



**LICENSING SUB-COMMITTEE
ONE LOVE FESTIVAL, DAMYNS HALL
AERODROME**

AGENDA

10.30 am	Monday 15 April 2013	Council Chamber - Town Hall
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Members 3: Quorum 2

COUNCILLORS:

Peter Gardner (Chairman)
Denis Breading
Frederick Thompson

**For information about the meeting please contact:
Grant Soderberg - (01708 433091
grant.soderberg@haverling.gov.uk**

AGENDA ITEMS

1 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS

(if any) - receive

2 DISCLOSURE OF PECUNIARY INTERESTS

Members are invited to disclose any pecuniary interest in any of the items on the agenda at this point of the meeting.

Members may still disclose any pecuniary 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 - 80)

Application for a premises licence for the One Love Festival to be held at Damyns Hall Aerodrome, Aveley Road, Upminster, RM14 2TN.

Ian Buckmaster
Committee Administration & Member Support
Manager



LICENSING SUB-COMMITTEE

REPORT

15 April 2013

Subject Heading:

Procedure for the Hearing: Licensing Act 2003

Report Author and contact details:

**Grant Soderberg (01708) 433091
e-mail: grant.soderberg@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. Chairman's Briefing 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

REPORT

15 04 2013

Subject Heading:

Premises Licence application for One Love Festival, Damyns Hall Aerodrome, Aveley Road, Upminster, RM14 2TN

Report Author and contact details:

Paul Campbell – Licensing Officer
01708 432777

licensing@havering.gov.uk

This application for a premises licence is made by Foxes Den Ltd under section 17 of the Licensing Act 2003. The application was received by Havering’s Licensing Authority on 25th February 2013.

Geographical description of the area and description of the building

The premises are a field which lies 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 16th – 18th August 2013 and for subsequent years the application is for one consecutive Friday, Saturday and Sunday in August for a period of 5 years.

Films (indoors and outdoors)		
Day	Start	Finish
Friday	17:00hrs	02:00hrs
Saturday	11:00hrs	02:00hrs
Sunday	12:00hrs	22:30hrs

Live Music Outdoors,		
Day	Start	Finish
Friday	12:00hrs	23:30hrs
Saturday	11:00hrs	23:30hrs
Sunday	12:00hrs	22:30hrs

Licensing Sub-Committee, 15 April 2013

Live Music Indoors, (Within marquees)		
Day	Start	Finish
Friday	12:00hrs	02:00hrs
Saturday	11:00hrs	02:00hrs
Sunday	12:00hrs	22:30hrs

Recorded Music Outdoors		
Day	Start	Finish
Friday	17:00hrs	23:30hrs
Saturday	11:00hrs	23:30hrs
Sunday	12:00hrs	22:30hrs

Recorded Music Indoors (Within marquees)		
Day	Start	Finish
Friday	17:00hrs	02:00hrs
Saturday	11:00hrs	02:00hrs
Sunday	12:00hrs	22:30hrs

Performance of Dance, (Outdoors)		
Day	Start	Finish
Friday	17:00hrs	23:30hrs
Saturday	11:00hrs	23:30hrs
Sunday	12:00hrs	22:30hrs

Performance of Dance, Indoors (Within marquees)		
Day	Start	Finish
Friday	17:00hrs	02:00hrs
Saturday	11:00hrs	02:00hrs
Sunday	12:00hrs	22:30hrs

Late Night Refreshment, (indoors and outdoors)		
Day	Start	Finish
Friday	23:00hrs	02:00hrs
Saturday	23:00hrs	02:00hrs

Supply of Alcohol, (On and off supply)		
Day	Start	Finish
Friday	17:00hrs	02:00hrs
Saturday	11:00hrs	02:00hrs
Sunday	12:00hrs	22:30hrs

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 27th February 2013.

Summary

There were two 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
Health Service
Licensing Authority

Paul Campbell
Licensing Officer
London Borough of Havering.

27/2/13

TO ADVERTISE TELEPHONE BASILDON (01268) 503400

SYHAV

www.yellowadvertiser-today.co.uk

Haverin

YellowClass

www.yellowadvertiser-today.co

Selling something?

BARGAIN ADS UNDER £100

Call 0905 624 0595

Calls cost £1.02 per minute from a BT Landline. Other networks may vary, calls from a mobile could be considerably higher. Text BARGAIN (space) Advert up to a maximum of 150 characters and send to 63140. Texts cost £1.02 plus standard network rates. If you do not want to receive details on any other products or services, please text the word EXIT at the end of your message. (your advertisement will appear in the next available edition) We do not accept bargain ads under £100 by fax, post or in person.

BARGAIN ADS OVER £100

Call 01268 503 400

Minimum charge £9.00 • 9.00am-5.00pm

Business Adver

By phone

Recruitment: **01268 503 420**

Classified: **01268 503 430**

Monday-Thursday 9.00-5.30

Fri day 9.00-5.00

Calls may be monitored

By post

Yellow Advertiser
Acorn House
Great Oaks, Basildon,
Essex SS14 1AH

By fax

01268 5
01268 5
01268 5

CONDITIONS OF ACCEPTANCE FOR ALL ADVERTISEMENTS

Orders are accepted by the Publishers subject to the Standard Conditions agreed between the Newspaper Society and the Institute of Practitioners in Advertising. Save that:

1. Advertisements are accepted on the conditions that (a) descriptions relating to goods are accurate and in no way contravene the provisions of the Trade Descriptions Act 1968, and the Fair Trading Act 1973, and (b) the copy complies with the British Code of Advertising Practice. Advertisements offering credit or hire facilities must conform to the Consumer Credit (Advertisements) Regulations 1980.

2. 'Classified' Advertisers offering goods or service of a business, commercial or trade nature will, at the discretion of the Publishers, be deemed 'Trade Advertisers', and as such, must include their names in advertisements. A telephone number is an optional addition to these requirements and not an alternative.

To comply with the Business Advertisements (Disclosure) Order 1977, Trade Advertisers must make it clear that they are selling goods in the course of business either by content, format, size or place of the advertisement or by including words such as 'trade', 'dealer', 'agent', 'wholesaler', '(T)' etc. in the advertisement.

3. The Publishers accept no liability whatsoever for any loss or damage however caused arising out of:

- (a) Any error, inaccuracy or omission in the printing or publishing of any advertisement;
- (b) Any failure to publish an advertisement on the day / date or day / dates specified by the advertiser; or
- (c) Any delay in forwarding or omission to forward replies to box numbers to the Advertiser.

4. The Publishers will endeavour to publish advertisements on the day / date or day / dates specified by the Advertiser but insertion days / dates cannot be guaranteed.

5. Where shrinkage of advertisement occurs for whatever reasons the

Public Notices

NOTICE OF APPLICATION FOR A PREMISES LICENCE UNDER SECTION 17 OF THE LICENSING ACT 2003

**APPLICANT: FOXES DEN LTD
PREMISES: DAMYNS HALL AERODROME,
UPMINSTER, RM14 2TN**

The proposed licensable activity is: The sale of alcohol, playing live music, playing recorded music, performance of dance, provision of facilities for dancing, provision of facilities for making music, showing of film from 5pm on 16th August-2am on 17th August from 11pm on 17th August-2am on 18th August and from 12.00-22.30 on 18th August. Full details of the application can be inspected at the address noted below during normal business hours.

All correspondence to be sent to: The Licensing Section, Housing & Public Protection, London Borough of Havering, Mercury House, Mercury Gardens, Romford, Essex RM1 3SL. Tel 01708 432777. Any representations by an interested party or responsible authority regarding this application can be made to: Licensing Team, Housing & Public Protection, London Borough of Havering, Mercury House, Mercury Gardens, Romford, RM1 3SL, website: www.havering.gov.uk. Such representation must be received in writing by: 26th March, 2013 clearly stating the grounds upon which the representation is made in relation to the four objectives of the Licensing Act 2003.

It is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine for the offence is £5,000.00.

Bargain Buy

DISNEY PRINCESS DRESS-ING TABLE mirror & stool, vgc, £25. Tel: 01375 892251.

THREE SEATER CREAM LEATHER SOFA vgc, £50.
TWO CAN CONSERVATORY CHAIRS, one swivel rocker, £25 the pair. Tel: 01702 522389.

CHINESE RUG beautiful genuine, handmade, oval, 9ft x 6ft, plus fringe, beige with multi colour floral design, buyer collects, £50. Tel: 01268 751664.

NURSERY FURNITURE moth-ercare Suffolk pine, consists wardrobe, changing cupboard, vgc, £50. Tel: 01702 312933 or 07939 158148

PROTEIN SIX SPEED light-weight folding bike, 16in wheels, as new, complete with carrybag, £60. Tel: 07513 372309.

GENUINE TIFFANY SILVER NECKLACE WITH DOG TAG never worn, as new, original box & card, presented with gift, £50. Tel: 01268 503 400

SMART GLASS TABLE pl chairs, scrolled legs, c seats, £99. Tel: 01268 420

NEW WORLD FREE-STANDING GAS COOKER v hardly used, £95. Tel: 0 453229

CHILDS RIDE-ON JEEP rechargeable battery, su 5yrs, gc, £75. Tel: 0 373210.

VACUUM CLEANER + cylinder, used few times new, £50. Tel: 0208 59113

FRIDGE FREEZER half & white, clean, vgc, £65, pos delivery. Tel 01708 45349

LARGE SOLID WARDROBE gc, buyer lects, £99. 6 X 4FT ME SHED, already built, gc, b collects, £50. Tel: 01 424952.

VERY FAST PENTIUM 4 BERRIDGE laptop, vgc, £150. Tel: 01268 503 400

One Love festival

Hi Paul,

I have received a copy of the newspaper with our notice in. Would you like me to scan and email it or would you prefer the original posted to you? Also, we will be updating our management plan over the next couple of weeks to include revised security, medical and site plans. I will resend the plan when the changes are made. Lastly could you let me know what the procedure is for any representations from the public. Obviously we would welcome the



Damyns Hall

A. **Damyns Hall Aerodrome Ltd**
Aveley Rd, Upminster, Essex RM14 2TN
01708 556000



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* required information

Section 1 of 19

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?

Yes No

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

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.

Applicant Business

* Is your business registered in the UK with Companies House? Yes No

* Registration number

* Business name If your business is registered, use its registered name.

* VAT number Put "none" if you are not registered for VAT.

* Legal status

Continued from previous page...

* Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Section 2 of 19

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

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 19

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 19

NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Limited company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

Section 5 of 19

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

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.

The dates for 2013 will be 16th - 18th August inc. For subsequent years the application is for one consecutive Friday, Saturday and Sunday in August for period of five years.

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

Continued from previous page...

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PROVISION OF PLAYS

Will you be providing plays?

- Yes No

Section 7 of 19

PROVISION OF FILMS

Will you be providing films?

- 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 exhibition of films 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.

State any seasonal variations for the exhibition of film

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 exhibition of film 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 8 of 19

PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

- Yes No

Section 9 of 19

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 19

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.

The music will be amplified and acoustic. The later time scheduling will apply for the music within marquees.

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.

n/a

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.

n/a

Section 11 of 19

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.

The later time scheduling will apply to the music within the marquees.

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.

n/a

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.

n/a

Section 12 of 19

PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

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

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.

The later scheduling applies to the areas within the marquees.

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.

n/a

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.

n/a

Section 13 of 19

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 19

LATE NIGHT REFRESHMENT

Continued from previous page...

Will you be providing late night refreshment?

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 provision of late night refreshment 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.

State any seasonal variations

Continued from previous page...

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

n/a

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.

n/a

Section 15 of 19

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- 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

Continued from previous page...

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.

n/a

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.

n/a

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

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

Continued from previous page...

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 16 of 19

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.

n/a

Section 17 of 19

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

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...

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="02:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="02:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

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

n/a

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.

Section 18 of 19

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.

Further information can be found in our Event Management Safety Plan

b) The prevention of crime and disorder

A team of professional SIA security personnel will be on site 24hrs a day during the event. Their main duties will be,

Continued from previous page...

patrolling the festivals perimeter fence to make sure there are no fence jumpers Patrolling the site including the campsite and car parks. They will also conduct bag searches on festival attendees to make sure no prohibited or illegal substances enter the site.

c) Public safety

A professional qualified medical company will be on site and open 24hrs day during the festival. A professional qualified health and safety manager has been employed to ensure elements of safety on site are planned for and adhered to. All contractors, traders and food concessions will be of a professional level and will present health and safety documentation regarding their service or supply.

d) The prevention of public nuisance

The event will plan to bring festival traffic off the roadway and into the parking field as quickly as possible with no queuing on the roads. The speakers for amplified music will be directed away from the main residential areas and directed at the audience only. Sound levels will be carefully monitored and maintained within levels agreeable to the council. All amplified music will be stopped at specific times and not play through the night.

e) The protection of children from harm

There will be a child/youth welfare team on site available 24hrs day to look after lost children and take care of issues that arise with anyone under 18. A firm challenge position will be taken at all bar outlets to prevent underage drinking. security, medics and stewards will all take a role in watching out for underage drinking.

Section 19 of 19

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

Band A - No RV to £4300 - £100

Band B - £4301 to £33000 - £190.00

Band C - £33001 to £87000 - £315.00

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

Continued from previous page...

Capacity 70000 to 79999 - £48,000.00

Capacity 80000 to 89999 - £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

315.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

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)

Add another signatory

One you're finished you need to do the following:

1. Save this form to your computer by clicking to file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/havering/apply-1> to upload this file and continue with your application

Don't forget to make sure you have all your supporting documentation to hand.

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Google earth

Imagery Date: 6/27/2010 51°31'50.73"N 0°14'40.99"E elev 15 m eye alt 857 m

Blunys Hall Aerodrome
© 2013 Google

One Love Festival

16-18 August 2013

Damyns Hall Aerodrome

EVENT SAFETY MANAGEMENT PLAN

Disclaimer

The information contained in this document / record is proprietary to the Author copyrighted below and the One Love Directors unless stated otherwise and is made available in confidence and solely to Havering Council and supporting services for the event known as One Love Festival 2013. It must not be used or disclosed without the express written permission of the owners. This document/record may not be copied in whole or in part in any form without the express written consent of the owners.

The contents of this document are subject to change without notice, until the document is approved and agreed by all parties and released at Issue

This is ESMP version: Version 1.1- Dec.2012

Approved by:

(One Love Director)

Date: _____

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- A – Risk Assessment
- B – Fire Risk Assessment
- C - Site Maps: Entire Area, Main Arena only, Traffic Routes
- D – Crowd Management & Stewarding Plan
- E – Noise Management Plan
- F – Medical Support Plan
- G - Child & Youth Safety Policy
- H – Staff Structure & Contacts
- J – Traffic Management Plan

1 NATURE AND CONTENT OF THE EVENT

- 1.1 The production of One Love Festival 2013 (from here on referred to as “The Festival” or “The Event”) will be a three day ticketed outdoor event featuring live and recorded music, trade market stalls, food and drink stalls, bars and camping . There may be workshops and children’s activities included. This is a repeat event, having run since 2008.
- 1.2 The audience profile will be those interested in contemporary reggae and West Indian music and arts wanting to have a relaxed, friendly, fun weekend. History shows that the audience profile is composed primarily of adults, average age 37, and some family groups. There is a fairly even mix of male / female. It is One Love Festival’s intention to keep this a family friendly event that appeals to all ages.
- 1.3 The aim of the event is to provide a safe, friendly environment where the audience can enjoy the music and arts activities on offer and have a weekend camping experience.
- 1.4 The event will take place within an enclosed licensed area on land managed by the Damyns Hall Aerodrome, Averley. This location is easily accessible from the M25 and A13. The event dates for 2013 Friday 16th, Saturday 17th and Sunday 18th August 2013.
- 1.5 The event will be ticketed and numbers within the event enclosure will be controlled to the agreed amount of 5000 persons. The number of staff, contractors and performers on site will be taken into account when calculating the number of tickets to be sold to the public so as not to exceed 5000 on site. Tickets will be sold prior to the event and will not exceed the agreed licensed amount.
- 1.6 The Event Management Team will be headed by Dan Wiltshire and Julian McLauchlan who have assumed responsibility for the production planning, management, co-ordination and financial control of the event.
- 1.7 This *Event Safety Management Plan* will outline how the event team will manage the Festival. In all areas of planning, the execution the health and safety and welfare of all staff, crew and public will take precedence. All aspects of the event will follow legal requirements and follow or exceed regulatory recommendations for safety, using the publication HSE 195 “The Event Safety Guide (aka “The Purple Guide”) and “The Fires Safety Risk Assessment: Open Air Events and Venues” amongst other publications and guidance.

2 ORGANISATIONAL STRUCTURE FOR SAFETY AND “KEY PERSONAL”

2.1 Festival Management Team Members

- Festival Director & Promoter – *Dan Wiltshire, Urban Foxes*. Responsible for co-ordinating all the event plans, budget and license conditions as well as publicity and promotion of the event and sourcing/liasing with performers. *Urban Foxes* shall be the named license holder for the event.
- Production Manager– *Julian McLauchlan, Eventpac* Responsible for all non-performance aspects of the event. Responsible for sourcing and contracting suppliers and contractors for the festival, for designing site layout. He is responsible for overseeing the placement, construction, maintenance and takedown of all site infrastructure and liaising with all contractors

- Deputy Production Manager/Site Manager – *Jonathan Hooper, Evenpac*. Responsible for stepping in should Julian be unavailable. Responsible for direct supervision the site crew, who build, maintain and take down the site.
- Health and Safety Manager – *Linda Krawecke, Tiger Tea* Responsible for creating and revising the festival safety documentation, overseeing the health & safety elements of the festival including safety checks on all contractors, services and traders and ensuring that staff and crew practice safely on site. Responsible for ensuring efficient emergency planning
- Market Manager – *Julie Collishaw* Responsible for sourcing and liaising with all trade, food and charity stalls including the bar.
- Performance Manager – *Richard Nielson* Responsible for co-ordinating all activities around the artists and musicians performing at the event. Richard will manage the Stage Managers who are responsible for coordinating all movement on and off the stage of performers and acts. Stage Managers responsible for making safety announcements and Show Stops in emergency situations.

2.2 Principle Contractor Support to Event Safety

- Medical Manager - *Carl Coomber, Blue Star Medical (TBC)* - Responsible for providing medical support and appropriately trained medical personnel and equipment for the duration of the event. Levels and numbers of medical crew will be equal to or exceed recommendations within HSE 195, The Event Safety Guide (aka The Purple Guide)
- Crowd Safety & Security Manager- *Gawain Boal, Event Safety Alliance (TBC)* Responsible for managing the deployment of appropriate stewards and SIA badged personnel in order to monitor the event site for crowd density and flow, maintain the integrity of the event boundaries, maintain social order, ensure clear access and egress as well as traffic movement.
- Welfare Manager – *Nikki Baird, TTK (TBC)*. Responsible for child/youth safety and welfare on site, including management of the lost child point. Responsible for responding to festival attendees with problems or issues arising and in need of assistance.
- Noise Management – *(TBA)*. Professional consultant responsible for advising the Festival Management of the control of noise emitted from the festival site.
- Traffic Management - *(TBA)*. Festival Management may seek advice from a professional traffic management consultant to assess the site and advising on best methods for vehicle access, egress and parking.
- Damyns Hall Aerodrome – *Keith Reynolds, Site Manager*. Responsible for the site and for handling it over in a good, safe condition. During the festival, responsible for liaising with Festival Management regarding any issues of safety from the aerodrome that may have an impact on the Festival

2.3 Emergency Services – the emergency services will be informed of the event and only called in case of a 999 emergency.

- Havering Borough Council Emergency Planning - Provide advice and support for event emergency planning in the case of a major incident.
- Havering Borough Council Environmental Health – Provide advice and support on matters of food safety and noise nuisance
- Metropolitan Police, Havering - Providing advice and feedback on site security, traffic and emergency planning

- London Fire Brigade, Havering - Providing advice and feedback on site fire safety and emergency planning
- London Ambulance Service NHS Trust –Providing advice and feedback on site medical and emergency planning

3. EVENT LICENCE

3.1 The Festival Management are seeking a premises license from London Borough of Havering Council. The management and safety plans are being submitted in advance of the event date of 16 – 18 August 2013 to allow for consultation with the Borough authorities and multi agency groups (MAEG/SAG). This Event Safety Management Plan will show how the Festival Team intend to meet safety objectives

In planning for One Love Festival 2013, this Event Safety Management Plan will demonstrate how the Festival Management Team will meet the four licensing objectives:

3.2 Prevention of Crime and Disorder

- The event is to be ticketed and take place within a fenced, enclosed area allowing access only to those with event wristbands or proper event passes.
- A professional qualified Security Company will be employed and SIA security staff (male and female) will be on site.
- Random body and bag searches may be carried out at the event by the qualified security staff. Anyone refusing to be searched will be refused entry to the event arena without a refund regardless of whether they have already purchased a ticket.
- There will be security and stewards manning the entrance and emergency exit gates to ensure no one can access the event illegally and exit paths area kept clear.
- There will be security and stewards moving between the attendees. All will be briefed to look for any suspicious activities that may lead to crime and disorder. Radios will be used between the management, security and stewards to keep in contact at all times.
- The festival will have a “Zero Tolerance to Drugs” policy. Anyone suspected of, or found dealing or using any illegal substances will be ejected from the premises, barred. The police will be informed and anything that goes into the “Amnesty bin” will be handed over.
- This is in accordance with the 1971 Misuse of Drug Act. Any drugs seized are kept in the safe, signed and dated until a convenient time for the police to collect them.
- The security firm will submit a full “Security Plan” with information on deployment, key personnel SIA badge numbers and company policy towards festival work.
- them.

3.3. Prevention of Public Nuisance

- There will be a strong Traffic Management plan to allow vehicles to enter and exit the site without queues along the entrance road (Averley Road)
- There will be security and stewards on the entrance gate to control any queues
- The placing of the Stage and the music marquees will be planned so that sounds will be directed within the festival grounds and muffled by natural features and not directed towards the nearest residential properties.
- The timings of the live music and entertainments will be kept within the licensing allowances.
- Sound desk engineers will be asked to monitor sound levels at the desk. The festival will have a dedicated sound team that will monitor the sound levels and report back to production if action is needed.
- Qualified security will be employed to help ensure the prevention of public nuisance.

- Residents adjacent to the site and in the near vicinity will be informed about the event. A dedicated phone number will be made available for local residents to contact if there is a public nuisance concern.
- The Event Managers will work with the local authorities to minimize potential public nuisance

3.4 **Securing Public Safety**

- A qualified Medical company will be employed and a medical point will be positioned clearly on site, open 24hrs a day during the festival. The number and level of medical personnel will reflect the recommended number within the guidance publication HSE 195, "The Event Safety Guide".
- There will be a Lost Children point manned by qualified and checked personnel situated in a visible area on site.
- A qualified Health & Safety Manager has been employed to ensure all elements of safety on site are planned for and adhered to.
- There will be full event risk assessment and fire risk assessment that will show how to minimise the risk from hazards on site.
- Incident and emergency plans will be in place and a system for logging all incidents, emergencies and "near misses".
- Communication will be maintained between the Festival Management and representatives of the Aerodrome so that any incidents or emergencies from either the festival or aerodrome are quickly communicated to all parties and a planned response will be put into action
- In the event of a fire or evacuation, code words will be used between the staff and management so not to panic the attendees.
- A full, clear incident and evacuation plan will be in position should an incident occur.
- No refreshments will be served in glass containers. No glass on site
- No pets or animals will be allowed on site.
- Staff and stewards are trained to look out for proxy sales and anyone that may be supplying alcohol, illegal items or items that may be harmful to the safety of the event.

3.5 **Protecting Children From Harm**

- A section of the plan will detail of how the event will deal with found or missing children on site.
- There will be a child/youth welfare station. Anyone looking after found children will preferable be enhanced CRB/DBS checked or and have experience in working with children/young people. Personnel will have attended *Safeguarding Children* courses.
- No one is to be left alone with a child – all child work to be done in pairs.
- Parents will be reminded of their duties towards their children on site, including placing their mobile phone number on the child's white wristband.
- There will be trained medical persons on site to deal with any medical emergencies that arise for all – including children.
- A firm "Challenge 25" position will be taken at all bar outlets to help prevent underage drinking. Security, medics and stewards will all take a role in watching out for underage drinking or treating those underage drinkers who need medical attention. Anyone supplying alcohol to underage attendees will be dismissed from the event without a refund.
- There will be a "refusals register" kept
- Security and the event team shall be alert for any activities by teens that may be harmful to themselves or others such as use of alcohol on site or disruptive behaviours.

- Reports of neglect or abuse of children on site will be treated seriously and proper authorities will be notified immediately. The child's safety takes priority in all cases.

4. VENUE AND SITE DESIGN

- 4.1 **Description of the Venue** – The festival will be held on private land owned by Timothy Lyons and Managed on his behalf by Keith Reynolds. It is primarily used as an aerodrome with hangers and runways for light aircraft though parts of the land are hired out for other purposes such as the wedding car hire garage.

It is a large, open, reasonably flat space with excellent accessible points from public highways (Averley Road). There are a few water features on site (small culverts), some areas of hedgerow and trees. The majority of the site is enclosed within a barbed wire fence. There is a minimum likelihood of flood on the Damyns Hall site, according to the Environmental Agency website. The ground conditions are reasonably well drained due to the nature of the land being used as an airstrip and thus the many culverts and drainage ditches. There are some trees/ shrubbed areas within the festival site. No animals graze on this area.

- 4.2 **Location of the Venue:** The site is ideally situated for accessibility by road.
- The property is very close to Upminster and all major roads nearby (M25, A13, A12, A127 etc). Main access to the site would be via the M25 then onto Averley Road
 - There are two primary routes into the site. The first is via the Averley Road, turning west onto the property. This is the current prime access point for all visiting the aerodrome. There is also another access gate from Warwick Lane, west of Averley Road, turning north to enter one of the site fields. This access point would be for the field earmarked for festival parking. The two access points would allow for a "one way in/one way out" traffic management system.
 - Festival Management have been informed that there is a third way onto the site that will be used for emergency services only via a point to the extreme west of the property, possibly accessed via Gerpins Lane. *This is to be confirmed*
- 4.3 **Site map** – The Event Management Team will create the site map for the 2013 event. The map will be gridded using an ABC/123 system to help identify specific points on site. This will be especially handy for emergency response. On the map, gates in the perimeter fence are indicated by letters or numbers. The routes onto the site will be indicated by colours. Example: Red Route = the route for contractors / performers traffic, Blue Route = the route for public and staff cars etc. *See Appendix C "Site Plans" – yet to be created*

As well as the grid, the maps contain the following information:

- Placement of fencing – heras/mesh, pedestrian barriers or mojo/front of stage barriers.
- Location of all site exits and entrances – this to include emergency exits. All gates / exit points will be identified with a letter or number.
- Location of infrastructure – this to include marquees, stages, portacabins, stalls, toilets
- Location of welfare features – this to include first aid, security HQ, production office, water points, information tent, etc.
- Location of emergency and safety features – this to include emergency vehicle access to site, Rendezvous Point, public assembly area, fire lanes within the campsite and main arena, position of generators and LPG safe store lock-up, location of communal cooking.

4.4 **Damyns Aerodrome** – Because the site is on property that will continue to be used as an aerodrome during the festival weekend, consideration must be made for non-festival activities and persons on site during the festival weekend.

- The aerodrome management will be consulted about the areas the festival wish to use and the festival will respectfully stay to their designated areas.
- The festival management will inform aerodrome management of the activities that will take place and keep them abreast of all planning
- Security and Stewards will control festival traffic and crowd movement to ensure that they do not present a hazard or nuisance to the aerodrome public visiting the airfield site
- Because of the nature of the activities of the aerodrome and the presence of the moving aircraft and fuel, the safety planning for the festival will take into account the aerodrome emergency planning. Systems will be created so that both the festival and aerodrome managements stay in communication, particularly in the event of an emergency.

5. PLANNING AND MANAGEMENT

5.1 The event will be split into three distinct phases

- Site Build
- The Event (live days)
- Site Breakdown

5.2 The Event will comply with The Health and Safety at Work etc Act 1974 and other relevant legislation and plans to provide and maintain a safe working environment and safe systems of work. During the build and the take-down phases, the event will be monitored and supervised as a construction site on this type.

5.3 As far as is reasonably practicable the event shall be conducted in accordance with HSE 195, “The Event Safety Guide” (aka The Purple Guide).

5.4 The Festival Management shall keep an Event Safety File with documented evidence of the safety features of all contractors and suppliers. The file will include:

- A copy of this Event Safety Management Plan (ESMP) and appendixes which includes
 - Event Risk Assessments
 - Event Emergency Plans
 - Detailed scale plan of the site
- Copies of current of the Combined Liability Insurance certificates from the Company, Suppliers, Contractors etc and Public Liability Insurance from all non PAYE staff including self-employed contractors (aka Freelancers). Volunteers will be covered by the Company Employers Liability Insurance.
- Copies of Risk Assessments, Method Statements and other relevant safety documentation gathered from contractors and suppliers including the self-employed.
- Structural information and wind loading on all temporary demountable structures.
- PAT, Gas Safe or other appliance safety documentation
- Food Hygiene certificates from catering units
- Completed H&S checklists as issued by the Health & Safety Manager
- On-site completion certificates
- Any other safety documentation applicable to specific contractors and suppliers deemed necessary by Festival Management and Health and Safety Manager

- 5.5 Any incidents, accidents or dangerous occurrences will be recorded in an appropriate manner and reported to the Production Manager. Reporting required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) shall be the responsibility of the Festival Manager with support from the Medical Team and Health & Safety Manager.
- 5.6 The Event has Public Liability and Employee Liability insurance and has arranged adequate and appropriate cover for the event of £xx million Public Liability and £xx million Employers Insurance (TBC). All contractors and suppliers will be required to supply documented evidence of Public and Employers Liability. This information will be copied into the Event Safety File.
- 5.7 The safety of the event will be managed in the following manner:
- 5.7.1 Site Build Phase
- The site build is proposed to commence on Monday 12th August 2013 at 08.00 am (TBC). From this time the overall management of the licensed area within the property (from hereon called “the site”) will come under the control of the Festival Management Team.
 - It is planned that tracks and fencing will be installed on 12th or 13th August, the marquees, stages and cabins on 13th, 14th and 15th August and traders will have site access on 15th August.
 - Suitable and sufficient event Risk Assessments for the event site will have been carried out by the Health and Safety Manager. Ongoing dynamic assessments will continue before and during the event.
 - A suitable and sufficient Traffic Management Plan will be formulated by the Festival Management Team and Traffic Management Consultant allowing for the safe access and egress of event vehicles while protecting the safety of the crew and public on the event site and the safety of any public within the aerodrome grounds.
 - Contractors, traders and suppliers for the site build will arrive will enter and exit the site through the prime Averley Road access road to maximise efficiency. The Festival Management Team will be on site prior to arrivals of any contractor to ensure safe practises are understood and implemented.
 - All contractors, market stalls, caterers and activity providers will be requested to supply appropriate risk assessments, insurance documents and health and safety policies. Such documentation will be reviewed (as applicable) by the Markets Manager and H&S Manager prior to their arrival on site. Any not complying or found to have flimsy or faulty documentation will not be allowed on site until they can guarantee safe practice.
 - Lighting will be available for any work to be carried out during hours of darkness. Until the tower lights arrive no work will be done during the evenings.
 - Arrangement will be made with the aerodrome cafe to act as a staff welfare area will to ensure the provision of refreshments, toilets and covered rest areas during build.
 - The medical providers are due to set up on site on Thursday 15th August. Before that time, contractors are responsible for providing their own first aid provision. Festival Management shall assign a member of the team to act as site first-aider during build. All accidents and incident shall be recorded by the festival management.
- 5.7.2 The Event Phase
- The event will be open to the public at (*a time to be announce*) on Friday 16th August when ticket holders will be allowed to arrive, park and set up their tents. The Main Arena will open at 16.00 on that day (TBC). The general management of the Festival will remain under the direction of the Festival Management Team.
 - Note that some ticketholders with disabilities may be allowed to set up in the campsite from Thursday 15th August evening as their disability may require extra time to get in

and set up. Any early arrivals will be cleared with the Festival Management and will not be allowed into the Main Arena until the announced time on Friday.

- During the event the Management Team will be active in monitoring the event activities, the movement of the public and the facilities provided. The Health and Safety Manager will inspect the site and ensure the caterers; stall holders and other contractors are complying with the Event Site and Health and Safety policies.
- The Crowd Safety/Security and Stewarding team will ensure that site perimeter integrity and social order are maintained and that all in their teams are prepared to act in an emergency situation.
- In order to minimise the movement of festival attendee traffic during the event, there will be facilities on site to support campers such as reasonably priced food and drink and the presence of a festival shop/kiosk selling general supplies (toilet paper, aspirin etc)

5.7.3 Site Breakdown Phase

- Music related activities will cease on Sunday 18th August 2013 at 22.30. The Main Arena will be cleared of all public by within 30 minutes after the music finishes. The entire site will be cleared of all public as swiftly, safely and quietly as possible on Monday 9th August. All public will be off site by midday.
- The roles and responsibilities of the Festival Management Team will remain the same as during site build phase.
- Contractors and market stall holders will dismantle and leave the site via the way they came in.
- As during the build, welfare provision and lighting will be available to contractors as long as they are on site. First aid will resort back to the provisions during site build.
- The Festival Management will agree with the aerodrome management a date by which the site will be cleared of all festival infrastructure and returned to them in a fit, clean state

6 PERFORMANCES, ATTRACTIONS AND DISPLAYS

6.1 The Festival Management Team is responsible for the engagement, control and co-ordination of all entertainment.

6.2 Music – In addition to the larger Main Stage (One Love Stage) where live and recorded music shall be performed there will be a small number of other marquees with live or recorded music. All music, incidental and otherwise, will cease by xx.00 on the Friday and Saturday nights and by xx.00 on the Sunday (*or as negotiated with the licensing authority*). All music areas are listed in subsequent versions of this document.

There may be incidental music associated with some of the food or market stalls but the sound levels will be strictly controlled

6.3 The Stage Managers are responsible for all activities taking place on the stage and will monitor all movement and activities.

- Music will primarily be contemporary popular music of a reggae or West Indian nature as per previous years. The appeal will be to those with a special interest in this music.
- The event will feature performers both nationally and internationally known, though none are equated with a particular “following” likely to produce issues of social disorder.

- The marquee, stage and sound system speakers will be positioned so as to direct any sound away from residents near the area and will be kept contained within the marquees as much as possible. The Noise Management Consultant shall advise on this
- 6.4 Workshops – There may be a small number of workshops aimed at both children and adults
- All workshop leaders will be vetted for the appropriateness of their ability to lead a workshop. This is particularly true of children’s workshops, where child safety comes first.
 - All workshop materials or activities must be safe for use with public.
- 6.5 There will be no pyrotechnics/fireworks or funfair rides at the festival. There may be small play inflatable’s in the children’s area. If so, these shall conform to current safety standards (PIPA, ADiP etc).
- 6.6 All activities in this section will be managed and monitored on the day. Safety will be a priority in all plans.

7 MARKET AND FOOD STALLS, BARS, MERCHANDISE CONCESSIONS

- 7.1 The booking of all market and food stalls will be in the control of the Market Manager. The Market Manager will ensure that all concessions are strictly controlled and provide the correct documented proof or certifications regarding safety compliance.
- 7.2 Market Trade Stalls – There will be a number of trade stalls around the event Main Arena.
- All commercial stall holders will be vetted for appropriate sales items. Sales items will meet safety standards and trade description standards.
 - Stall holders will be issued with terms & conditions for trading, including information on what items are not permitted. Example: weapons and fireworks are not permitted.
 - Stall holders will be expected to complete a H&S form and a fire risk assessment. They must show all safety certification for any textiles or electrics used on site.
 - No tattooing, skin or body piercing will be permitted.
- 7.3 Food and Drink – There will be catering stalls on site selling hot and cold foods and drinks positioned in the Main Arena. In addition there will be bar marquees for the sale of alcoholic beverages. Alcohol will not be sold through any outlet other than the bars.
- Catering units will be issued terms & conditions for selling food on site
 - Catering units will be expected to complete a H&S form and submit documentation to show compliance with safe practice including safety tests done on all LPG and electrical systems, Food Hygiene certificates, fire risk assessments.
 - On site, caterers will be inspected by the H&S Manager to ensure they are practicing safe methods of food handling and preparation to meet all legal requirements
 - As much as possible, caterers will be asked to serve products that are fair-trade sustainably sourced, organic etc
 - There will be one catering stall and the festival “shop” positioned in the campsite so that those camping have access to food, hot drinks and basic amenities when the Main Arena is closed
- 7.4 Bars – There will be two bars in the Main Arena: one located in a dedicated marquee in Main Arena. The other smaller bar will in one of the music marquees. There will also be a campsite

bar and a backstage bar for guests/artists. The bars will be supplied by *Event Bars*, a company licensed by Bristol Council.

Russell Allan will be the named personal license holder: License No. 09-04726 LAPER– Issued by Bristol Council (*tbc*). He will liaise with bar managers and will ensure that all legal guidelines for sale of alcohol are adhered to.

The designated premises supervisor/DPS will be (*name tbc*) (License No *xxxxx*) The personal license holder and DPS shall be the bar management team.

- The bars will be the only places allowed to sell alcohol and only within the hours as agreed in the license
- The bar area will be monitored by SIA Licensed security personnel who will ensure that the bar area remains free of social disorder.
- The bar will operate a “Challenge 25” system of checking ID and stopping underage drinking.
- A system will be in place to record anyone refused a drink because of age or because that aren’t in a fit state.

7.5 Festival and Band Merchandise – A small marquee may be positioned in the Main Arena area where volunteers will sell festival merchandise (t-shirts etc) and band merchandise (t-shirts, CDs etc)

7.6 Contact details of all food concessions will be provided to the Licensing Authority at least 28 days prior to the event.

8 NOISE MANAGEMENT AND PA SYSTEMS

8.1 The Festival Management will make every effort possible to reduce the impact of noise and nuisance on the neighbouring public as per Licensing Objective 2 “Prevention of Public Nuisance”. Detailed information will be provided in *Appendix E – Noise Management Plan*

8.2 As much as possible, the site will be designed so that speakers face away closest residents. Prevailing winds will be taken into account as will land contour. All loudspeakers will be arranged and directed as agreed with the Licensing Authority at least 28 days prior to the event

8.3 Noise levels from the stage will be monitored by the sound engineers. Festival Management will review these levels regularly and keep a record of the levels found. The sound engineers will respond to the Festival Management’s request to reduce the noise level if it is deemed necessary.

8.4 Unrestricted access to the sound mixing positions and backstage areas will be allowed at all times to the Licensing Authority for the purposes of sound level measurement and communication with the sound engineer(s).

8.5 The Festival Management will take advice from the local authority about the monitoring of noise levels off site and readings will be taken if this is deemed necessary.

8.6 Prior to the event, sound levels will be set during the sound tests. If necessary these levels can be altered to prevent a noise nuisance and or to ensure compliance with any license condition. All testing of amplified equipment before the event will be by prior agreement with the Licensing Authority.

- 8.7 Festival Management will notify residents closest to the festival site explaining what will happen, stating what times things will start and finish. A Festival phone number will be provided so that residents can contact festival organisers with any queries or complaints during the event
- 8.8 Within the stages and in front of the stages it is certain that noise levels will exceed 85 dB (A), the second action value under the Noise at Work Regulations 2006. These areas will be designated *Ear Protection Zones*; warning signs will be erected, staff will be rotated as much as possible and provided with information. Disposable ear protectors will be made freely available to staff. The medics on site will offer foam ear protectors to any public who ask or complain of loud noise.
- 8.9 Parents will be asked to be mindful of their children's hearing and requested to use hearing protection on young children, particularly if they are brought into marquees with loud music.
- 8.10 Electrically amplified music (ie through speakers) would run between the hours as agreed with the licensing authority. The performances will be programmed to finish 15 minutes before any set curfew; this together with careful programming and the use of experienced Stage Managers who will prevent any possible overrun and potential breach of license conditions.
- 8.11 Festival Management will effect full control over the public, organisations and traders on the site where there is amplified music being played. On request from the Licensing Authority, the organisers will arrange for the volume to be reduced or the playing to cease if in the opinion of the Licensing Authority a noise nuisance is likely to be caused.

9 COMMUNICATIONS, COMMAND AND CONTROL

- 9.1 Festival Management are very aware that a good communications system is essential to the safe and smooth running of an event of this scale. Site management shall remain in touch with each other throughout the entirety of the event. Regular meetings between key personnel will be scheduled
- 9.2 The main means of communication on the festival site will be with two-way radios. All radio systems will be licensed to Home Office/DTI standards by the company supplying the equipment. As a backup, mobile telephones can be used. A radio communications contact list will be distributed to all event staff and on-site contractors. This will detail radio channels and call signs. A mobile telephone contact list will also be distributed. Some radios will be issued with earpieces/noise cancelling head sets, thus minimising the possibility of public overhearing sensitive radio traffic
- 9.3 A main communications centre will be established during the event in the Production Office and will be known as *Event Control*. This will be manned by personnel working as Event Communications Controllers. Production Radio messages will be monitored and logged by the Event Controller who will log all important information and calls.
- 9.4 The Event Control will be adjacent to Security Control so that all messages that may deal with emergencies may be quickly communicated and dealt with. The Event Control/Production Office will house the Emergency Liaison Team (ELT) meetings. The Event Control will be manned throughout the event and all calls for the emergency services will be directed through this central point.
- 9.5 Meetings will be scheduled daily between key Festival Management personnel at Event Control /Production Office in order to catch up on what has happened and what needs doing

per department/section. These meeting may include on-site SAG meetings for Havering Council personnel.

9.6 Festival Management intend to establish a Bronze, Silver and Gold Command and Control system.

- Gold Command – Dan Wiltshire and Julian McLauchlan will be the events Gold controllers (if required) They shall head the ELT.
- Silver Command -The following persons will form the Emergency Team (ELT) and Silver Control Officers:
 - Representatives from the Local Authority, Police and Fire Service.
 - Health & Safety Manager – Linda Krawecka
 - Security & Crowd Safety Manager – Gawain Boal (*tbc*)
 - Site Manager – Jonathan Hooper
 - Aerodrome Management – Keith Reynolds
- Bronze Command - The following will form the Bronze Control members. They will support the ELT if required:
 - Steward/Volunteers Supervisors – (*name tbc*)
 - Medical Manager – Carl Coombes (*tbc*)
 - Traffic Management – (*name tbc*)
 - Performance Manager – Richard Nielson (*tbc*)

9.7 Event Radio System

All Festival staff will be in radio communication and will use handheld radios. Channels are yet to be decided but the following is an EXAMPLE:

- Channel 1 – Event Control and Production
- Channel 2 -Stage Managers & Crew
- Channel 3 - Medical
- Channel 4 -Site Electricians, Sound and Light
- Channel 5- Stewards and volunteers
- Channel 6 - spare for extended chat (those needing to have a longer conversation on radio and do not want to tie up the channel)

9.8 Security on site will have their own dedicated radios for communications so as not to interfere with the routine event management on the day and for ease of contact in emergency situations. Security Control will monitor the Event Control for any calls needing their attention

9.9 All radio users will be advised of appropriate radio protocol prior to the issue of handsets. A copy of the approved radio protocol is given in the Safety File.

9.10 Coded Warnings - The following Coded phrases will be used on radio:

- CODE AMBER - In the event of a serious incident occurring it is likely that stewards or event staff will be either at the scene or the first to arrive. Event Control and other workers can be alerted by means of the Code Amber Call. For example; “Main Stage to Event Control. Code Amber, smoke coming from under the stage. Map reference R 16”

Event Control will:

- Communicate immediately to Security Control to attend and assess
- Communicate with Gold Command the need to go to Amber Alert
- Communicate Code Amber to all radio users

On hearing a Code Amber Call, Available ELT members shall attend the emergency site to assess.

All radio users will:

- Stop all non-essential radio communications
- Standby in a state of readiness and await further instructions
- Prepare evacuation routes
- Deploy loudhailers from Security and prepare for emergency announcements to public
- If attending Senior ELT personnel has assessed that situation has been contained or requires no further action, they will instruct Security Control and Event Control to initiate a call for “Code Amber Stand-down”. Normal operational duties can be resumed.
- CODE RED: If the situation cannot be contained, or has developed to the level of a serious incident requiring Emergency Service assistance, the Senior ELT person attending the scene shall make a Code Red call to Security Control and Event Control. For example; “Security Manager to Event Control. Code Red, repeat Code Red, fire under Main Stage” This indicates that a serious incident is in progress requiring immediate assistance from site and Emergency Services.

Event Control will:

- Request assistance from appropriate Emergency Services via a 999 call, giving a brief description of the incident, the site location and the incident grid reference within the site
- Direct Gold Command or in their absence, the most senior ELT member to RVP to meet arriving Emergency Services
- Communicate Code Red to all radio users and advise the direction of evacuation
- Instruct Stage Managers in the Code Red / evacuation area to put in place their Show Stop procedure and make emergency announcements

Security Control will

- Instruct all security and stewards to initiate contingency plans such as evacuation, securing of perimeter securing Emergency Service access routes.
- Instruct appropriate staff to proceed to the site
- Initiate procedure for opening of care facilities.
- Secure emergency access route to incident and allocate stewards direct services to scene.

Radio Holders will:

- Begin evacuation of the Code Red area as directed. Those with loud hailers to make calm, regular announcements
- Help all on site to move calmly to the nearest exit point, away from the incident and away from arriving emergency services
- Personnel dealing with market traders in the evacuation area will ask them to cease trading and evacuate
- Stage Managers will make calm, clear instructions on the PA system and assist with evacuation

Once the incident has been satisfactorily dealt with, Gold Command will decide instruct the call “Code Red Stand-down” to be made. Security Control and Event Control will communicate this to all radio holders. All operational duties can then return to normal

9.11 Pre-festival information will be made available to the public via the website dedicated to the festival and through other social media sources. This information to include event site rules, terms and conditions. Terms and conditions shall also be printed on the tickets.

9.12 Information to the public on -ite will be made available in a number of forms including signage, stewards, an Information Marquee and via stage or PA announcements. Emergency

communication with the public will be via the stage sound systems under the control of the Stage Managers. Loud hailers can be used as back up.

- 9.13 Signs will be in place around the site to indicate welfare: entry points, emergency exit points, first aid, lost child, lost property, toilets, drinking water and assembly points. There will also be directional signs to help the public locate stages, workshop areas, catering and market stall areas etc. All safety signs will comply with the Health and Safety Signs and Signals Regulations
- 9.14 Mobile phone signal coverage at the event site is still being tested. There will be a land-line phone available in the Damyns Hall office buildings.

10 TRAFFIC MANAGEMENT AND CAR PARKING Plan

- 10.1 The Festival Management are very aware of their responsibilities regarding prevention of obstruction to traffic flow in the area immediately surrounding the festival site as per Licensing Objective 2 "Prevention of Public Nuisance". With advice from Damyns Hall Aerodrome, the professional traffic management company (yet to be appointed), the local police and the highways department they shall draw up an effective plan to manage traffic to allow the safe access and egress of patrons to and from the festival site and environs.
- 10.2 As much as possible, the Festival will encourage the public to use green methods of travel in order to reduce the carbon footprint. Every effort will be made to encourage festival goers to use the public transport system or to car-share. Information of rail links and taxi numbers will be made available on our website.
- 10.3 All directional signs to the site will be supplied and erected by the AA or similar agencies and will follow the traffic plan as created by the traffic management company (to be appointed) and agreed by the Police and Highways Authorities. Signage will be erected by operators qualified under Chapter 8 of the New Roads and Street Works Regulations.
- 10.4 A dedicated traffic management team shall be managed to ensure that on-site traffic signs are in place, arriving/departing traffic travel along the correct routes, parking is done safely and efficiently and certain areas are accessed only by those with the correct vehicle pass for their vehicle. Traffic and car park marshal's will be suitably trained and equipped to carry out their duties in safety and will wear high visibility waist coats.
- 10.5 Dedicated parking for the public will be positioned in the field adjacent to Averley Road with a one way system in and one way out of the parking field. Marshalls will guide vehicles into parking spaces.

From here, public will need to carry their camping gear to the campsite. There will be a section set aside for disabled parking as well as an area for day attendees who will be coming and going from site.
- 10.6 Public who are purchasing tickets to the festival will have the option of tent camping or for an extra fee, using a live-in vehicle. These must be dedicated live-in vehicles with a bed, cooker, refrigerator etc. Those arriving with tent camping tickets will be parked in the car park field. Those purchasing live-in vehicle passes will be directed to a separate field area so that live-in camping and tent camping are kept separate..
- 10.7 All festival attendees will be clearly advised to adhere to parking restrictions and that failure to do so may result in being towed off site or being fined or impounded by the authorities if on a public highway. This will form part of the information sheet issued along with their tickets

10.8 Drop off point – many festival goers may be dropped off by taxi or private vehicle. An area will be established on site as the drop-off point (yet to be decided). This information will be communicated to public on the website.

10.9 Festival Management do not see vehicle movement on site (including car parks) as a major problem. Access for all non-public site vehicles will via a pass system. A colour coded/numbering system will indicate the type of pass i.e. Concessions Trader, Artist, Site Services, etc

Non-Public Event Vehicles will be in the following categories:

- Production Vehicles - These will be on the site before the event and should not need to be moved during the live days of event.
- Artist/Performers Vehicles – Artists will access and leave the site via dedicated entrances and roadway around the perimeter of the Main Arena as to avoid coming into areas of public use.
- Traders Vehicles - During the event traders will not allowed to move vehicles.
- Site Service Vehicles (Waste Disposal, Plumbers, Electricians, etc.) These will be on site before the event and remain on site until after the event is over. If it is necessary for service vehicles to move while public are around, they will use the perimeter road or banksmen.

10.10 Before entry to the site all non-public vehicles will be required to report to security at the Gate Control to be located near the entrance from Averley Road. (See *Appendix C – Site Map*). They will be issued an appropriate window pass for their vehicle (staff, trader, contractor etc)

10.11 There will be personnel and public entering the Damyn Hall property who are not part of the festival: those who work at the aerodrome, the cafe, the wedding car garage or public who have aircraft on site. They will be stopped by security at gate Control and directed to park in an appropriate place.

10.12 If needed, emergency service vehicles have a dedicated entrance to the site. Ambulances, Fire Engines and Police vehicles are advised to enter via Amberley Road or the second emergency access point (to be advised)

10.13 All drivers will be instructed to drive at no more than 10 mph, this speed limit will be indicated on all vehicle passes and by signs on site, and to use dipped headlight and be aware of public using the aerodrome. Hazard warning lights must only be used on stationary vehicles so that it can be clearly determined when a vehicle is indicating to turn.

10.14 Plant must only be driven and operated by certified operators and plant movement must be accompanied by a “banks man” wearing high viz tabards. Copies of operator’s certificates are to be kept in the Safety File.

10.15 No vehicles other than emergency service vehicles will be allowed to enter the Main Arena site or the campsite during festival hours. Service vehicles for toilets and catering supplies must enter through dedicated gates and use the service road to reach their destination. These vehicles will have identifiable vehicle passes before being allowed on site.

11 CROWD MANAGEMENT, SECURITY AND STEWARDING

11.1 The infrastructure, staffing, operation and management of the crowd stewarding operation will be in accordance with BS 8406:2009, Code of Practice for Event Stewarding and Crowd Safety Services. All security persons carrying out licensable activities will be SIA Licensed.

- 11.2 Crowd Management is defined as; *'The Systematic planning for and the supervision of orderly movement and assembly of people. Crowd Management involves the assessment of people handling capabilities of a space prior to its use. It includes evaluation of projected levels of occupancy, adequacy of means of ingress and egress, processing procedures such as tickets collection, and expected types of group behaviour.'*
- 11.3 As well as crowd management it has been agreed that some stewards will take on all the security roles (external) required under the Private Security Industries Act 2001 (*P.S.I.A 2001*) and all members of staff carrying out security duties will be trained to the relevant standards and be in possession of a valid Door Supervisors License which shall be displayed.
- 11.4 The Crowd Safety/Security Manager shall be:
- Responsible for drawing up a schedule of stewarding for the event
 - Setting up and maintaining a Security Control post adjacent to Event Control for ease of communication
 - Running pre-event briefing for all stewards and security personnel
 - Equipping and monitoring all steward and security working at the event
 - Overseeing deployment of stewarding/security staff and resources
 - Carrying out agreed emergency plan procedures
- 11.5 If in an emergency the authorities invoke their Major Incident Plan and control of the event is handed over to the police, the Crowd Safety Manager will make himself and his staff available to the Police Operational Commander.
- 11.6 The numbers on site will be restricted to 5000 maximum (*tbc*) as stated in Point 1.5. All security and stewarding planning will cope with this amount of persons on site.
- 11.7 The site plan positions the location of the performance areas, food and market stalls and activities to maximise audience flow and viewing areas. It will allow for an adequate viewing area in front of the Main Stage without undue crowding
- 11.8 Crowd Control pit barriers will be placed in front of the stages to help manage crowd surge and allow security to have a vantage point to view and carry out their rescue duties. The team working within the pit area are deemed a "rescue team" and thus this is not a Licensable activity under the Private Security Industry Act 2001.
- 11.9 The pit and side of stage areas are "working areas" not "viewing areas". The press will be allowed supervised access to the pit area for a limited period during the first few numbers of each artists performance provided the Pit Supervisor agrees it is safe. No press or guests will be will be given stage access.
- 11.10 Capacity shall be measured and adhered to in the marquees on site.
- 11.11 *Event Safety Alliance Security* will provide SIA licensed personnel and crowd safety stewards. All security, stewards and volunteers will wear identifiable uniforms and/or hi-viz tabards
- 11.12 A complete list of how stewards will be managed and how they will be deployed can be found in *Appendix E – Security Management Plan*.
- In general, their duties will include:
- Monitoring crowd movement and flow.
 - Prevent unauthorized access to the event site by anyone without a valid ticket or pass (Security role)

- Anyone who is perceived as a threat to enjoyment and safety of members of the public attending the event will also be refused entry (Security role)
- To the best of their ability and in accordance with the law regarding their powers of search and bearing in mind the Human Rights Act Article 3, will also deter non-permitted items such as glass, cans, alcohol, fireworks, dogs, weapons, or anything deemed to represent a weapon, drugs, etc being allowed onto site
- Investigate any disturbance or incident and report to the Security or Steward Manager as necessary.
- Monitor behaviour around the bar areas
- Respond to incidents and assist Emergency Services as required
- Evacuate the public, staff and performers in an emergency to the appropriate evacuation areas
- Patrolling the event site to monitor site infrastructure and activities. This includes the campsites
- Mind internal gated entry and emergency exit points to ensure they remain clear
- Fire marshals to patrol campsite and main site to specifically monitor any activities to do with open fires
- Be available to answer public questions regarding welfare facilities on site.

11.13 All stewards as with all staff will be given an information pack and a briefing about emergency procedures, radio protocol including the use of radio code words, missing and found children information. Each member of staff will have a lanyard/laminated card to pin on their person, with this information on.

12 ACCESS CONTROL, CONDITIONS OF ENTRY, FENCES, AND PASSES

12.1 Conditions of Entry- R.O.A.R (Rights of Admission Reserved) will be clearly written on every ticket and displayed on the website. All tickets will be purchased before the event on a first come first served basis.

On our website and issued alongside the ticket will be a detailed list of prohibitive items which will include alcohol, weapons, drugs etc with a warning that such items will be confiscated and action may be taken against the individual.

12.2 Crowd Safety Stewards as part of the provision of Access Control may undertake bag searches for prohibited items and if required carry out the necessary reporting procedures to the police.

12.3 In the event of tickets selling out before the event date, a "sold out" sign will be placed at the entrance to the car park and at the entrance to the event and at park entrances to inform those driving up to purchase tickets.

12.4 A wristband colour code system will be put into place to control access to stage and immediate back stage areas. These areas will be restricted to critical personnel only.

Separate pass systems will exist for the following:

- Production & Site staff and crew
- Market Traders
- Stewards
- Performers
- Contractors and Services

- Local Authority and Emergency Service Vehicles (if not obviously identifiable)

Full details of the pass system will be available to the Licensing Authorities at least 28 days before the event.

12.5 The following conditions of entry are proposed and details will be printed on all tickets and advertising for the event, should it not be possible to print the information on the tickets the information will be provided on information sheets supplied with each ticket:

- The Car Parks and Festival site will not be opened to visitors until 09.00hrs on Friday 16th August 2013 (estimated)
- No animals are allowed on site (except Guide Dogs). Any animals brought to site will be impounded and taken to kennels, catteries etc. at the owner's expense, this will include any transport or other costs incurred by the Organisers.
- No weapons or anything that may be construed as a weapon will be allowed on site.
- No glass to be brought on site.
- Only limited amounts of alcohol (12 cans - *tlc*) for personal consumption to be brought on site.
- No open fires.
- No fireworks or laser equipment on site.
- No sound systems, speakers, amplification equipment or drums are allowed on site.
- Visitors agree to submit to searches before entry.
- No camping is allowed in the car parks.
- No large flags (door size) to be brought on site.
- No candles or wax flares on site.
- No Chinese Lanterns on site.
- No disposable aluminium or charcoal barbeques: camping gas cookers only
- No Air Horns on site.
- No drugs or any illegal items on site.
- All Rights of Admission Reserved.
- The organisers of the Festival may record the Event via video, photograph or any other recordable media. Your purchase of a ticket and your attendance at the Event shall constitute your approval for inclusion within the filming (whether video or photographic) and audio recording and your approval and permission for the Organisers to make full use (including commercial use) of the recordings and the footage taken without any recourse to.
- Drunken, disorderly, and anti-social behaviour will not be tolerated; ejection, without return (or refund), will be the outcome.

12.6 The Police, Fire Brigade and Licensing Authority Officers will be given free access upon production of suitable identification.

13 TOILETS, SHOWERS, REFUSE AND WASTE MANAGEMENT

13.1 Portable toilets will be available on site available for public, staff, crew and performers.

- Number of units will be as recommended by the Event safety Guide/ Purple Guide or exceed. For 5000 people with a 50/50 mix of male and female means a minimum of 30 toilet units and 16 urinals. The festival will be ordering more than this minimum number

- All units will have hand cleansing facilities.
 - Accessible toilet units for those with mobility problems will be available in the Main Arena and in the accessible camp area
 - Toilets will be set aside in the kids area for children's use only
- 13.2 Toilets shall be positioned to be within easy access to patrons as well as easy access of service vehicles.
- 13.3 All toilet facilities will be regularly serviced by a professional mobile toilet provision company. Inspections will be carried out before and during the Festival to ensure they are safe, clean and hygienic. Cleansing will be carried out on a regular schedule to maintain hygienic conditions. A representative of the mobile toilet facilities contractor will be on call during the festival hours should any blockage or emergency occur.
- 13.4 A professional event shower company shall be hired to provide shower units for the attending public. The company will provide relevant safety documentation as to its operation and shall be responsible for removing shower waste water from site.
- 13.5 A professional company will be hired to provide waste water containers and carry waste water off site to be properly disposed of. This shall include waste water accumulated by the catering units. Waste water from campsite use and waste water from the temporary shower units may be drained into soakaways.
- 13.6 Waste receptacles in the form of 20 litre plastic barrels and 1100 litre skips for litter will be provided by a professional waste management company. This contractor will also dispose of the collected waste.
- The receptacles will encourage recycling of waste.
 - The bar will use recommended wax paper cups and recyclable plastics. No glass bottles will be handed out across the bar.
 - Litter pickers will be on hand to ensure the site is kept clean and is cleansed once the public have left. They will be briefed on safe, hygienic ways to collect litter – i.e. use of gloves, picking sticks etc.
 - Skips will be available for the disposal of catering, bar and trade waste. Again, they will be encouraged to recycle.
 - All collected waste will be removed from site by the waste management company.
 - There will be no dogs allowed on site other than pre-arranged guide dogs, therefore we do not envision having to clear dog waste other than waste left on site prior to site build
- 13.7 Waste water from the catering sites known as grey water will be collected in specific grey water waste tanks and removed from site by the company providing toilets/cleansing. The catering units will remove from site any spent oils or fats to be disposed of properly off site
- 13.8 Diesel fuel will only be stored and transported in bounded tanks and bowsers. Festival Management will have sand available on site for emergency use for spills of fuels. Should such a spill occur, the H & S Manager will be consulted regarding the nature of the spill and a decision will be made as to how best safely contain the spill and whether it is necessary to notify the Council, Fire & Rescue and/or Environmental Agency.
- 13.9 The collection, transfer and disposal of waste from the site will be carried out by a reputable firm (negotiations under way). They will be Authorised and Licensed Waste Disposal contractors.

13.10 All operations and documentation will comply with the Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991 and the Waste Management Licensing Regulations 1994.

14 POWER SUPPLY AND SITE LIGHTING

14.1 There will be a need for power on site to run the stage equipment, offices, lighting, catering units and other places needing electric feeds.

14.2 The main electrical safety controls will include;

- Use of competent and qualified electrical engineers
- Earth bonding and earth systems
- Fuses of the correct rating being fitted to equipment
- R.C.D. or M.C.D.s units being fitted (where appropriate)
- P.A.T. tested equipment
- Control systems to prevent unauthorised persons gaining access to electrical systems
- All electrical cables will be dug in, positioned away from footfall or flown overhead to prevent trip hazards and in particular will be kept clear of exit routes.

14.3 Site power will be supplied by a reputable contractor yet to be named

- Power on site will be supplied by generators hired from a reliable, professional power company. They will supply safety documentation for all their crew and equipment: generators, cabling, etc.
- All electrical installations and equipment will comply with the general requirements of the *Electricity at Work Regs. 1989, BS 7909: 2011 A Code of practice for temporary electrical systems for entertainment and related purposes* and *BS 7671: 2008, the 17th Edition of the IEE Wiring Regulations*.
- Electrical installation carried out by the NIC-EIC registered company will be signed-off by their electrician on site. This sign-off sheet will be kept in the event safety file.
- All generators will be earthed and will be accompanied by an appropriate dry powder fire extinguisher.
- The power company will use silent diesel generators.

14.4 All generators will be isolated from public access and shall only be fuelled and serviced by competent persons with training on fuelling and spillage cleaning. All cables shall be flown, dug in or positioned out of areas of footfall in order to avoid trip hazards.

14.5 Sun set is at approximately 20:30 on the weekend of the festival and as activities will be taking place during hours of darkness, lighting will be necessary to guide people across site and help avoid trip hazards.

- Tower lights will be strategically placed on the main site and will be indicated on the site map
- Toilet areas will be lit
- All exits and emergency exits will be lit
- Festoon lighting will be used along some footpaths or within the campsite area

14.6 No power generating equipment will be allowed on site other than that installed by the Organiser's electrical contractor. Traders and public will be informed that they are not allowed generators

14.7 All electrical equipment and appliances supplied will be PAT tested or safety tested. Electrical engineers will remain on site throughout the event to keep the generator and electrical system in good repair and condition. Any appliances that are not certified as PAT tested will be tested by the power supply company at the expense of the appliance owner. Otherwise, they will not be able to use it.

15 STAGES, BARRIERS AND STRUCTURES

15.1 As a ticketed event, the event site will be enclosed to allow regulated and controlled entry. This will require the use of temporary fencing structures.

- The event area will be marked out on the ground and then enclosed through the use of mesh/heras-style fencing panels or similar.
- There will be areas within the fencing left unclamped so as to be easily opened in case of an emergency. These emergency exits will be manned so as to prevent unregulated entry.

15.2 There will be areas within the site enclosure where the public are not allowed; behind the trade stalls, catering units, bars, stages or near any generators or facilities that could be harmful if tampered with.

- These areas will be isolated by use of pedestrian barriers, hazards tape and accompanied signage depending on the level of security needed.
- Stages will be isolated behind crowd control barriers
- Event stewards, staff and security shall patrol the site to ensure that public do not tamper with the fencing or no-go areas.

15.3 Marquees – There will be marquees hired by the event to house particular activities such as the music stages, the bar, workshops.

- The company providing the marquees will provide complete safety documentation including fire retardant certification for any textiles used conforming to the British Standard Fire Regulations BS5438. (Further guidance can be found in BS 7837), structural reports and wind load factors.
- Large marquees that require lifting equipment must comply with LOLER and the supplier insured accordingly.
- Structures must conform to guidance given in the Institution of Structural Engineers' *Temporary demountable structures: Guidance on procurement, design and use. (Third Edition) (2007)*.
- All marquees erected must be signed off by the construction crew supervisor to indicate that they have completed the construction safely and according to regulations. This should include ensuring that marquee pegs wires are made visible and pegs padded to prevent injury from trips or falls.
- The H & S Manager shall use an anemometer at regular times daily to monitor wind speed on site and will alert Festival Management if the gusts are approaching a speed of concern.

15.4 Any small marquee or gazebo such as the type found in DIY stores that are brought onto site by a market trader, stall holder, workshop leader must have fire safety information and be erected in safe secure manner. These structures will be inspected by the H & S Manager and any structure that is felt to be unsafe, unstable or presents a hazard shall be removed from use.

- 15.5 Staging – There will be a stage erected by a reputable contractor (yet to be named) as the main event stage (One Love Stage) There will be smaller stages within the other music marquees.
- The Staging company must provide complete safety documentation, be insured, conform to guidance & LOLER, carry insurance and be signed off.
 - All fabrics and drapes etc must be fire certificated.
 - Any rigging that needs to be done must be done by a certified, trained, insured rigger able to complete a Rigging Sign-Off form on completion.
 - The stage erected must be signed off by the construction crew supervisor to indicate that they have completed the construction safely and according to regulations
- 15.6 The erection and dismantling of all barricades and temporary structures shall be isolated from the public. The erection and dismantling of the perimeter fence in particular shall be closely monitored by stewards to prevent public access to the work areas.

16 WATER SUPPLY

- 16.1 Clean Water Supply - clean, wholesome, potable water will be available on site via the mains supply on Damyn Hall property. Water will be certified safe for use by the landowners.
- 16.2 "Wholesome" shall mean of a standard required to meet the Private Water Supply Regulations 1991 relating to the quality of water intended for human consumption.
- 16.3 The festival shall hire a company to connect to the mains lay blue pipe and erect standpoints/taps around the festival site. All pipe and taps shall be flushed and sterilised. Records of how and when this is carried out will be kept in the safety file.
- 16.4 A water supply will be available in the main stage pit area to help refresh any crowds that may be close up against the barrier.
- 16.5 Water points/taps will be installed close to the catering units so that they may have a fresh supply of water for their cooking, food preparation and their cleaning. A water tap will be available for every ten catering units. No catering unit will be allowed private hook-up to the water point and will be told they must safely and hygienically transport water to their stall.
- 16.6 Water points/taps shall be installed in the campsite areas for use by the public.

17 MEDICAL AND WELFARE PROVISION

See *Appendix F – Medical Coverage Plan* for more details

- 17.1 Medical Post - *Blue Star Ambulance Service* Managed by Carl Coomber will provide adequate trained personnel required for an event of this size and type.

The level of each medical person will match or exceed the recommended amount as advised in HSE195 The Event Safety Guide. Personnel shall be available 24 hours a day while public are on site. This means that there will be shifts so that crews can rest and refresh, but at all times the medical level will be maintained.

This level of crew will be available able to treat/advise any injury or illness on site. A full medical plan will be provided within 28 days of the event. PIN numbers for the paramedics will be provide as well as a copy of their Drugs Protocol and their Patient Group Direction (PGD) for drugs. *Blue Star* are CQC registered

- The medical post will be positioned near the campsite, closest to the entrance to the main arena. It will be easily identified by public and close enough to a service / access road so that any ambulance or blue light services entering/exiting the site have little interaction with public.
- There will be medic foot patrols throughout the event to provide rapid response to any situation that may occur.
- First aid will be available at anytime of the day or night for campers on sight
- Any accidents or injuries that require a report under RIDDOR shall be reported to Production Manager and it is the responsibility of the Medical Manager to make the RIDDOR report.

17.2 Public Welfare –TTK (*tbc*) is a professional firm that will be providing welfare services to the public. Event welfare provides support to event attendees who find themselves in trouble or distress and need a safe, secure place to turn to. It may be as simple as helping someone who has lost their mobile phone to call home or provide confidential information or hold someone's hand if they're feeling stressed or have had bad news.

In a more complex situations it may mean supporting someone who has found themselves overcome by a drink or drug experience and in need of a "safe place" to feel protected and non-judged while recovering. They are not ill but merely in need of a quiet place to recover and feel safe.

17.3 Information Tent - An Information Tent will be available to offer guidance to all on site. The Info tent will deal with the following:

- Programme schedule information on the event activities and stage times
- Travel information for those needing public transportation including taxis, trains, buses and coach services.
- General information about facilities nearby (closest cash point, banks, post offices, pharmacy, mail boxes etc)
- Local Hotels, Guest Houses, B&Bs and Camp Sites
- Garages, Petrol, A.A. and R.A.C. services.
- Shops, Café's and Restaurants.
- Duty Chemists, Doctors, Dentists and Hospitals.
- Tourist Information Offices.
- Lost and Found property – a system will be in place to hold found items and take details of lost items
- Found or Missing children – a strong child safety policy is in place (*see Appendix G – Child Safety*) Missing or found children will be directed to the Welfare Tent who will support the found child or help initiate the search for the missing child

17.4 Staff, Volunteers and Crew Welfare – It is an important policy of this event that all staff and crew maintain safety and welfare during all three phases of the event.

- All staff will have scheduled breaks. A staff welfare area will be maintained where staff can rest and refresh themselves with water, squash or hot drinks.
- A crew catering unit providing hot meals will be available to event workers at least twice a day. Meals are accessed via a voucher system with the vouchers distributed by the Festival Office staff to those eligible.

- Staff and Volunteers will be fully briefed on appropriate clothing for the work they are doing, on emergency procedures and how to deal with incidents.
- Any staff or volunteers expected to do physical work must be fit and have knowledge of proper manual handling techniques as well as proper PPE (personal protective equipment) for the job.
- Contractors crew – contractors crew must demonstrate similar attitudes towards crew welfare with work breaks and provide appropriate clothing and equipment, rest periods and basic refreshments

17.5 All staff and contractors will receive basic site induction upon arrival on site, this will include:

- The onsite speed limit and the need to use dipped head lights or warning beacons (not hazard warning lights).
- Means of raising the alarm in an emergency.
- Means of escape /exits
- Method of dealing with lost or found children
- Location of Emergency Assembly Points
- Location of Fire Fighting Equipment
- Location of First Aid Equipment and First Aiders
- Location of the Accident Book and method of reporting
- Location of toilets, drinking water, staff catering and welfare facilities

18 CHILD AND YOUTH SAFETY

18.1 The festival advertises itself as a family friendly event and therefore assumes responsibility for the welfare of all children on site. This includes older children or youth not yet 18.

18.2 Any children’s play and workshop leaders will be vetted for CRB checks or similar. No children’s play leader or workshop leader will act on their own.

18.3 Children and youth 17 or under will be issued with a specific coloured wrist band on entry, different in colour from the band issued to those 18+. Children 12 and under will be encouraged to wear a white wrist band with the parent/guardian’s mobile number written on it so that should they become separated from their parent , the festival can locate the adult.

18.4 Every effort will be made to stop and discourage underage drinking amongst youths. Bar staff will be instructed to operate a “Challenge 25” scheme and will ask for proof of age ID from anyone who looks under 25 years of age. In addition security personnel will monitor drinking on site, particularly on the campsite and be alert for underage drinking. For more information see *Appendix D – Crowd Management and Steward Management Plan*

18.5 Though not strictly an “emergency” in the same way as a fire or collapsed structure, dealing with a missing child or looking after a child found without his or her parent/guardian can be a very serious situation

- Define: Found Child – This is often what is meant when someone says they have a “lost child”. This is a situation where a child is found without their parent or guardian and needs to be looked after until the parent/guardian can be located.
- Define: Missing Child –This is where a parent/guardian cannot find their child and have asked for help. This is a very serious situation as the child may be in a position of danger and their safety compromised.

- 18.6 To minimise the number of children separated from parents, the event will be encouraging all parents to watch their young ones, never to leave them unattended and to write their mobile phone number (but NOT the child's name) on a wristband that can be placed on the child.
- 18.7 Reporting a Missing or Found Child - If a radio user wishes to communicate with someone that they have a found child or are looking for a missing child, they will use the code word "MOSES", as in "I have Mr Moses in the music tent area" or "We are looking for Mr Moses, age 5 last seen in / near the hula hoop workshop". There are two reasons for this, both to do with protecting the child
- It is worth keeping a low profile on the fact that there is a missing/found child so that public overhearing the radio messages aren't instantly alerted to the situation.
 - **The child's name is NEVER broadcast.** It is private information that is held by Festival Management to help identify the correct adult looking for the child and deter strangers from claiming the child.
- 18.8 Try to keep the situation as calm as possible reassuring the child and communicating with the child at their eye level, do not tower over and give an intimidating presence to the child. Remember that the child is more than likely to be scared or frightened, therefore avoid physical contact at all times.
- 18.9 What to do with a Found Child: Any steward or member of the event staff finding a child who has lost their parents should remain where they are with the child and report the incident to Event Control by radio or telephone saying they are with Mr Moses" (code word for "lost/found child") and their present location. This helps log the fact that we are aware someone is with a found child.

Chances are that the parents are near and by standing with the child in the spot where they were found for 3 to 5 minutes, it is likely the parent will come along

- Try to keep the situation as calm as possible reassuring the child and communicating with the child at their eye level, do not tower over and give an intimidating presence to the child. Remember that the child is more than likely to be scared or frightened, therefore avoid physical contact at all times.
- If after 3 to 5 minutes no parent has come forward, Event Control will deploy additional Stewards to the scene to collect the child and take them to the Welfare Tent.
- At the Found Child area they will log the time, date and other information about the found child. If there is a mobile number on the child's wristband, the minders in the will call this number. Should there be no answer on the number called, the minders will stay with and mind the child until the parent or guardian comes for them.
- Studies show that most found children are claimed in under 15 minutes. If the child has been held for an hour or more, the minders should call the H & S Manager or Security Manager for advice. A decision will be made as to whether or not to make a stage announcement for the parent to come to Security. If the parent/adult has not come forward for a lengthy period of time, even after stage announcements, then police will be called for advice.
- If a child appears reluctant to go with a claiming adult, then ID will be required and a security person will be called monitor the situation. All steps will be taken to ensure that the child is re-united with the correct parent/guardian and that their welfare is not endangered.
- If the claiming adult appears to be drunk, drugged and in an unfit state to look after the child, then the Welfare Manager will discuss the next step with the Security and H & S

Manager. In all cases, a child will not be handed to an unfit parent and shall remain safe with the minders. Only if necessary police and/or social services may need to be called.

- In the event of an emergency evacuation, the found child minder must make it a priority to accompany and keep safe the child in their care during evacuation and stay with that child until either the parent is located or the local authorities step in to take responsibility for the child.

18.10 What to do with a Missing Child – If any staff are approached by an adult who reports that they are missing their child, they are to direct him or her to the Welfare Tent.

- If the missing child is at the Welfare Tent the claiming adult will be asked to identify themselves and sign a release saying that they have claimed the child.
- If the missing child is not there, the adult will be asked to fill in a quick form identifying the child and last known location.
- The Welfare Tent will radio through to the Security Control (who will liaise with Event Control) saying that there is a “Moses situation”. The Crowd Safety Manager or his appointee will then “OK” a call on the radio that we are looking for “Mr Moses” with a description (but no name) of the child.
- If the Moses call goes out, then ALL event staff must pay attention and look within their area for that child. This is a *potentially dangerous* situation for the child and everyone’s help is needed to locate that child.
- Security will watch the gated entrance / exit point to ensure that a child of the description does not leave the site.
- When the missing child has been located, brought to the Pixie Pad/Welfare Tent and reunited with the parent/guardian then a call will go out on the radio that “Moses has been found”
- It is important that the adult reporting the missing child let Festival staff know if they themselves have located the child as staff will not stop searching until the child is found. This needs to be emphasised to the adult.

19 CAMPING

19.1 Portions of the festival site will be dedicated to those camping for the weekend. This will be divided into areas:

- General Camping – the largest section, devoted to tent camping only.
- Campervan /Live In vehicle camping – with one extra tent/pop-out per live in vehicle allowed
- Disabled camping – a section close to the Main Arena entry gate
- Staff/Crew Camping – all on-site staff and crew will camp in a section of the festival site. This area will not be accessible to public: only those with staff identification.

19.2 Vehicles belonging to general campers will be parked as follows:

- Cars will be parked away from the campsites so that there are no vehicles amongst the tents.
- Any vehicles towing in a caravan must remain parked by the caravan for the duration of the event. Otherwise the vehicle must go into the regular car park.
- Some disabled campers may need to have their car near or next to their camping spot, depending on the disability. Example: need to keep breathing apparatus nearby. This will be reviewed on an individual basis and they will be positioned accordingly

- Staff and crew in the Staff Camping area will park their vehicles in a dedicated Staff/Artist parking area.
 - At no time will anyone in the general car park be allowed to sleep or camp in the vehicle.
- 19.3 The campsites will be laid out to allow for space between tents and adequate fire lanes throughout. These lanes shall be no less than 3.7m wide as per regulations and kept clear at all times. This also allows for ambulance and fire brigade access should the need arise.
- 19.4 Welfare facilities will provide for campers. This to include wholesome water for drinking and washing, adequate toilets, showers, rubbish collection and waste water collection areas, access to first aid and security personnel.
- 19.5 The festival website and handouts on the day will inform campers of basic campsite rules:
- No portable aluminium BBQs or charcoal BBQs
 - Maintain a safe distance between tents
 - Keep campsite noise to a minimum
 - No campfire or open flames (candles or flame torches)
 - Never change camping gas canisters inside a tent.
- 19.6 Crime and safety – to maintain a safe atmosphere within the campsite free of crime, measures will be taken to offer support and guidance to campers
- Stewards will take active measures to patrol the site. Details for this can be found in *Appendix D*.
 - Campers have 24 hour access to the medical tent and security office, where they can report any suspicious activities or crimes.
 - Stewarding will remain in operation during the period of campsite exiting to ensure that safety is maintained. Though the audience profile suggests a safe group, vigilance will be maintained to ensure no outbreaks of social misbehaviours.

20 SPECIAL NEEDS

- 20.1 The Festival Management recognises its moral duty as well as legal obligation to provide a site that will be as accessible as possible to those with special needs. We recognise that these needs go beyond wheelchair access but to all mobility issues, visual and hearing requirements, and hidden disabilities or illnesses that may need to be catered for on site.
- 20.2 For those with wheelchairs or access needs, accessible toilets will be available both in the main arena and the accessible campsite areas.
- 20.3 Disabled parking for those with blue badges will be placed as close to the entrance point as possible.
- 20.4 Those with disability needing a power supply (breathing machines, refrigerated medicines etc) will be reviewed on an individual basis and their needs met as best as possible.
- 20.5 There will be a specific viewing area for wheelchairs in the Main Arena for main stage acts.
- 20.6 Catering units and market traders will be given an information sheet with suggestions on how to make their stall more user friendly. An example of this: having menus to the front of the stall instead of back so that those in wheelchairs, diminished height or visually impaired can read the items and costs.

- 20.7 Stewards, marshals and all festival staff will be briefed on helping those with disabilities should there be a site evacuation.

21 FIRE SAFETY AND PROTECTION

- 21.1 A complete and comprehensive Fire Risk Assessment shall be written for this event as per the Regulatory Reform (Fire Safety) Order 2005 and following guidance as per HSE publication *Fire Safety Risk Assessment: Open Air Event and Venues*. Please see *Appendix B – Fire Risk Assessment*
- 21.2 Means of Escape and Emergency Lighting – Occupant Capacities will be calculated for all marquees and adequate exits will be provided. Stewards will control entry to prevent overcrowding. Where required, emergency lighting will be provided in marquees. Fire exit signs (maintained or non-maintained) will be clearly indicate all emergency exits.
- There will be areas within the site perimeter fencing left unclamped so as to be easily opened in an emergency. These emergency exits will signed, illuminated and be manned so as to prevent unregulated entry.
- 21.3 Raising the Alarm - In the event of a fire that requires partial or full evacuation of the site, methods must be employed to inform all persons within the area of the fire.
- The 24 hour a day presence of stewards or security personnel around the entire site, including campsite and car park, means that fires are likely to be found, reported and contained before they grow large
 - Loud Hailers will be issued to personnel in key areas to use to notify all in case of a Code Red fire situation
 - All stage managers will have a “Show Stop “ procedure and a pre-scripted announcement to make to the crowd should a Code Red fire evacuation be called
- 21.4 Extinguishers and Fire Points -Appropriate fire extinguishers shall be hired and placed within all marquees, near all generators, on the stage areas and at key positions within the site. A list of these positions will be made available prior to the event.
- All extinguishers will be accompanied by appropriate signage at eye level to indicate their presence.
 - All catering units must have their own fire extinguishers and fire blankets appropriate to their unit.
 - Market stall traders will have their own extinguisher with their stall.
 - Campsite areas to be supplied with fire points consisting of barrels of water and buckets at regular intervals throughout the campsite
- 21.5 Campsite Fire Points – Fire water points will be positioned within the campsites (General, Family, Campervan and Staff campsites). As per guidance, these shall consist of 240 litre water barrels with 2 buckets. All water and fire points shall be accompanied by appropriate clear signage.
- 21.6 No smoking will be allowed in any of the marquees or structures. There will be regulation *No Smoking* signs positioned and regular announcements made to remind the public.
- 21.7 All event staff, stewards and volunteers will be briefed on emergency procedures and what to do if they discover a fire.

- 21.8 Campers will not be allowed open fires or use of disposable aluminium BBQs or charcoal BBQs in a measure to prevent campsite fires. The campsite will be marshalled and well equipped with water for extinguishing.
- 21.9 LPG - In order to keep the site safe from potential dangers from LPG gas containers, an LPG lock-up will be positioned away from access from all other than those using LPG (catering units). Any catering unit with containers in excess of their needs for a 24 hour period will store their containers in this lockup. The maximum any one catering unit is allowed per 24 hour period is 200kg as per guidance within HSG 195.

22. EMERGENCY PLANNING AND INCIDENT REPORTING

- 22.1 An Incident Plan will be prepared by the Festival Management in conjunction with the Licensing Authority, the Police, the Fire Service and Ambulance Service and will be to the satisfaction of these Authorities and organisations. The Incident Plan will be communicated with Management from the Aerodrome as incidents will impact their activities.
- 22.2 Definitions: -An *Minor Incident* can be described as “day to day” non life threatening situation where the festival representatives may need to intervene to resolve.
- An *Emergency* will may be life threatening and will certainly need the attention of the police, fire and/or medical services working within their normal sphere of operations.
- A *Major Incident* is defined as “any emergency that requires the implementation of special arrangements by one or more of the emergency services”.
- 22.3 NOTE: Whether an incident is categorised as a “major incident” invoking the council’s emergency planning response is entirely a matter for the Police. The Festival Organisers recognise, however that a range of activities or events could precipitate a Major Incident within the event site.
- 22.4 Minor Incident reporting: Day to day minor incidents will be dealt with by the organisers or the emergency services working within their normal sphere of operations.
- 22.5 In the event of an emergency requiring urgent assistance from Emergency Services the following action will be taken as per point 9.9 earlier in this plan:
- Stewards or Event Personnel immediately inform Event Control.
 - Event Control in conjunction with Security Control - will notify Gold Command (Dan Wiltshire and Julian McLauchlan) or Silver Control (ELT team). They will then instruct Event Control to inform all relevant agencies by 999 call as directed.
 - Gold Control or in some cases someone from Silver will move to the Rendezvous Point (RVP) to meet arriving emergency services and brief them on the emergency
 - Event Control will inform all on radio to move to Code Amber or in some cases, Code Red as decided by the Gold Control
 - Security Control will advise all Stewards, Security and/or Medical Personnel will be directed to the incident as require
 - In the first instance the public will be cleared from the affected area and immediate action taken to safeguard life and property (if this does not put personnel at risk)
 - Depending on the nature of the incident and under advice from attending

police, a phased handover of control of the incident area to the Police Operational Commander may take place. Depending on the nature of the incident this may be a proportion, or all, of the site.

- Should Production Office be affected by the incident and thus may be unavailable, Emergency Control will be established by the Police at a suitable point nearby, this is likely to be a local Police Station or Mobile Incident Room.
- All Event Personnel will be placed under the control of the Police Operational Commander. If necessary

22.6 During the planning stage for the event, regular liaison meetings can take place with key members of Amber Valley Borough Council's licensing, health & safety and emergency services departments, highlighting and where necessary amending the objectives of the Event Management & Safety Plan. These meeting may be part of the Derbyshire County Council SAG meetings.

22.7 Reporting & Logging: The event will operate under a system of logging major Incidents, Minor Incidents and Near Misses. Staff, crew and volunteers will be instructed that all Near Miss, Minor and Major Incidents must be reported to the H&S Manager who will take the details for an incident report that is then logged into the Incident Log. This log will be available for the inspection of the local authority.

22.8 Evacuation Exit Points – No exit point shall be less than 2.5 metres in width. Clear egress from these points shall be maintained at all times

In the event of the need to evacuate the site the following will be used:

- Main Arena Evacuation - This area will have the highest concentration of public during performance times. In planning site design, priority will be given to calculating the number of emergency exits within the Main Arena to allow for a quick and easy evacuation by all.
- General Campsite – This area will have the highest concentration of public when the Main Arena is closed. As above, when planning the site priority will be given to planning emergency exit gates
- Backstage / Staff Campsite – This area will have staff and performers only. Planning will be as above
- Campervan/Live in Vehicle & Disabled Campsite – This area will be less populated than the General campsite but emergency exiting will be planned as above.

22.9 Evacuation Procedures – On receiving the radio communication of Code Red and given instruction to begin evacuation. All staff, volunteers, security and stewards will do the following:

- Gate stewards will open the sign posted Emergency Exit Gates.
- Security and event stewards will begin directing the public off site via the emergency exits where they will be directed to the Emergency Assembly Point which will be a sign posted area in a clear space off the site, away from the emergency service vehicle.
- Persons with mobility issues arising from age, disability or accompanied by very young children shall be assisted by staff.
- Members of the public will be asked to stay in the Evacuation Assembly Area (*yet to be defined*) until it is announced that it is safe for them to return to the event site or, if the event is cancelled, to leave and go home.

- If there is an evacuation onsite, the medical coordinator will arrange a temporary minor injuries unit (MIU) to be arranged at a place of safety which will be manned by a medical team whilst mobile teams are sent out to gather information and/or casualties.

22.10 London Borough of Havering Major Emergency Response Plan: The Emergency Response Plan may be invoked in the event of a major incident and the Council's Emergency Planning Officer will implement procedures in the plan if required. This includes identifying premises and initiating call-out to provide facilities for:

- Survivor/Rest centres
- Friends and relatives reception centre
- Media briefing/conference facilities

22.11 Procedures for Non-Emergency Incidents - There is always the possibility that a performance may have to be curtailed or cancelled due to a non-emergency situation, for example, artist illness, power failure, inclement weather conditions, etc.

- Such a decision will be taken by the Festival Manager following consultation with the, other team members, artists, Emergency Services and/or Council representatives on site.
- Refunds - Experience suggests that the main issue concerning the public in such a situation is whether the cost of their tickets will be refunded or not.
 - As a general rule, tickets will not be refunded though this will be reviewed in special circumstances.
 - If a festival is cancelled before the public arrive, every effort will be made to informing the public of the reason for the cancellation and what action they need to take to get a refund if appropriate.
- Communications - If a festival is cancelled after the public are already on site, clear arrangements from the stage sound systems will help to diffuse what might otherwise be a difficult situation. Security Staff and Stewards will be informed of the action being taken and will be expected to assist in escorting the public off site as quickly and calmly as possible.
- Weather - If inclement weather (especially high winds) forces closure of the marquees or stage it is vital to escort the public and all crew out of the marquee or stage areas as quickly as possible. Security staff and stewards will be expected to do this.
- Whenever a festival is curtailed or cancelled, the concessions will be instructed to stop serving and close down with immediate effect. It is important in any such incident to keep the public informed, explaining clearly the reasons for any decisions taken, and to persuade them to leave the site as quickly and quietly as possible.

23 WEATHER CONTINGENCY PLANS

23.1 The Festival Management will keep informed at all times of weather predictions for the festival area. Anemometers and portable weather stations will be on site to measure, wind, rain, pressure and temperature.

23.2 In the event of inclement weather – strong winds, heavy rain, thunder storms, extremes of temperature, the following will be in place:

- Event marquees will provide temporary shelter during short bursts rain, though if the rain looks to be extended and heavy, the ELT will discuss whether to carry on or close the event.
- If the winds pick up to such a degree as to threaten the integrity of smaller tents or traders' tents, they shall be closed and possibly dismantled.

- All companies providing larger commercial marquee/tents or the main stage will also provide information regarding wind load factors. As with heavy rain, the ELT will discuss the necessity of closing the event should public safety be threatened.
 - In the event of a thunder storm with lightening that may be nearby, public will be reminded to stay away from electrical equipment. Note that all generators will be earthed.
 - The medical unit and welfare tent will be prepared to help public who have not prepared adequately for wet weather by supplying blankets and dry clothing if necessary.
- 23.3 All event staff shall be briefed to wear appropriate clothing for an outdoor event and prepared to work in wet or cold conditions or in extreme heat, using sunblock and staying hydrated
- 23.4 The land owner will be consulted as to the conditions of the ground. Track matting will be laid in key bottle neck/high risk areas or service roads. In a worse-case scenario, tractors will also be available to pull vehicles should they become stuck.
- 23.4 In extremes of heat, public and crew will be reminded to take shelter, wear hats, wear sun block and drink water. Sun block and water will be available at the welfare tent for those who have need

From: linda van den hende [lindavandenhende@btinternet.com]
Sent: 18 March 2013 22:51
To: Paul Campbell
Subject: One Love Festival Damyns hall 16-18 August 2013

Hi Paul

I wish to object to the Licensing application in respect of the above named event.
I have set out below my objections under the Licensing objectives.

The prevention of Crime and Disorder

There is the potential of up to 5000 people attending the festival. some for the full three days. There will be camping taking place and therefore groups of people living alongside each other in a relatively small space. With the addition of the sale of alcohol, loud music and extended hours requested in the license application and there is the potential for disorder to break out. The site is an areodrome where aircraft are kept and whilst there are plans to fence off the area of the festival, it will remain an active areodrome and keeping the groups apart could be problematic. There is reference to people arriving for the areodrome having to be directed where to park. They pay to have their planes there!!! In addition there are residential properties nearby who could be adversely affected with the traffic arriving and leaving the site.

Public Safety

The site entrance is on a bend in the busy but narrow Aveley Road. This is the only way in and out of the site. The entrance road to Damyns Hall is unmade and not in good condition. Cars arriving and leaving will have to negotiate the entrance on the bend and as it is not possible for a car to enter and leave at the same time, this will lead to congestion in the Aveley Road. This has the potential for safety issues to arise. In addition people wanting to access the areodrome as normal, especially as this is a weekend will be mixing with festival goers and safety could be compromised.

The prevention of Public Nuisance

This is of major concern. There are a number of residential properties proximate to the site who will be directly affected not only by the festival itself but also the set up which is planned to take place during the preceding week. There will be noise from the music and performances, light pollution from the tall lights and safety lighting, vehicles accessing and leaving the site during the day, evening and night time. Even after the music stops for the night there will be camping taking place with levels of potential noise which cannot be controlled in the same way as music levels. In addition the comments regarding traffic disruption also apply.

Protection of Children from Harm

The concert overtly seeks to attract families and the Event Safety Management Plan makes reference to some actions regarding arrangements for lost children etc. However the major concern is that children will be on a site where alcohol is available either brought in or purchased where it is possible that under age drinking could take place. In addition there is the noise which could affect small children. It would be difficult to police this aspect of the festival given the mixed site proposed with camping.

The licensed hours requested are excessive, being up to 2am on Saturday and Sunday for alcohol, music, dance, films and refreshments and 10.30pm on Sunday. These hours are excessive on the grounds of public nuisance especially. In addition there is the set up and take down.

I request that the Licensing sub-committee reject this application.

Cllr Linda Van den Hende
Upminster Ward

Paul
Please can you confirm receipt of this.
Many thanks
Linda

4 Little Gaynes Gardens
Upminster
Essex
RM14 2JL

Leader of The Council
LB of Havering
Town Hall
Main Road
ROMFORD
ESSEX
RM1 3BB

15 March

Dear Sir/Madam

Re: Damyns Hall Aerodrome

Please find enclosed my second letter of complaint about the continual expansionist use of Damyns Hall Aerodrome.

My previous letter was dismissed by your department due to it not being their remit. But the point of my letter was the continual commercial use of the aerodrome for any use, whatsoever, for profit.

This has been proven correct with a Dance Rave on the 25 May 2013, and a 'One Love Festival' over 3 days in August with music on 10 stages until 2.30 am for 15,000 people.

This is unacceptable so close to a residential area that cannot with such poor roads and no footpaths. Cars will be left on the roads and pedestrians will have massive problems. Just ask the paint balling people who have small amounts of people walking these roads. The area cannot take 15,000 people no matter how they arrive. I believe this is just the start of various events planned that if not stopped will increase considerably. Also, I wonder how can they hold this festival when their planning permission for expansion was rejected.

I travelled on that road on Sunday night at 9pm and a car had broken down by the farm shop and the driver of the car was nearly hit by another car.

Hopefully it is too late to get this stopped, but if not, should there be any problems with these events then I hold Havering Council wholly responsible.

Yours faithfully

Angus Stewart

Copy letters attached

4 Little Gaynes Gardens
Upminster
Essex
RM14 2JL

Noise Control
Environmental Health
LB of Havering
Mercury Gardens
ROMFORD
ESSEX
RM1 3SL

15 March 2013

COPY

Dear Sir/Madam

Re: Damyns Hall Aerodrome

I have complained to you previously on the 27 Sept about the owners continual expansionist use, increased noise and the commercial use of the aerodrome. You claimed that this was outside of your remit.

Now they plan a Dance Rave on the 25 May 2013, for 15,000 people with a camping 'One Love Festival' over 3 days in August with music on 10 stages until 2.30 am in the morning. This is unacceptable so close to a residential area that cannot have music into the morning for three nights in succession when widows may be open due to hot weather.

Also, I travelled on that road on Sunday night at 9pm and a car had broken down by the farm shop and the driver of the car was nearly hit by another car.

Traffic and pedestrians taking that road with no footpath, to and from Upminster Station will not only be a huge nuisance but a disaster waiting to happen one day.

I assume it is too late to get this stopped but I hope it is still possible but should there be any problems with these evens then I hold Havering Council wholly responsible.

Yours faithfully

Angus Stewart

Copy to Council Leader

27 September 2012

Noise Control
Environmental Health
Mercury Gardens
ROMFORD
ESSEX
RM1 3SL

COPY

Dear Sir/Madam

Re: Damyns Hall Aerodrome

Two weekends ago were yet again subjected to constant aeroplane noise from something going on at Damyns Hall Aerodrome over the whole weekend.

This is an increasing problem where this business is, I believe, is constantly trying to deceptively increase sales, events, business, etc, at this site to the detriment of all the residents in the whole area.

We have lived in the borough for 25 years and it is obvious that this has been a concerted business plan for continual growth for the site over the last few years. Fortunately, the council has already turned down their expansion plans but this has not stopped the increased usage of the site, raising the noise pollution on numerous weekends throughout the year. I am concerned what other plans they may have in store for the future...perhaps private flights then possibly even holiday flights in 5 to 10 years time(?).

We are not averse to them having one military show that attracts a lot of people but events there are slowly increasing by subterfuge with helicopter trips, old planes, café, etc, with more & more events planned making a weekend in your garden with constant plane and helicopter noise most annoying.

I would like to draw this nuisance to your attention before it becomes a major un-reversible problem. I can guess this is not your first letter about this noise pollution. If there is some way you can monitor this and stop this continual expansion by stealth then please do so.

Yours faithfully

Angus Stewart

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21-3-13

①



E Marliney
1 Danys Hall Cottis
Huckley RD
Upminster
RM 14 2TQ
and the Owners and
occupy of 2, 3, 4
Danys Hall Cottis

To Whom, it may Concern
Ref to licensing application
PPC/012562

The prevention of Crime and disorder
Having lived and occupied the cottis
of 1, 2, 3, 4 from 25 years to 40. ~~the~~
We have seen our Quality of life
ie privacy, well being detornate
On the day of the Military Show.
I have and my neighbour have
had to put up cars park in our
entrances and ask what we are
doing parking here. by police and
officials of the people running
the show our answer is we live here.
One day I reverse my car into my
garden and had a obscene gesture
made to me by one of the occupants
of a vehicle going down to the cafe.
I reported this to the ~~manager~~
Manager of the site and he answer
was I have no power of over the
client who use this site,
if this is the case he seems to
be saying that the clientele using

(2)

this site he will have authority over these clientele when granted a licence. Where alcohol is served you will always get the clientele have a disband to drink and drive laws.

It seems to grant a licence to a air strip does not seem right the flying and drink don't go together.

Point 1

Will the Relevant Code of Practice be applied

On the issue of Public Safety
The Clientele have to approach the Unmade road by way of the main road which is not light by street lighting. The unmade road is not ~~lit~~ lit by any lighting. There have been many accident on this road and they usually end up outside of the cotts or down the ditches by the side of the road, your highway department will confirm this, 2 years ago a person died on the head. There is one street light to the front on the Cotts

Point 2

Will the Relevant Code of Practice be applied

The prevention of Public nuisance
We the Owners and occupiers of the cottages have endured having helicopters at different time of the night land. When asked the manager of the site he said they were police helicopters he does not live on the site and does not work 24hr

③

When the Military show is on we have to endure the sound of the cannons being fired every half hour the noise and pollution of the military vehicle giving rides to the public and ~~are~~ the up and down of the traffic and walkers entering the site. We had to endure Helicopter give rides to the public and a twin wing plane going over the cotta giving a person straps to a frame strapped to the wing having queried this with the manager. She said they have an order from the Airport Authorities stating they can fly low around the air strip.

The Tannoy system addressing the site we get all the noise from this. It seems by giving the site a license it will open the flood gates to a manner of things. This will result in the ~~lots~~ owners occupiers having to put up with the public nuisance generated from the site. Will the Relevant Code of Practice be put in place.

Point ③

(4)

the protection of Children from harm
Children and banned from Pub and Club
and drinking Establishments which have
a licensing, who will police the site.
The Police cannot police Romford
town centre and are under staff
so how can they police this site
To stop children being given alcohol
and beer. Who will stop the children
wandering about when their guardians
or drinking and socialising

Will the Relevant Code of Practice
Be put in Place

you faithfully

E Manning

Sign of Behalf of Owners
Occupies of 1, 2, 3, 4

Damys Hall Cottages

find enclosed a letter from
the manager of the
Acrodome

no 5



AERODROME

DAMYNS HALL AERODROME
AVELEY ROAD
UPMINSTER
ESSEX
RM14 2TN
Tel. 01708 556000
Mobile 07775 742582
Flyren@aol.com

Dear Mr Marling,

I am sorry that you feel that your privacy has been compromised. We do however have unrestricted movements on this aerodrome and all of our operations are lawful. If we are restricted to aircraft numbers in the future it is our intention to establish one or more helicopter schools here so I am afraid that helicopters will again become a major feature of this airfield. As you attended the enquiry you will know that we offered a reduction in helicopter traffic which was turned down by the Council in favour of restricting numbers of aircraft kept on site. In order to make this airfield pay we will need to establish more flying schools here, including Helicopter schools. Therefore I am afraid that I can only offer you the possibility of more helicopter traffic in the future. We need to make a living like everyone else and we will only be able to work within the rules laid down by the council.

We feel that we offered considerable concessions and restrictions on aircraft movements, and in particular helicopter movements, in an effort to work with the wishes of our neighbours. Unfortunately our neighbours chose to strongly support the Council and rejected any possibility of working with us to establish a mutually agreeable working environment for all of us.

Your actions and total support of the Council has made many of the users of this Aerodrome very angry. This has resulted in a very negative attitude by some towards the residents of the 4 cottages.

I can assure you this is not the position of the owner or management of the aerodrome and we intend to continue working with our neighbours when and wherever possible. As you are aware the Council only offered four complainants during the enquiry, all of which live in the cottages on Aveley Road. It is therefore the opinion of some of the users of this aerodrome that it is the cottage residents who are to blame for the current planning situation here at the aerodrome and do not therefore feel sympathetic to your position. As much as I would like to apologise for any user of this aerodrome upsetting you I do find it difficult to control the amount of anger displayed by many towards the residents of the cottages. May I respectfully suggest that you do not enter into dialogue with anyone using this aerodrome as you may well receive a hostile approach.

Damyns Hall aerodrome will always be willing to do as much as it can to work with our neighbours to reduce any disturbance to you or your property and in no way do we support or condone the actions of some individuals who may wish to take matters into their own hands.

Unfortunately the position you took during the enquiry has changed the situation regarding the way many people feel about the residents of the cottages. This can not be reversed so we all need to find a way forward.

My personal opinion is that we should all have sat down around a table to discuss the

future of the airfield and all worked together to achieve a mutually agreeable solution for all of us. That now will not happen and an atmosphere of anger and dislike has been established which we will all now have to live with.

On another matter regarding traffic noise, in particular 1 motor bike that you mention I offer the following.

The entrance driveway to our property is further from your house than the busy Aveley road. Also the condition of our entrance drive does not allow vehicles to travel at any significant speed. I can not therefore accept that traffic using our entrance can cause you any disturbance that is as noisy or noisier than the Aveley road. Any vehicle using the entrance must enter from the road and must therefore be road legal. If you have an issue with any particular car, van or bike regarding noise then you should speak to the environmental health dept or the Police. I am afraid it is not my job to monitor noise levels of any particular vehicle that is road legal.

To conclude I will state again that it remains the intention of the owner and management of Damyns Hall Aerodrome to continue to work with our neighbours to resolve any and all issues. However you must appreciate that due to your actions in strongly supporting the council you have made my ability to do that very difficult indeed.

Regards

A handwritten signature in black ink, appearing to be 'Keith Reynolds', written in a cursive style.

Keith Reynolds
Aerodrome Manager

Homes, Housing
Public Protection



L. B H

(Licensing)

Mercury Hse

Mercury Gdns

Remford

RM 13 SL



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