



# Haverling

LONDON BOROUGH

## LICENSING SUB-COMMITTEE (DAMYNS HALL AERODROME)

### AGENDA

<b>10.30 am</b>	<b>Wednesday 14 March 2012</b>	<b>Council Chamber - Town Hall</b>
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Members 3: Quorum 2

**COUNCILLORS:**

Peter Gardner (Chairman)

Pam Light

Linda Trew

**For information about the meeting please contact:**

**James Goodwin 01708 432432**

**[james.goodwin@haverling.gov.uk](mailto:james.goodwin@haverling.gov.uk)**

**AGENDA ITEMS**

**1 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS**

(if any) - receive

**2 DECLARATION OF INTERESTS**

Members are invited to declare any interest in any of the item on the agenda at this point of the meeting. Members may still declare an interest in an item at any time prior to the consideration of the matter.

**3 CHAIRMAN'S ANNOUNCEMENT**

The Chairman will announce details of the arrangements in case of fire or other events that might require the meeting room or building's evacuation.

**4 REPORT OF THE CLERK (Pages 1 - 6)**

**5 REPORT OF THE LICENSING OFFICER (Pages 7 - 102)**

Application for a Premises Licence for Damyns Hall Aerodrome, Aveley Road, Upminster, RM14 2TN.

**Ian Buckmaster  
Committee Administration & Member Support  
Manager**



## LICENSING SUB-COMMITTEE

14 March 2012

## REPORT

**Subject Heading:**

**Procedure for the Hearing:  
Licensing Act 2003**

**Report Author and contact details:**

**James Goodwin (01708) 432432  
e-mail:  
james.goodwin@havering.gov.uk**

Members are advised that, when considering application for a premises licence, the following options are available to them by virtue of the Licensing Act 2003, Part 3, section 35, paragraphs 3 and 4:

"Where relevant representations are made, the authority must

- (a) hold a hearing to consider them, unless the authority, the applicant and each person who has made such representations agree that a hearing is unnecessary, and
- (b) having regard to the representations, take such steps as it considers necessary for the promotion of the licensing objectives.

The steps are:

- a) modify the conditions of the licence
- b) reject the whole or part of the application

and for this purpose, the conditions of the licence are modified if any of them is altered or omitted or any new condition is added."

The Sub-Committee will also wish to note that, if none of these steps is required, the application must be granted.

Assuming that the Sub-Committee is satisfied that a hearing is required, then the following procedural steps are recommended. The Licensing Act 2003 (Hearings) Regulations 2005 will govern the arrangements for the hearing of the application

now under consideration. This report accords with the requirements of that Act and the Regulations, and in particular Regulations 21-25 (procedure at the hearing).

**1. Membership of the Sub-Committee:**

- 1.1 The Sub-Committee comprises three members of the Licensing Committee, with a quorum of two members. **Unless there are objections, in the absence of three members, the hearing shall proceed with the quorum of two.**
- 1.2 A members of the Licensing Committee will be excluded from hearing an application where he or she:
  - 1.2.1 has considered an application in respect of the premises in the previous 12 months as a Member of the Regulatory Services Committee; or
  - 1.2.2 is a Ward Councillor for the Ward in which the premises, subject to the application, are located; or
  - 1.2.3 is a Ward Councillor for a Ward which is likely to be affected by the application or;
  - 1.2.4 has a personal interest in the application.

**2. Roles of other participants:**

- 2.1 The Legal Advisor is not a party to the hearing. The role of the Legal Advisor is to provide legal advice relating to the application and submissions.
- 2.2 The Clerk is not a party to the hearing. The role of the Clerk is to record the hearing and the decisions of the Sub-Committee, and ensure efficient administration

**3. Representation validation meeting:**

- 3.1 Prior to this hearing, the Sub-Committee Chairman will have met the Legal Advisor and/or Clerk to determine whether further clarification is required of any issues contained in the application or any representation.
- 3.2 During this preliminary meeting no decision will have been made or discussion held regarding the substantive merits of the application or representations.

**4. Location and facilities:**

- 4.1 All hearings will be heard at the Havering Town Hall unless otherwise directed.
- 4.2 Interpreters will be provided by the Council on request, provided notice is given at least five working days before the hearing.

**5. Notification of attendance:**

- 5.1 The Chairman will enquire of the parties who is in attendance and the parties will indicate their names (and, where relevant, whom they represent). A register will be circulated before the commencement of the hearing on which the applicant, his/her advisers and companions and all interested parties (and/or their representatives) will be asked to record their attendance.

**6. Procedural matters:**

- 6.1 Prior to the commencement of the hearing, the Chairman of the Sub-Committee will orally inform the parties whether their applications to have certain people attend the hearing (e.g. witnesses) have been granted or refused. Note this relates to people other than those attending on behalf of a party in the capacity as a representative of the party.
- 6.2 Prior to the commencement of the hearing the Chairman of the Sub-Committee will outline the procedure to be followed at the hearing. This will normally be as follows:

**Introduction of the application:**

The Licensing officer will outline:

- details of the application and relevant representations received from the parties;
- relevant legislation ;
- relevant Licensing Policy; and
- the time limit in which the Council must reach a determination.

**Documentary evidence:**

- Documentary or other information in support of applications, representations or notices should be provided to the Clerk of the Sub-Committee at least 7 clear working days before the hearing. If this information is produced at the hearing it will only be taken into account by the Sub-Committee if the Sub-Committee and all the parties consent to its submission. Permission to have this information included in the hearing should be requested at the beginning of the hearing before any oral submissions have been made.
- Statements made by people in support of a party's representation who are not present at the hearing, must be signed by the maker, dated and witnessed by another person. The statement must also contain the witness's full name and occupation.

**Representations:**

- The chairman will invite each of the parties at the hearing or their representative sequentially to address the Sub-Committee and call any person/s to whom permission has been granted to appear. Each party will be allowed a maximum period of 10 minutes in which to address the Sub-Committee and call persons on his/her behalf.
- This 10 minute period is where each party has the opportunity to orally address the Sub-Committee and clarify any points in which the Sub-Committee has sought clarification prior to the hearing. This 10 minute period should be uninterrupted unless a member of the Sub-Committee or Legal Advisor considers that the speaker is making submissions that are irrelevant, frivolous or vexatious.
- Members of the Sub-Committee may ask questions of any party, at any time during the proceedings. Time taken in dealing with a Member's question will not be taken into account in determining the length of time available to the party in question to make their representation.

The sequence in which each of the parties will be invited to address the Sub-Committee will normally be in the order of:

- the Chief Officer of Police;
- the Fire Authority;
- the Health and Safety at Work Enforcing Authority;
- the Local Planning Authority;
- the Local environmental Health Authority;
- the Local Weights and Measures Authority;
- the Authority Responsible for the Protection of Children from Harm;
- a navigation or other authority responsible for waterways; and
- any other party that has submitted representations in respect of the application, certificate, notice or other matter appearing before the Sub-Committee;
- the party that has submitted the application, certificate, notice or other matter appearing before the Sub-Committee.

At the discretion of the Sub-Committee the above order may be varied.

**Cross-Examination:**

Where witnesses have been permitted by the Sub-Committee to speak at the hearing on behalf of a party, permission must be sought from the Sub-Committee before another party can ask the witness questions. This process of questioning is normally referred to as cross-examination. The Sub-Committee will allow cross-examination only where it is necessary to assist it in considering the representations or application.

**Relevance:**

Information submitted at the hearing must be relevant to the applications, representations, or notice and the promotion of the licensing objectives. The Chairman of the Sub-Committee is entitled to exclude any information it considers to be irrelevant whether presented in written or oral form. The licensing objectives are:

- The prevention of crime and disorder;**
- Public safety;**
- The prevention of public nuisance; and**
- The protection of children from harm.**

## **7. Failure of parties to attend the hearing:**

- 7.1 If a party, who has not given prior notice of his/her intention not to attend the hearing, is absent from the hearing the Sub-Committee may either adjourn the hearing or hold the hearing in the party's absence. Where the hearing is held in the absence of a party, the Sub-Committee will still consider the application, representation or notice submitted by that party.

## **8. Adjournments and extension of time:**

- 8.1 The Sub-Committee may adjourn a hearing to a specified date or extend a notice period except where it must make a determination within certain time limits in the following specific applications:
- Applications for conversion of existing licences where the Sub-Committee must make a determination within 2 months of the application first being received. In default of a decision being made the application will be treated as being granted;
  - Applications for variation of existing licences where the Sub-Committee must make a determination within 2 months of the application first being received. In default of a decision being made the application will be treated as being rejected;
  - Applications for conversion of existing club certificates where the Sub-Committee must make a determination within 2 months of the application being first received. In default of a decision being made the application will be treated as being granted;
  - Applications for variation of existing club certificates where the Sub-Committee must make a determination within 2 months of the application being first received. In default of a decision being made the application will be treated as being rejected;
  - Applications made by holders of justices' licences for personal licences must be determined within 3 months of the application first being received. In default of a decision not being made within this period the application will be treated as being granted;

- Review of premises licences following closure orders where the Sub-committee must make a determination within 28 days of receiving notice of the closure order.

**9. Sub-Committee's determination of the hearing:**

- 9.1 At the conclusion of the hearing the Sub-Committee will deliberate in private accompanied by the Clerk and the Legal Advisor who will be available to assist the Sub-Committee with any legal problems but will not participate in any decision making of the Sub-Committee.
- 9.2 The Sub-Committee will normally make its determination and announce its decision at the end of the hearing.
- 9.3 Where all parties have notified the Sub-Committee that a hearing is not required the Sub-Committee must make its determination within 10 working days of being given notice that the hearing is not required.

**10. Power to exclude people from hearing:**

- 10.1 The public are entitled to attend the hearing as spectators. However, the Sub-Committee may exclude any person from the hearing including any person assisting or representing a party where:
- it considers that the public interest would be best served by excluding the public or the individual person from the hearing; or
  - that person is behaving in a disruptive manner. This may include a party who is seeking to be heard at the hearing. In the case where a party is to be excluded, the party may submit to the Sub-Committee in writing any information which they would have been entitled to give orally had they not been required to leave the hearing.

**11. Recording of proceedings:**

- 11.1 A written record of the hearing will be produced and kept for 6 years from the date of the determination of the hearing.

**12. Power to vary procedure:**

- 12.1 The Sub-committee may depart from following any of the procedures set out in this document if it considers the departure to be necessary in order to consider an application, notice or representation.



## Licensing Sub-Committee

- Section 1 - Licensing Officers Report
- Appendix 1 - Copy of the Application
- Appendix 2 - Map of local area
- Appendix 3 - Representations
- Appendix 4 - Representations from Responsible Authorities



## **Licensing Sub-Committee**

**Section 1** - Licensing Officers Report





## LICENSING SUB-COMMITTEE

## REPORT

14 March 2012

**Subject Heading:**

Premises Licence Application Damynes  
Hall Aerodrome Aveley Road Upminster  
RM14 2TN

**Report Author and contact details:**

Paul Campbell – Licensing Officer  
01708 432777  
[licensing@havering.gov.uk](mailto:licensing@havering.gov.uk)

This application for a premises licence is made by Christopher Yates under section 17 of the Licensing Act 2003. The application was received by Havering's Licensing Authority on 24<sup>th</sup> January 2012.

**Geographical description of the area and description of the building**

The premises are three adjacent fields which lie to the west of Aveley Road next to a strip of land used for light aircraft.

The premises are situated about 2.1 miles from Upminster train station by road there are no public transport links to the venue. Most of the area surrounding the fields is open land; there are several residential properties within the vicinity also some commercial properties.

Maps of the area are attached to assist the committee.

**Details of the application**

The application is for 8<sup>th</sup> June 2012 to 10<sup>th</sup> June 2012 only

<b>Plays, Indoors</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Friday	16:00hrs	22:00hrs
Saturday	16:00hrs	22:00hrs
Sunday	16:00hrs	18:00hrs

<b>Live Music Outdoors, Recorded Music Outdoors</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Friday	13:00hrs	24:00hrs
Saturday	12:00hrs	24:00hrs
Sunday	12:00hrs	22:00hrs

**Licensing Sub-Committee, 14 March 2012**

<b>Live Music Indoors, Recorded Music Indoors</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Friday	13:00hrs	02:00hrs
Saturday	13:00hrs	02:00hrs
Sunday	12:00hrs	24:00hrs

<b>Performance of Dance, Outdoors</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Friday	13:00hrs	24:00hrs
Saturday	12:00hrs	24:00hrs
Sunday	12:00hrs	22:00hrs

<b>Performance of Dance, Indoors</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Friday	13:00hrs	02:00hrs
Saturday	13:00hrs	02:00hrs
Sunday	12:00hrs	24:00hrs

<b>Late Night Refreshment, Outdoors</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Friday	23:00hrs	24:00hrs
Saturday	23:00hrs	24:00hrs
Sunday	23:00hrs	22:00hrs

<b>Late Night Refreshment, Indoors</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Friday	23:00hrs	02:00hrs
Saturday	23:00hrs	02:00hrs
Sunday	23:00hrs	24:00hrs

<b>Supply of Alcohol, Outdoors</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Friday	12:00hrs	24:00hrs
Saturday	12:00hrs	24:00hrs
Sunday	12:00hrs	22:00hrs

<b>Supply of Alcohol, Indoors</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Friday	13:00hrs	01:00hrs
Saturday	13:00hrs	01:00hrs
Sunday	12:00hrs	24:00hrs

Indoors includes temporary structures such as tents

**Seasonal variations & Non-standard timings**

There are no seasonal variations or non-standard timings applied for in this application.

**Comments and observations on the application**

The applicant acted in accordance with premises licence regulations 25 and 26 relating to the advertising of the application. The required newspaper advertisement was installed in the Yellow Advertiser on Wednesday 8<sup>th</sup> February 2012.

**Summary**

There were three valid representations against this application from interested parties.

There were no representations against this application from responsible authorities.

**Details of representations**

Valid representations may only address the following licensing objectives:

The prevention of crime and disorder  
The prevention of public nuisance  
The protection of children from harm  
Public safety

**Interested parties' representations**

The interested parties representations fall mainly under the heading of the prevention of public nuisance.

There were no representations from the following responsible authorities:

The Metropolitan Police  
Public Health  
The London Fire and Emergency Planning Authority  
The Health & Safety Enforcing Authority  
The Trading Standards Service  
Planning Control & Enforcement  
Children & Families Service









## **Licensing Sub-Committee**

**Appendix 1** - Copy of the Application



\* required information

### Section 1 of 22

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

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

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

Are you an agent acting on behalf of the applicant?

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

Yes  No

### Applicant Details

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

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

Applying as an individual

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

Continued from previous page...

**Your Address**

Address official correspondence should be sent to.

* Building number or name	Glassenbury Hill Farm
* Street	Glassenbury Road
District	
* City or town	Cranbrook
County or administrative area	Kent
* Postcode	TN172QF
* Country	United Kingdom

The information given here will be saved and will be pre-filled in future forms.

**Section 2 of 22**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

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

Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name	Damynes Hill Aerodrome
Street	Aveley Road
District	Upminster
City or town	
County or administrative area	Essex
Postcode	RM14 2TN
Country	United Kingdom

**Further Details**

Telephone number	07769683345
Non-domestic rateable value of premises (£)	7,000

**Section 3 of 22**

**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

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

**Confirm The Following**

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

**Section 4 of 22**

**INDIVIDUAL APPLICANT DETAILS**

**Applicant Name**

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

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

- Yes                       No

First name

Family name

Is the applicant 18 years of age or older?

- Yes                       No

Continued from previous page...

### Applicant Postal Address

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

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

Yes

No

Building number or name	<input type="text" value="Glassenbury Hill Farm"/>
Street	<input type="text" value="Glassenbury Road"/>
District	<input type="text"/>
City or town	<input type="text" value="Cranbrook"/>
County or administrative area	<input type="text" value="Kent"/>
Postcode	<input type="text" value="TN172QF"/>
Country	<input type="text" value="United Kingdom"/>

### Applicant Contact Details

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

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

Yes

No

E-mail	<input type="text" value="chris@chrisyates.co.uk"/>
Telephone number	<input type="text" value="44 07769683345"/>
Other telephone number	<input type="text" value="44 01580714306"/>
<input type="button" value="Add another applicant"/>	

## Section 5 of 22

### OPERATING SCHEDULE

When do you want the premises licence to start?  /  /   
dd mm yyyy

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

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

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.



Continued from previous page...

**Section 6 of 22**

**PROVISION OF PLAYS**

Will you be providing plays?

Yes

No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of a play take place indoors or outdoors or both?

Indoors

Outdoors

Both

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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

**Continued from previous page...**

State any seasonal variations for performing plays

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

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

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

**Section 7 of 22**

**PROVISION OF FILMS**

Will you be providing films?

Yes  No

**Section 8 of 22**

**PROVISION OF INDOOR SPORTING EVENTS**

Will you be providing indoor sporting events?

Yes  No

**Section 9 of 22**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

Will you be providing boxing or wrestling entertainments?

Yes  No

**Section 10 of 22**

**PROVISION OF LIVE MUSIC**

Will you be providing live music?

Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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

Indoors

Outdoors

Both

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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Both amplified and un-amplified the later timings being restricted to indoor only

State any seasonal variations for the performance of live music

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

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

Continued from previous page...

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

**Section 11 of 22**

**PROVISION OF RECORDED MUSIC**

Will you be providing recorded music?

Yes

No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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

Indoors

Outdoors

Both

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

**Continued from previous page...**

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Both amplified and Un-amplified with later timings restricted to indoors

State any seasonal variations for playing recorded music

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

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

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

**Section 12 of 22**

**PROVISION OF PERFORMANCES OF DANCE**

Will you be providing performances of dance?

Yes

No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

Continued from previous page...

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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

Indoors

Outdoors

Both

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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Music will be amplified and un-amplified with restrictions in place for the later timings being indoors

State any seasonal variations for the performance of dance

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

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

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

**Section 13 of 22**

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

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

Yes

No

**Section 14 of 22**

**PROVISION OF FACILITIES FOR MAKING MUSIC**

Continued from previous page...

Will you be providing facilities for making music?

Yes

No

**Section 15 of 22**

**PROVISION OF FACILITIES FOR DANCING**

Will you be providing facilities for dancing?

Yes

No

**Section 16 of 22**

**PROVISION OF FACILITIES FOR ENTERTAINMENT OF A SIMILAR DESCRIPTION TO THOSE PROVIDED FOR MAKING MUSIC OR DANCING**

Will you be providing facilities similar in nature to those provided for making music or dancing?

Yes

No

**Section 17 of 22**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

Yes

No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

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

Indoors       Outdoors       Both

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Concessions will provide food and beverage

State any seasonal variations

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

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

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

**Section 18 of 22**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

Yes       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.



Continued from previous page...

WEDNESDAY

Start  End

Start  End

THURSDAY

Start  End

Start  End

FRIDAY

Start  End

Start  End

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

Will the sale of alcohol be for consumption:

- On the premises     Off the premises     Both

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

State any seasonal variations

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

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

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

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

**Continued from previous page...**

**Name**

First name

Family name

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

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

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

Reference number for consent form (if known)

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

**Section 19 of 22**

**ADULT ENTERTAINMENT**

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

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

**Section 20 of 22**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

Continued from previous page...

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

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

Opens 12:00 Friday to Public and closes at 12:00 the following Monday

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

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

*Continued from previous page...*

**Section 21 of 22**

**LICENSING OBJECTIVES**

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

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

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

Please see event production safety manual

b) The prevention of crime and disorder

Please see event production safety manual

c) Public safety

Please see event production safety manual

d) The prevention of public nuisance

Please see event production safety manual plus note there will be 24 hour monitoring with calibrated DB meters taking place.

e) The protection of children from harm

Please see event production safety manual

**Section 22 of 22**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card. Premises Licence Fees are determined by the non domestic rateable value of the premises.

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

Band A - No RV to £4300 - £100

Band B - £4301 to £33000 - £190.00

Band C - £33001 to £87000 - £315.00

**Continued from previous page...**

Band D - £87001 to £125000 - £450.00\*

Band E - £125001 and over - £635.00\*

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

Band D - £87001 to £125000 - £900.00

Band E - £125001 and over - £1,905.00

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

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

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

Capacity 5000 to 9999 - £1,000.00

Capacity 10000 to 14999 - £2,000.00

Capacity 15000 to 19999 - £4,000.00

Capacity 20000 to 29999 - £8,000.00

Capacity 30000 to 39999 - £16,000.00

Capacity 40000 to 49999 - £24,000.00

Capacity 50000 to 59999 - £32,000.00

Capacity 60000 to 69999 - £40,000.00

Capacity 70000 to 79999 - £48,000.00

Capacity 80000 to 89999 - £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

190.00

Continued from previous page...

### ATTACHMENTS

OS 3 Map	electronic
OS 2 Map	electronic
OS Map	electronic
Consent	electronic
Consent form of premises supervisor	electronic
Premises Plan	electronic

### DECLARATION

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

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

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

\* Full name

\* Capacity

\* Date  /  /   
dd mm yyyy

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

Digital signature  You can digitally sign the form if you wish, this will be verified and passed to the authority.

When you are satisfied that you have completed the form correctly, save it and continue with the application process. If the online application screen is no longer available in your browser, [click here](#) to resume.

**OFFICE USE ONLY**

Applicant reference number	Damynes Hall Aerodrome
Fee paid	190.00
Payment provider reference	2129143456
ELMS Payment Reference	73534
Payment status	Paid
Payment authorisation code	cardbe.msg.authorised
Payment authorisation date	Jan 23, 2012
Date and time submitted	Jan 23, 2012 4:21:40 PM
Approval deadline	Mar 1, 2012
Error message	
Is Digitally signed	<input checked="" type="checkbox"/>

**Digital Signature Information**

Signer's name	Christopher Alexander Yates
Signer's contact information	
Signing time	2012-01-23T14:14:16
Signer status	Identity Unknown - Identity Verification of the
Signature status	Signature Valid but document modified - The
Certificate issuer	C=GB,1.2.840.113549.1.9.1=#1616636872697:





# GO.GO

## *festival* 2012



### Event Safety Guide and Production Manual

VERSION 1.1

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Version 1.1

This issue belongs to:

ALWAYS ENSURE YOU HAVE THE LATEST DOCUMENT VERSION

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## Circulation List

<b>Havering Metropolitan Police Service</b>	<b>Responsibility</b>	<b>Contact</b>
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PC Keith Turner	Havering Operations	
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## PART 1 EVENT INFORMATION

### Introduction and Purpose of the Plan

This plan lays out the detailed arrangements that have been made for minimizing the risks to visitors, exhibitors and staff involved with the **GO.GO Festival 2012**.

It follows detailed consideration of risk assessments made having regard to the experience of previous events. It also contains, as a result of considering the risk assessments emergency evacuation procedures which are shown in Appendix 7. These are found at the rear of this manual.

All those involved with the planning and running of the event have been briefed on its content and where relevant, have attended training in its implementation. Relevant personnel as shown in the circulation list have been issued with a copy and further copies will be located at GO.GO Festival office, 20 Hull Grove, Sumners, Harlow, Essex, CM19 5RP.

The procedures described in the Event Plan in Appendix 3 will come in to effect from **Monday 4<sup>th</sup> June 2012** in order to cover the set up period of the event and will continue until **Thursday 14<sup>th</sup> June 2012** when the event structure has been removed from the Venue.

Whilst all the procedures are designed to cover possible emergencies and accidents they are not the sole means of controlling health and safety issues. It is the duty of all officials and marshalls to oversee their area, to act independently to control a situation if deemed appropriate, or to contact the Wish You Were Partnership the GO.GO Festival Organisers if the situation appears to be escalating or is deemed to be unsafe for individual intervention.

## Chapter One – Planning and Organisation

### 1.0 Event Description

The Wish You Were Partnership of 20 Hull Grove, Sumners, Harlow, Essex, CM19 5RP, present GO.GO Festival, Europe's biggest outdoor women's weekender at Damyns Hall Aerodrome, Aveley Road, Upminster, RM14 2TN. Date: 8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> June 2012

The event is a women's festival and includes (but is not limited to) the following:

Live music and entertainment, activities and sports, workshops, activity area, licensed bars, food outlets and other trading outlets.

The anticipated audience will be up to an estimated 1,500 per day. Tickets will be sold prior to the day on the official GO.GO Festival website, [www.gogofestival.com](http://www.gogofestival.com) and at selected official outlets. A limited amount of tickets will be available at the venue for on the day sales.

The campsites for the event will be open to the public from 12pm on Friday 8<sup>th</sup> June 2012 with the entertainment starting at approximately 15:00 on Friday 8<sup>th</sup> June 2012. The show will end at 02:00 (subject to licence) on Sunday 10<sup>th</sup> June 2012 with the campsites closing at 12pm on Monday 11<sup>th</sup> June 2012.

Entertainment will begin at 15:00 on Friday 8<sup>th</sup> June 2012, with recorded music played in set venues within the Entertainment Area. At 17:00, DJ's will play music until 02:00 (subject to licence). On Saturday 9<sup>th</sup> and Sunday 10<sup>th</sup> June 2012, the Main Stage will have live music played between 12:00 – 22:00; the second stage will have live music played between 14:00 – 22:00; between 21:00 and 02:00, DJ's will play music in the big top, main bar and second bar. There is no entertainment on Monday 11<sup>th</sup> June 2012.

## 1.1 The Venue

Damyns Hall Aerodrome is a large area of level land. GO.GO Festival 2012 will be using three fields within Damyns Hall grounds (please see Appendix 1). The perimeter of the area that will be used for the event is bordered on the north, east and west sides by fence and hedges. All sides including the south will be lined by heras fencing, thereby securing entry points within the proposed site. The Site Plan Appendix 1 shows all the key areas including entry and exits, fire points and First Aid Posts etc.

It has been important to survey the site to carry out preliminary assessment to determine suitability. The main areas for consideration are available space for visitors, temporary structures, back-stage facilities, parking and rendezvous points. The following aspects can be assessed when walking the site, studying the appropriate mapping and seeking advice and information from the landowner and Local Authority:-

- Ground conditions
- Traffic and pedestrian routes
- Emergency access and exits
- Position and proximity or noise sensitive buildings
- Geographical location
- Topography
- Location and availability of services

In order to determine provision and facilities needed within the public area, for example, stages, barriers, toilets, first aid, concessions, exits and entrances, hospitality area, site lines, power, water, sewerage, delay towers and waste disposal requirements we will ensure that we have considered the following factors:

- Proposed occupant capacity
- Audience profile
- Duration and timing of event
- Venue evaluation
- Whether alcohol is on sale or otherwise available for consumption
- The movement of the audience between the entertainment and/or facilities

## 1.2 Legal Duties

It is the Event Management's policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, sub-contractors, volunteers and others involved. Information, training, supervision and financial resources will be provided as required. It is a legal requirement for employees employing five or more people to produce a written health and safety policy. Traders/Corporate traders need to have their own risk assessments and insurance. The Wish You Were Partnership are aware that arranging and running an event of this nature counts as a work activity and is therefore subject to the Health and Safety at Work Act 1974 and the various regulations made under it. Whilst every possible precaution has been taken into account by the production team to ensure that all areas of the event site and backstage are safe all employees are reminded that it is the employee's duty to take reasonable care for the

health and safety of themselves and of others who may be affected by their acts or omissions.

### 1.3 Management Structure

Name	Title	Company
Miss Rebecca Sampson	Event Director/Production Manager	Wish You Were Partnership
Miss Katie Woodbine	Event Director/Production Manager	Wish You Were Partnership
Mrs Kym Woodbine-Craft	Backstage Operations Manager	Sub-contractor
Miss Annie O'Hara	Operations Manager	Sub-contractor
Mr Andy Hollinson	Head of Security/Safety Co-ordinator	Response Security Ltd
Mr Chris Yates	Production Manager	Heritage Special Events Ltd
Mr Steve Walker	Head of First Aid	St John Ambulance

#### All Key personnel and management are responsible for:

Implementation of emergency procedure, liaison with emergency services including reportable incidents, liaison with Safety Officer, liaison with Supervising Steward, welfare of exhibitors, liaison with Site Electrician, recording a log of public complaints.

#### Safety Co-ordinator – Andy Hollinson

Responsibilities: Undertaking a series of checks prior to and during the event, recording of incidents, assess and identify any risks associated with the event, reporting to the event organiser of any issues or potential issues that may arise.

#### Supervising Stewards – Annie O'Hara, Hayley Fisher and Beth Dalton

Responsibilities: Crowd management including the prevention of crushing, supervision of all stewards on duty, assisting emergency services should the need arise, ensuring security at entrances or exits, controlling vehicle parking and marshalling traffic, minimising the risk of fire by carrying out fire patrols.

### 1.4 Planning for Safety

Effective planning is concerned with prevention through identifying, eliminating and controlling hazards and risks. The amount of time that needs to be set aside for planning will be very much dependant on the size type and duration of the event.

#### The Phases of an Event

The planning issues for an event can be considered in separate parts:

- **The build-up**, which involves planning the venue design, devising to scale maps of the area, selection of competent workers, selection of contractors and sub-contractors, construction of the marquees and fencing etc.



- **The load-in**, which involves planning for the safe delivery and installation of equipment and services which will be used at the event e.g. lighting, toilets, refuse containers, PA etc.
- **The Show**, which involves planning and effective crowd management strategies and welfare arrangements. Planning strategies for dealing with fire, first aid, contingencies and major incidents are important.
- **The load out**, requires planning for the safe removal of equipment and services
- **The breakdown**, which includes planning to control risks once the event is over and the infra-structure, is being dismantled. Collection of rubbish and waste water disposal presents these risks and these aspects need to be planned and managed.

Risk assessments have been carried out to identify both general hazards and those relating to specific activities and then potential risks involved have been quantified. The providers of special events posing additional potential risks have also been required to assess their activities.

Measures to eliminate or to control the risks have been put in place and will be monitored during the event. The risk assessments can be found at Wish You Were Partnership Office, 20 Hull Grove, Harlow, Essex, or with the relative exhibitor or provider.

### 1.5 Accident Reporting

Paramedics will be on site and will be responsible for recording any accident or incident on their official paperwork, to include incidents on site and if any person needs to be referred to hospital. Accidents requiring notification under The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 will be notified to the enforcing Authority, Havering Borough Council, using the RIDDOR form F2508 by an official of Wish You Were Partnership.

## PART 2 CROWD SAFETY AND VENUE ARRANGEMENTS

### Chapter Two – Crowd Safety and Management

#### 2.0 Crowd Management

Overall responsibility for provision of crowd safety and management plan is that of the Event manager, assisted by the Head of Security and the Safety Co-ordinator. Crowd management plans will be in accordance with the guidance given in HSG 195 the Event Safety Guide and HSG 154 Managing Crowds Safely.

The security team will be employed by Wish You Were Partnership. Wish You Were Partnership shall deploy competent stewards who have undertaken training. Employed security staff will have obtained relevant qualification/licence from the SIA. All stewards will be readily identifiable by Hi-Visibility vests. All security will be readily identifiable by identification badges. Those undertaking SIA designated duties will also have the relevant SIA badge available for inspection.

The principal duties of event security and Stewards are to:

- Promote and protect public safety
- Provide information to the public
- Assist in the delivery of SIA licence conditions (only to those with licence)
- Regulate access to the event site (through identification badges inspection and site patrols)
- Act as a readily identifiable point of contact for the public
- Provide intelligence and feedback to the Organisers relating to activities on the site
- Assist in carrying out agreed emergency procedures
- Assist in the reporting of incidents and the taking of witness statements, securing of incident sites and so on
- Assist the Police or other statutory body in the carrying out of their duties
- Where appropriate assist in the direction of traffic within the event site
- A member of security/steward will also be in attendance if and when the medical team get called out to an incident
- Will also provide a lost children base and lost and found property at the Information Point.
- A full schedule of security and stewards will be available. Event-specific briefings will be given to all security and stewards prior to the event.

#### 2.1 Attendance

The day time attendance on site is likely to be in the region of 1500 per day.

#### 2.2 Entry and Exit Points

All points are marked on the site plan in Appendix 1. Exits will be in place around the perimeter and security staff and stewards will ensure that they are free from obstruction and are clearly visible directly and indirectly by signage.

The entrances to the Aerodrome grounds provide adequate access for the numbers attending the event. They also provide escape routes to safe areas should the need arise to evacuate the event. All entrances and exits will be sufficiently supervised for marshalling and directing the audience in and out of the event site. Separate entry and exit routes will be provided for immediate access for the emergency services during the show. Exit gates will operate efficiently and effectively. Wheelchair access and exit has also been taken into consideration.

### 2.3 Admission Conditions

Admission conditions are generally printed on the tickets and other information provided by Wish You Were Partnership. Copies of the conditions are available upon request. Examples of the conditions are as follows:

#### CONDITIONS OF SALE

The Wish You Were Partnership (trading as GO.GO Festival) and GO.GO Festival Organisers (hereafter “**Event Promoter**”) are presenting GO.GO Festival (hereafter “**Event**”). Tickets are sold for the event by the Event Promoter subject to licence approval, the terms and conditions below, and the rules and regulations of GO.GO Festival, as detailed on the ticket or displayed at the venue (hereafter “**Venue**”). All Official GO.GO Festival Ticket Retailers (hereafter “**Ticket Agent**”) and all Tickets (hereafter “**Tickets**”) sold by or on behalf of the Event Promoter are sold subject to the terms and conditions of the Event Promoter (a full set of which are available here at [www.gogofestival.com](http://www.gogofestival.com)).

1. Tickets are issued subject to the rules and regulations of the Event Promoter and Venue Management. 2. You must produce a valid Ticket to gain entry. 3. Removing the ticket stub before entry invalidates the Ticket. 4. Ticket holders are required to carefully check their Ticket in advance of their visit; mistakes may not be rectified on the day. 5. The Venue management, the Event promoter and the Ticket Agent are not liable for any Ticket that is lost or stolen. 6. There is no readmission once you have left the Venue. 7. No duplicate tickets will be issued for lost tickets. 8. It is the responsibility of the Ticket holder to ascertain the date and time of any rearranged Event. 9. Tickets must be exchanged for official wristbands upon arriving at Event. 10. The Event Promoter and Venue Management reserve the right to refuse entry of the Ticket holder to the Venue. Customers found to be causing damage to the Venue, the Venue infrastructure, causing harm to any other person on site or in breach of these conditions will be subjected to ejection, arrest or prosecution. 11. The Venue Management and Event Promoters reserve the right to search all persons and personal property and refuse admission to, or eject from, the Venue any person that refuses to be searched by a steward or other person acting on behalf of the Venue and Event. 12. The following articles must not be brought in to the Venue or to the Event – knives, fireworks, smoke canisters, air-horns, flares, weapons, dangerous or hazardous items, laser devices, glass bottles, glass vessels, cans, poles, illegal substances and any article that might be used as a weapon and/ or compromise public safety. Any person in possession of such items will be refused entry into, or ejected from the Venue. 13. Customers may be ejected from the Venue or may not be permitted in to the Venue and will be asked to surrender any Tickets held by such Ticket holder, if, in any reasonable opinion of the Venue, the Ticket holder is a risk to the safety of any patron; affect the enjoyment of other patrons; and/ or the running of the Event; and/ or the Ticket holder’s behaviour is unacceptable. Examples include but are not limited to (or appearing to be): drunk or incapable or intoxicated, under age, abusive, threatening, behaving anti-socially, carrying offensive weapons or illegal substances, declining to be searched or are in breach of the Ticket Terms and Conditions. 14. To ensure safety we will conduct security searches of person’s clothing, bags and all other items on entry and exit and reserve the right to confiscate items which may cause danger or disruption to the event or other patrons or are in breach of the Terms and Conditions. 15. The Event Promoters cannot be held liable for any damage or harm caused by or on any activities associated with or at the Event. 16. In order to facilitate the security, safety and comfort of all patrons, the Venue reserves the right at its reasonable discretion to refuse admission without compensation. 17. The Event Promoter or Venue Management shall not be liable for any loss, damage, cost, or expense, except in respect of death or personal injury resulting from any act or omission on our part. 18. Unauthorised photography or use of recording equipment is prohibited. No audio visual or cinematography devices shall be brought in to the Venue. 19. Ticket holders give their express consent to the use of their actual or simulated likeness in connection with the production, exhibition, advertising or exploitation of any film, video/ or audio recording to this event and/ or any element thereof in any/all media throughout the world and any/all commercial distribution without payment or copyright. 20. Tickets are not transferable and are for personal use only. Tickets may not be re-sold or offered for sale by anyone whether at a premium or otherwise and may not be used as a prize or as any part of any competitions or promotional activity or for any other trade purpose without the Event Promoters express permission. Resale of attempted resale at a higher price than that printed on the Ticket is grounds for seizure or cancellation without refund other compensation, this includes for the avoidance of doubt, any publication via the internet or any means with the intent to resell for commercial gain. No money will be refunded or Tickets exchanged after purchase unless the Event is cancelled. In the event of cancellation, the Event Promoter’s sole obligation and liability shall be to offer a full refund of the face value of the Ticket. No other claims will be entertained. 21. Any person who fails to comply with the instructions from a steward or other person acting for the Venue Management or Event Promoter may be ejected from the Venue. 22. The Event Promoter reserves the right to alter or change the programme, staging or seating without prior notification. 23. The Event takes place outdoors. Customers are advised to wear appropriate clothing and footwear and protection

against inclement weather. 24. No smoking is allowed in indoor areas or tents at any time. Smoking bins will be provided throughout the Venue. 25. Neither the Venue Management, the Event Promoter nor the Ticket Agent shall have any further liability beyond the face value of the Ticket purchased plus the relevant per Ticket Booking Fee. 26. All children must have a ticket. Children under the age of 14 are ineligible for a complimentary ticket, up to a maximum of 2 per full paying adult aged 18 or over. Children under the age of 18 must be accompanied by a full paying adult aged 18 or over at all times. 27. Each Full Weekend Camping Ticket holder is entitled to bring 1/2 case (12 cans) of beer/cider or 1 box of wine in to the campsite and can only be brought into the festival on Friday 17th June. Strictly NO glass on site or unsealed bottles. Food and drink brought in to the campsite on Friday 17th June but cannot be brought into the Main Arena at any time. Day Ticket holders are not permitted to bring food or drink on to the site at any time. A variety of food and drink will be available for purchase at the Event. You must be over 18 to purchase and consume alcohol at the Event. When purchasing alcohol if you appear to be under the age of 25 you may be asked for proof of age. 28. Crowd surfing and moshing are strictly prohibited. 29. Ticket holders are requested to address any special access requirements in advance of their visit by contacting [disabilityaccess@gogofestival.com](mailto:disabilityaccess@gogofestival.com). 30. In case of emergency please follow instructions and directions from stewards, staff and/or other officials. 31. All Events are subject to licence. 32. Official Merchandise is only available from outlets at the Event and from the Official website, [www.gogofestival.com](http://www.gogofestival.com) and Official Merchandise Partner, <http://www.sinnersaint.co.uk/-c-109.html>. Please be aware of unofficial traders offering inferior goods. 33. Please consider our neighbours and leave the Venue quietly. 34. Should you experience any problems while in the Venue please contact the nearest steward as every effort can be made to resolve the issue prior to, or during the Event. 35. The Venue and Event Promoter are not liable for any personal travel, accommodation or hospitality arrangements made relating to the Event or the cancellation of the Event. 36. Animals, with the exception of assistance dogs, are not permitted at the Event or the Venue at any time. 37. Flashing lights may be used as part of the Event production. 38. Title to Tickets remains with the Event Promoter until payment in full has been received by them. 39. The Event Promoters reserve the rights to change the line up without notice. 40. WARNING – Prolonged exposure to loud noise may cause damage to your hearing.

For more information please visit [www.gogofestival.com/More/Information/terms\\_conditions.html](http://www.gogofestival.com/More/Information/terms_conditions.html)

## 2.4 Perimeter Fencing

Suitable perimeter hedging and fencing is already in place around the Aerodrome grounds. However additional heras fencing together with strategically placed security staff and stewards will be provided to ensure sensitive areas, such as the airside of the aerodrome, generators and support vehicles are kept separate from the public area.

The entrance and exit points to the Main Event Arena, backstage, Car parks, and Campsites will be monitored by security and stewards.

## Chapter Three - Exhibitors and Traders

### 3.0 Exhibitors/Traders

All exhibitors and traders shall provide Wish You Were Partnership with their own risk assessments and method statements prior to arriving at the Aerodrome. They shall also provide any special safety equipment which may be required to operate correctly. Food and beverage traders shall ensure they have the correct and current licences provided by the correct authorities.

### 3.1 Arrival and Departure

All arrivals will be dealt with by Miss Annie O'Hara or a suitable member of staff and be directed to the approved location. All persons shall have an identification pass to allow them to move in and out of the event.

### 3.2 Support Vehicles

All support vehicles that are not required during the event will be removed and directed to the separate parking facilities. No vehicles shall be permitted to move in or out unless they are emergency vehicles or are required to by Wish You Were

Partnership or Damyns Hall Aerodrome. All movements will be under the strict guidance and supervision of the security/stewards.

### 3.3 Pedestrian Movements

To reduce the possibility of a conflict between pedestrians and vehicles, no vehicles shall be permitted to move in or out of the event, unless as stated in 3.2

## Chapter Four - Officials, Stewards and Security

### 4.0 Key Personnel, Security and Stewards

Each organisation involved in the running of the event e.g. the management team, security, stewards and emergency services, will have their own chain of command and communication arrangements. The management team will ensure that there is an effective communication system with each other so that in the event of an emergency, procedures are co-ordinated. Key personnel, security and stewards will be utilising two-way radios. Details of radio procedures are given in the Emergency Plan at the rear of this document.

### 4.1 Responsibilities and Functions

The main responsibilities of the stewards are crowd management including the prevention of runway incursion and crushing. They will also assist the police and other emergency services should the need arise. Steward's functions will include:

- Ensuring vehicle movements are conducted safely
- Ensuring separation between the crowd and the arena
- Ensuring security at entrances or exits
- Minimising the risk of fire by carrying out fire patrols
- Helping production crew wherever necessary to ensure security and safety

### 4.2 Numbers and Deployment of Stewards/Security

From previous experience of past events a sufficient number of stewards and security will be available throughout the event. At any one time during the day, there will be approximately 40 stewards and 20 security personnel. Between 02:00 (subject to licence) and 09:00, there will be 5 security personnel and two guard dog patrols. In order to manage the audience, stewards/security will be located at key points. These will include barriers, gates, gangways, entrances and exits, hospitality areas and car park areas. Also a number of stewards/security will be patrolling through the crowd.

### 4.3 Officials, Security and Stewards Role

All officials, security and stewards will be fit to undertake the duties allocated to them. While on duty, they will:

- Concentrate only on their duties and not on the show
- Not leave their place without permission
- Not consumer or be under the influence of alcohol or drugs

- Remain calm and be courteous towards members of the public and audience

The stewards will wear distinctive hi-visibility vests which will be issued at the beginning of each shift.

#### 4.4 Training and Competence

All officials, stewards and security will receive briefing prior to the event and will receive a plan showing key features of the event layout.

The following training will be given:

- Learn the layout of the site enabling them to assist the public by giving information about available facilities remembering the needs of people with disabilities
- Be aware of the location of entrances and exits, first aid and fire points
- Ensure no overcrowding occurs in any part of the venue by managing and directing the audience, particularly on entering or leaving the venue
- Keep gangways and exits clear at all times
- Control unruly behaviour and investigate immediately any disturbances or incidents
- Ensure that combustible refuse does not accumulate
- Communicate with an official or supervising steward in the event of an emergency
- Know and understand the arrangements for evacuating the audience

#### 4.5 Night-Time Role

The event is closed to the public at 02:00 (subject to licence). Full weekend camping ticket holders, artists, staff, traders, exhibitors, contractors and sub-contractors will remain on site in the camping areas provided.

## Chapter Five - Facilities for People with Disabilities

### 5.0 Facilities for People with Disabilities

Damyns Hall Aerodrome is a flat grass area with some undulations making some areas uneven. The event is held in three fields and is accessible to those in wheelchairs. Officials, stewards and security can be available to help as and when necessary.

The following will be available:

- Provision for disabled car parking
- Access to most areas without steps
- Access to disabled WC facilities

## Chapter Six - Communication

### 6.0 Communication

Communication between the officials, stewards and security, will be by way of two-way radios. Mr Andy Hollinson will ensure that all key personnel are issued with radios and that batteries are kept charged at all times to maintain the links. All general radio traffic will be on channel 1, with provisions for other channels for more lengthy conversations. Instructions on the operation of the radios are included in the Emergency Plan at Appendix 7.

#### 6.1 Public Address System

A public address system will be provided throughout the site for relaying commentary and specific information.

#### 6.2 Loss of Communications

In the event of a complete failure of the other means of communication, mobile phones will be used.

## Chapter Seven - Barriers

### 7.0 Barriers

Barriers will be erected around the arena. See Appendix 1 Site Map

#### 7.1 Fencing

Herras type fencing or similar will be erected around all generators, storage areas and other similar hazardous areas. Existing fencing is already in place to prevent the unauthorised access to airside.

## Chapter Eight - Temporary Structures

### 8.0 Temporary Structures

Temporary structures, such as the marquees will be constructed by professional companies employing experienced and qualified personnel. The public wherever possible will be directed away or prevented from any guy ropes or pegs that are required by these structures.

#### 8.1 Emergency and Fire Considerations Temporary Structures

All membranes and fabrics used in the stage and marquees shall be flame retardant and be free of flaming molten droplet characteristics. A certificate from a recognized body to show compliance with the above provisions will be sought from the relevant company. All marquees will be spaced approximately 6 meters from other structures to prevent the spread of fire and to allow access by the emergency services. Marquees will be equipped with suitable firefighting equipment or will be within suitable distance of a fire point. Emergency lighting will be installed by an approved contractor, to ensure safe exit during a power failure.

#### 8.2 Floor Coverings

Where flooring is used in marquees it will meet the appropriate British Standard in respect of reaction to fire.

## Chapter Nine - Electrical Systems

### 9.0 Management of Electrical Systems

All electrical installation and lighting connected with the event and the venue will be signed off by the approved electrical contractors.

The control for operating all electrical systems will not be accessible to unauthorized persons. The Event Manager and authorized personnel will be responsible for site electrical systems including:

- Lighting
- Generators
- Fuel Generators
- Fuel Storage
- Transformers
- Cables
- Circuit Breakers and Earth Spikes

All electrical installations and equipment will comply with the general requirements of the Electricity at Work Regulations 1989.

This will be achieved by ensuring that the installation is installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers "Regulations for Electrical Installations" (the IEE Wiring Regulations) which now also form British Standard 7671, "The Requirements for Wiring Installations". This work to be undertaken by an approved contractor.

### 9.1 Installation

All electrical equipment will be installed, so far as reasonably practicable, so that it cannot be interfered with by the public or unauthorized employees. All equipment exposed to weather will be suitably protected. All electrical installations will be fitted with Earth Leakage Circuit Breakers and Earth Spikes.

### 9.2 Generators

3 x 200 kva Husher Super silent Generators, and 5 x tower lights with built in generators will be available on site. All portable generators for electrical power supplies in the venue will be appropriately located and guarded from unauthorised persons. All generators will be fitted wherever possible with Earth Leakage Circuit Breakers and or Earth Spikes. All generators will be fenced off by heras fencing.

### 9.3 Cabling

Wherever possible, cables will be routed or buried so that they will not cause a tripping hazard or be crushed by vehicular traffic. Cables carrying hazardous voltages, e.g. those that could cause electrical shock if damaged, will be protected against contact with sharp edges or crushing by heavy loads. All temporary overhead cables will be securely fixed in a position out of reach of the public.

## Chapter Ten - Noise and Vibration

### 10.0 Noise and Vibration Control Assessment

High sound levels present a risk to hearing, both for those working at an event and for the audience. High levels of vibration can have serious consequences for the integrity of temporary and permanent structures. Both sound and



vibration can lead to noise nuisance outside the venue. The Health and Safety at Work Act 1974 and the Control of Noise at Work Regulations 2005 require us to protect workers and the audience from noise. The Management of Health and Safety at Work Regulations 1999 (Management Regulations) also apply to cover noise and vibrations considerations.

The control of noise and vibration has been considered in the risk assessments carried out for the different elements of the show.

Employees have been provided with information and training and ear protection will be provided where requested or considered necessary. However the public will not be exposed to long periods of loud noise.

## Chapter Eleven - Liquefied Petroleum Gas (LPG)

### 11.0 Storage of Liquefied Petroleum Gas (LPG)

LPG will possibly be used by some of the traders and exhibitors who will be camping, appropriate measures will be taken to minimise any risk from the use and storage of full and empty cylinders. The appropriate fire extinguishers will be held by these traders.

## PART 3 FIRE SAFETY AND EMERGENCY PROCEDURES

### Chapter Twelve - Means of Escape

#### 12.0 Means of Escape

Public access/emergency exits are located as indicated on the site plan in Appendix 1 at the rear of this manual.

All access and exit routes will be signed and kept clear at pinch points by stewards and security personnel who will ensure a free flow at all times during the event.

### Chapter Thirteen - Fire Fighting Equipment

#### 13.0 Fire Fighting Equipment

Fire extinguishers will be positioned around the site in strategic positions. All traders and rear of stage will also be required to hold fire extinguishers.

#### 13.1 Portable Appliances

To combat class A fires, 9 litre portable fire extinguishers containing water foam will be provided. For fighting Class B fires and fires involving electrical equipment, carbon dioxide (CO<sub>2</sub>) fire extinguishers will be provided. Portable fire fighting extinguishers will also be provided for car parks and at key locations throughout the venue and in the immediate vicinity of the stewards.

#### 13.2 Mobile Concessions/Traders

Mobile concessions will be responsible for their own fire safety provisions.

#### 13.3 Means of giving warning in case of fire

This will be primarily with a 2 way radios or PA system. The rescue and fire fighting units and key personnel will be notified.

### Chapter Fourteen - Emergency Procedures

#### 14.0 Major Incidents

THE EMERGENCY PROCEDURES CAN BE FOUND IN THE REAR OF THIS MANUAL IN APPENDIX 7.

A major incident is an emergency, which requires the implementation of special arrangements by one or more of the emergency services in order to:

- Rescue, treat and transport a large number of casualties and

- Handle a large number of enquires from the public and or news media.

In the event of a major incident, agreement will be reached between Wish You Were Partnership and the emergency services for the latter to take control of all operations. This will be declared to all staff by way of radio messages as detailed in the emergency plan in Appendix 7.

All emergency services will follow their individual procedure manual for major incidents. However the police will normally be responsible for the co-ordination of the overall response to a major incident. This co-operation will assist in the effective operation of all emergency services.

The fire brigade will be responsible for all matters concerning fire and rescue and the Ambulance service will be responsible for all matters around First Aid Services and providing treatment and transporting the injured to designated hospitals which will be actioned from within Ambulance Major Incident Plan.

#### **14.1 Event control centre**

The event control centre will be situated within the Main Stage Backstage area. However the airside will remain under the control of the air ground operator in the ground control room at the time of the event. Key personnel, security and stewards will be in touch with the event control centre by radio.

## PART 4 VENUE FACILITIES

### Chapter Fifteen - Parking and Traffic Arrangements

#### 15.0 Traffic management

It is essential that the traffic is directed efficiently off Aveley Road in order to avoid congestion. Suitable signage will be in place to ensure that drivers can easily see the direction to travel to the event. Any external directional signs will be installed by an approved contractor.

#### 15.1 Car park and Drop Off Point

The main weekend car park for this event is situated in the eastern field. There is a Drop Off Point for taxis and shuttle buses at the entrance to the car park. There are several access points and stewards will be on duty at the appropriate points as shown on site plan in Appendix 1.

#### 15.2 Sign Posting

Suitable signposts and directions will be sited at various locations to direct traffic to the event.

#### 15.3 Traffic management plan

A traffic management plan is not required for this event.

Although a TMP is not required for this event the organisers have taken into account the traffic flows of previous events and will be monitoring the following.

Traffic arriving into the car park, Aveley Road.

The stewards will be briefed to monitor the Aveley Road and should the traffic start to back up additional car parks will be opened.

At the writing of this revision the expected number of cars is 550.

#### 15.4 Emergency Access

There will adequate provisions for emergency vehicles to access the site at all times. The access routes will be kept clear by Stewards at all times.

#### 15.5 Pedestrian Access

Adequate routes for pedestrians will be provided to and from the site. Vehicular movement will not be allowed unless they are for emergency use, or under strict control and guidance from a steward or official.

#### 15.6 Vehicle Movement during the event

Vehicular movement will not be allowed unless they are for emergency use. All vehicle movements will be under strict control and guidance from a steward. When vehicles are moved a control Steward wearing a hi-vis vest will be at all times

supervising the movement.

## Chapter Sixteen - Medical and First Aid Provision

### 16.0 First aid & Medical Services Providers

A specialist contractor St John Ambulance will be providing the medical services as follows: 1 x Emergency Ambulance plus crew which include 2 x First Aiders, 2 x Emergency Transport Attendance members, 1 x Medium Mobile and First Aid Medical Unit.

The Emergency Ambulance carries defibrillators, resuscitation equipment and oxygen plus the full range of first aid/ambulance equipment.

## Chapter Seventeen - Information and welfare

### 17.0 Information and Welfare Services

Information relating to on-site facilities i.e. exits and entrances, toilets including toilets for wheelchair users, car parks, first aid points, lost persons meeting point, will be signed. Key personnel, stewards and security will also be provided with a site plan to assist any member of the public requesting assistance with directions.

Information relating to the programme of entertainment will be announced periodically by the compere through the PA. Pre event publicity and the Show programme will also provide information.

#### 17.1 Lost Property

Arrangements will be made at the Information point as shown on the site plan for the recording, collection, storage and retrieval of lost property.

#### 17.2 Meeting Point – Lost Persons

Provision will be made for a lost persons meeting point for people who have lost their friends/children's etc. This will be located at the information point, (see Appendix 1) and will be clearly marked. In the event of a child becoming lost an internal communication system will be in place to alert all relevant staff of a lost child incident (see 22.0 for more information). If a child has been missing for more than 30 minutes, the police will be notified of the incident.

## Chapter Eighteen - Food and Beverages

### 18.0 Food and beverages

A selection of food and refreshment concessions will be available to the public attending the event and to those taking part in it. All Services will be required to comply fully with all relevant food safety, health and safety and fire safety legislation. No vehicle used for the dispensing food or drink will be moved whilst members of the public are present and no such vehicle, stall, or kiosk, etc will be positioned near to the possible congestion points, exits and exits routes. All

caterers will be asked to provide the appropriate fire extinguishers and in addition a fully stocked first aid box.

Food and Beverages:

**Tasty Thai**

41 Newland Rd, Worthing, West Sussex BN11 1JX

**Veggie Planet**

The Garden Flat, Ayot House, Nevill Park, Tunbridge Wells TN4 8NN

**Camel Camp Cafe**

The Oast House, Vinesend Lane, Cradley, Malvern, Worcs. WR13 5NH

**More Food traders TBC**

Alcoholic Drinks:

**Eagle Hospitality Event Bars**

14 Barn Road, Carmarthen, SA31 1DD

**Eagle Event Bars - Personal Licence Details:**

Name: Dyfrig Richards

Number: OONUIND00460

Council: Carmarthenshire County Council

Expiry Year: 2015

## 18.1 Drinking Water

Drinking water will be provided from the existing permanent water outlets on the Aerodrome. The provision of clean drinking water for first aid circumstances i.e. dehydration/fainting/collapse will be available at each first aid post.

## Chapter Nineteen - Sanitary Provisions

### 19.0 Sanitary Facilities

Supplier TBC will be supplying portable ladies and gentlemen's toilet facilities including shower units for the campers as follows:

**Camping area:**

30 x single portable Unisex Toilet Units.

1 x Disabled toilet with baby changing facilities

5 x 4 bay shower trailers

**Entertainment area:**

35 x Single Portable Unisex Toilet Units.

1 x Disabled toilet with baby changing facilities

**Main Stage Backstage:**

1 x 3 + 1 prestige trailer toilet

5 x single portable Unisex Toilet Units

**Artist Camping area:**

1 x 3 + 1 prestige trailer toilet

1 x 4 bay unisex prestige shower trailer

Totals are: 70 x unisex toilets, 2 x disabled toilets, 24 shower bays. All are positioned next to the required water supply, electricity supply and in some cases connected to the existing cesspit. The cesspit will be emptied before and after the event.

## Chapter Twenty - Waste Management

### 20.0 General Arrangements

20 x 1100 Ltr Euro bins and 2 x 40yard skip will be provided for the collection of litter throughout the event. Litter bins will be sited near to areas where there is likely to be greatest concentrated of refuse, e.g. refreshment areas. A supplier TBC will provide and collect the refuse bins/skips.

#### 20.1 Litter Control

Stewards will monitor any build-up of rubbish and will remove accordingly.

#### 20.2 Clinical Waste

All clinical waste collected by the first aids or Medics will be dealt with and stored by the first aid team and disposed of accordingly.

## Chapter Twenty One - Adverse Weather Conditions

### 21.0 Adverse weather condition

If the show is cancelled due to adverse weather then the decision will be made prior to the gates being open to the public. If the weather becomes extreme during the event, then the stewards will direct the public to either their vehicles if possible or an area of safety. The site is on a flood plain (see Appendix 11). Should flooding occur, the Event Organisers shall take appropriate action and will relocate attendees to a dryer location. Preventative measures including Trackway and straw will be in place.

Windy conditions will be taken in to account with regards to the infrastructure on the site, especially inflatable rides. Inflatable equipment will be treated with extra precaution and comply to European legislation.

## Chapter Twenty Two - Lost Child Procedure

### 22.0 Lost Child Procedure

When a child has been reported as lost/missing the following details should be obtained:

NAME

AGE

MALE OR FEMALE

HAIR COLOUR

HEIGHT  
FACE COLOUR  
WEARING GLASSES (YES/NO)?  
WHAT COLOUR CLOTHES ARE THEY WEARING?  
HOW LONG HAVE THEY BEEN MISSING?  
AREA IN WHICH THE CHILD WAS LAST SEEN?  
DOES CHILD HAVE A MOBILE PHONE ON THEM?

A call to all officials with radios with the information recorded. **This procedure takes priority**; the parents should stay with an official in the area where the child was originally lost, while all available stewards undertake a search of the area.

Under the instruction of the event manager all the entrances and exits may be closed and all members of public will be prevented from leaving the site. We will still continue to accept public into the event, to prevent queues at these points.

When the missing is found a call will go out immediately and the entrances and exits will operate as before.

### 22.1 Radio Policy

Lost or Found children should be considered vulnerable at all times, with this in mind a child's name must **NEVER** be 1.transmitted over the radio network, 2. announced on any public address system. The child must be referred to at all times on the radio as a Code Blue (missing boy) or Code Pink (missing girl). A description will be given over the radio network. Lost children should where possible, be reported at event control.

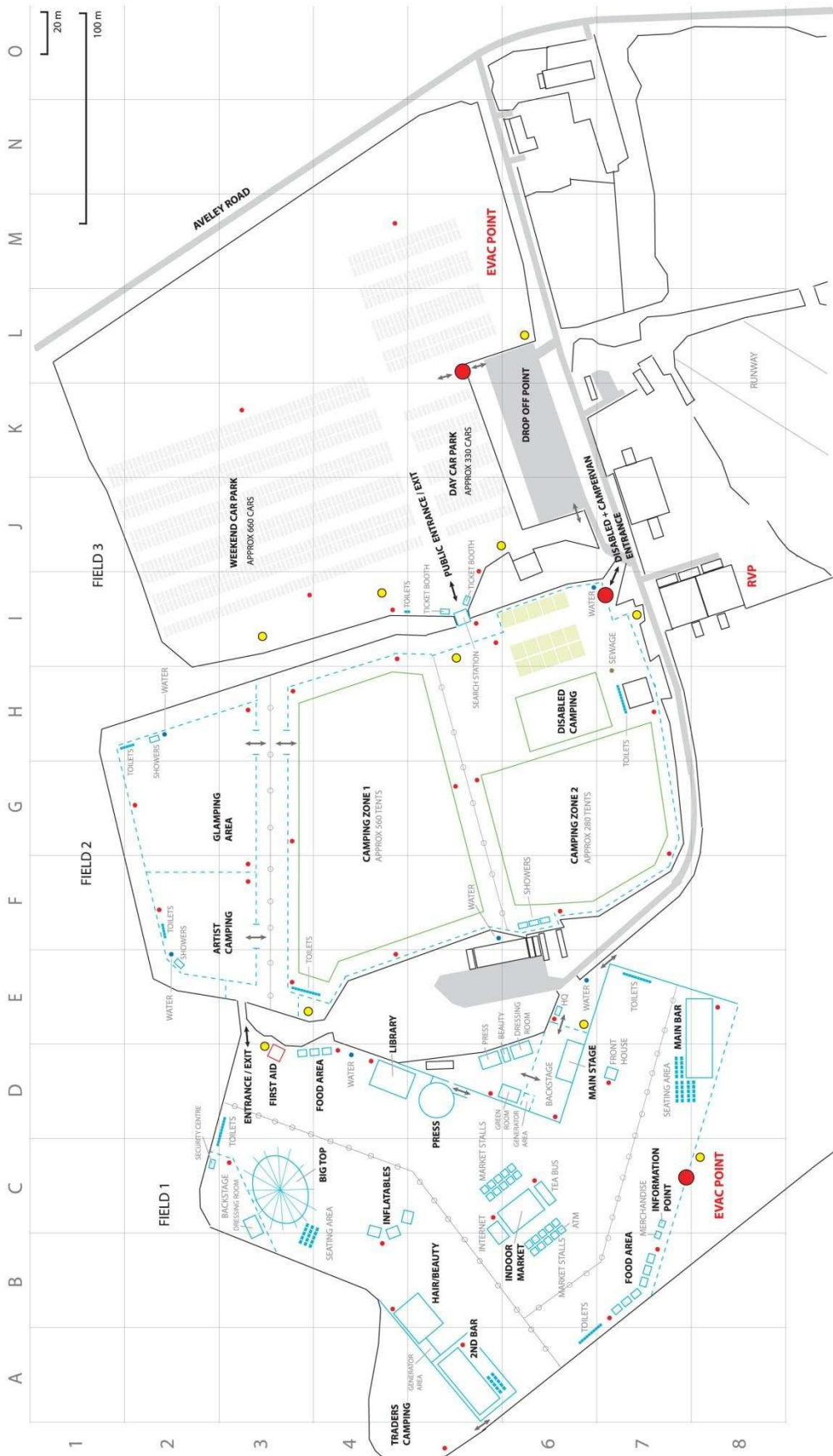


## PART 5 APPENDICES

### Appendices Index

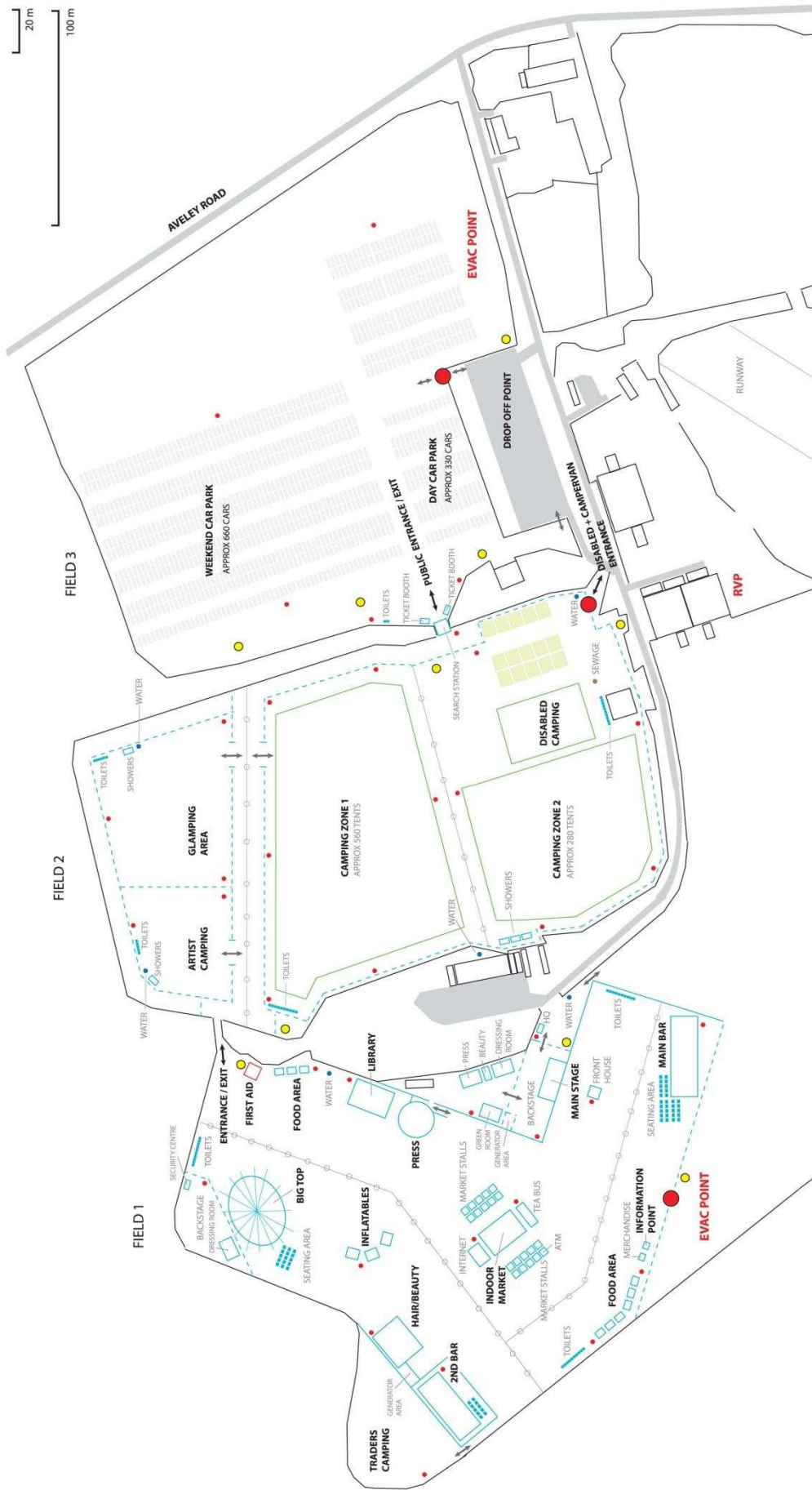
Content Description	Amended	Number	Page
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Appendix 1 Site Plan



**GO.GO FESTIVAL 2012 SITE MAP**  
v1.0

<ul style="list-style-type: none"> <li>First Aid</li> <li>Flood Tower Lights</li> <li>Festoon Lighting</li> <li>Water Point</li> <li>Sewage</li> <li>Toilet Unit</li> </ul>	<ul style="list-style-type: none"> <li>Hoarding</li> <li>Heras Fencing</li> <li>Camping Pitch</li> <li>Camping Ground</li> <li>Parking Space</li> <li>Picnic Bench</li> </ul>	<ul style="list-style-type: none"> <li>EVAC POINT Evacuation Point</li> <li>RVP Rendezvous Point</li> <li>Emergency Access</li> <li>Fire Point</li> </ul>
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GO.GO FESTIVAL 2012 SITE MAP  
v1.0

**Key**

	First Aid		Evacuation Point
	Flood Tower Lights		RVP
	Festoon Lighting		Emergency Access
	Water Point		Fire Point
	Sewage		
	Toilet Unit		
	Hoarding		
	Heras Fencing		
	Campervan Pitch		
	Camping Ground		
	Parking Space		
	Picnic Bench		

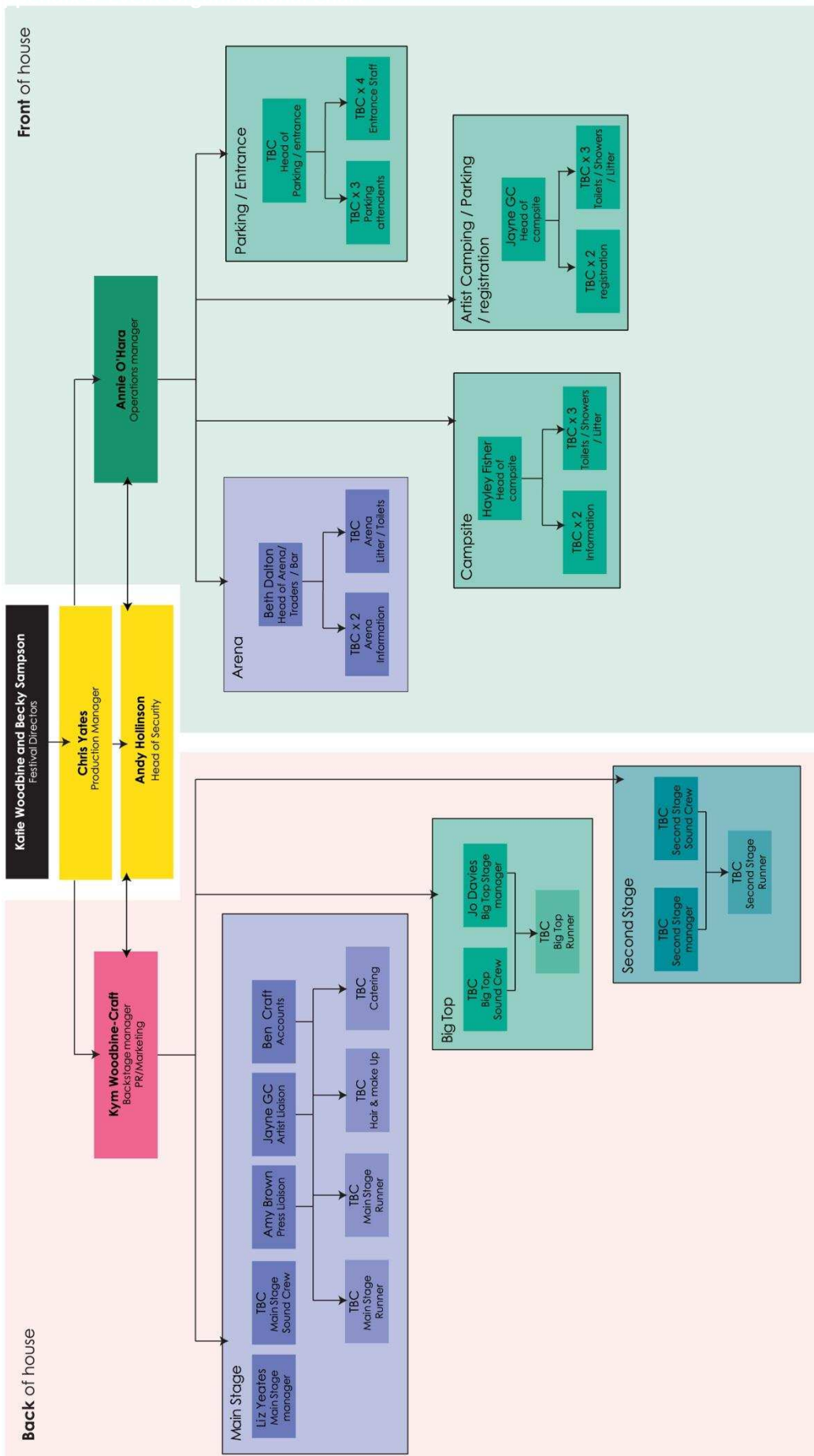
## Appendix 2 Event Programme

Date	Time	Description
08/06/2012	12:00	Gates open to Car Park and Campsites
	15:00	Gates open to Entertainment Arena
	17:00	Entertainment Arena Events commence
	02:00	Entertainment Arena events end
	02:30	Entertainment Arena closes
09/06/2012	10:30	Gates open to Entertainment Arena
	11:00	Workshops commence
	12:00	Main Stage Events commence
	13:00	Big Top Workshops end
	14:00	Big Top Events commence
	18:00	Big Top Events and Second Bar Workshops end
	22:00	Main Stage Events end
	22:00	Big Top, Main Bar and Second Bar Events commence
	02:00	Entertainment Arena events end
02:30	Entertainment Arena closes	
10/06/2012	10:30	Gates open to Entertainment Arena
	11:00	Workshops commence
	12:00	Main Stage Events commence
	13:00	Big Top Workshops end
	14:00	Big Top Events commence
	18:00	Big Top Events and Second Bar Workshops end
	22:00	Main Stage Events end
	22:00	Big Top, Main Bar and Second Bar Events commence
	02:00	Entertainment Arena events end
02:30	Entertainment Arena closes	
11/06/2012	12:00	All campsites close

**Appendix 3 Set Up/Strike and Clear**

<b>Date Arrives</b>	<b>Item Description</b>	<b>Date Clears</b>
04/06/2012	Marking out site	11/06/2012
05/06/2012	Big Top and Marquees delivered and erected	11/06/2012
06/06/2012	Marquee fixtures installed	11/06/2012
06/06/2012	Heras Fencing delivered and erected	11/06/2012
06/06/2012	Stage, PA, lighting and generators arrive and set up	11/06/2012
07/06/2012	Toilet and shower facilities arrive and set up	11/06/2012
07/06/2012	Camel Camp and Festihuts arrive and set up	11/06/2012
07/06/2012	Bar facilities arrive and installed	11/06/2012
07/06/2012	Other temporary structures installed	11/06/2012
07/06/2012	Internal signage set up	11/06/2012
07/06/2012	Traders arrive and set up	11/06/2012
07/06/2012	All staff arrive	11/06/2012
08/06/2012	St John Ambulance arrive and set up	11/06/2012
08/06/2012	Response Security arrive and set up	11/06/2012
08/06/2012	Event Managers complete set up before attendees arrive	14/06/2012

Appendix 4 Event Organisational Chart



## Appendix 5 Risk Assessment

This Risk Assessment is based upon information and experience gained from other previous similar events and forms the statement of intent for GO.GO Festival 2012. This Risk Assessment relates to members of the public, visitors, guests, contractors, staff, self-employed persons, artists, entertainers and all other persons attending GO.GO Festival 2012.

In accordance with an employer's statutory requirement under the Health and Safety at Work Act (1974), an assessment of risks has been carried out which complies with the Management of Health Safety at Work Regulations (1999). A copy of our Health and Safety policy and Health and Safety at Work poster will be displayed at GO.GO Festival for all staff and available upon request prior to the event.

The Safety Coordinator shall ensure all festival staff, contractors and visitors are aware of and observe the Health and Safety Regulations of the festival.

### Pre-Event Build

Build teams should be professionally trained contractors, who should wear personal protective equipment. In the event of extreme weather and temperatures, staff should be provided with UV protection or appropriate clothing. Staff will be briefed on specific hazards of the site and areas of High Risk will be identified and clearly signed.

Vehicles should have adequate visual and audible warnings operating when in use. Static vehicles should be immobilized when not in use or parked overnight, and keys (or other method of starting engines) should be removed to ensure that they remain immobile. Where possible, measures should be put in place for hard standing to be available for vehicles to park on to reduce risk of subsidence. To prevent leakages of fuel or other toxic fluids, all fuel tanks should be sealed and tamper proof. Appropriate precautions should be in place to reduce the risk of fire.

All power supplies and electrical installations will be correctly installed by competent persons and adequately protected and/or fenced.

### Risks and Hazards

GO.GO Festival does not present any specific problem and the expected audience profile has no history of crowd disorder. However, the following potential hazards have been identified and are dealt with within this Risk Assessment:

Crowds

Vehicles

Hazards

Contractors and Staff

Date of assessment: 26 November 2011

Review Date: \_\_\_/\_\_\_/\_\_\_ This Risk Assessment will be reviewed whenever there is evidence to suggest that the assessment is no longer valid or where there is a significant change to the event.

Risk	Outcome	Risk Level	Control Measure	Person Responsible
<b>CROWDS</b>				
Overcrowding. Build-up of internal crowd pressure as a result of too many people in a limited space.	Anxiety, physical discomfort. Minor or major injury, death	Low	Control/limit access to the event by stewarding control at access points. Ensure sufficient barriers, lighting, fencing and security staff are in place. Site designed for optimum crowd control and strategically placed venues, bars and food areas to prevent overcrowding in areas. Site capacity shall not be exceeded. Have effective means of communication via 2-way radios for security and key staff. Crowd management plan in place.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Crushing. Build-up of crowd pressure against a fixed object, wall, barrier, fences.	Anxiety, physical discomfort. Minor or major injury, death.	Low	Control/limit access into pressure areas by stewarding control and provision of appropriate safety barriers. Ensure pit barriers are freestanding and pit crew are competent. Crowd management plan in place.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Pile-up crushing due to people falling on top of one another.	Anxiety, physical discomfort. Minor or major injury, death.	Low	Control/manage incidents. Provision of stewards at access points and crowd enclosures. Crowd management plan in place.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Surging pressure-wave caused by crowd movement.	Anxiety, physical discomfort. Minor or major injury, death.	Low	Provision of appropriate safety barriers and crowd measures. Crowd management plan in place.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Pushing. Sudden pressure extended against individuals on thrusting one's way through a crowd.	Anxiety, physical discomfort. Minor injury.	Low	Provision of stewards at access points and crowd enclosures. Crowd management plan in place.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Crowd migration due to poor weather.	Anxiety, physical discomfort. Minor injury.	Medium	Get regular (minimum hourly) weather forecasts from Meteorological department websites and act accordingly to incoming weather reports. Brief security and stewards on Emergency Plan. Ensure venue capacities are not breached.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
<b>VEHICLES</b>				
Impact/Collision Impact with moving objects e.g. People, vehicles.	Physical discomfort. Minor or major injury, death.	Medium	Limit vehicle movement on site to emergency vehicles only. Strict vehicle control under steward supervision. All traffic to observe site speed restrictions. Heras fencing surrounding the car park.. Stewards to control movement	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.



			and parking of vehicles in car parks. Signage around car parks.	
Risk of crushing from vehicles	Minor or major injury, death.	Medium	Limit vehicle movement on site to emergency vehicles only. Strict vehicle control under steward supervision. All traffic to observe site speed restrictions. Heras fencing surrounding the car park. Stewards to control movement and parking of vehicles in car parks. Signage around car parks.	Festival Directors, Operations Manager, Production Manager, Safety Coordinator, stewards, security.
Vehicle collisions on entry or exit to site or on-site	Minor or major injury, death.	Medium	Closed site policy in place so once on site, weekend ticket holders cannot leave with their cars unless in special circumstances. Strict Stewards to control movement and parking of vehicle control under steward supervision. Stewards to control movement and parking of vehicles in car parks. Signage around car parks. Room for two vehicles to pass in car parks. 10mph speed limit for all vehicles.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Illegal movement of vehicles	Minor or major injury, death.	Low	SIA registered security personnel to patrol Car Park 24/7. Closed site policy for ticket holders to prevent vehicle movement to and from car park. Emergency vehicles only allowed access to and from arena and campsite in emergencies. Site crew vehicles should be secured at all times.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Car Park hazards	Minor injury	Low	Car park stewards wearing hi vis clothing posted to direct traffic, vehicle flow and parking. SIA security personnel patrols 24/7 in the car park.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
<b>HAZARDS</b>				
Tripping; falling on the same level, (slip or stumble leading to falling on ground or against objects), tripping on cables, temporary structures, uneven ground surface or due to low lighting levels	Minor or major injury, death.	Medium	Identify where possible any trip hazards and rectify if possible. Bury cables in purpose built cable runs and/or 'fly' cables at a height sufficient above ground in public areas. Some cables positioned out of public areas. Signage used to highlight any potential tripping hazards. Lighting levels sufficient to light potential hazards after dark. A daily site inspection by the Safety Coordinator identifying any hazards.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, build team, stewards, security.
Tripping/slipping on ramps and steps	Minor or major injury	Low	All ramps to have non-slip surfaces. Guard rails and hand rails fitted where required.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, build team, stewards, security.
Structural collapse: infrastructure. Eg	Minor or major injury, death.	Low	Professional contractors and subcontractors to erect and	Festival Directors, Safety Coordinator, Operations

stage/marquees/big top/sound towers/lighting towers/barriers/fencing			install all structures. Structures to conform to current regulations regarding loading and structural integrity. Method Statements and Risk Assessments to be provided by all contractors and subcontractors before arriving on site. Stewards and security personnel to ensure that structures are not tampered with.	Manager, Production Manager, build team
Structural collapse: traders eg. marquees	Minor or major injury, death.	Low	Professional traders to erect and install their temporary structures. Risk Assessments to be provided by all traders before arriving on site. Daily checks to ensure that structures are secure.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, traders
Moving around the site after dark	Minor or major injury	Medium	Temporary site lighting will be installed around the site entrances, car park, campsites, toilets and late night facilities. The Arena will be lit by the entertainment areas and festoon lighting. The Arena closes to the public at 02:30 each night and will be patrolled by security personnel. Floodlights will illuminate facilities, fire fighting equipment and emergency exits in the campsites.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Electric shock from power sources inc. Generators.	Minor or major injury, death.	Low	Power sources will be controlled by professionally trained contractors/ subcontractors/ nominated electricians. Power sources will be made inaccessible to the public by barriers/fencing.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, professional contractors, nominated electrician.
Fire - general.	Minor or major injury, burns, death.	Low	Event Organisers to meet with London Fire Brigade. Provision of suitable fire fighting equipment at fire safety points located throughout the site. Limit combustible material accumulation. Ban on petrol stoves and barbeques. Tents to be situated a suitable distance from each other to prevent spread of fire. Fire lanes within campsites for emergency vehicle access. No smoking allowed inside venues and no smoking signs positioned around the site. Ensure that all contractors have access to fire fighting equipment and make all security, staff and stewards aware of its location. Ensure traders also bring their personal fire fighting equipment. Ensure contractors, subcontractors and traders adhere to Local Authority regulations regarding combusting materials, litter and other	Festival Directors, Safety Coordinator, fire safety contractor, Operations Manager, Production Manager, stewards, security.

			personal fire fighting equipment. Ensure contractors, subcontractors and traders adhere to Local Authority regulations regarding combusting materials, litter and other flammable equipment. Implement system to alert of fires. Keep emergency accesses clear for emergency vehicles and follow evacuation plan in Emergency Plan.	
Fire – Electrical.		Low	Same as above; also position powder-based extinguishers near all electrical equipment. Plug-banks must not be overloaded beyond rated capacity. All traders and sub-contractors must provide valid PAT certificates if bringing electrical equipment on site.	Festival Directors, Safety Coordinator, fire safety contractor, Operations Manager, Production Manager, stewards, security.
Risk of injury from unauthorised public use of barbeques, gas bottles and other naked flames.	Minor or major injury, death.	Low	Bag searches will be conducted by professional security teams on entry for prohibited items. Stewards will prevent use of prohibited items.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Risk of injury from prohibited items.	Minor or major injury, death.	Medium	Bag searches will be conducted by professional security teams on entry for prohibited items. Stewards will prevent use of prohibited items and alert security who will remove the item and/or the person(s) with the prohibited item.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Attendees climbing temporary structures	Minor or major injury, death.	Low	All temporary structures to have fencing, barriers and where necessary security or steward presence. 2 way radio communications in place.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Adverse Inclement Weather.	Anxiety, physical discomfort. Minor or major injury, death.	Low	Get regular (minimum hourly) weather forecasts from Meteorological department websites and act accordingly to incoming weather reports. Brief security and stewards on Emergency Plan. Ensure venue capacities are not breached. Shut down electrical appliances. Direct people away from site and temporary structures. Use Emergency Plan for site evacuation. Ensure staff and contractors have wet weather gear. In extreme conditions, do not open the gates and stop the event from opening, or stop the event from happening.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Structures and tents unstable after adverse inclement weather	Anxiety	Low	After inclement weather and/or evacuation, safety coordinator to inspect structures for any movement. Structures to be	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards,

			secured as required. Inspections on all structures to take place each day of the event. In the event of severe weather, liaise with Environmental Health Authority and Health and Safety officers regarding continuation of the event.	security, build team, contractors, subcontractors, traders, electricians.
Insect bites and stings	Physical discomfort, coma, death.	Medium	Ensure on site medical team have personnel qualified to administer adrenalin in the event of an allergic reaction to a bite or sting. Ensure insect repellent is available on site.	Festival Directors, Operations Manager, Production Manager, Safety Coordinator, stewards, security, medical team.
Heatstroke	Anxiety, physical discomfort. Heatstroke, death.	Medium	Make sunscreen available to staff members and brief staff on dangers of sun exposure. Provide shaded areas eg marquees and seating in shaded areas. Free water supply in arena and campsite. Medical team to provide welfare area.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security, medical team.
Dehydration	Anxiety, physical discomfort. Dehydration, death.	Medium	Provide free water supply in arena and campsite. Water pipes will be flushed through before the event, and stand pipes and bowsers will be tested and operational. Medical team to provide rehydration drinks and welfare areas. Rehydration drinks also available on sale to public and available for all staff. Make bar staff aware of dangers of alcohol, hot weather and dehydration. Make sure all staff have adequate breaks and constant water supply.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security, medical team.
Noise	Minor discomfort or annoyance.	Medium	Regularly monitor noise levels and conform to local noise restrictions. Festival Organisers to provide ear protectors for all staff, security, press and backstage crew and anyone who requests it. All staff to limit periods of time in noisy areas. Contractors and subcontractors shall be aware of noise at work regulations.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, sound technicians.
Lasers and strobes	Minor or major injury, death.	Low	Place signs prior to and at the event warning of use of lasers and strobes. Only professionally trained persons to operate lighting and effects such as lasers and strobes. Light technicians shall ensure lights are not permitted for extended periods at a time, and that they are positioned so they won't point directly at members of staff or public. All lasers and strobes shall comply to relevant UK laws in the use.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security, light technicians.

Food Safety	Physical discomfort, minor or major illness.	Low	Adequate sanitation, hygiene, waste disposal and water provision. Caterers shall provide the following 1 month prior to the event: Public Liability Insurance Certificate for £5,000,000 (min). If your policy expires before June 15 <sup>th</sup> please still send us a copy and ensure you send your updated copy as soon as you can before the Festival. Risk Assessment P.A.T Certificate Food Hygiene Certificates Health and Safety Certificates Local Authority Food Registered Certificate Food Menu Photo of food stand	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, food traders medical team.
Alcohol Consumption.	Minor or major injuries, coma, abnormal behaviour, death.	High	Stewards and security to monitor all visitors for signs of alcohol misuse. Security and first aid response teams on site for any alcohol related incidents. Only professionally trained bar staff shall be employed by the bar contractor. All bars shall be provided with 2-way radios. A maximum of half a case of beer/cider or 1 box of wine per full weekend camping ticket holder is allowed in the camp site. Glass bottles are not permitted. Bags will be searched on entry. Alcohol from the camp site is not allowed in to the Arena and vice versa. Day ticket holders prohibited from bringing alcohol on site. There are ID checks at bars. In the case of drunk and disorderly behaviour, people will be prevented from consuming further alcohol and First aid medics are on site to provide medical assistance if required.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, Stewards, Security, medical team, bar contractor
Drug use.	Minor or major injuries, coma, abnormal behaviour, death.	Medium	Security will search bags on entry. Anyone found dealing or taking drugs will be ejected from site.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, Security, Medical team.
Glass.	Minor or major injuries	Low	A strict no glass policy will be enforced. Security will search bags on entry. All glass found will be disposed of safely on entry. Traders, bars and food concessions are not permitted to sell glass items or have glass items for personal use.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security, traders, contractors, sub contractors.
Physical or verbal abuse/assault	Minor or major injuries, death	Low	Stewards and security to monitor all visitors. Stewards and security to work in pairs. All security	Festival Directors, Safety Coordinator, Operations Manager, Production

			personnel to be in possession of a 2-way radio when on duty. Security and first aid response teams on site. Bars instructed not to serve alcohol to anyone who appears to have consumed too much. Adequate lighting throughout site.	Manager, stewards, security.
Lost children.	Anxiety	Low	Lost children policy; all lost children to be escorted by steward to site office. Gates to site closed until parent or guardian found.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Public order issues at site entrances	Anti-social behaviour	Low	Stewards on duty to assist public with queries. Suitable signage on approaches to and at site. SIA trained security personnel at gates and trained stewards in ticket booths. Queuing systems in place to avoid queue jumping. Bag checks by security personnel.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Prevention of non-ticket holders accessing site.	Anti-social behaviour	Low	Tickets to be exchanged for wristbands on entry. Wristbands to be checked at access points and anyone without a wristband to be ejected from site. Site to be patrolled by security from 17-20 June 24/7. Site is fenced in with hedges on one side and heras fenced elsewhere to prevent unauthorised access.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Public order issues due to insufficient information	Anxiety	Low	Festival Organisers to ensure appropriate and sufficient signage on site and in the surrounding areas. Information available for all attendees prior to and during the event and those wishing to avoid it. Signage should be visible from a distance.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Disabled visitor access.	Anxiety, minor or major injuries	Low	Disabled facilities shall be provided including camp site, car parking, toilets and carers tickets. Site predominantly flat but visitors warned of uneven ground.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Dogs loose on site	Anxiety, minor or major injuries	Low	Strictly no dogs except guide dogs or security dogs are allowed on site. Dogs must be kept on a lead at all times and if this is not observed the owner will be required to leave the premises.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Emergency accesses blocked	Anxiety, minor or major injuries, death	Low	Ensure all emergency access points are clear at all times. Restricted public vehicular access to routes with emergency access points. Signage on emergency access points identifying them as access points which must be kept clear at all times.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security, medical team.
Waste removal – rubbish and recycling	Minor or major injuries	Low	Adequate numbers of bins and recycling points on site, and a skip for onsite waste removal. Litter picking teams to empty	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards,

			waste units and pick up litter around site. Regular waste removals from site.	security, contractors, sub-contractors.
Waste removal – toilets and showers	Minor or major injuries	Low	Contractors and subcontractors on site 8 hours per day cleaning and servicing all toilet and shower units. Effluent and hazardous waste removal by contractors and subcontractors throughout event.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security, contractors, sub-contractors.
Cross contamination - Waste	Food poisoning	Low	Site planned so toilets and showers are not adjacent to food and beverage traders. Waste managed by contractors and subcontractors who will clean facilities and dispose of waste throughout the event. Washing facilities provided.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security, contractors, sub-contractors.
Hazardous substances, chemicals and products	Minor or major injuries	Low	All hazardous substances shall be clearly labelled and stored in secure areas. Safety data sheets will be available for all hazardous material. All security and staff personnel aware of storage points. Staff's handling hazardous substances are trained and have suitable PPE. To conform with COSHH regulations all hazardous substances will be clearly marked on health and safety site plan. Ensure that transportation, storage and security of hazardous substances conforms to COSHH regulations. Emergency Medical Teams to be briefed of substances being used onsite. Keep hazardous material to a minimum.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security, contractors, sub-contractors.
Off-site hazard that effects event	Anxiety, minor or major injuries, death	Low	Emergency Plans and evacuations in place and security and staff briefed on evacuation plans.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
Acts of terrorism	Anxiety, minor or major injuries, death	Low	Event Organisers and Head of Security to liaise with Havering and Metropolitan Police Constabularies prior to event. Security, staff and stewards to be briefed on Emergency Procedures. Security, staff and stewards to report any suspicious packages or activity to the Production Manager or Event Organisers.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security.
<b>CONTRACTORS &amp; STAFF</b>				
Structural Collapse.	Minor or major injury, death.	Low	Professional contractors and sub-contractors to erect and install all structures. Structures to conform to current regulations regarding loading and structural integrity. Ensure contractors provide their	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security, contractors, sub-contractors.

			staff with any PPE required to complete work. Method Statements and Risk Assessments to be provided by all contractors before arriving on site. Stewards and security personnel to ensure that structures are not tampered with.	
Falling to lower level.	Minor or major injury, death.	Low	Ensure all work at height will be performed by professionally trained staff. Ensure contractors provide their staff with any PPE required to complete work. Visual inspections prior to work at height commencing. Risk limited to artists with backstage crew on stage.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, security, contractors, sub-contractors..
Lighting and electrical installation	Minor or major injury, death.	Low	Ensure all work at height will be performed by professionally trained staff. Ensure contractors provide their staff with any PPE required to complete work. Method Statements and Risk Assessments to be provided by all contractors before arriving on site.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, security, contractors, sub-contractors, technicians.
Misuse of plant	Minor or major injury, death.	Low	All plant shall have sufficient audible and visual warning Systems. All plant is expected to be fully serviced and maintained prior to hire. Only competent and qualified persons are to operate plant equipment. Operators are to check plant equipment prior to use. Signs, barriers and warning materials will be available to create work areas.	Festival Directors, Safety Coordinator, security, contractors, Operations Manager, Production Manager, sub-contractors.
Noise	Minor discomfort or annoyance, temporary hearing loss.	Medium	Regularly monitor noise levels and conform to local noise restrictions. Festival Organisers to provide ear protectors for all staff, security, press and backstage crew and anyone who requests it. All staff to limit periods of time in noisy areas. Contractors and subcontractors shall be aware of noise at work regulations.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, stewards, security, contractors, sub-contractors.
Gas Safety			Only persons trained in procedures that conform with relevant legislation to handle, store and transport gas. Gas bottles to be away from members of the public in secured areas.	Festival Directors, Safety Coordinator, Operations Manager, Production Manager, security, traders, contractors, sub-contractors.



Signed: .....

Name: .....

Date: ...../...../.....

Witness: .....

Name: .....

Date: ...../...../.....

**Appendix 6 Health & Safety Policy**

**GO.GO FESTIVAL HEALTH & SAFETY POLICY**

This Policy recognises GO.GO Festival obligations under the Health and Safety at Work etc. Act 1974. GO.GO Festival (The organisation) in the conduct of its activities will ensure that it:

- Protects the health, safety and welfare of its festival attendees and others who may be affected by its activities.
- Limits adverse effects on and adjacent to the area in which those activities are carried out.
- Meets its responsibilities, as an events organiser to do all that is reasonably practicable to prevent accidents, injuries and damage to health.

The Organisation will also, so far as is reasonably practicable:

- Provide and maintain safe working environments that are without risks to health, safety and welfare.
- Set standards that comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on contractors, visitors, event attendees and the public.
- Safeguard contractors, visitors and others from foreseeable hazards connected with event activities, processes and working systems.
- Ensure that when equipment, processes or premises are introduced to the festival, adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed.
- Train all stewards to be aware of their own responsibilities in respect of relevant health and safety matters and ensure they participate in the prevention of accidents and co-operate with measures taken to prevent disease and injury.
- Ensure that contractors undertaking work for the Organisation are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.
- Promote good health amongst stewards and be concerned with the prevention of occupational and non-occupational disorders and diseases.
- Co-operate with appropriate authorities and technical organisations to ensure policies and procedures are updated and Standards reviewed to reflect best practice.
- Undertake inspection, audit and review activities to ensure the Organisations objectives for health, safety and welfare are being met.

**Application**

- This Policy, supported by Instructions, Procedures and Organisational Arrangements, is to be applied to all activities carried out by the Organisation.
- The Policy must be enforced by the Partners, Managers and be observed by all stewards associated with events.

**Responsibilities**

- The responsibilities for determining the Organisation policies on health, safety and welfare matters including revision of this Policy, lies with the Partners.
- Each steward shall recognise personal responsibility for observing the Organisations Safety Policy, Instructions and Procedures, and should develop interest and enthusiasm in health, safety and welfare issues.
- The implementation of this Policy will be undertaken by the Partners and of staff of the Organisation supported by the Health & Safety Advisor who will give advice on health, safety and welfare matters generally.

Signed..... Date.....  
 Rebecca Sampson. Company Director

Signed..... Date.....  
 Katie Woodbine. Company Director

## Appendix 7 Emergency Plan

### E 1.00 Communication

Emergency contact will be via two-way radio or PA. All communication traffic will be directed at the mobile control unit. Crowd communication will be through the stage PA system via a radio microphone from the control unit, or recorded message.

#### E 1.01 Radio/PA Coded Call Signs

Radio Call Signs will be as follows:

Codeword	Action
ALL CALL SIGNS, ALL CALL SIGNS	Emergency situation. All standby for further information
Mr ASH please go to (location)	Fire situation at (location). Fire team to attend
STAFF CALL 100 (Location)	Suspect Package (location)

**FULL SCALE EVACUATION.** The recorded PA crowd announcement would be:

“LADIES AND GENTLEMEN, DUE TO CIRCUMSTANCES BEYOND OUR CONTROL, WE MUST ASK YOU TO EVACUATE THE AREA BY WALKING TO ALL AVAILABLE EXITS AROUND THE SITE AS QUICKLY AND QUIETLY AS POSSIBLE, TAKING ONLY PERSONAL POSSESSIONS WITH YOU.”

On hearing this announcement, all security staff, stewards, and available production staff should assist the public to a safe exit of the site. Following the evacuation all staff should report to the main entrance meeting point if possible.

**SUSPECT PACKAGE** In the event of a suspect package being discovered the Event Manager will call the police and advise “A suspect package has been found at.....”

The code word **CALL SIGN 100** will go out on the radios, the location of the suspect packages will be given to all personnel as follows:

**ALL CALL SIGNS, ALL CALL SIGNS, CALL SIGN 100 CAR PARK**

If the package is internal, all persons will be evacuated from the structure.

If the package is external, then a 500m area will be cleared around the package.

#### E 1.02 Command and Control Procedures

Wish You Were Partnership are responsible for the event and they are required to give the final decision upon emergency action being required.

They will also decide whether that action is to be immediate or alerted. Prior to making any decision, Wish You Were Partnership will consult with any staff directly involved with the emergency services.

- A) In the event of a member of Wish You Were Partnership not being available, any Key Personnel shall consult with the emergency services.
- B) Should a major incident occur or emergency evacuation is required, all Key Personnel, security/stewards will safely co-ordinate the public to the exit points available.
- C) If the site has to be evacuated it may be necessary to prevent vehicles from leaving the car parks to aid emergency services entering the site. Security/stewards will be notified accordingly.
- D) If the control unit has to be evacuated then the emergency grab bag and the control unit team will move to another location. This will be a safe location with good visibility.

The grab bag will contain the following items:

- Event contact numbers
- Maps
- Incident log
- Hi Vis waterproof clothing
- Torch
- Illuminated baton or glow sticks
- Communications device (spare phone, loud hailer, etc)
- Hazard warning tape
- First Aid
- Water

### **E 1.03 Temporary Evacuation**

The decision on a temporary evacuation of the area surrounding the incident will be taken on the advice from the police and specific instructions for the evacuation relevant to the particular circumstances of the incident may be issued.

Notwithstanding this the following instructions will be implemented:

The event to be halted and the public requested to leave the incident area using the following public announcement:

**LADIES AND GENTLEMEN, THIS IS A POLICE MESSAGE, DUE TO CIRCUMSTANCES BEYOND OUR CONTROL, WE MUST ASK YOU TO EVACUATE THE IMMEDIATE AREA INDICATED BY OUR STAFF BY WALKING TO ALL AVAILABLE EXITS AROUND THE SITE AS QUICKLY AND QUIETLY AS POSSIBLE, TAKING ONLY PERSONAL POSSESSIONS WITH YOU, THE EMERGENCY SERVICES HAVE BEEN INFORMED.**

- A) Vendors will be advised to cease trading and to remain with their vehicles at their allocated location except when they are in immediate danger.
- B) All staff to take every possible step to prevent vehicle movement on the site other than emergency vehicles.

- C) All staff, stewards etc. To assist in directing members of the public towards the designated evacuation areas.
- D) Once the temporary evacuation has been completed, the area will be manned and secured by stewards and other available staff to prevent re-entry to that area if safe to do so.

### **E 1.04 Full Evacuation**

The decision on a temporary evacuation of the area surrounding the incident will be taken on the advice from the police and specific instructions for the evacuation relevant to the particular circumstances of the incident may be issued.

Notwithstanding this the following instructions will be implemented:

The event to be halted and the public requested to leave the incident area using the following public announcement:

**LADIES AND GENTLEMEN, THIS IS A POLICE MESSAGE, DUE TO CIRCUMSTANCES BEYOND OUR CONTROL, WE MUST ASK YOU TO EVACUATE THE IMMEDIATE AREA INDICATED BY OUR STAFF BY WALKING TO ALL AVAILABLE EXITS AROUND THE SITE AS QUICKLY AND QUIETLY AS POSSIBLE, TAKING ONLY PERSONAL POSSESSIONS WITH YOU, THE EMERGENCY SERVICES HAVE BEEN INFORMED.**

- A) Vendors to be advised to cease trading, turn any burners off and go to their nearest exit point. They must not remove any support vehicles.
- B) All staff to take every possible step to prevent vehicle movement on the site other than emergency vehicles.
- C) All staff, stewards etc. To assist in directing members of the public towards the designated evacuation areas.
- D) Once the evacuation has been completed, the area will be manned and secured by stewards and other available staff to prevent re-entry to that area if safe to do so.
- E) All other staff to meet at the main entrance meeting point or a safe destination and wait further instructions.

### **E 1.05 Bomb Threat (code word CALL SIGN 100)**

Although the majority of bomb threat alerts received at these type of events will be false alarms, all staff should be aware of serious incidents which have occurred in the recent past with regards to actual explosions.

**NO WARNINGS ARE TO BE DISREGARDED – EVEN IF IT IS LIKELY THAT IS IS A HOAX**

- A) Appropriate action to be taken until it is confirmed that no danger exists
- B) Any person may receive a warning that a bomb has been placed. The recipient should remain cool and try to obtain the following information:
  - Where precisely is the bomb located?
  - What is the size or type of explosive device involved?
  - What time is the device intended to explode?

- C) It may be possible during the course of a telephone conversation to indicate to other members of staff that a bomb warning is being received.
- D) All information received will assist the police and, if possible information should be obtained regarding the message.
- E) After receiving a bomb threat, the member of staff must immediately inform Key Personnel and security/stewards, who will then inform all Key Personnel and off site emergency services such as the police, fire and medical services.

**CONTACT THE POLICE 999 AND ADVISE THEM OF THE SITUATION**

- F) **CALL SIGN 100** inform all staff of the situation
- G) Police and security/stewards (if indicated to do so by the authorities) should search the appropriate areas without endangering themselves by attempting to open any package.
- H) If the threat is confirmed, then assist the police to evacuate the site by following the **full or partial evacuation procedures above**.

**E 1.06 Bomb Threat Caller Check List**

**For guidance only**

- Remember that **99%** of all bomb threats are hoaxes
- Keep cool
- Get as much information as you can about the device and the informant
- Try to signal to your colleagues that you are receiving a bomb threat call

Tick or circle any applicable words below or insert appropriate words

<b>Origin of Call</b>	STD Call	Mobile			
<b>Caller</b>	Male	Female	Adult	Juvenile	
<b>Voice</b>	Loud	Soft	Rough	Educated	High Pitch
<b>Speech</b>	Fast	Slow	Distinct	Blurred	Stutter
<b>Language</b>	Obscene	Coarse	Normal		
<b>Accent</b>	Local	Regional	Foreign		
<b>Manner</b>	Calm	Angry	Rational	Irrational	Hysterical
<b>Background Noise</b>	Quiet	Traffic	Music	Office	Factory
<b>Other Information</b>					

Call taken when: Time..... Date.....

**Appendix 8 Contact Numbers**

<b>Name</b>	<b>Responsibility</b>	<b>Number</b>
Becky Sampson	Event Manager	07583 127 334 07843 151 051
Katie Woodbine	Event Manager	07935 445 429
Andy Hollinson	Head of Security, Response Security	07595 218 485
Steve Walker	Head of St Johns Ambulance, First Aid	07973 770 339
Chris Yates	Production Manager	07769 683 345
Kym Woodbine-Craft	Backstage Manager	07791 604 531
Ben Woodbine-Craft	Assistant Backstage Manager	07841 162 756
Amy Brown	Press Officer	07932 307 940
Jayne Graham-Cummings	Artist Liaison Officer	07967 355 953
Annie O'Hara	Operations Manager	07747 850 330
Hayley Fisher	Campsite Manager/Steward Co-ordinator	07793 847 911
Beth Dalton	Arena Manager/Steward Co-ordinator	07766017669
Liz Yeates	Main Stage Manager	07899 956 666
Helen Stone	Main Stage Manager	07908 355 446
Jo Davies	Second Stage Manager	07872 188 548

**Appendix 9 Emergency Communication Tree**





**Appendix 10 St John Ambulance Shift Patterns**

**Friday 08th June**

	12.00 to 18.00	18.00 to 24.00
	Paramedic	Paramedic
		Paramedic
	ETA	ETA
	ETA	ETA
	ETA	ETA
		ETA
		F/Aider
		F/Aider

**Saturday 09th June**

24.00 to 06.00	06.00 to 12.00	12.00 to 18.00	18.00 to 24.00
Paramedic		Paramedic	Paramedic
			Paramedic
ETA	ETA	ETA	ETA
ETA	ETA	ETA	ETA
	ETA	ETA	ETA
		ETA	ETA
		F/Aider	F/Aider
		F/Aider	F/Aider

**Sunday 10th June**

24.00 to 06.00	06.00 to 12.00	12.00 to 18.00	18.00 to 24.00
Paramedic		Paramedic	Paramedic
			Paramedic
ETA	ETA	ETA	ETA
ETA	ETA	ETA	ETA
	ETA	ETA	ETA
		ETA	ETA
		F/Aider	F/Aider
		F/Aider	F/Aider

**Monday 11th June**

24.00 to 06.00	06.00 to 12.00	
Paramedic		
ETA	ETA	
ETA	ETA	
	ETA	

**Appendix 11 Flood Plain Map**

Damyns Hall Aerodrome is not situated within a flood plain area.





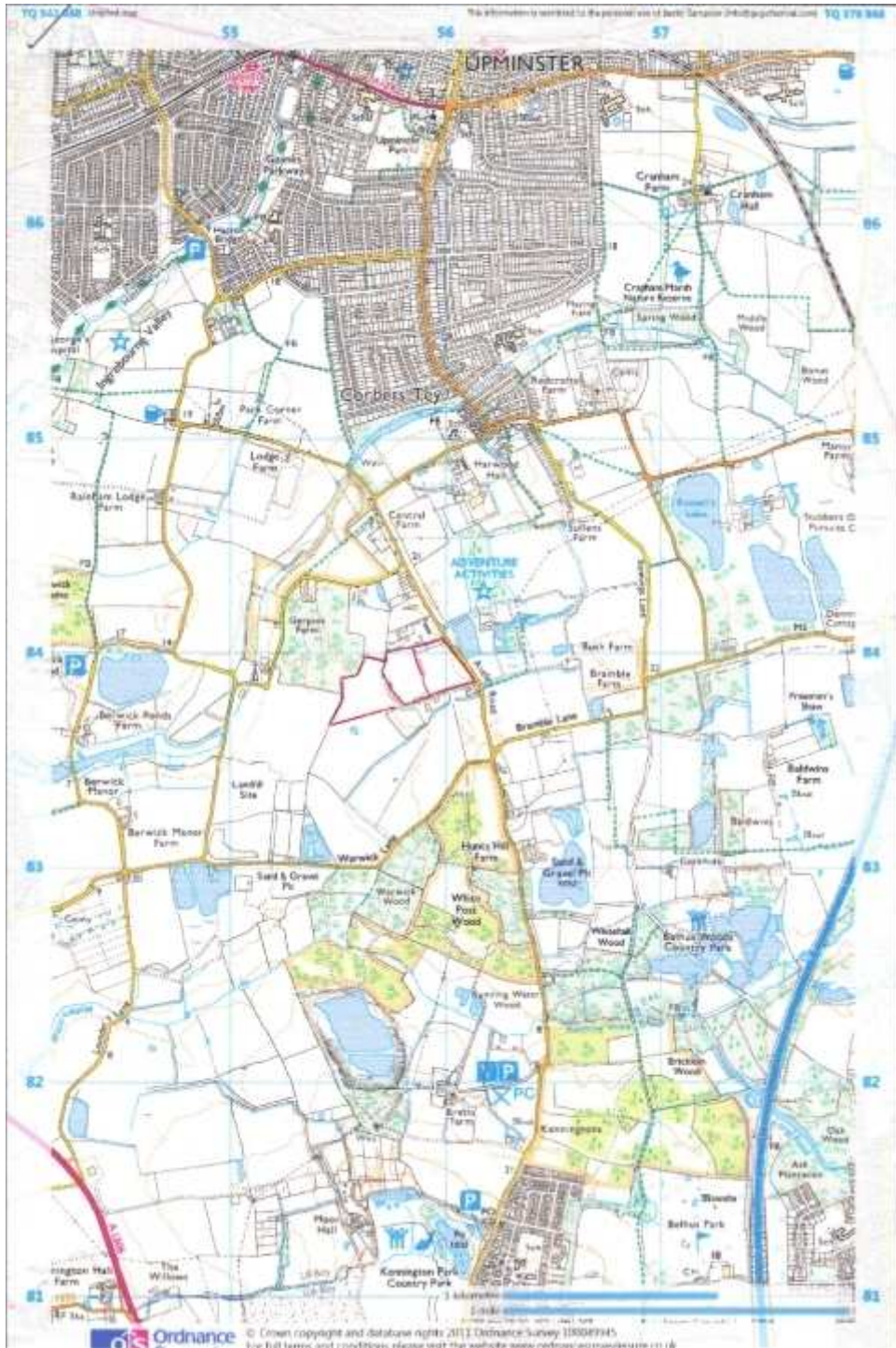


## Licensing Sub-Committee

Appendix 2 - Map of local area









## Licensing Sub-Committee

Appendix 3 - Representations



**From:** linda van den hende [lindavandenhende@btinternet.com]  
**Sent:** 10 February 2012 21:26  
**To:** Paul Campbell; Paul Jones; Trudi Penman  
**Cc:** CouncillorLinda Hawthorn; RonOwer  
**Subject:** Licensing application 11302 Damyns Hall Aerodrome

**Categories:** sub committee

Dear all

I wish to object to the Licensing application for Damyns Hall Aerodrome on the following grounds:-

The prevention of Public Nuisance.

Damyns Hall has been the subject of a Planning Inspectors decision which, amongst other things, has determined that there had been an unauthorised change of use from a clubhouse building ancillary to the aerodrome to a cafe with decking. The Inspector determined that this be returned to its authorised use as simply a clubhouse to the authorised private civil aerodrome. This is the only 'public' building on the site and given its authorised use, it is difficult to see how it could be used for the purpose of 'the provision of regulated entertainment, the provision of late night refreshment and the supply of alcohol'. The capacity of the club house is about 30 people. To undertake such activity in this small clubhouse would increase the possibility of a noise and public nuisance prospect for local residents, especially with vehicles entering and leaving the site.

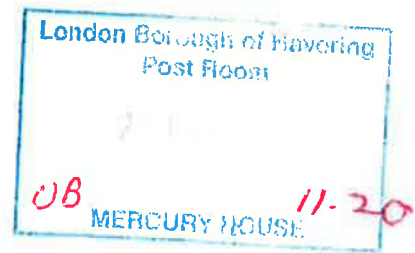
Public Safety

The one entrance to Damyns Hall is on a bend in Aveley Road. Currently there are no flights during the hours of darkness due to lack of facilities at the aerodrome. There are no lights in the one access road. This means there is no traffic leaving or entering the areodrome when it is dark. If a license is granted, given it includes late night refreshment, it can be assumed that vehicles could be entering and leaving during the hours of darkness, adding to the danger of pulling out onto a busy Aveley Road.

The areodrome already has the facility to hold a number of events during the year under TEN arrangements. It is not therefore necessary to grant a license to the premises on a permanent basis given the risks to Public Safety and Public Nuisance. I would therefore request that the license not be granted.

Cllr Linda Van den Hende  
Upminster Ward.

Attention  
Mr Paul Campbell  
Housing & Public Protection  
London Borough of Havering  
Mercury House, Mercury Gardens.  
Romford  
RM1 3SL



12 / 2 / 2012

Mr Edward Marling  
1 Damyn Hall Cottages  
Aveley Road  
Upminster  
RM14 2TQ

Dear Sir / Madam

Re: Licensing Act 2003- Premises License Application  
Damyns Hall (Aerodrome.)  
Aveley Road, Upminster.  
RM14 2TN

OBJECTION To the Application for Premises Licensing.

I wish to formerly object to the above application.

General note:

The development of this site has continued over the last few years due to the site owner's disregard for the current planning regulations. Objections have already been raised with regards to increased site construction and development and upheld with little evidence of any following enforcement action. The application is referred to as an "Aerodrome". This is a large field which encloses numerous illegal miscellaneous structures and usages which is attempting to justify its existence by forming a licensed premise (presumably a clubhouse). The origin of this land for the take off and landing of aircraft lies with the previous farmer who worked the land and had a passion for flying, This landing area was for his own private use and no other persons were permitted such. Microlight aircraft were introduced on an occasional basis. On no occasion did we have cause for concern because the flying was so infrequent. Since the new ownership the land and the use has changed considerably and the number of flights, noise and nuisance due to low level overflying of my property is now cause for serious concern and safety.

For the licence application to be successful the applicant has to satisfy the four key requirements of Schedule 2 of the application by stating those measures put in place to ensure compliance. It is on some of these grounds that my objection is based.

### **B) Prevention of Crime and disorder / Public safety**

The only access to the above site is via motor vehicle, the site is approximately 2½ miles from Upminster town centre. There is a no bus service in operation to this point and no place for setting down on this dangerous part of the road. By allowing a license at this remote site the authority will be seen to be disregarding the principles of recognised “risk assessment” and by consent become complicit in encouraging or enabling drink and drive / flying offences to occur if the license application was successful.

### **Public Health and safety**

The access to the site is via a narrow gravel lane adjacent to my property for which I and my neighbours have a “Right of way” and a degree of responsibility to maintain. However, since the continued use and major open day events the gravel road has become extensively potholed, many 100 to 200mm in depth and water filled after rain. Heavy trucks, continuous vehicular activity has made the roadway to and from our properties very dangerous for pedestrian use. The gravel road never got into this state when the field was not in use. This dangerous condition has only come about since the field has been used for numerous events and flying activities etc  
The gravel road leading away from the field is narrow and on a tight curvature of the road.

This curve has claimed many vehicles over the years some whilst exiting and many others whilst negotiating the concealed entrance and exit. The exit from the gravel lane is unlit and there are no road traffic signs indicating a turning. Due to the number of various vehicles accessing the site on a daily basis the roadway has become extensively potholed and dangerous. This route to and from the proposed site is a danger to any pedestrians accessing the Damyn hall cottages due to the risk of tripping and falling accidents. The residents of these cottages are no longer capable to carry out the pothole repairs on this scale. I am a pensioner and I feel that my rights and safety is being compromised by further increases in the use of this site and abuse of the current planning regulations.

The condition of the gravel roadway, the lack of highway signage, The lack of lighting and concealed access point on a very tight bend must be considered a potential risk to public safety.

### **Public Nuisance.**

The constant coming and going of vehicles and trucks up and down the gravel road has become a daily nuisance and disturbance of our peace and tranquillity.

Very low level flying aircraft are noisy overflying our gardens daily at all hours, the nuisance factor increases a hundred fold during the warm summer months, the over flying of the gardens disturbs any peace one may hope for.

Access to and from the Damyns hall cottages is disrupted during the many and varied open day events that take place during the summer months.

The worst noise is from the hovering helicopter training flights or pleasure trip flights that increase during the summer and on open day events. The constant droning goes on for many hours and can be heard from early morning to late in the summer evenings.

This is a constant public nuisance contravention.

I therefore formally object to The London Borough of Havering granting permission for the application of a premises license on the grounds that section 2 requirements of the application cannot be satisfied.

If you wish to arrange a site visit to inspect the gravel roadway and the restricted access then please do not hesitate to contact me if you require any further information.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'E Marling', with a long, sweeping tail that extends to the right.

Mr Edward Marling  
February 12<sup>th</sup> 2012

## Paul Campbell

---

**From:** bobguardcat@talktalk.net  
**Sent:** 20 February 2012 20:59  
**To:** Licensing  
**Subject:** Fwd: Objection to Premises Licence Application

Your ref: PPC/O11302

**Damyns Hall Aerodrome Aveley Road Upminster Essex RM14 2TN**

I write with reference to your letter dated 24th January 2012 and am disappointed not to have received a response from you to my email dated 26th January.

In relation to the possible granting to Damyns Hall Aerodrome of a Premises Licence (under the Licensing Act 2003) I would make the following comments:

I understand that the licence will allow flexible opening hours for the licensed premises, with the potential for up to 24 hour opening, seven days a week. Whilst I understand that the license is subject to consideration of the impact on local residents and businesses and is intended to minimise public disorder resulting from standard closing times, surely the Council must be aware of the impact such an establishment will have on the immediate local residents ie the residents of Damyns Hall Cottages? How can the Council consider granting such a license when the noise from the Aerodrome has already caused the residents of Damyns Hall Cottages such distress and upset?

By granting such a license the Council will be condemning the residents of the Cottages to greater noise than that which is already experienced from the aeroplanes. The flight times of the aeroplanes are restricted to a small extent. They are not supposed to fly aerobatics over the Cottages, but they do. By granting such a license the council will be subjecting the residents to possible 24 hour 7 days a week activity at the aerodrome from the sale of alcohol, the playing of live and recorded music (which I understand may also include Karaoke) together with the provision of late night refreshment.

I understand that once such a licence is granted it is for the life of the business and is not on a yearly basis. Perhaps the Council could let me know what activities would cause such a license to be revoked? The Aerodrome has failed to comply with Council regulations in the past but I am unaware that any punishment for such failures has ever been levied on the Aerodrome causing any great detriment to its business. My concern here is that if the Aerodrome breaks any regulations will the Council ever revoke their licence? I have little faith that they would.

A speed restriction together with rumble strips has been placed on Aveley Road. I am sure you will be only too aware of the number of accidents there have been on Aveley Road and in particular the strip between Warwick Lane and Gerpins Lane over the past few years. Does the Council really think that by increasing the vehicular activity entering and exiting the Aerodrome onto this very busy road coupled with the possible reaction inhibiting use of alcohol that there will not be an increase in accidents once again? Trying to exit the unmade road from the Aerodrome onto Aveley Road is hazardous at the best of times for someone who is in total control of their reactions. Add to this the possible use of alcohol and we have a disaster waiting to happen.

I therefore object most strongly to the granting of a premises licence at the above property.

This email is sent on behalf of myself, Mrs Margaret Sherriff Gearey (no 3 Damyns Hall Cottage) and Mr George Brown (no 4 Damyns Hall Cottages). Mrs Sherriff Gearey and Mr Brown would also like to lodge their objection to the granting of the premises licence at the above property.

Yours,

Kenneth Lees

2 DAMYNS HALL COTTAGES  
AVELEY ROAD  
WPMINSTER