced as a condition of the licence it will include as a minimum the following items.
 - Drug and Alcohol policy
 - Campsite management plan
 - Command, control and communications plan
 - Crime prevention/reduction plan
 - Crowd dynamics plan
 - Fire safety management plan
 - Health and safety risk assessments
 - Major incident plan
 - Medical and welfare plan
 - Noise management plan
 - Production schedule
 - Sanitary facilities plan
 - Security and stewarding operational plan
 - Site plan
 - Ticket and entry policy
 - Trader information and management plan
 - Traffic management plan
 - Waste plan
 - Water supply plan
 - Public safety management plan
 - Schedule of key dates
 - Wet weather plan

Complaint and Inspection History (if applicable)

Other documents attached

1. Extract from Licensing Act 2003 Guidance
2. Premises Licence 2013
3. Premises Licence 2014
4. Premises Licence 2015
5. Premises Licence 2016
6. Premises Licence 2017

Signed

dated

Each application on its own merits

1.17 Each application must be considered on its own merits and in accordance with the licensing authority's statement of licensing policy; for example, if the application falls within the scope of a cumulative impact policy. Conditions attached to licences and certificates must be tailored to the individual type, location 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 appropriate for the promotion of the licensing objectives in an individual case.

Public nuisance

2.15 The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate 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 the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.

2.16 Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It may include in appropriate circumstances the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises. Public nuisance may also arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.

2.17 Conditions relating to noise nuisance will usually concern steps appropriate 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, or persons are not permitted in garden areas of the premises after a certain time. More sophisticated measures like the installation of acoustic curtains or rubber speaker mounts to mitigate sound escape from the premises may be appropriate. However, conditions in relation to live or recorded music may not be enforceable in circumstances where the entertainment activity itself is not licensable (see chapter 16). Any conditions appropriate to promote the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises and its licensable activities. Licensing authorities should avoid inappropriate or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are expensive to purchase and install and are likely to be a considerable burden for smaller venues.

2.18 As with all conditions, those relating to noise nuisance may not be appropriate in certain circumstances where provisions in other legislation adequately protect those living in the area 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 the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be appropriate.

2.19 Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive periods. For example, the most sensitive period for people being disturbed by unreasonably loud music is at night and into the early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. This is why there is still a need for a licence for performances of live music between 11 pm and 8 am. In certain circumstances, conditions relating to noise emanating from the premises may also be appropriate to address any disturbance anticipated as customers enter and leave.

2.20 Measures to control light pollution will also require careful thought. Bright lighting outside premises which is considered appropriate 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.

2.21 Beyond the immediate area surrounding the premises, these are matters for the 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, or that, if they wish to smoke, to do so at designated places on the premises instead of outside, and to respect the rights of people living nearby to a peaceful night.

Licensing hours

14.44 With regard to licensing hours, the Government acknowledges that different licensing approaches may be appropriate for the promotion of the licensing objectives in different areas. The 2003 Act gives the licensing authority power to make decisions regarding licensed opening hours as part of the implementation of its licensing policy statement and licensing authorities are best placed to make such decisions based on their local knowledge and in consultation with other responsible authorities. However, licensing authorities must always consider each application and must not impose predetermined licensed opening hours, without giving individual consideration to the merits of each application.

14.45 Statements of licensing policy should set out the licensing authority's approach regarding licensed opening hours and the strategy it considers appropriate for the promotion of the licensing objectives in its area. The statement of licensing policy should emphasise the consideration which will be given to the individual merits of an application. The Government recognises that licensed premises make an important contribution to our local communities, and has given councils a range of tools to effectively manage the different pressures that licensed premises can bring. In determining appropriate strategies around licensed opening hours, licensing authorities cannot seek to restrict the activities of licensed premises where it is not appropriate for the promotion of the licensing objectives to do so.

2



Havering

LONDON BOROUGH

Premises licence number

011948

Part 1 - Premises details

Postal address of premises, or if none, ordnance survey map reference or description

**Damyns Hall Aerodrome
Aveley Road, Upminster, RM14 2TN**

Where the licence is time limited the dates

25/05/2013 – 26/05/2013

Licensable activities authorised by the licence

**Films, Live Music, Recorded Music, Performances of Dance,
Facility for making music, Facilities for dancing,
Late Night Refreshment, Supply of Alcohol**

The times the licence authorises the carrying out of licensable activities

**Films, Live Music, Recorded Music, Performances of Dance,
Facility for making music, Facilities for dancing**

11.00 to 02.30

Late Night Refreshment

23.00 to 02.30

Supply of Alcohol

11.00 to 02.00

The opening hours of the premises

11.00 to 02.30

Where the licence authorises supplies of alcohol whether these are on and/ or off supplies

On Supply Only

Part 2

1 of 5

Signed
Paul Campbell, Licensing Officer

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Lime Green Events Ltd
65A Station Road, Upminster, RM14 2 SU
01708 223158 – reece@wearefstvl.com

Registered number of holder, for example company number, charity number (where applicable)

8206488

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Melanie Jayne Wilds
121 Fyfield Road, Walthamstow, E17 3RE

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

London Borough of Waltham Forrest – Z01N1049BL/1

Mandatory Conditions

- 1. No supply of alcohol may be made under the Premises Licence;**
 - (a) at a time when there is no Designated Premises Supervisor in respect of the Premises Licence, or**
 - (b) at a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.**
- 2. Every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a Personal Licence.**
- 3. (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.**
 - (2) In this paragraph, an irresponsible promotion means any one or more of the following : activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children–**
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to–**
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or**
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);**
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);**

- (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
 - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—
 - (i) the outcome of a race, competition or other event or process, or
 - (ii) the likelihood of anything occurring or not occurring;
 - (e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
4. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
 5. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
 6. The responsible person shall ensure that—
 - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml; and
 - (b) customers are made aware of the availability of these measures.
 7. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
 (2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.
 8. Where a programme includes a film in the 12A, 15 or 18 category no person appearing to be under the age of 12 (and unaccompanied in that case), 15 or 18 as appropriate shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position a notice in the following terms –
PERSONS UNDER THE AGE OF [INSERT APPROPRIATE AGE] CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME.
 Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction.
 This condition does not apply to members of staff under the relevant age while on duty provided that the prior written consent of the person's parents or legal guardian has first been obtained.

3 of 5

Signed
 Paul Campbell, Licensing Officer

9. If at specified times one or more individuals must be at the premises to carry out a security activity each such individual must be licensed by the Security Industry Authority.

Annex 2 – Conditions consistent with the operating schedule

The licence holder will liaise with Havering council and emergency services throughout the planning process to ensure a joined up approach to multi agency working.

The licence holder will operate an emergency liaison team on site. This will consist of key people within the event including first aid, police, security, event managers, health and safety. This team will meet at regular intervals to review the event and make any changes needed.

The licence holder will employ specialist security contractors to work on the event.

There will be a full search at all entry gates to include metal arches, bag searches and pat downs.

The event will have clear conditions of entry – No glass bottles, no alcohol to be brought onto site, no illegal drugs, no weapons of any kind, antisocial behaviour will not be tolerated, organisers reserve the right to refuse admission.

No bands or artists will be booked that will be anticipated to attract anti-social elements to the event and form 696 will be filled out for all artists at the event.

Within the event there will be static and roaming security as well as perimeter security.

Shuttle busses will be provided to take people to and from the train stations to avoid dwell time in the local area.

Site maps will be gridded with clear RV points to allow speedy access for emergency vehicles or location of casualties if needed.

There will be a welfare/chill out space on the site and a vulnerable persons policy will be in place for those who may need assistance.

The site is to be designed to ensure it does not present hazards to those attending. These measures will include but not limited to regular waste disposal, fire provision in place, trip hazard avoided, sound levels kept to safe levels, site designed to avoid pinch points, roaming and static security.

The licence holder will work closely with technical suppliers to minimise disruption to local residents from the festival and will ensure that the event production schedule specifies deliveries/collections from the site between 8am and 8pm where possible.

A noise management plan is to be prepared by specialist contractor Vanguardia as part of the event management plan.

Programming and placement of sound sources will be undertaken with consideration for residents in the vicinity of the event.

Sound systems will be selected for ability to create focused sound with minimum bleed.

Outdoor music will finish at 23.00hrs marquees operating after this time will be positioned to ensure minimum sound bleed and will have acoustic screening around the rear.

A robust traffic plan to be in place for the event and onsite parking will be managed by specialist contractors.

A direct hotline to the site management team will be in operation from 08.00 to 21.00 for the duration of the set up and breakdown of the event and until 03.00 on the day of the event.

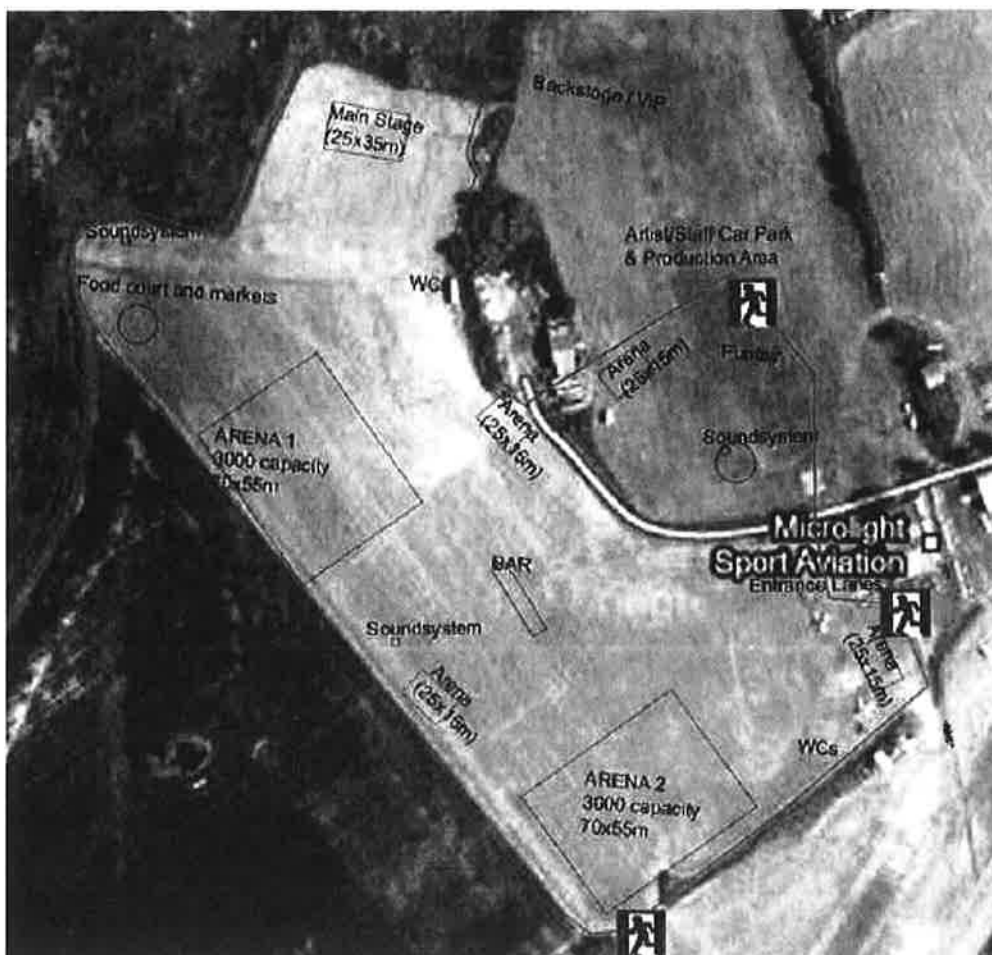
This is an over 18 event, this will be advertised in advance.

Annex 3 – Conditions attached after a hearing by the Licensing Authority
Hearing on 1/10/12

The event management plan shall be adhered to in full.

Annex 4 – Plans

Full Plans held by the London Borough of Havering licensing section
Plans shown are not to scale.



Signed
Paul Campbell, Licensing Officer



Part B

Premises licence summary

Premises licence number

011948

Premises details

Postal address of premises, if any, or if none, ordnance survey map reference or description

**Damyns Hall Aerodrome
Aveley Road, Upminster, RM14 2TN**

Where the licence is time limited the dates

25/05/2013 – 26/05/2013

Licensable activities authorised by the licence

**Films, Live Music, Recorded Music, Performances of Dance,
Facility for making music, Facilities for dancing,
Late Night Refreshment, Supply of Alcohol**

The times the licence authorises the carrying out of licensable activities

**Films, Live Music, Recorded Music, Performances of Dance,
Facility for making music, Facilities for dancing**

11.00 to 02.30

Late Night Refreshment

23.00 to 02.30

Supply of Alcohol

11.00 to 02.00

The opening hours of the premises

11.00 to 02.30

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

On Supply Only

1 of 2

Signed
Paul Campbell, Licensing Officer

Name, (registered) address of holder of premises licence

**Lime Green Events Ltd
65A Station Road, Upminster, RM14 2 SU**

Registered number of holder, for example company number, charity number (where applicable)

8206488

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol

Melanie Jayne Wilds

State whether access to the premises by children is restricted or prohibited

Prohibited

3



Havering

LONDON BOROUGH

Premises licence number

012945

Part 1 - Premises details

Postal address of premises, or if none, ordnance survey map reference or description

**Damyns Hall Aerodrome
Aveley Road, Upminster, RM14 2TN**

Where the licence is time limited the dates

24/05/2014 & 25/05/2014 Only

Licensable activities authorised by the licence

**Films, Live Music, Recorded Music, Performances of Dance,
Facility of making music, Facilities for dancing, Late Night Refreshment.
Supply of Alcohol**

The times the licence authorises the carrying out of licensable activities

**Films, Live Music, Recorded Music, Performances of Dance,
Facility of making music, Facilities for dancing.**

Saturday 24th & Sunday 25th May 2014 – 09.00 to 00.30

Late Night Refreshment.

Saturday 24th & Sunday 25th May 2014 – 23.00 to 00.30

Supply of Alcohol

Saturday 24th & Sunday 25th May 2014 – 10.30 to 00.00

The opening hours of the premises

Saturday 24th & Sunday 25th May 2014 – 08.00 to 02.00

Where the licence authorises supplies of alcohol whether these are on and/ or off supplies

On Supply Only

Part 2

1 of 6

Signed
Paul Campbell, Licensing Specialist

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Lime Green Events Limited
65A Station Road, Upminster, RM14 2SU
01708 223159 – reece@wearefstvl.com

Registered number of holder, for example company number, charity number (where applicable)

08206488

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Mark Allen
39 Cary Road London E11 3LG

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

London Borough Tower Hamlets - 16687

Mandatory Conditions

1. No supply of alcohol may be made under the Premises Licence;
 - (a) at a time when there is no Designated Premises Supervisor in respect of the Premises Licence, or
 - (b) at a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.
2. Every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a Personal Licence.
3.
 - (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - (2) In this paragraph, an irresponsible promotion means any one or more of the following : activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

- (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
 - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—
 - (i) the outcome of a race, competition or other event or process, or
 - (ii) the likelihood of anything occurring or not occurring;
 - (e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
4. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
 5. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
 6. The responsible person shall ensure that—
 - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml; and
 - (b) customers are made aware of the availability of these measures.
 7. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
 (2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.
 8. Where a programme includes a film in the 12A, 15 or 18 category no person appearing to be under the age of 12 (and unaccompanied in that case), 15 or 18 as appropriate shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position a notice in the following terms –
PERSONS UNDER THE AGE OF [INSERT APPROPRIATE AGE] CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME.
 Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction.

This condition does not apply to members of staff under the relevant age while on duty provided that the prior written consent of the person's parents or legal guardian has first been obtained.

3 of 6

Signed
 Paul Campbell, Licensing Specialist

9. If at specified times one or more individuals must be at the premises to carry out a security activity each such individual must be licensed by the Security Industry Authority.

Annex 2 – Conditions consistent with the operating schedule

1. There will be a full search at all entry gates to include wandering, bag searches and pat downs.
2. Shuttle busses will take people from the train stations and key postcodes to avoid dwell time in the local area.
3. A full and concise traffic management plan which has been agreed by Havering SAG to be in place for the event.

Annex 3 – Conditions attached after a hearing by the Licensing Authority

1. The Sub-Committee noted that the additional condition suggested by the applicant. It was agreed that the conditions in annex 2 and 3 of the conditions granted in the licence for the 2013 event are adopted for the new licence. (conditions listed below)

The following additional conditions will apply to the event:

2. The licence authorises an event to take place on the Saturday, Sunday and Monday of the May Bank Holiday weekend 2014.
3. A draft Event Management Plan will be provided by the licence holder to the licensing authority, members of the Safety Advisory Group (SAG) and responsible authorities five months prior to the event.
4. The Event Management Plan will be subject to approval by the Safety Advisory Group at least six weeks prior to the event. Any changes to the Event Management Plan after this approval may only be made with the prior written approval of the licensing authority. The event may only proceed if there is an Event Management Plan in place approved by the SAG.
5. The final event management plan shall be adhered to in full by the premises.
6. A security Plan will be provided as part of the Event Management Plan.
7. A Noise Management Plan will be prepared by specialist acoustic consultants as part of the Event Management Plan.
8. Outdoor music will finish at 23:00 hours and marquees operating after this time will be positioned to ensure minimum sound bleed and will have acoustic screening around the rear.
9. A robust traffic management plan is to be in place for the event and onsite parking will be managed by specialist contractors.
10. A direct hotline to the site management team will be in operation from 08:00 – 21:00 hours for the duration of the set up and breakdown of the event and until 03:00 on each day of the event.
11. The applicant will convene a meeting with residents to discuss the Event Management Plan in February 2014, and again within one month of the SAG debrief following the event.

Annex 2 from the 2013 licence

The licence holder will liaise with Havering council and emergency services throughout the planning process to ensure a joined up approach to multi agency working.

The licence holder will operate an emergency liaison team on site. This will consist of key people within the event including first aid, police, security, event managers, health and safety. This team will meet at regular intervals to review the event and make any changes needed.

The licence holder will employ specialist security contractors to work on the event.

There will be a full search at all entry gates to include metal arches, bag searches and pat downs.

The event will have clear conditions of entry – No glass bottles, no alcohol to be brought onto site, no illegal drugs, no weapons of any kind, antisocial behaviour will not be tolerated, organisers reserve the right to refuse admission.

No bands or artists will be booked that will be anticipated to attract anti-social elements to the event and form 696 will be filled out for all artists at the event.

Within the event there will be static and roaming security as well as perimeter security.

Shuttle busses will be provided to take people to and from the train stations to avoid dwell time in the local area.

Site maps will be gridded with clear RV points to allow speedy access for emergency vehicles or location of casualties if needed.

There will be a welfare/chill out space on the site and a vulnerable persons policy will be in place for those who may need assistance.

The site is to be designed to ensure it does not present hazards to those attending. These measures will include but not limited to regular waste disposal, fire provision in place, trip hazard avoided, sound levels kept to safe levels, site designed to avoid pinch points, roaming and static security.

The licence holder will work closely with technical suppliers to minimise disruption to local residents from the festival and will ensure that the event production schedule specifies deliveries/collections from the site between 8am and 8pm where possible.

A noise management plan is to be prepared by specialist contractor Vanguardia as part of the event management plan.

Programming and placement of sound sources will be undertaken with consideration for residents in the vicinity of the event.

Sound systems will be selected for ability to create focused sound with minimum bleed.

Outdoor music will finish at 23.00hrs marquees operating after this time will be positioned to ensure minimum sound bleed and will have acoustic screening around the rear.

5 of 6

Signed
Paul Campbell, Licensing Specialist

A robust traffic plan to be in place for the event and onsite parking will be managed by specialist contractors.

A direct hotline to the site management team will be in operation from 08.00 to 21.00 for the duration of the set up and breakdown of the event and until 03.00 on the day of the event.

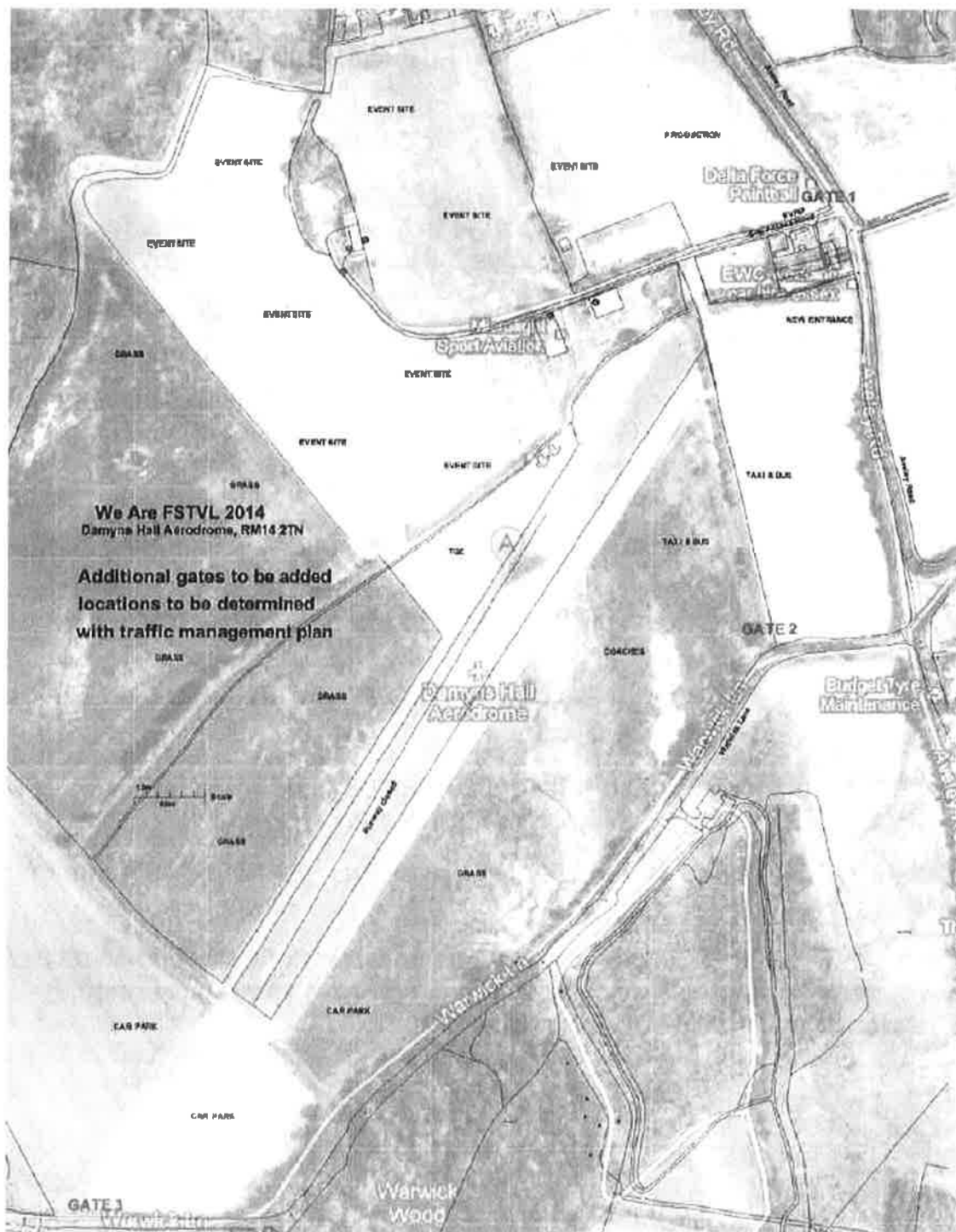
This is an over 18 event, this will be advertised in advance.

Annex 3 from the 2013 licence

The event management plan shall be adhered to in full.

Annex 4 – Plans

Plans shown are not to scale





Part B

Premises licence summary

Premises licence number

012945

Premises details

Postal address of premises, if any, or if none, ordnance survey map reference or description

**Damyns Hall Aerodrome
Aveley Road, Upminster, RM14 2TN**

Where the licence is time limited the dates

24/05/2014 & 25/05/2014 Only

Licensable activities authorised by the licence

**Films, Live Music, Recorded Music, Performances of Dance,
Facility of making music, Facilities for dancing, Late Night Refreshment.
Supply of Alcohol**

The times the licence authorises the carrying out of licensable activities

**Films, Live Music, Recorded Music, Performances of Dance,
Facility of making music, Facilities for dancing.
Saturday 24th & Sunday 25th May 2014 – 09.00 to 00.30**

**Late Night Refreshment.
Saturday 24th & Sunday 25th May 2014 – 23.00 to 00.30**

**Supply of Alcohol
Saturday 24th & Sunday 25th May 2014 – 10.30 to 00.00**

The opening hours of the premises

Saturday 24th & Sunday 25th May 2014 – 08.00 to 02.00

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

On Supply Only

Signed
Paul Campbell, Licensing Specialist

Name, (registered) address of holder of premises licence

**Lime Green Events Limited
65A Station Road, Upminster, RM14 2SU**

Registered number of holder, for example company number, charity number (where applicable)

08206488

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol

Mark Allen

State whether access to the premises by children is restricted or prohibited

Prohibited

4



Havering

LONDON BOROUGH

Premises licence number

016079

Part 1 - Premises details

Postal address of premises, or if none, ordnance survey map reference or description

**Damyns Hall Aerodrome
Aveley Road, Upminster, RM14 2TN**

Where the licence is time limited the dates

30/05/2015 - 31/05/2015

Licensable activities authorised by the licence

**Films, Live Music, Recorded Music, Performance of Dance,
Late Night Refreshment, Supply of Alcohol**

The times the licence authorises the carrying out of licensable activities

**Films, Live Music, Recorded Music, Performance of Dance
10:00 to 00:30**

**Late Night Refreshment
23:00 to 00:30**

**Supply of Alcohol
10:30 to 00:00**

The opening hours of the premises

10:00 to 02:00

Where the licence authorises supplies of alcohol whether these are on and/ or off supplies

On Supply Only

Part 2

1 of 6

Signed
Paul Campbell, Licensing Specialist

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

**Lime Green Events Limited
65A Station Road, Upminster, RM14 2SU**

Registered number of holder, for example company number, charity number (where applicable)

08206488

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

**Mark Allen
46 Genesta Road, Westcliff on Sea, Essex, SS0 8DB**

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

London Borough Of Tower Hamlets – 16687

Mandatory Conditions

1. No supply of alcohol may be made under the Premises Licence;
(a) at a time when there is no Designated Premises Supervisor in respect of the Premises Licence, or (b) at a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.
2. Every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a Personal Licence.
3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
(a) Games or other activities which require or encourage, or are designed to require or encourage, individuals to—
(i) Drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
(ii) Drink as much alcohol as possible (whether within a time limit or otherwise);
(b) Provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
(c) Provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
(d) Selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

- (e) Dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
(a) A holographic mark, or
(b) An ultraviolet feature.
6. The responsible person must ensure that—
(a) Where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
(i) beer or cider: ½ pint;
(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
(iii) still wine in a glass: 125 ml;
(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”
7. The admission of children, that is persons aged under 18, to the exhibition of any film shall be restricted in accordance with any recommendation made by the film classification body designated by section 4 of the Video Recordings Act 1984.
8. If at specified times one or more individuals must be at the premises to carry out a security activity each such individual must be licensed by the Security Industry Authority.
9. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price. Full details of this Mandatory Condition can be found at <http://www.legislation.gov.uk/ukdsi/2014/9780111109120>

Signed
Paul Campbell, Licensing Specialist

- 1. The maximum capacity for the event in 2015 shall be 24,999, which was to include: ticket holders, staff and performers.**
- 2. The licence holder will liaise with the licensing authority, the responsible authorities and other relevant agencies throughout the planning process to ensure a joined up approach to multi agency working.**
- 3. A draft Event Management Plan (including the appendices) will be provided by the licence holder to the licensing authority, members of the Safety Advisory Group (SAG) and responsible authorities at least six months prior to the event.**
- 4. Site maps will be gridded with clear RV points to allow speedy access for emergency vehicles or location of casualties if needed.**
- 5. The Event Management Plan will be subject to approval by the SAG at least six weeks prior to the event. Any changes to the Event Management Plan after this approval may only be made with the prior written approval of the licensing authority. The event may only proceed if there is an Event Management Plan in place approved by the SAG.**
- 6. The final Event Management Plan shall be adhered to in full by the licence holder.**
- 7. A debrief meeting will be undertaken after the event to include the licensing authority, responsible authorities and other relevant agencies involved in the event.**
- 8. A Security Plan, Drugs Plan and Crime Reduction Plan will be provided as part of the Event Management Plan.**
- 9. A Noise Management Plan will be prepared by specialist acoustic consultants as part of the Event Management Plan.**
- 10. Outdoor music will finish at 23:00 hours and marquees operating after this time will be positioned to ensure minimum sound bleed and will have acoustic screening around the rear.**
- 11. Programming and placement of sound sources will be undertaken with consideration for residents in the vicinity of the event. Sound systems will be selected for ability to create focused sound with minimum bleed.**
- 12. A full and concise traffic management plan will be in place for the event and onsite parking will be managed by specialist contractors. Such plan shall be agreed by SAG prior to the event.**
- 13. Shuttle buses will be provided to take people to and from the train stations and the on-site transport hub to avoid dwell time in the local area.**

14. A direct hotline to the site management team will be in operation from 08:00 – 21:00 hours for the duration of the set up and breakdown of the event and from 08:00 -03:00 on each day of the event.
15. The licence holder will convene a meeting with residents to discuss the EMP in February or March 2015, and again within one month of the SAG debrief following the event.
16. The licence holder will operate an emergency liaison team on site. This will consist of key people within the event including first aid, police, security, event managers, health and safety. This team will meet at regular intervals during the event to review the event and make any agreed changes needed.
17. The licence holder will employ specialist security contractors to work at the event.
18. Within the event there will be static and roaming security as well as perimeter security.
19. At the event there will be a full search at all entry gates to include wandering, bag searches and pat downs.
20. The event will have clear conditions of entry – No glass bottles, no alcohol to be brought onto site, no illegal drugs, no legal highs, no weapons of any kind, antisocial behaviour will not be tolerated, organisers reserve the right to refuse admission.
21. No bands or artists will be booked that will be anticipated to attract anti-social elements to the event.
22. The licence holder will provide a welfare/chill out space on the site and a vulnerable persons policy will be in place for those who may need assistance.
23. The site will be designed to ensure so far as reasonably practicable that it does not present hazards to those attending. These measures will include but not limited to regular waste disposal, fire provision in place, trip hazard avoided, sound levels kept to safe levels, site designed to avoid pinch points, roaming and static security.
24. The licence holder will work closely with technical suppliers to minimise disruption to local residents from the festival and will ensure that the event production schedule specifies deliveries/collections from the site between 8am and 8pm where possible.
25. The event is an over 18 event which will be advertised in advance.

5 of 6

Signed
Paul Campbell, Licensing Specialist

26. The occupancy levels of the marquee/tented structures within the Licensed Site will be continually monitored and will not exceed the capacities specified in the final Event Management Plan agreed through the SAG process.

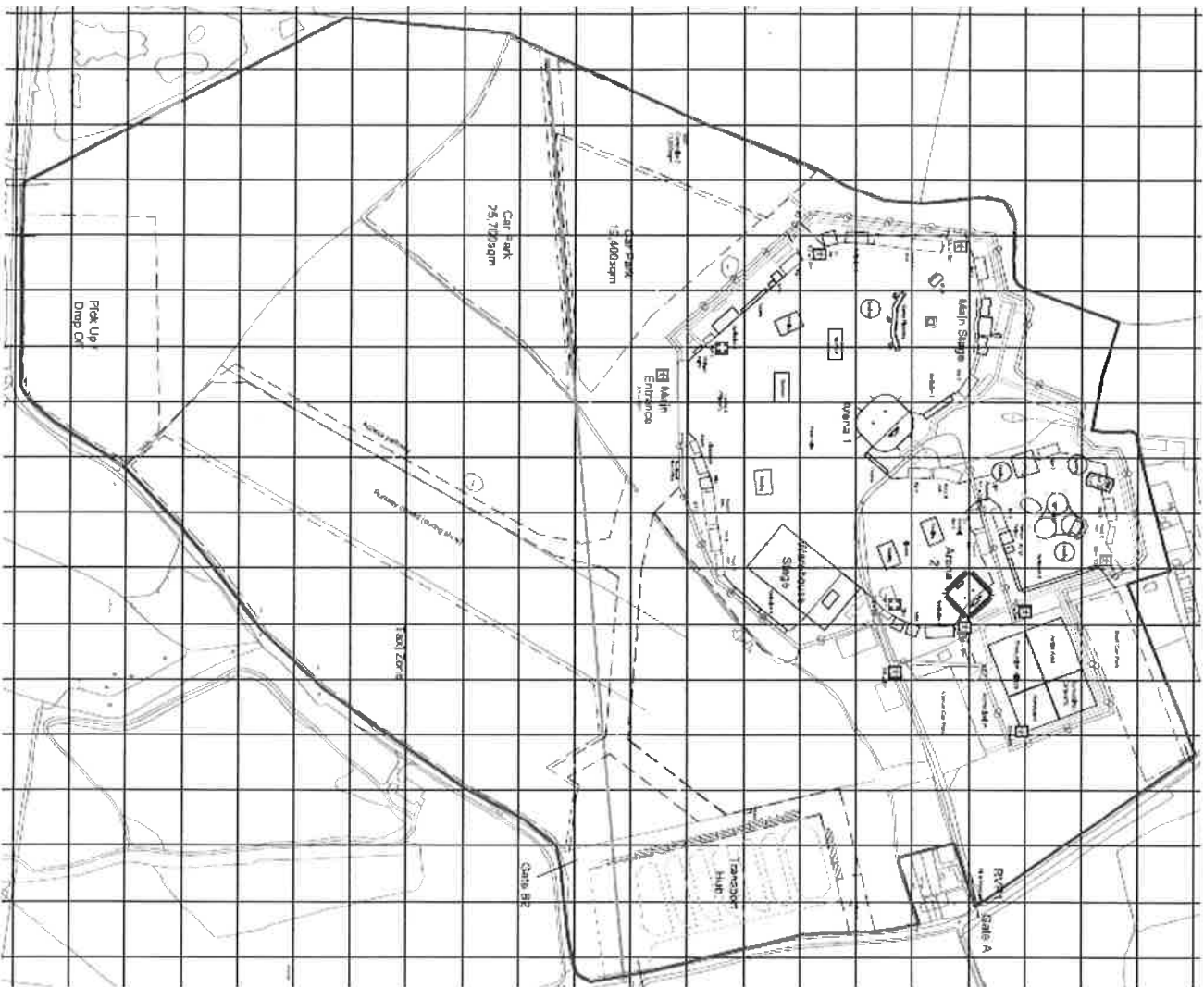
27. Details of the type of special effects/pyrotechnics, the type and quantity to be used and their storage shall be specified in the Event Management Plan.

Annex 3 – Conditions attached after a hearing by the Licensing Authority

No additional conditions attached at hearing

Annex 4 – Plans

Plans shown are not to scale



Part B

Premises licence summary

Premises licence number

016079

Premises details

Postal address of premises, if any, or if none, ordnance survey map reference or description

**Damyns Hall Aerodrome
Aveley Road, Upminster, RM14 2TN**

Where the licence is time limited the dates

30/05/2015 - 31/09/2015

Licensable activities authorised by the licence

**Films, Live Music, Recorded Music, Performance of Dance,
Late Night Refreshment, Supply of Alcohol**

The times the licence authorises the carrying out of licensable activities

**Films, Live Music, Recorded Music, Performance of Dance
10:00 to 00:30**

**Late Night Refreshment
23:00 to 00:30**

**Supply of Alcohol
10:30 to 00:00**

The opening hours of the premises

10:00 to 02:00

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

On Supply Only

1 of 2

Signed
Paul Campbell, Licensing Specialist

Name, (registered) address of holder of premises licence

Lime Green Events
65A Station Road, Upminster, RM14 2SU

Registered number of holder, for example company number, charity number (where applicable)

8206488

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol

Mark Allen

State whether access to the premises by children is restricted or prohibited

Prohibited

5



Havering
LONDON BOROUGH

Premises licence number

017542

Part 1 - Premises details

Postal address of premises, or if none, ordnance survey map reference or description

**Damyns Hall Aerodrome
Aveley Road, Upminster, RM14 2TN**

Where the licence is time limited the dates

27/05/2016 - 01/06/2016

Licensable activities authorised by the licence

Films, Live Music, Recorded Music, Performances of Dance, Supply of Alcohol

The times the licence authorises the carrying out of licensable activities

**Films, Live Music, Recorded Music, Performances of Dance,
Saturday and Sunday – 10:00 to 00:30**

**Supply of Alcohol
Saturday and Sunday – 10:30 to 00:00**

The opening hours of the premises

Saturday and Sunday – 10:00 to 02:00

Where the licence authorises supplies of alcohol whether these are on and/ or off supplies

On Supply Only

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

**Lime Green Events Ltd.
65A Station Road, Upminster, RM14 2SU
01708 223 159 – reece@wearefstrvl.com**

1 of 6

Signed

Paul Campbell, Licensing Specialist

Date of issue 25/02/2016

Registered number of holder, for example company number, charity number (where applicable)

08206488

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

**Jamie Coleman
20 Valley Gardens, Kingsway, Gloucester, GL2 2AR**

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

PA 1809 – St Helens Council

Mandatory Conditions

- 1. No supply of alcohol may be made under the Premises Licence;**
 - (a) at a time when there is no Designated Premises Supervisor in respect of the Premises Licence, or**
 - (b) at a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.**
- 2. Every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a Personal Licence.**
- 3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.**
 - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—**
 - (a) Games or other activities which require or encourage, or are designed to require or encourage, individuals to—**
 - (i) Drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or**
 - (ii) Drink as much alcohol as possible (whether within a time limit or otherwise);**
 - (b) Provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;**
 - (c) Provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;**
 - (d) Selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;**
 - (e) Dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).**

4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
(a) A holographic mark, or
(b) An ultraviolet feature.
6. The responsible person must ensure that—
(a) Where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
(i) beer or cider: ½ pint;
(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
(iii) still wine in a glass: 125 ml;
(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”
7. The admission of children, that is persons aged under 18, to the exhibition of any film shall be restricted in accordance with any recommendation made by the film classification body designated by section 4 of the Video Recordings Act 1984.
8. If at specified times one or more individuals must be at the premises to carry out a security activity each such individual must be licensed by the Security Industry Authority.
9. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price. Full details of this Mandatory Condition can be found at:-
<http://www.legislation.gov.uk/ukdsi/2014/9780111109120>

Signed

Paul Campbell, Licensing Specialist

Date of issue 25/02/2016

Annex 2 – Conditions consistent with the operating schedule

- 1. The Licence holder will contract a professional and competent crowd management company who will work closely with the Police, Licensing Authority and other agencies to manage the potential for crime and disorder.**
- 2. Planning meetings will be held in advance of the event to ensure that the Police and other agencies are satisfied that the licence holder has taken all reasonable steps to ensure suitable planning to prevent crime and disorder, including a crime reduction plan and strategy.**
- 3. A suitable entry policy will be in place which will include procedures for searching of persons and their belongings upon entry. Where required ejections or refusal of entry to the event will be carried out by licensed security staff.**
- 4. The bars will operate a “Challenge 25” policy and all bar staff will be trained to adhere to this policy – the Designated Premises Supervisor will ensure that all bar staff are fully aware of and compliant with “Challenge 25”**
- 5. A multi-agency control room will be in place on site to operate and manage the event. All agencies will be able to be co-located in this facility during the event.**
- 6. There will be an entry policy at the event to ensure that all persons entering the site are aged 18 and above.**

Annex 3 – Conditions attached after a hearing by the Licensing Authority

- 1. The maximum capacity for the event in 2016 shall be 24,999, which shall include: ticket holders, staff and performers.**
- 2. The licence holder will liaise with the licensing authority, the responsible authorities and other relevant agencies throughout the planning process to ensure a joined up approach to multi agency working.**
- 3. Site maps will be gridded with clear RV points to allow speedy access for emergency vehicles or location of casualties if needed.**
- 4. The Event Management Plan will be subject to approval by the SAG at least six weeks prior to the event. Any changes to the Event Management Plan after this approval may only be made with the prior written approval of the licensing authority. The event may only proceed if there is an Event Management Plan in place approved by the SAG.**
- 5. The final Event Management Plan shall be adhered to in full by the licence holder.**
- 6. A debrief meeting will be undertaken after the event to include the licensing authority, responsible authorities and other relevant agencies involved in the event.**
- 7. A Security Plan, Drugs Plan and Crime Reduction Plan will be provided as part of the Event Management Plan.**

- 8. A Noise Management Plan will be prepared by specialist acoustic consultants as part of the Event Management Plan.**
- 9. Outdoor music will finish at 23:00 hours and marquees operating after this time will be positioned to ensure minimum sound bleed and will have acoustic screening around the rear.**
- 10. Programming and placement of sound sources will be undertaken with consideration for residents in the vicinity of the event. Sound systems will be selected for ability to create focused sound with minimum bleed.**
- 11. A full and concise traffic management plan will be in place for the event and onsite parking will be managed by specialist contractors. Such plan shall be agreed by SAG prior to the event.**
- 12. Shuttle buses will be provided to take people to and from the train stations and the on-site transport hub to avoid dwell time in the local area.**
- 13. A direct hotline to the site management team will be in operation from 08:00 – 21:00 hours for the duration of the set up and breakdown of the event and from 08:00 - 03:00 on each day of the event.**
- 14. The licence holder will convene a meeting with residents to discuss the EMP in February 2016, and again within one month of the SAG debrief following the event.**
- 15. The licence holder will operate an emergency liaison team on site. This will consist of key people within the event including first aid, police, security, event managers, health and safety. This team will meet at regular intervals during the event to review the event and make any agreed changes needed.**
- 16. The licence holder will employ specialist security contractors to work at the event.**
- 17. Within the event there will be static and roaming security as well as perimeter security.**
- 18. At the event there will be a full search at all entry gates to include wandering, bag searches and pat downs.**
- 19. The event will have clear conditions of entry – No glass bottles, no alcohol to be brought onto site, no illegal drugs, no legal highs, no weapons of any kind, antisocial behaviour will not be tolerated, organisers reserve the right to refuse admission.**
- 20. No bands or artists will be booked that will be anticipated to attract anti-social elements to the event.**
- 21. The licence holder will provide a welfare/chill out space on the site and a vulnerable person's policy will be in place for those who may need assistance.**

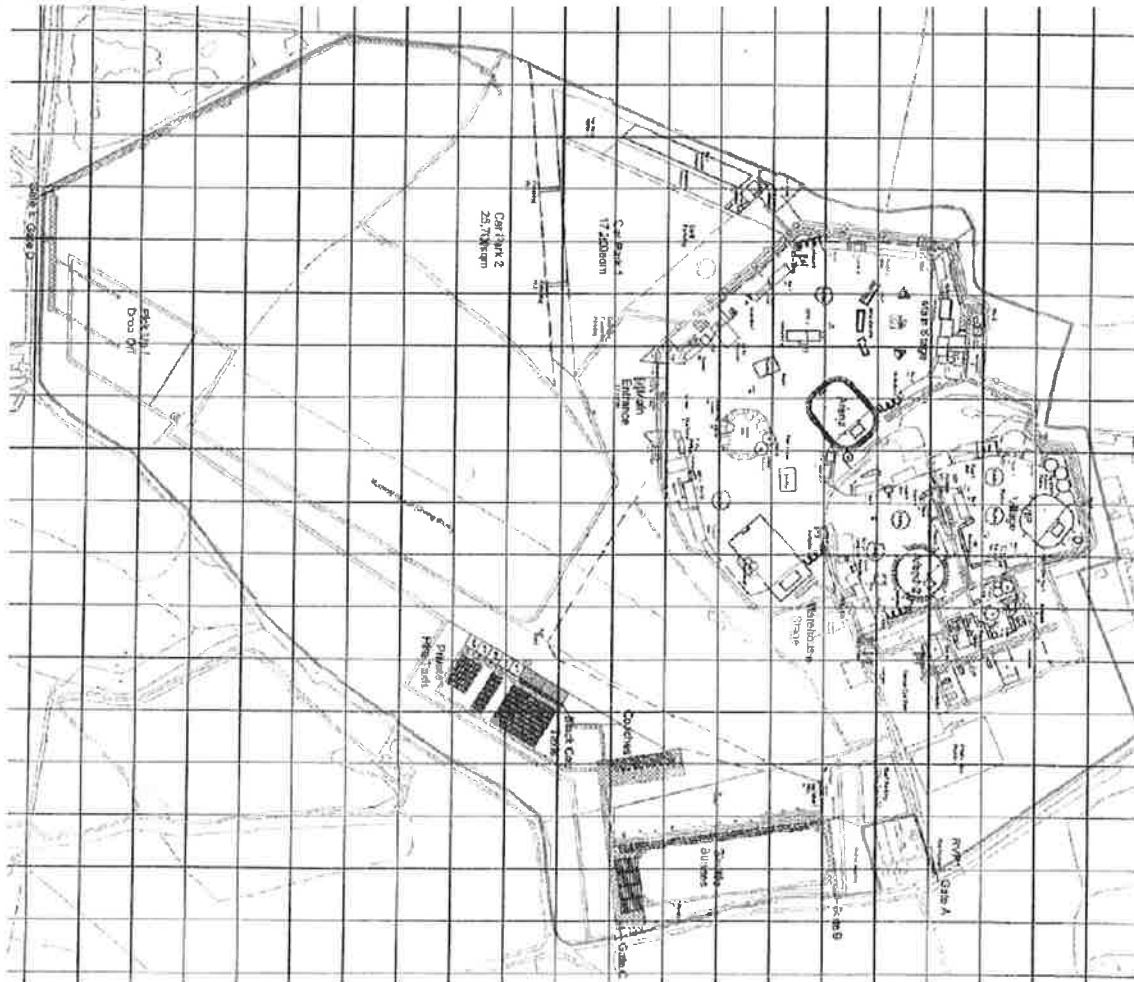
5 of 6

Signed

Paul Campbell, Licensing Specialist

Date of issue 25/02/2016

- 22. The site will be designed to ensure so far as reasonably practicable that it does not present hazards to those attending. These measures will include but not limited to regular waste disposal, fire provision in place, trip hazard avoided, sound levels kept to safe levels, site designed to avoid pinch points, roaming and static security.**
- 23. The licence holder will work closely with technical suppliers to minimise disruption to local residents from the festival and will ensure that the event production schedule specifies deliveries/collections from the site between 8am and 8pm where possible.**
- 24. The event is an over 18 event which will be advertised in advance.**
- 25. The occupancy levels of the marquee/tented structures within the Licensed Site will be continually monitored and will not exceed the capacities specified in the final Event Management Plan agreed through the SAG process.**
- 26. Details of the type of special effects/pyrotechnics, the type and quantity to be used and their storage shall be specified in the Event Management Plan.**
- 27. The Premises Licence Holder shall hold a table top exercise prior to the Event to enable the Responsible Authorities to test any aspect of the Event Management Plan and its Appendices.**



Part B

Premises licence summary

Premises licence number

017542

Premises details

Postal address of premises, if any, or if none, ordnance survey map reference or description

**Damyns Hall Aerodrome
Aveley Road, Upminster, RM14 2TN**

Where the licence is time limited the dates

27/05/2016 - 01/06/2016

Licensable activities authorised by the licence

Films, Live Music, Recorded Music, Performances of Dance, Supply of Alcohol

The times the licence authorises the carrying out of licensable activities

**Films, Live Music, Recorded Music, Performances of Dance,
Saturday and Sunday – 10:00 to 00:30**

**Supply of Alcohol
Saturday and Sunday – 10:30 to 00:00**

The opening hours of the premises

Saturday and Sunday – 10:00 to 02:00

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

On Supply Only

Name, (registered) address of holder of premises licence

**Lime Green Events Ltd.
65A Station Road, Upminster, RM14 2SU**

Registered number of holder, for example company number, charity number (where applicable)

08206488

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol

Jamie Coleman

State whether access to the premises by children is restricted or prohibited

Prohibited

1 of 1

Signed

Paul Campbell, Licensing Specialist

Date of issue 25/02/2016

6



Havering

LONDON BOROUGH

Premises licence number

018731

Part 1 - Premises details

Postal address of premises, or if none, ordnance survey map reference or description

We Are Festival
Damyns Hall Aerodrome, Aveley Road, Upminster RM14 2TN

Where the licence is time limited the dates

26 May 2017 – 29 May 2017

Licensable activities authorised by the licence

Films, Live Music, Recorded Music, Performances of Dance
Late Night Refreshment, Supply of Alcohol

The times the licence authorises the carrying out of licensable activities

Supply of Alcohol (Arena)

Saturday & Sunday – 10:30 to 00:30

Supply of Alcohol (Campsite)

Friday – 12:00 to 02:00

Saturday – 10:30 to 02:00

Sunday – 10:30 to 01:00

Late Night Refreshment (Arena)

Saturday & Sunday – 23:00 to 00:00

Late Night Refreshment (Campsite)

Friday to Sunday – 23:00 to 03:00

Films, Live Music, Recorded Music, Performances of Dance

Friday – 14:00 to 03:00*

Saturday – 10:00 to 03:00*

Sunday – 10:00 to 01:30*

- *Music on the arena outdoor stage would finish at 23:00;
- *Music within the arena tented stages would finish at 00:30;
- *Music within campsite structures until 23:00 would be at agreed levels;
- *Music within campsite structures after 23:00 would be played with no audio i.e. silent (Silent Disco). Music from campsite structures would finish at 03:00 on Saturday and Sunday and 01:30 on Monday.

1 of 8

Signed

Arthur Hunt, Licensing Officer

Date of Issue:-10 May 2017

The opening hours of the premises

Friday – 10:00 to 24:00
Saturday & Sunday – 00:00 to 24:00
Monday 00:00 to 13:00

Where the licence authorises supplies of alcohol whether these are on and/ or off supplies

On Supply Only

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Lime Green Events
65a Station Road, Upminster, Essex RM14 2SU

Registered number of holder, for example company number, charity number (where applicable)

08206488

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Jamie Coleman
20 Valley Gardens, Kingsway, Gloucester GL2 2AR

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

St Helens Council - PA1809

Mandatory Conditions

1. No supply of alcohol may be made under the Premises Licence;
 - (a) at a time when there is no Designated Premises Supervisor in respect of the Premises Licence, or
 - (b) at a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.
2. Every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a Personal Licence.
3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
 - (a) Games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) Drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) Drink as much alcohol as possible (whether within a time limit or otherwise);

- (b) Provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) Provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) Selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) Dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
- (a) A holographic mark, or
 - (b) An ultraviolet feature.
6. The responsible person must ensure that—
- (a) Where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
 - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
 - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

Signed

Arthur Hunt, Licensing Officer

Date of Issue:-10 May 2017

7. The admission of children, that is persons aged under 18, to the exhibition of any film shall be restricted in accordance with any recommendation made by the film classification body designated by section 4 of the Video Recordings Act 1984.
8. If at specified times one or more individuals must be at the premises to carry out a security activity each such individual must be licensed by the Security Industry Authority.
9. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price. Full details of this Mandatory Condition can be found at:-
<http://www.legislation.gov.uk/ukdsi/2014/9780111109120>

Annex 2 – Conditions consistent with the operating schedule

1. The measures for management of the campsite by the licence holder will be included within the Event Management Plan.
2. Site maps will be gridded with clear RV points to allow speedy access for emergency vehicles or location of casualties if needed.
3. The Event Management Plan will be subject to approval by the Safety Advisory Group (SAG) at least six weeks prior to the event. Any changes to the Event Management Plan after this approval may only be made with the prior written approval of the licensing authority. The event may only proceed if there is an Event Management Plan in place approved by the SAG.
4. The final Event Management Plan shall be adhered to in full by the licence holder.
5. A debrief meeting will be undertaken after the event to include the licensing authority, responsible authorities and other relevant agencies involved in the event.
6. A Security Plan, Drugs Plan and Crime Reduction Plan will be provided as part of the Event Management Plan.
7. A Noise Management Plan will be prepared by specialist acoustic consultants as part of the Event Management Plan.
8. Outdoor music will finish at 23:00 hours and marquees operating after this time will be positioned to ensure minimum sound bleed and will have acoustic screening around the rear.
9. Programming and placement of sound sources will be undertaken with consideration for residents in the vicinity of the event. Sound systems will be selected for ability to create focused sound within minimum bleed.
10. A full and concise Traffic Management Plan will be in place for the event and onsite parking will be managed by specialist contractors. Such plan shall be agreed by SAG prior to the event.
11. Shuttle buses will be provided to take people to and from the train stations and the on-site transport hub to avoid dwell time in the local area.

Annex 2 – Conditions consistent with the operating schedule

- 12. A direct hotline to the site management team will be in operation from 08:00 – 21:00 hours for the duration of the set up and breakdown of the event and from 08:00 hours Friday 26 May 2017 until 13:00 hours Monday 29 May 2017 during the event.**
- 13. The licence holder will convene a meeting with residents to discuss the Event Management Plan in February or March 2017 and again within one month of SAG debrief following the event.**
- 14. The licence holder will operate an emergency liaison team on site. This will consist of key people within the event including first aid, police security, event managers, health and safety. This team will meet at regular intervals during the event to review the event and make any agreed changes needed.**
- 15. At the event, there will be a full search at all entry gates to include wandings, bag searches and pat downs.**
- 16. The event will have clear conditions of entry – “No glass bottles, no alcohol shall be brought onto site, no illegal drugs or illegal highs, no weapons of any kind, or antisocial behaviour will be tolerated, and the organisers reserve the right to refuse admission”.**
- 17. No bands or artists will be booked that will be anticipated to attract anti-social elements to the event.**
- 18. The licence holder will provide a welfare/chill out space on the site and a vulnerable persons’ policy will be in place for those who may need assistance.**
- 19. The licence holder will work closely with technical suppliers to minimise disruption to local residents from the festival and will ensure that the event production schedule specifies deliveries/collections from the site between 8am and 8pm where possible.**
- 20. The event is an over 18 event which will be advertised in advance.**
- 21. The occupancy levels of the marquee/tented structures within the Licensed Site will be continually monitored and will not exceed the capacities specified in the final Event Management Plan agreed through the SAG process.**

Annex 3 – Conditions attached after a hearing by the Licensing Authority

- 1. (a) The capacity of the campsite shall be limited to 5000 ticket holders (not including staff and contractors)**
(b) The capacity of 29000 ticket holders (including any camping ticket but excluding staff and contractors) shall apply within the Designated Search Area.
(c) In addition to camping tickets holders and day ticket holders a capacity of up to 1800 contractors, performers, VIPs, entourages, event personnel, security staff, council, police and other officials, retailers and delivery/collection personnel are permitted on site.

Signed

Arthur Hunt, Licensing Officer

Date of Issue:-10 May 2017

2. Numbers of security personnel shall be agreed by the Safety Advisory Group and included in the Final Event Management Plan.
3. Persons, equipment and vehicles shall be searched on entry to the Designated Search Area, including staff, contractors, Artists and VIPs, in accordance with the searching protocols agreed with the Police and included in the Final Event Management Plan. The premises licence holder shall deploy passive drug detection dogs at all entry points to the Designated Search Area in consultation with the Police.
4. CCTV shall be installed in accordance with the CCTV plan agreed with the Safety Advisory Group and included in the Final Event Management Plan.
5. The Communications Plan shall be as agreed with the Safety Advisory Group and included in the Final Event Management Plan.
6. Dedicated teams of mobile car park security patrols shall be deployed at the event the numbers of which shall be confirmed in the Security Plan included in the Final Event Management Plan.
7. Mobile welfare teams, with visible uniform differentiating them from security or medical staff, shall be employed for the event with radio contact in order to identify, monitor and assist with persons intoxicated through drink and/or drugs. The numbers of welfare personnel shall be agreed with the Safety Advisory Group and included in the Final Event Management Plan.
8. The DPS shall be a member of the applicant's Management Team.
9. There shall be a dedicated crime reporting tent in the main area where a member of staff shall assist in reporting crime online utilising an online tool similar to the MPS online tool or a scheme such as Facewatch or its equivalent.
10. A steel shield fence shall be erected around the perimeter of the campsite and event as shown on the site plan and constantly monitored by security staff throughout the event.
11. A designated member of staff shall be responsible for emptying and packaging of amnesty bins in the presence of police officers, designated member(s) of staff shall identify themselves to police at event control at the start and conclusion of the Festival.
12. Representatives from all security companies shall attend event control meetings.
13. There shall be a media Single point of Contact to be present in event control with social media updates shown on a separate screen in event control.
14. The Lighting Plan shall be agreed with the Safety Advisory Group and included in the Final Event Management Plan.
15. All bar staff shall be trained for their bar duties and for the sale of alcohol and shall not be permitted to sell alcohol until completion of training approved by the Licensing Authority.
16. There shall be no provision of late night refreshment in the premises after midnight except within the campsite.

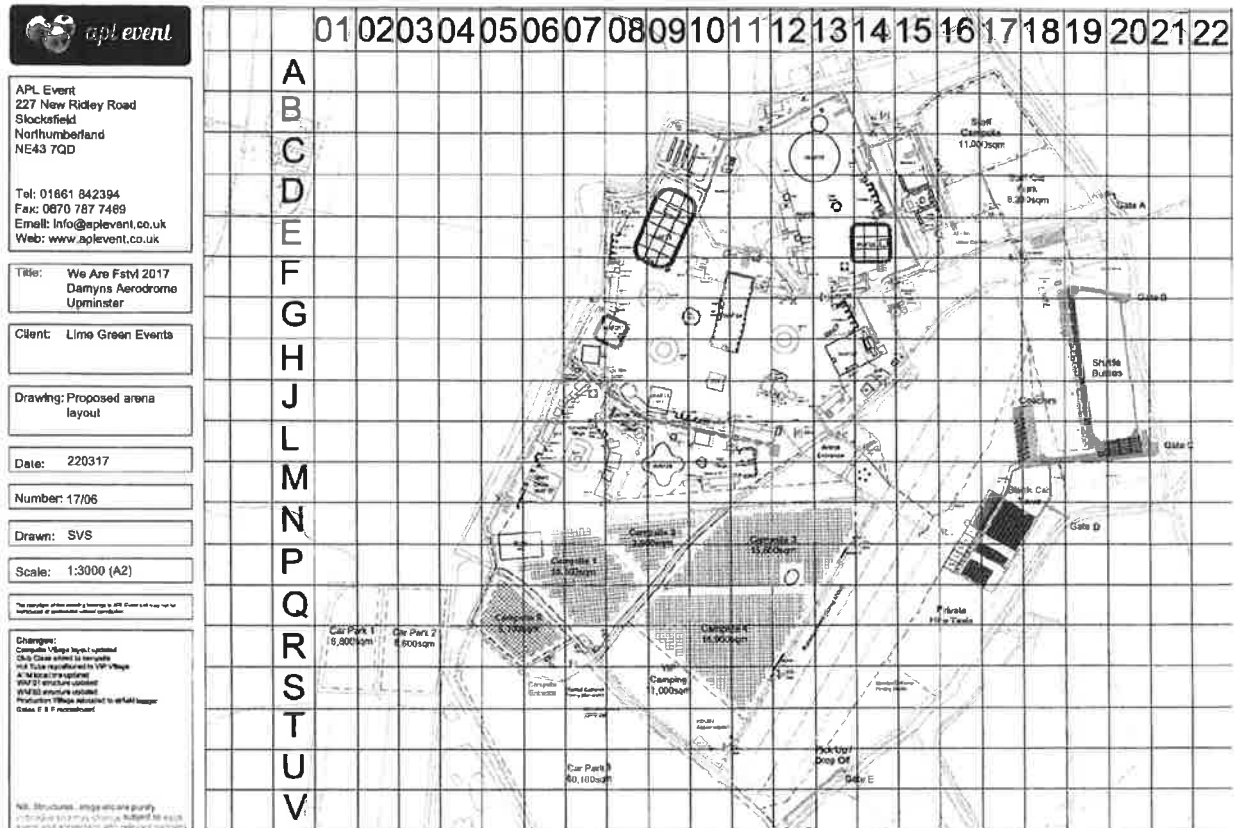
17. There shall be no provision of late night refreshment within the campsite after 0300.
18. There shall be no sound systems mounted on the bars, as denoted on the site plan. Music noise levels at all bar serving points shall at all times whilst the sale of alcohol is permitted permit bar staff and purchasers to verbally communicate with each other about orders and challenge 25 assessments.
19. The layout of the premises shall be in accordance with the site plan (17/06 dated 22 March 2017). Any variations to the plan shall be approved by the Police and Licensing Authority.
20. Any person found in possession of illegal drugs within the Designated Search Area shall be removed from the Designated Search Area and not permitted to re-enter at any time during the festival. The removal of persons shall be reported to the Police.
21. Notices shall be displayed within the Designated Search Area and upon the website of the Festival, advertising penultimate train times from Upminster station as agreed by the Safety Advisory Group and included in the Final Event Management Plan.
22. Notices shall be displayed within the Designated Search Area declaring that individuals found to be in possession of illegal drugs shall be removed from the Designated search Area as agreed with the Safety Advisory Group.
23. Free potable water shall be freely available from standpipes across the Designated Search Area and clearly signposted throughout. Empty plastic bottles shall be permitted into the Designated Search Area for drinking water from standpipes.
24. Details of capacity, means of escape and pyrotechnics shall be agreed with the Fire Service two weeks before the commencement of the Festival.
25. The Traffic Management Plan shall be agreed with the Safety Advisory Group and included in the Final Event Management Plan.

Signed

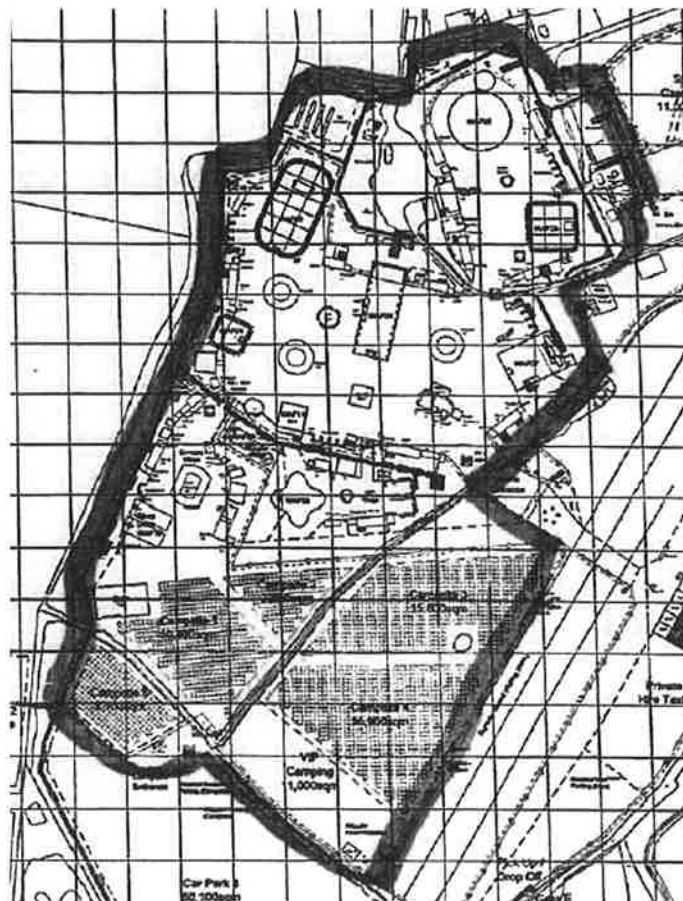
Arthur Hunt, Licensing Officer

Date of Issue:-10 May 2017

Site Plan



Designated Search Area





Part B

Premises licence summary

Premises licence number

018731

Premises details

Postal address of premises, if any, or if none, ordnance survey map reference or description

We Are Festival
Damyns Hall Aerodrome, Aveley Road, Upminster RM14 2TN

Where the licence is time limited the dates

26 May 2017 – 29 May 2017

Licensable activities authorised by the licence

Films, Live Music, Recorded Music, Performances of Dance
Late Night Refreshment, Supply of Alcohol

The times the licence authorises the carrying out of licensable activities

Supply of Alcohol (Arena)

Saturday & Sunday – 10:30 to 00:30

Supply of Alcohol (Campsite)

Friday – 12:00 to 02:00

Saturday – 10:30 to 02:00

Sunday – 10:30 to 01:00

Late Night Refreshment (Arena)

Saturday & Sunday – 23:00 to 00:00

Late Night Refreshment (Campsite)

Friday to Sunday – 23:00 to 03:00

Films, Live Music, Recorded Music, Performances of Dance

Friday – 14:00 to 03:00*

Saturday – 10:00 to 03:00*

Sunday – 10:00 to 01:30*

- *Music on the arena outdoor stage would finish at 23:00;
- *Music within the arena tented stages would finish at 00:30;
- *Music within campsite structures until 23:00 would be at agreed levels;
- *Music within campsite structures after 23:00 would be played with no audio i.e. silent (Silent Disco). Music from campsite structures would finish at 03:00 on Saturday and Sunday and 01:30 on Monday.

Signed

Arthur Hunt, Licensing Officer

Date of Issue:-10 May 2017

The opening hours of the premises

Friday – 10:00 to 24:00
Saturday & Sunday – 00:00 to 24:00
Monday 00:00 to 13:00

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

On Supply Only

Name, (registered) address of holder of premises licence

Lime Green Events
65a Station Road, Upminster, Essex RM14 2SU

Registered number of holder, for example company number, charity number (where applicable)

08206488

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol

Jamie Coleman

State whether access to the premises by children is restricted or prohibited

Prohibited

Licensing Authority,
London Borough of Havering

EA – East Area

Romford Police Station,
19 Main Road,
RM1 3BJ.

John.J.Goodwin@met.pnn.police.uk

18/01/2018

For the attention of the Licensing Authority of the London borough of Havering:

The Metropolitan Police have received an application for a permanent premises licence for the WeAre Festival situated at Damyns Hall Aerodrome, Aveley Rd, RM14 2TN.

I certify that I have considered the application shown above on behalf of Chief Superintendent Jason Gwillim and I wish to make representations that the likely effect of the grant of the licence is detrimental to the four Licensing Objectives.

I have had strategic oversight of the festival for a number of years and have seen the festival grow in size, capacity and duration. We recognise that the festival is a local amenity and an attraction to Havering for visitors. There are economic benefits to the community according to the organiser, however, we have not seen the economic assessment they rely on.

Although we support and recognise the need for local amenities we have a duty to prevent crime and disorder. To that end the increase in capacity at last year's festival saw an increase in recorded crime of 50%.

We are therefore concerned that any further increases in capacity may result in increases in crime, arrests and disorder.

The applicant has also requested that the campsite area have amplified music until 3AM, we have concerns that this will impact on local residents. The standard across the MPS for cessation of live music is 11pm.

The applicant has also requested a permanent premises licence. This year's application is accompanied by an incomplete event safety manual and it has made it impossible to judge whether the lessons learned from previous years have been adequately considered. Several of the management team, with crucial local knowledge in managing the event, have been contracted for a period of three years. We would ask the committee to consider whether a three year licence is more appropriate for this licence.

Last year's event saw a significant number of arrests in relation to drugs and a vast quantity of drugs seized. Whilst there may always be an element at music festivals that will use drugs we have serious concerns that the high percentage of MDMA, or ecstasy, seized reflects the demand from festival goers. This raises concerns for the safety of the public as there have been several deaths at music festivals over the years in relation to MDMA.

Finally we unfortunately live in a time of austerity with public sectors having to face budget reductions year on year. The police service is no different and we have a finite number of resources to provide core policing to the borough.

Annually the festival extracts officers from their core policing roles to provide assistance to the festival. The annual cost to each Havering resident is approx. 69p per person based on the approx. quarter of a million residents, this is simply for the support provided on the day. There are significant additional resources that go into associated arrests, investigations and court cases.

All other festivals in the MPS area provide financial support to the cost of policing the event. In its five years so far the festival has not provided any financial support to the public purse and without that commitment we cannot guarantee any support beyond our core policing in the future, especially as the applicant has requested a permanent licence.

I have commissioned my officer to provide additional supporting representations for the benefit of the sub-committee.

Many Thanks,

A handwritten signature in black ink, appearing to read 'J Goodwin', with a stylized, cursive script.

T/Chief Inspector John Goodwin

For and on behalf of

Chief Superintendent Jason Gwillim, Borough Commander.

WeAre Festival – Police Representations 2017

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1. Application

1.1 Submission date

The application was submitted by the premises licence holder on the 21st December 2017. In doing so the applicant has reduced the working days available to responsible authorities to prepare representations based on the application. Assurances had been made that the application would not be submitted over the Christmas period as has been the case in previous years.

In submitting the application over the period the applicant has shown either poor management or a will to restrict authorities to adequately prepare.

When questioned about late submission, the applicant stated that due to site plans and various other internal factors the date was the soonest available date for submission. In fact, a later date of submission would have allowed authorities more working days to prepare representations, taking bank holidays over Christmas and New Year into account.

In any case the application should have been submitted well in advance of the 21st December as the applicant had pledged at previous de-brief meetings.

The lack of time available to prepare representations means that there is also less time to negotiate any sticking points around the application. Legal cases such as Woodward Vs Thurrock would also indicate that it is down to the applicant to leave enough time between event and application to allow sufficient time in order for relevant processes to be completed. This could include any appeals to the magistrates' court as was the case in 2016.

1.2 Non-agreed terms of licence application

Where there are points raised in the police representations around conditions and costs it is right that the sub-committee questions why these have not been resolved well in advance of the application.

Each application must be dealt with on its own merit and the applicant gave no pre-indication to the content of the EMP or the finer details around opening and closing times of live music and alcohol.

An agreement in principle was reached with the local authority around capacity prior to the application, with an agreement in principle around a permanent licence.

Whilst a permanent licence does reduce the annual burden on resources on responsible authorities around the application process, it is worth noting that the DPS, Security manager and the security teams are all only contracted for three years. In three years there could be an entire turnaround of staff with the knowledge required to manage the event at a local level.

To that end in order to ensure that a permanent licence would not be detrimental to the licensing objectives it is necessary to condition the licence, not the EMP, to ensure that all concerns are addressed prior to the creation of a new EMP. Although the event is in its sixth year we are again faced with a new EMP and this could be the case in the future.

We hope and anticipate that negotiations around conditions will continue with the applicant prior to any hearing.

2. Costs

As detailed in the police representations to the 2016 festival there is a significant cost to the Metropolitan police for the event.

Last year's policing costs, if they had been requested under the Special Police Services (SPS) criteria, would have cost 162,884.65.

The cost of this is borne by the residents of Havering, approx. 69p per person based on the population at the last census.

Police cannot order anyone to pay for police services and we have a duty to provide core policing.

It is worth noting that all the other festivals in the met make a contribution towards the costs involved in policing an event.

There is a significant amount of additional resourcing that goes into the preparation and planning of the event, arrests in custody, investigations into crimes committed and other associated drains on resources.

In this current climate the Met face difficult financial resourcing demands. The festival contributes to the local economy in some way and this is recognised by the Met, however, it is also a private festival that is a business and its primary aim is to make a profit for its shareholders.

At no point since its inception has the festival contributed towards the costs of policing the event and the organiser has given no definite commitment to making a contribution in the future.

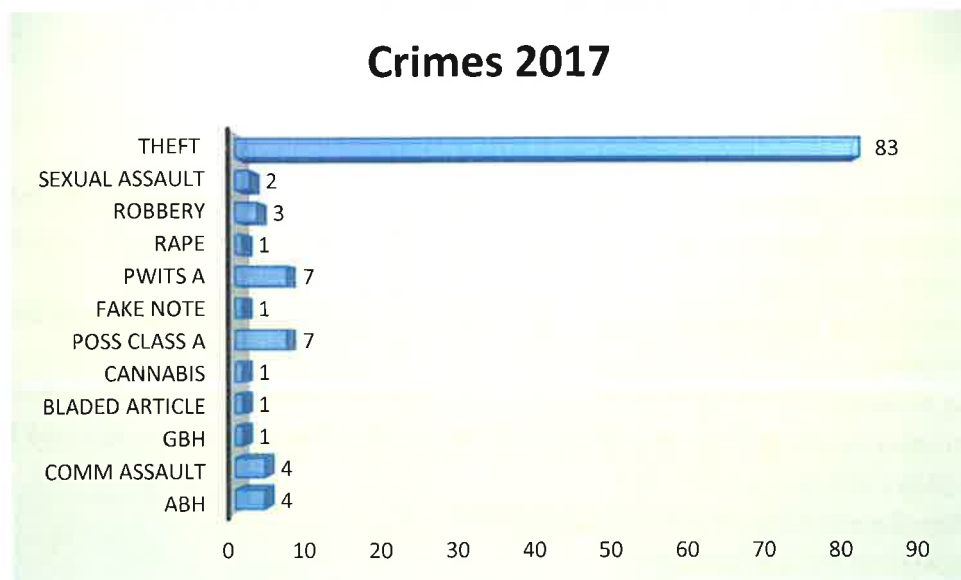
3. Comparison to other Met festivals

	WeAre	Wireless	Love Box	SW4	Field Day
Time Limited Licence	No	5 year licence	3 year	One event	3 year
Films	0300	2230	2300	2300	2300
Live Music	0300	2230	2300	2300	2300
Recorded Music	0300	2230	2300	2300	2300
Dance	0300	2230	2300	2300	2300
LNR	0500	2230	2300	2300	2300
Alcohol	0200	2200	2300	2230	2245
Opening hrs	duration	2300	2330	2300	2330
Fixed date event	No, between May and Sep	No, five event days a year	Yes, 3 days may to sept, must be agreed	Yes, fixed three days aug	Between ,may to sept
Capacity	39,999	49,999	no	29,999	No
CCTV	No	yes	No	Yes, consideration	No
Sag sign off	yes	Yes	Yes	No, licensing officer	Police, if no agreement then sag
Sps	no	yes	Yes	Yes	Yes
Sps condition		yes	No	No	No
Emp req	yes	Yes	Yes	yes	Yes
Conditions on licence		116+	42	129+ subs	26

- With the exception of the WeAre festival. All other concerts in London provide funding to the Met for Special Police Services. This is conditioned in such a manner in the premises licence of Wireless.
- WeAre is the only festival not on a time limited licence. The others range from one event to five years.
- Sag endorsement of the final EMP is the most common method of sign off on festivals.
- No other events go beyond 2300 hrs with alcohol finishing between an hour and fifteen minutes before live music ends.
- Most licences have flexibility of dates built in.
- WeAre has the only campsite.

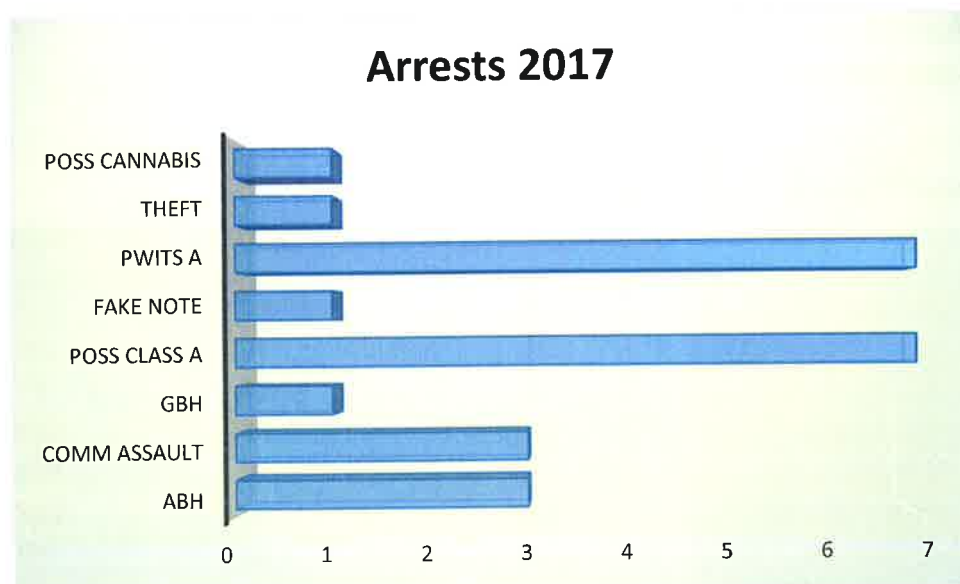
4. Associated Crimes

- Crimes for the 2017 event totalled 115, they are broken down by classification in the table below.
- The majority are theft related (83), there were nine assault related crimes, three robberies, three sexual assaults, one knife related and fifteen drug related.
- In 2016 there were 77 crimes, therefore crime increased by 50% at the 2017 event. Contributing factors include increased capacity, the addition of the campsite, additional security and search regime.
- The proposed licence includes an increase in capacity, it follows that there is a likelihood of increased crimes and an increased demand on police resources.
- Victims are primarily under the age of 30, one victim of phone theft was 17 years old. The event is an over 18's event and stringent checks are necessary to prevent children coming to harm.



5. Arrests

- There were 24 arrests made in relation to the festival.
- Drug arrests total fifteen and several can be attributed to the security teams located on the various entrances working diligently and effectively.
- Of note, staff were included in those arrested. This reinforces the need for an extensive search regime.
- Arrests are a demand on resources, there is a significant cost involved in detaining people in custody as well as any ongoing investigations.



6. Drugs

The current ESMP states that alcohol is the most likely risk factor in relation to intoxication.

We would submit that this is not the case, there is some level of control around the consumption of alcohol at the festival, and it is a lot harder to control the consumption of illegal drugs.

There were fifteen recorded crimes and arrests/interviews in relation to drugs at the 2017 festival. Of the suspects arrested the majority were either charged to court or cautioned for a variety of drug related offences.

The contents of the amnesty bins and the drugs seized at the search areas was collected and analysed by TicTac Ltd, a leading healthcare company who specialize in drug analysis and services to the public sector. The current values of the drugs has been provided by them.

- The total value of the drugs seized was £62,389
- The most popular drug was MDMA in its various formats, 77% of the total.
- Ketamine, a horse tranquiliser, was second most popular, although it only contributed to 11% of the total.
- A total of 2399 pills, bags, capsules etc. were seized and analysed

The final report can be summarised as follows:

	Total of bags/tablets	Price £ per gram/tablet	Value
Ecstasy Tablet	1359	10	13587
2C-B tablets	29	10	290
Amphetamine	11	10	11
Cocaine	180	100	1800
Ketamine	267	30	8010
MDMA Crystal	485	40	19400
Blotters	16	10	160
NPS other	32	20	640
Benzos	10	1	10
N,N-dimethyl-tryptamine	0	40	0
N-ethylpentylene	10	40	<u>400</u>
Total:	2399		£60, 607
Cannabis	183 Gram		£1,782

7. Conditions

The applicant has offered some conditions, primarily around the scheduling of future ESMPs. There are also conditions offered around CCTV, Searching, Age Requirements and others.

The timing of submission of the licence application has unfortunately reduced the capacity for negotiation prior to the closing date of submission of representations. It is anticipated that between the end of the consultation period and any hearing there will be some partnership working with the applicant around suggested conditions.

7.1 Suggested Additional Conditions

The majority of the conditions below have been referenced from previous WeAre licences and other licences in the Met which have been approved, or written under direction of, the Directorate of Legal Services of the Met Police and are deemed to be proportionate, legal and in accordance with the licensing act 2003. Some have been tailored to this application for a permanent licence.

Too many conditions on a licence can lead to confusion, however, with the EMP changing annually it is necessary to provide a bespoke set of guidelines to direct future events and EMPs. Especially should personnel change or the licence be transferred.

The twenty conditions below provide a base guidance for the event in the future. They are broken down by topic.

7.2 Searching

This was a topic of concern in last year's representation and subsequent appeal process. The current application and ESMP does not address the concerns raised last year in any detail. Police expectation is that the standards of searching at the 2017 event be upheld and improved on.

The increased search regime at last year's event resulted in staff members being arrested the day before the event started for possession with intent to supply class A.

Drug dogs had identified the male had drugs concealed in his anus, 23 orange "Tesla" ecstasy tablets. There were also successes at the entrance search tent with a considerable amount of drugs seized. (5408072/17)

Unfortunately there was a report of an assault in the car park at last year's event which required police assistance and resulted in one male being arrested for assault. Whilst staff alerted police to this incident it may require an increase in staffing levels to that area to provide an increased deterrent. (5408452/17)

- *The designated search area will be determined by the police and security manager at least six weeks prior to the commencement of the event.*
- *Numbers of security personnel shall be agreed by the SAG prior to the event and included in the Final Event Management Plan.*
- *Persons, equipment and vehicles shall be searched on entry to the designated search area, including staff, contractors, artists and VIPS, in accordance with the searching protocols agreed with the police and included in the final event management plan. The premises licence holder shall deploy passive drug detection dogs at all entry points to the designated search area in consultation with the police.*
- *Dedicated teams of mobile car park security patrols be deployed at the event and security numbers be confirmed and agreed with the MPS six weeks prior to the event.*

7.3 Costs

The following conditions have been extracted from the premises licence of Wireless Festival, London Borough of Haringey.

They are added for the consideration of the sub-committee.

- *The MPS will not perform ‘stewarding’ roles nor undertake the responsibilities of the event organiser or other agencies, as these are not police core duties, unless there is a formal request from the event organiser or other agency for Special Police Services (SPS), which the MPS agree to provide.*
- *The full cost of the Traffic Management Plan, including the Traffic Management Order, staffing and barrier costs to be met by the organiser/promoter. Any request for the TMP to be supported by police officers, over and above the deployment determined by the MPS as required to discharge the core policing duties associated with each event, must be by way of a request for Special Police Services (SPS) pursuant to Section 25 of the Police Act 1996. The MPS reserves full discretion to refuse any request for SPS, and the TMP must not assume police support.*

In addition to the above.

- *If no commitment is made by the Premises Licence Holder to request Special Police Services at least three months prior to the commencement of the event then the EMP must demonstrate how the event will proceed without any police support. This method must be agreed by the SAG six weeks prior to the event.*

7.4 Crime Prevention

Below are extracted conditions from last year's licence for consideration, all of which contributed to the prevention of crime and disorder at the 2017 event:

- *A designated member of staff to be responsible for the emptying and packaging of amnesty bins in the presence of police officers, this persons to identify themselves to police at event control at the start and conclusion of the event.*
- *CCTV to be installed at all points of searching and in search tents*
- *All security personnel to be in possession of and in contact with event radio control*
- *Mobile welfare teams, with visible uniform differentiating them from security or medical staff, to be deployed to the event with radio contact in order to identify, monitor and assist with persons intoxicated through drink or drugs. Numbers be confirmed and agreed with the MPS no later than six weeks prior to the event.*
- *A member of the welfare team to be in contact with Queens's hospital prior to and during the event.*
- *The DPS be a member of the management team of the applicant.*
- *The venue have a dedicated crime reporting tent in the main arena where a member of staff will assist in reporting crime online utilising an online tool similar to the MPS online tool or a scheme such as Facewatch or its equivalent.*
- *A steel shield be erected around the perimeter of the campsite and event and constantly monitored by security staff.*
- *A designated member of staff to be responsible for the emptying and packaging of amnesty bins in the presence of police officers, this person to identify themselves to police at event control at the start and conclusion of the event.*

7.5 Public Nuisance

- *A complaints book or electronic record will be held on the premises to record details of any complaints received from neighbours through the dedicated noise line and the action taken. The information is to include, where disclosed, the complainant's name, location, date time and subsequent remedial action undertaken. This record must be made available at all times during the event for inspection by council officers of the initial record. Records must be submitted to the Licensing team with a final log to be submitted within a further 7 days*
- *Upon request, authorised Enforcement Officers of the Responsible Authorities on duty in that capacity of Licensing Authority, Environmental Health Team, Metropolitan Police Service and London Fire Brigade, must be provided with security passes for full and free access at all times to each and every part of the licensed area.*

7.6 Due Diligence

- *The tickets manifest must be sent, or shown, to the Police and Local Authority Licensing Officers and a copy kept by LB of Havering.*
- *A record of all persons detained in the enhanced search tent, any quantities of drugs found on their person, their name, address and date of birth (as much as can reasonably be obtained) be kept and sent to police licensing officers within seven days of the conclusion of the event.*

Additional documents

The following documents have been referenced within these representations and can be provided on request.

Please contact KD-Licensing@met.police.uk for any requests.

1. SPS CALCULATIONS SPREADSHEET 2016
2. WIRELESS PREMISES LICENCE
3. LOVEBOX PREMISES LICENCE
4. SW4 PREMISES LICENCE
5. FIELD DAY PREMISES LICENCE
6. WeAre 2016 CRIMES SUMMARY SPREADSHEET
7. TICTAC DRUG DATA SPREADSHEET WEARE 2016
8. POLICE REPRESENTATIONS WEARE 2016

Licensing Act 2003 – responsible authority representation

This representation is made by a responsible authority for the London Borough of Havering concerning a premises licence application for the premises as detailed below.

Applicant: Lime Green Events Limited

Premises: We Are FSTVL Site, Damyns Hall Aerodrome, Aveley Road, Upminster, RM14 2TN

Name: David Cant

Organisation: London Borough of Havering

Address: Public Protection, Mercury House, Mercury Gardens, Romford RM1 3SL

Email: david.cant@havering.gov.uk

Telephone no.: 01708 432086

Objection summary: To Object to the proposed premises licence application in the interests of "The Prevention of Public Nuisance"

Policy considerations

Licensing Policy 14

The Licensing Authority is committed to protecting the amenity of residents and businesses in the vicinity of licenced premises, particularly when late hours have been sought. Where relevant representations are received, the Licensing Authority will impose appropriate restrictions or controls on the licence to support the prevention of undue noise disturbance from licensed premises.

7.10 The Licensing Authority expects that premises intended for the provision of noise-generating licensable activities are acoustically controlled and engineered to a degree where the noise from the premises when compared to the ambient noise level will not cause undue disturbance. The Licensing Authority recognises specific difficulties associated with other premises structurally linked to would be licensed premises and the limit of sound insulation performance that can be achieved. In some circumstances licensed premises adjoining residential properties may not be appropriate.

Representation

The application seeks provision of live and /or recorded music on Friday and Saturday night through to 03:00 on Saturday and Sunday respectively as well as until 01:30 Monday. This represents a significant extension on the previous curfew of 00:30 on all nights. The Event Management Plan states that music will only run until 01:30 on Saturday morning and until 00:30 on Sunday and Monday morning but this could be changed on granting of a later licence.

It is the environmental protection team's opinion that the granting of a licence with these hours will have a significant adverse impact on the enjoyment of residents' properties and cause disturbance to sleep to a significant cross-section of the local community amounting to a public nuisance. To illustrate this point, more than 90% of the complaints about noise from We Are FSTVL events since 2013 were received from residents within approximately 4km of the centre of the site. In this radius there are in excess of 30, 000 residential dwellings in Rainham, Hornchurch and Upminster as well as hundreds more in Thurrock to the South. Whilst not all of these residents will be disturbed to the same extent (if at all), public nuisance could include low-level nuisance affecting a few people living locally as well as a major disturbance affecting the whole community.

Similar events at open spaces in other in other London Boroughs typically have much earlier curfews:

On Blackheath 9-10th September 2017, Blackheath. Saturday 22:30, Sunday 22:00

All Points East 25-27th May 2018, Victoria Park. Friday and Saturday 23:00, Sunday 22:30

Community Festival 1st July 2018- Finsbury Park. Saturday 22:00

Lovebox 13-14th July 2018 – Brockwell Park. Friday and Saturday 23:00

During 2017s event there were a number of complaints that the music was already too late and in my opinion, any further extension of hours for live and recorded music will only serve cause greater disturbance and to generate more complaints.

The introduction of audible entertainment on Friday night and its continuation into Monday morning means that the event is longer than ever with licensable activities including music on 4 days. The Code of Practice on Noise Control at Concerts recommends a more stringent guideline value where there are 4 or more events days per year at a venue ("The music noise level should not exceed the background noise level by more than 15dB(A) over a 15 minute period"). In order to comply with this guideline value at We Are FSTVL in 2018 in locations such as Gerpins Lane and Damyns Hall Cottages, it is unlikely that the event organiser will be able to provide an event which gives sufficient enjoyment to the audience. It is therefore recommended that the event is limited to covering three days only.

The applicant states that both live and recorded music on open air stages will cease at 23:00 and any entertainment after this hour will take place 'within tented arena structures.' These tented arena structures offer no discernible attenuation of noise from within, particularly at the lower frequencies which are most likely to cause disturbance. From an acoustic point of view they can effectively be considered as open air. The applicant's own acoustic consultant assumes only a 'nominal 3dB attenuation' from tents in the 2017 Noise Management Plan. Furthermore, Stage WRF4 'Terminal 1' was classified by the organiser as an outdoor stage with a 23:00 curfew to align with other 'open air' stages in 2017. For the 2018 licence it has been considered as an 'indoor' stage with a proposed curfew of 00:00.

Noise management plans for the event in previous years have included predictions of the music noise level at agreed monitoring locations. There are no such predictions to reflect changes in the number, layout or timings of the stages in 2018. We therefore have insufficient information to reliably determine the extent of any adverse effects caused by changes to the event in 2018.

Complaint and inspection history (if applicable)

The 2017 event resulted in 28 complaints concerning noise; the second highest on record and only 1 fewer than 2014. The approximate locations of these complaints are shown as black stars on the attached map. The red stars show complaints from all other years.

Year	Number of Noise Complaints
2013	4
2014	29
2015	5
2016	6
2017	28
Total	72

Of the complaints received during the 2017 event and subsequently subject to noise measurements at the time, all were within the 65db $L_{Aeq}(15min)$ limit. This previous A-weighted criterion alone can underestimate annoyance at greater distances from the venue (>2km) as the mid to high frequency energy is quickly attenuated with respect to the low frequency which dominates dance music. The expectation of people living some distance from the event also tends to be that the concert should be inaudible.

LBH has concerns that the proliferation of complaints beyond 2km from the site (60% of complaints in 2017), may be due to higher levels in the 63Hz and 125Hz Octave bands in particular. Further data relating to these frequencies at the 2017 event has been requested to allow additional analysis but has not been received to date. LBH is therefore proposing an additional licence condition to control the potential for disturbance from low frequency noise on the assumption that it plays a significant role, in the absence of any evidence to the contrary (see attached schedule of proposed conditions).

Other documents attached

1. Map of Complaints 2013-2017: (Each star represents the approximate location of a complaint. Black stars are complaints in 2017; red stars are all other years 2013-2016)
2. Schedule of proposed premises licence conditions

Signed



Dated

18/01/2018

Schedule of Proposed Conditions

Premises Licence Application – We Are FSTVL Site, Damyns Hall Aerodrome, Aveley Road, Upminster, RM14 2TN

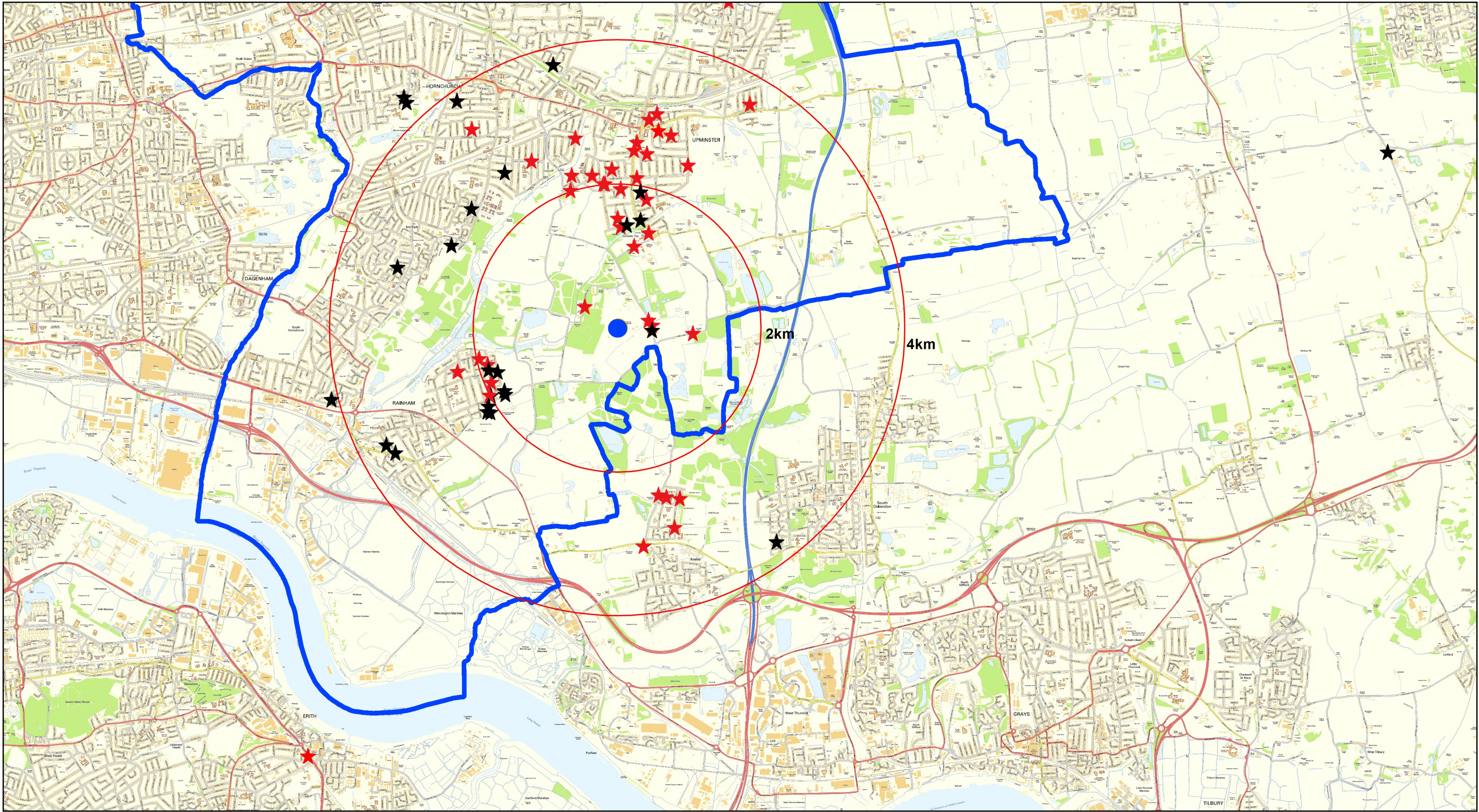
A) If a licence is granted for the event to run over 3 days:

1. Between the hours of 10:00 and 23:00 the music noise level from the event shall not exceed 65dB L_{Aeq} (15 mins) at 1 metre from the façade of any noise sensitive premises
2. Between the hours of 23:00 and the terminal hour, a music noise level of 45dB L_{Aeq} (15 mins) at 1 metre from the façade of any noise sensitive premises shall be used as guideline maximum level. If in the opinion of London Borough of Havering's Environmental Protection team the noise is unreasonable despite achieving this guideline level, action will be taken to reduce the noise levels at source.
3. A subjective assessment of low frequency noise will be made at agreed monitoring locations and in response to any complaints of noise and controlled so as not to cause a nuisance. In order to provide objective guidance, music noise levels in the 63Hz and 125Hz octave bands should not exceed a target level of 70dB L_{eq} , 15mins.
4. A suitably qualified and experienced acoustic consultant will prepare a noise management plan as part of the event safety management plan and manage noise at the event in accordance with it.
5. Complaints concerning noise will be investigated by the licensee's appointed acoustic consultant during the event and measurements will be taken to ensure compliance with limit values.
6. The details of all complaints received, actions taken and measurements made in response to complaints of noise will be recorded and provided to the Licensing Authority as part of the acoustic consultant's post-event report.

OR;

B) If a Licence is granted for the event to run over 4 days:

1. The music noise level shall not exceed the background noise level by more than 15dB (A) over a 15 minute period. The background noise level shall be taken as the arithmetic average of the hourly L_{A90} measured over the last four hours of the proposed event.
2. A subjective assessment of low frequency noise will be made at agreed monitoring locations and in response to any complaints of noise and controlled so as not to cause a nuisance. In order to provide objective guidance, music noise levels in the 63Hz and 125Hz octave bands should not exceed a target level of 70dB $L_{eq, 15mins}$.
3. A suitably qualified and experienced acoustic consultant will prepare a noise management plan as part of the event safety management plan and manage noise at the event in accordance with it.
4. Complaints concerning noise will be investigated by the licensee's appointed acoustic consultant during the event and measurements will be taken to ensure compliance with limit values.
5. The details of all complaints received, actions taken and measurements made in response to complaints of noise will be recorded and provided to the Licensing Authority as part of the noise consultant's post-event report.



We Are FSTVL Noise Complaints 2013 - 2017



Scale: 1:50000
Date: 18 January 2018

0 1000 2000 3000 metres



London Borough of Havering
Town Hall, Main Road
Romford, RM1 3BD
Tel: 01708 434343

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Ordnance Survey 100024327

Licensing Act 2003 Responsible Authority representation

This representation is made by a responsible Authority for the London Borough of Havering concerning a licence application for the premises as detailed below.

Premises Name and address: We Are FSTVL site, Damyns Hall Aerodrome, Aveley Road, Upminster, RM14 2TN

Your Name: Kasey Conway

Organisation name/name of body you represent: Health and Safety

Your Address: Public Protection, Town Hall

Email: kasey.conway@haverling.gov.uk

Contact telephone number_01708 432555

Representation Summary – I make representation against this application based upon the public safety licensing objective.

Policy Considerations

6.0 Licensing Hours

Licensing Policy 7

When dealing with new and variation applications the Licensing Authority will give more favourable consideration to applications with the following closing times:

Public Houses and Bars	23:00 hours-Sunday to Thursday Midnight –Friday and Saturday
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Nightclubs	01:00 hours Sunday to Thursday 02:00 hours Friday and Saturday
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Restaurants and Cafes	23:00 hours Sunday to Thursday Midnight- Friday and Saturday
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Off licences	23:00 Monday to Sundays
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Hot food and drink supplied by takeaways, fast food premises	Midnight- Sunday to Thursdays 01:00 Friday and Saturday
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Consideration will also be given to the type of area that the premises is located in with regulated activities normally being permitted until

23.30 in residential areas and
00.30 in mixed use areas.

These hours are not pre-determined and each application will be considered on its merits.

.3 Applicants who wish to provide licensable activities outside the hours specified above should ensure that the operating schedule specifies detailed measures to militate against crime, disorder and public nuisance taking into account:

- The location of the premises and the character of the area in which they are situated
- The proposed hours during which licensable activities will take place

- The adequacy of the applicant's proposals to prevent crime and disorder and prevent public nuisance
- Whether customers have access to public transport when arriving at or leaving the premises

The proximity of the premises to other licensed premises in the vicinity and the hours of operation of those other premises policies and proposals for the orderly dispersal of customers

Noise

Licensing Policy 14

The Licensing Authority is committed to protecting the amenity of residents and businesses in the vicinity of licenced premises, particularly when late hours have been sought. Where relevant representations are received, the Licensing Authority will impose appropriate restrictions or controls on the licence to support the prevention of undue noise disturbance from licensed premises..

7.9 The changing nature of the town centres in Havering with increased residential use alongside commercial premises has led to increased noise complaints. The Licensing Authority will seek to balance the protection of residents from undue disturbance against noise and the activity that is the natural by-product of people going about their business, entertainment or leisure.

7.10 The Licensing Authority expects that premises intended for the provision of noise-generating licensable activities are acoustically controlled and engineered to a degree where the noise from the premises when compared to the ambient noise level will not cause undue disturbance. The Licensing Authority recognises specific difficulties associated with other premises structurally linked to would be licensed premises and the limit of sound insulation performance that can be achieved. In some circumstances licensed premises adjoining residential properties may not be appropriate.

Representation

The application is for 4 event days per calendar year between 1st May and 1st September. The festival site is on Aveley Road Upminster which is approached by country lanes with no footpaths. The festival operates a road traffic management plan to allow for ingress and egress of festival goers but this does cause disruption and nuisance for residents, businesses and through travellers who have to negotiate the one way system. If the event days are not on a weekend which includes a bank holiday it may lead to more disruption and public nuisance as the traffic is heavier.

The application terminal hour is for 3am which is considerably later than the Statement of Licensing Policy which would suggest that the terminal hour is 23.30 for a residential area. The festival has been running for 5 years and each year complaints about noise are received. The current Event Management Plan provided by the applicant has a terminal hour of 00.30 with music being played on 3 consecutive nights which is an increase on previous years. There is insufficient information in the application to assess why a 03.00 licence is required and whether public nuisance could be mitigated.

The application is for a total of 39999 people on site. This number comprises 30,000 day visitors, 7000 camping and up to 2999 staff, artistes and performers. This is an increase in number of day visitors from previous years and the transport system for egress is untested for this number of visitors. In the interests of public safety the number of day visitors should not increase due to the location of the festival site. The information supplied with the application is insufficient to assess whether the plans for ingress and egress are adequate for the increased numbers of festival goers. It is really important that staff and festival goers do not attempt to walk to and from the site as the country lanes have no footpaths and become dark of an evening, with not enough adequate lighting.

This application is for a permanent licence and once granted the licence can be transferred to another person or organisation. The Responsible Authorities have a good working relationship with Lime Green Events but any licence issued should have robust conditions so that any future licence holder can maintain high standards of operation.

Conditions on licence

If a licence is granted the Health and Safety Team as a Responsible Authority would chose to have the following items placed as conditions on the Premises licence.

The License is to be used for a maximum of 4 event days per calendar year which must be consecutive and include a Saturday. Mondays may only be event days on a bank holiday.

The Event management plan(EMP)shall be made up of the following documentation as a minimum and details of any other arrangements relevant to the event:

- Drug and Alcohol policy
- Campsite management plan
- Command, control and communications plan
- Crime prevention/reduction plan
- Crowd dynamics plan
- Fire safety management plan
- Health and safety risk assessments
- Major incident plan
- Medical and welfare plan
- Noise management plan
- Production schedule
- Sanitary facilities plan
- Security and stewarding operational plan
- Site plan
- Ticket and entry policy
- Trader information and management plan
- Traffic management plan
- Venues plan
- Waste plan
- Water supply plan
- Public safety management plan
- Schedule of key dates
- Wet weather plan

The Premises Licence Holder shall appoint suitably competent persons who shall prepare and implement the plans included in the EMP.

The contents of the EMP shall be fully complied with each year which shall convert to a condition of the licence on receipt of the approval in writing from the Licensing Authority.

The final version of the EMP will be published four weeks before the event and subject to Approval by the Licensing Authority as advised by the Safety Advisory group.

The terminal hour for music and entertainment shall be 23.30 on Friday, Saturday and Sunday.

Unless otherwise agreed with the licensing authority, the total number of people to be accommodated for the purposes of this licence at the event site at any one time shall not be more than 39999 (this figure must also include security, staff, catering concession staff, performers and employees.) and the total number of day visitors to the festival should not exceed 30,000 per day.

A complaints book or electronic record will be held on the premises to record details of any complaints received through the dedicated line and the action taken. The information is to include, where disclosed, the complainants name, location, date and time and subsequent remedial action taken. This record must be made available at all times during the event for inspection by Council officers. Records must be submitted to the Licensing team with a final log to be submitted within a further 7 days.

Complaint and Inspection History (if applicable)

Other documents attached

Signed:



Dated 18th January 2018