



**LICENSING SUB-COMMITTEE  
DAMYNS HALL AERODROME (LIME GREEN  
EVENTS LTD)**

**AGENDA**

<b>10.30 am</b>	<b>Monday 9 September 2013</b>	<b>Council Chamber - Town Hall</b>
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Members 3: Quorum 2

**COUNCILLORS:**

Peter Gardner (Chairman)  
Linda Trew  
Melvin Wallace

**For information about the meeting please contact:  
Taiwo Adeoye - 01708 433079  
taiwo.adeoye@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 - 8)**

Procedure for the hearing – Licensing Act 2003 – Report attached

**5 REPORT OF THE LICENSING OFFICER (Pages 9 - 122)**

Application for a premises licence at Damynes Hall Aerodrome, Aveley Road, Upminster RM14 2TN. - Report attached

**Andrew Beesley  
Committee Administration Manager**



**Haverling**  
LONDON BOROUGH

Clerk's Report

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## LICENSING SUB-COMMITTEE

9 September 2013

## REPORT

**Subject Heading:**

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

**Report Author and contact details:**

**Taiwo Adeoye (01708) 433079**  
**e-mail: taiwo.adeoye@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 Officer's Report



## LICENSING SUB-COMMITTEE

## REPORT

9 September 2013

**Subject Heading:**

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

**Report Author and contact details:**

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

This application for a premises licence is made by Lime Green Events Limited under section 17 of the Licensing Act 2003. The application was received by Havering's Licensing Authority on 25<sup>th</sup> July 2013.

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

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

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

Maps of the area are attached to assist the committee.

**Details of the application**

<b>Films, Live Music, Recorded Music, Performance of Dance, Provision of facilities for making music and dancing.</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Saturday	09:00hrs	00:30hrs
Sunday	09:00hrs	00:30hrs

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

<b>Supply of Alcohol.</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Saturday	11:00hrs	00:00hrs
Sunday	09:00hrs	00:00hrs



### **Seasonal variations**

The application is for an annual event to take place on the Saturday and Sunday of the Spring Bank Holiday (end May) each year.

### **Non-standard timings**

There are no 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 31<sup>st</sup> July 2013.

### **Agreement Reached**

With Environmental Health – “The event plan will be subject to approval by the Safety Advisory Group at least six weeks prior to the event.’

### **Summary**

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

There were two 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.

The representations from the responsible authorities list items that they wish the Sub-Committee to consider:

- There were no representations from
- The Metropolitan Police
- The Health & Safety Enforcing Authority
- The Trading Standards Service
- Planning Control & Enforcement
- Children & Families Service
- The Licensing Authority
- The Health Authority



**Havering**  
LONDON BOROUGH

Copy of Application



## Application for a premises licence to be granted under the Licensing Act 2003

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the Guidance Notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

#### We

Lime Green Events Limited

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

#### Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description

Damyns Hall Aerodrome  
Aveley Road  
Upminster  
Essex  
RM14 2TN

Post town  
Upminster

Post code  
RM14 2TN

Telephone number at premises (if any)

T. 01708 556000  
M. 07775 742582

Non-domestic rateable value of premises

**Band C**

#### Part 2 - Applicant details

Please state whether you are applying for a premises licence as

- a) an individual or individuals\*
- b) a person other than an individual\*
  - i. as a limited company
  - ii. as a partnership

Please tick ✓/yes

- please complete section (A)
- 
- yes** please complete section (B)
- Please complete section (B)

- iii. as an unincorporated association, or
- iv. other (for example a statutory corporation)

- please complete section (B)
- please complete section (B)

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

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

Please tick ✓/yes

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

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

Mr  Mrs  Miss  Ms  Other title (for example, Rev)

**Surname**  **First names**

I am 18 years old or over

Please tick ✓/yes

**Current postal address if different from premises address**

**Post Town**

**Postcode**

**Daytime contact telephone number**

**E-mail address (optional)**

**SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)**

Mr  Mrs  Miss  Ms  Other title (for example, Rev)

Surname  First names

I am 18 years old or over Please tick  yes

Current postal address if different from premises address

Post Town  Postcode

Daytime contact telephone number

E-mail address (optional)

**(B) OTHER APPLICANTS**

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

Name Lime Green Events Limited
Address 65 A STATION ROAD UPMINSTER ESSEX ENGLAND RM14 2SU
Registered number (where applicable) 08206488
Description of applicant (for example partnership, company, unincorporated association etc) Limited company
Telephone number (if any) 01708 223159
E-mail address (optional) reece@wearefstvl.com

### Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			
2	4	0	5	2	0	1	4

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

Day		Month		Year			

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

14,999
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Please give a general description of the premises (please read Guidance Note1)  
The premises is a part of Damyns Aerodrome, it is a large field area, surrounded by trees/ open land and is adjacent to the aerodrome with its plane storage and flying facilities.

What licensable activities do you intend to carry on from the premises?  
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act **Please**

Please tick ✓/yes

**Provision of regulated entertainment**

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

**Provision of entertainment facilities for:**

- |  |                          |
|--|--------------------------|
| i) making music (if ticking yes, fill in box I)  | Y                        |
| j) dancing (if ticking yes, fill in box J)   | Y                        |
| k) entertainment of a similar description to that falling within (i) or (j)<br>(if ticking yes, fill in box K) | <input type="checkbox"/> |

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

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

**In all cases complete boxes N, O and P**



**A**

<b>Plays</b> Standard days and timings (please read Guidance Note 6)			<b>Will the performance of a play take place indoors or outdoors or both –</b>  please tick [✓] (please read Guidance Note 2).	Indoors		
Day	Start	Finish		Outdoors		
Mon			<b>Please give further details here</b> (please read Guidance Note 3)	Both		
Tue						
Wed				<b>State any seasonal variations for performing plays</b> (please read Guidance Note 4)		
Thur						
Fri						
Sat				<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5)		
Sun						

**B**

<b>Films</b> Standard days and timings (please read Guidance Note 6)			<b>Will the exhibition of films take place indoors or outdoors or both –</b>  please tick [✓] (please read Guidance Note 2).	Indoors		
Day	Start	Finish		Outdoors		
Mon		00.30	<b>Please give further details here</b> (please read Guidance Note 3) There will be Video jockeys and large screens as part of the main stage and secondary stage performances, these will play a variety of images	Both	x	
Tue						
Wed				<b>State any seasonal variations for the exhibition of films</b> (please read Guidance Note 4) The festival will be an annual event on the Saturday and Sunday of the Spring Bank Holiday (end May) each year.		
Thur						
Fri						
Sat	09.00			<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5)		
Sun		00.30				
	09.00					

**C**

<b>Indoor sporting events</b> Standard days and timings (please read Guidance Note 6)			Please give further details here (please read Guidance Note 3)	
Day	Start	Finish	State any seasonal variations for indoor sporting events (please read Guidance Note 4)	
Mon				
Tue				
Wed				
Thur				
Fri				
Sat				
Sun				
			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read Guidance Note 5)	

**D**

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

**E**

<b>Live music</b> Standard days and timings (please read Guidance Note 6)			<b>Will the performance of live music take place indoors or outdoors or both –</b>  please tick [✓] (please read Guidance Note 2).	Indoors	
Day	Start	Finish		Outdoors	
Mon		00.30	<p><b>State any seasonal variations for performing of live music</b> (please read Guidance Note 4) The festival will be an annual event on the Saturday and Sunday of the Spring Bank Holiday (end May) each year.</p> <p><b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5) NA</p>	Both	x
Tue					
Wed					
Thur					
Fri					
Sat	0900				
Sun		00.30			
	09.00				

**F**

<b>Recorded music</b> Standard days and timings (please read Guidance Note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both –</b>  please tick [✓] (please read Guidance Note 2).	Indoors	
Day	Start	Finish		Outdoors	
Mon		00.30	<p><b>State any seasonal variations for playing recorded music</b> (please read Guidance Note 4) The festival will be an annual event on the Saturday and Sunday of the Spring Bank Holiday (end May) each year.</p> <p><b>Non standard timings. Where you intend to use the premises for the playing recorded music entertainment at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5) NA</p>	Both	x
Tue					
Wed					
Thur					
Fri					
Sat	09.00				
Sun		00.30			
	09.00				

**G**

<b>Performance of dance</b> Standard days and timings (please read Guidance Note 6)			<b>Will the performance of dance take place indoors or outdoors or both –</b>  please tick [✓] (please read Guidance Note 2).	Indoors		
Day	Start	Finish		Outdoors		
Mon		00.30	<b>Please give further details here</b> (please read Guidance Note 3) There will be dance performances on stages around the site	Both	x	
Tue						
Wed				<b>State any seasonal variations for performing of dance</b> (please read Guidance Note 4) The festival will be an annual event on the Saturday and Sunday of the Spring Bank Holiday (end May) each year.		
Thur						
Fri				<b>Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5) NA		
Sat	09.00					
Sun	09.00	00.30				

**H**

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read Guidance Note 6)			<u>Please give a description of the type of the entertainment you will be providing</u>			
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both</b>  please tick [✓] (please read Guidance Note 2)	Indoors		
Mon				<b>Please give further details here</b> (please read Guidance Note 3)	Outdoors	
Tue			Both			
Wed			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read Guidance Note 4)			
Thur						
Fri			<b>Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e),(f) or (g) at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5)			
Sat						
Sun						

<b>Provision of facilities for making music</b> Standard days and timings (please read Guidance Note 6)			<b>Please give a description of the type of the entertainment you will be providing</b>		
Day	Start	Finish	<b>Will the facilities for making music be indoors or outdoors or both</b> please tick [✓] (please read Guidance Note 2)	Indoors	
Mon		00.30			Outdoors
			Both		X
Tue			<b>Please give further details here</b> (please read Guidance Note 3) Sound installations and music workshops on offer		
Wed					
Thur			<b>State any seasonal variations for the provision of facilities for making music</b> (please read Guidance Note 4) The festival will be an annual event on the Saturday and Sunday of the Spring Bank Holiday (end May) each year.		
Fri					
Sat	09.00		<b>Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5) NA		
Sun	09.00	00.30			

## J

<b>Provision of facilities for dancing</b> Standard days and timings (please read Guidance Note 6)			<b>Will the facilities for dancing be indoors or outdoors or both –</b> please tick [✓] (please read Guidance Note 2).		
Day	Start	Finish		Indoors	
Mon		00.30			Outdoors
Tue			Both		X
Wed			<b>Please give further details here</b> (please read Guidance Note 3) Much of the music played at the event will be dance music and it is anticipated that there will be dancing in all areas of the event site		
Thur			<b>State any seasonal variations for providing dancing facilities</b> (please read Guidance Note 4) The festival will be an annual event on the Saturday and Sunday of the Spring Bank Holiday (end May) each year.		
Fri			<b>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5) NA		
Sat	09.00				
Sun	09.00	00.30			

**K**

<b>Provision of facilities for entertainment of a similar description to that falling within (j) or (k)</b> Standard days and timings (please read Guidance Note 6)			<b>Please give a description of the type of the entertainment you will be providing</b>		
Day	Start	Finish	<b>Will the facilities for making music be indoors or outdoors or both</b>  please tick [✓] (please read Guidance Note 2).	Indoors	
Mon				Outdoors	
			Both		
Tue			<b><u>Please give further details here</u></b> (please read Guidance Note 3)		
Wed					
Thur			<b><u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within (j) or (K)</u></b> (please read Guidance Note 4)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list</u></b> (please read Guidance Note 5)		
Sun					

**L**

<b>Late night refreshment</b> Standard days and timings (please read Guidance Note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both -</b>  please tick [✓] (please read Guidance Note 2).		Indoors	
Day	Start	Finish			Outdoors	
Mon		02.00			Both	x
Tue			<b><u>Please give further details here</u></b> (please read Guidance Note 8) There will be a number of hot food caterers operating on the event site, these will also sell tea and coffee			
Wed			<b><u>State any seasonal variations for the provision of late night refreshments</u></b> (please read Guidance Note 4) The festival will be an annual event on the Saturday and Sunday of the Spring Bank Holiday (end May) each year.			
Thur						
Fri			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list</u></b> (please read Guidance Note 5)			
Sat	23.00					
Sun		02.00				
	23.00					



**M**

Supply of alcohol Standard days and timings (please read Guidance Note 6)			Will the supply of alcohol be for consumption  please tick [✓] (please read Guidance Note 7).	On the premises	x
Day	Start	Finish		Off the premises	
Mon		00.00	<b>Please give further details here</b> (please read Guidance Note 4) We Are Festival will have a number of bar outlets on the event site	Both	
Tue					
Wed			<b>State any seasonal variations on the supply of alcohol</b> (please read Guidance Note 4) The festival will be an annual event on the Saturday and Sunday of the Spring Bank Holiday (end May) each year.		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5) NA		
Sat	09.00				
Sun	09.00	00.00			

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

**Name** ...Melanie Jayne Wilds  
.....

**Address** ..... 121 Fyfield Rd, Walthamstow  
.....  
.....

**Postcode** ..... E17 3RE.....

**Personal Licence number (if known)** Z01N1049BL/1  
**Issuing licensing authority (if known)** Waltham Forest

**N**

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

This is an over 18's event

O

<b>Hours premises are open to the public</b> Standard days and timings (please read Guidance Note 6)			State any seasonal variation (please read Guidance Note 4)) NA
Day	Start	Finish	
Mon		02.00	
Tue			
Wed			
Thur			
Fri			
Sat	08.00		
Sun		02.00	
	08.00		
			<p><b><u>Non standard timings. Where you intend to use the premises to open to the public at deferent times from those listed in the column on the left, please list</u></b> (please read Guidance Note 5)</p> <p>The festival will be an annual event on the Saturday and Sunday of the Spring Bank Holiday (end May) each year.</p>

P

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

**a) General – all four licensing objectives (b,c,d,e)** (please read Guidance Note 9)

We Are Festival is being managed by Lime Green Limited who have a wide experience in events of this nature. The production of the event is being managed by Continental Drifts. Continental Drifts have experience in a wide range of events and take their responsibilities to each event very seriously. Lime Green have employed highly experienced contractors for the event and will liaise with Havering council and emergency services throughout the planning process to ensure a joined up approach to multi agency working. Continental Drifts have an excellent team of site staff who they will bring to the event. Continental Drifts has been in operation for 18 years, the company organise events for many London councils and private organisations and fully understand their responsibilities under the premises license objectives. Continental Drifts will operate an Emergency Liaison team on site. This will consist of key people within the event- First Aid, Police, Security, event managers, health and safety. This team will meet at regular intervals to review the event and make any changes as needed.

The event initially happened in 2013 and the organisers intend to improve and enhance their event plans. These will be presented to and agreed by the SAG prior to the event.

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

Lime Green have employed specialist security contractor SB security to work on this event, SBs credits include Secret Garden Party, We Are FSTVL 2012, LolliBop Festival, Wilderness Festival, Carnaval del Pueblo, Luton Carnival and many others.

There will be a full search at all entry gates to include wandng, bag searches and pat downs. We will liaise throughout the planning of the event with Police and will have a level of police presence (detail tbc) at the event site. The event will have clear conditions of entry- No glass bottles, No Alcohol to be brought onto site, No illegal drugs, No weapons of any kind, Antisocial behaviour will not be tolerated, organisers reserve the right to refuse admission

No bands or artists will be booked that will be anticipated to attract anti-social elements to the event and a form 696 will be filled out for all artists at the event. Within the event we will have static and roaming security aswell as perimeter security



Shuttle buses will take people to and from the train stations and key postcodes to avoid dwell time in the local area.

### **c) Public safety**

There will be a joined up approach between all agencies, experienced security contractors at the event site and a first aid presence throughout. Site maps will be gridded with clear RV points to allow speedy access for emergency vehicles or location of casualties if needed. There will be a welfare/chill out space on the site and we have in place a vulnerable persons policy for those who may need assistance. The site will be designed to ensure it does not present hazards to those attending, Measures in place for this include but are not limited to; regular waste disposal, fire provision in place, trip hazards avoided, sound levels kept to safe levels, site designed to avoid pinch points, roaming and static security. Search regime and clear entry conditions. Traffic measures on approach to event- A full and concise traffic management plan will be developed in advance of the event with specialist contractors and Havering Council. This will be agreed by the SAG in advance of the event.

**d) The prevention of public nuisance**

Lime Green and Continental Drifts will work closely with technical suppliers to minimise disruption to local residents from the festival and will ensure that the event production schedule specifies deliveries/ collections from the site between 8am and 8pm where possible . A noise management plan will be prepared by specialist contractor Vanguardia as part of the Event Management Plan. Programming and placement of sound sources will be undertaken with consideration for residents in the vicinity of the event. Sound systems will be selected for ability to create focused sound with minimal bleed. Outdoor music will finish at 11pm, marquees operating after this time will be positioned to ensure minimum sound bleed and will have haybales around the rear. Shuttle buses will operate from the site to minimise dwell time in the area. A robust traffic plan will be developed for the event by specialist contractors and Havering Council. This will be agreed by the SAG in advance of the event.

A direct hotline to the site management team will be operational from 8am to 9pm for the duration of the set up and breakdown of the event and until 3am on the day of the event.

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

This is an over 18's event. This will be advertised in advance.

**CHECKLIST**

Please tick ✓yes

- I have made or enclosed payment of the fee Y
- I have enclosed the plan of the premises Y
- I have you sent copies of this application and the plan to responsible authorities and others where applicable Y
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable Y
- I understand that I must now advertise my application Y
- I understand that if I do not comply with the above requirements my application will be rejected Y

**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**

**Part 5 – Signatures** (please read Guidance Note 10)

**Signature of applicant or applicant’s solicitor or other duly authorised agent.** (See Guidance Note 11) **If signing on behalf of the applicant please state in what capacity.**

Signature 

Date 23/7/13

Capacity ..... **Page 28**

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent. (please read Guidance Note12) If signing on behalf of the applicant please state in what capacity.**

Signature .....

Date .....

Capacity .....

<b>Contact name (where not previously given) and postal address for correspondence associated with this application</b> (please read Guidance Note 13)	
<b>Post town</b>	<b>Post code</b>
<b>Telephone number (if any)</b>	
<b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b>	

### Guidance Notes

- Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
- Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
- For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
- For example (but not exclusively), where the activity will occur on additional days during the summer months.
- For example (but not exclusively), where you wish the activity to go on longer on a particular day i.e. Christmas Eve.
- Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
- If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
- Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
- Please list here steps you will take to promote all four licensing objectives together.
- The application form must be signed.
- A applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- Where there is more than one applicant, both applicants or their respective agents must sign the application form.
- This is the address which we shall use to correspond with you about this application.



and any premises licence to be granted or varied in respect of this application made by

Lime Green Events Ltd  
[name of applicant]

concerning the supply of alcohol at

Damyns Hall Aerodrome  
Aveley Road  
Upminster  
Essex  
RM14 2TN

.....  
[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

Z01N1049BL/1  
[insert personal licence number, if any]

Personal licence issuing authority

Waltham Forest  
[insert name and address and telephone number of personal licence issuing authority, if any]

Signed

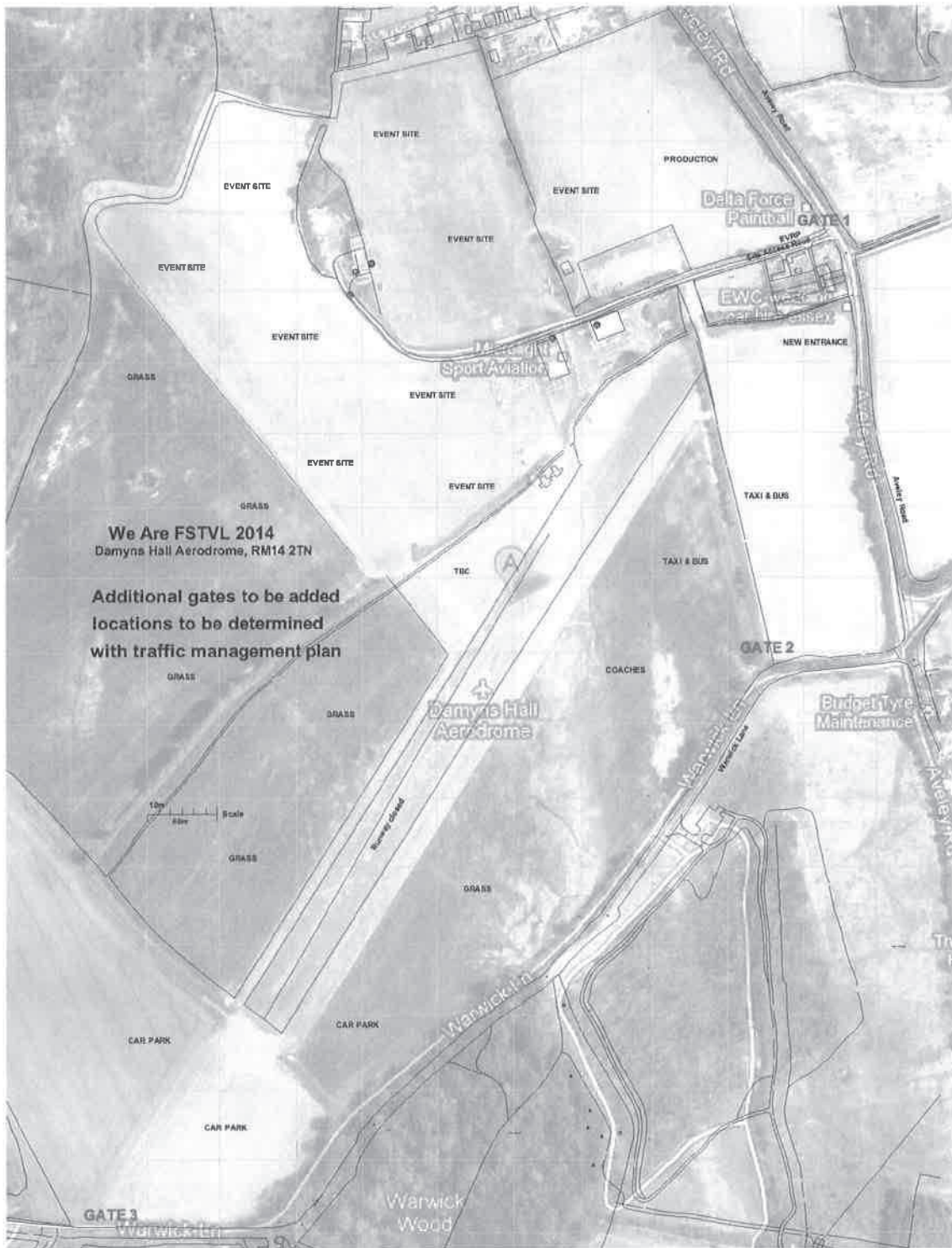


Name                      Melanie Jayne Wilds  
[please print]

Date                        23<sup>rd</sup> July 2013

**All correspondence to be sent to :**

The Licensing Section  
Housing & Public Protection  
London Borough of Havering  
Mercury House, Mercury Gardens  
Romford, Essex RM1 3SL



**Draft Map of site and surrounds**



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By phone	By post	By fax	In person
Recruitment: <b>01268 503 420</b> Classified: <b>01268 503 430</b> Monday-Thursday 9.00-5.30 Fri day 9.00-5.00 Calls may be monitored	Yellow Advertiser Acorn House Great Oaks, Basildon, Essex SS14 1AH	<b>01268 503 418</b> <b>01268 503 419</b> <b>01268 503 455</b>	Pop into our town centre office Monday-Thursday 9.00-5.30 Friday 9.00-5.00 Acorn House, Great Oaks Basildon

Recruitment	Public Notices	Bargain Buys
<p><b>REQUIRE THE FOLLOWING</b>  <b>Multi Drop Driver with Own Van</b>                  In the Basildon Area</p> <p>Earn between <b>£21500</b> and <b>£25000</b> after expenses  <b>INTERVIEWS TAKING PLACE MONDAY</b></p> <p>Self employed Multi Drop Owner Drivers required by leading courier company for their new contract with the worlds leading online retailer.</p> <p>20 Drivers required for immediate start.                  Discount van rental and fuel packages available.</p> <p>We are looking for competent drivers with a positive attitude and can do mentality.                  With or without experience.                  Must be trustworthy and reliable.</p> <p><b>01268 330012</b>                  lesley@essexjobsearch.com                  www.essexjobsearch.com</p>	<p><b>NOTICE OF APPLICATION FOR A PREMISES LICENCE UNDER SECTION 17 OF THE LICENSING ACT 2003</b>                  Applicant: Lime Green Events Ltd                  Premises: Danyins Hall Aerodrome, Aveley Road, Upminster, RM14 2TW</p> <p><b>The proposed licensable activity is:</b> 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 19:00 on the Saturday of Spring Bank Holiday (end May) each year to 00:30 on the Sunday of Spring Bank Holiday (end May) each year, and 19:00 on the Sunday of Spring Bank Holiday (end May) each year to 00:30 on the Monday; Provision of late night refreshment from 23:00 Saturday till 02:00 Sunday and 23:00 Sunday till 02:00 Monday on the Spring Bank Holiday each year.</p> <p>Full details of the application can be inspected at the address noted below during normal business hours. Any representations by an interested party or responsible authority regarding this application can be made to: Licensing Team, Housing &amp; Public Protection, London Borough of Havering, Mercury House, Mercury Gardens, Rowland, RM1 5ST. Website: www.havering.gov.uk</p> <p>Such representation must be received in writing by: 21st August, 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 in knowingly or recklessly make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for the offence is £5,000.00.</p>	<p><b>SOLID PINE WALL UNIT</b>                  133cm wide x 45cm high x 22cm deep. £30.00. BOOK-CASE, two drawers, 164cm high x 80cm wide x 30cm deep. £15.00. Tel 07748 076140.</p> <p><b>BOYS CLOTHES 11-13yrs.</b> Inc putta jacket pilots by Superdry, Next, Cabini, trousers, jeans by Next, Ralph Lauren, all size cond. £60 the lot. Tel 01268 419856.</p> <p><b>DOUBLE DUVET</b> fits super king bed, 10.5 &amp; 4.5tog. £60.00. Tel 01268 710705.</p> <p><b>BLACK 3M CANTILEVER PARASOL WITH COVER</b> as new. £50. Tel 01268 750922.</p> <p><b>DOUBLE BED</b> Rest Assured, four drawer divan, vgc. £99. Tel 07753 188101</p> <p><b>LARGE SOFA CORNER UNIT</b> dark red material, gc. £95.00. Tel 01277 658637.</p> <p><b>BLACK ASH SIDE TABLE</b> perfect cond, 40cm high x 47cm wide x 38cm deep. £25.00. EXERCISE BIKE, as new, folding, magnetic resistance. £40. Tel 01702 206704.</p> <p><b>PRO-POWER MULTI-GYM</b> hardly used. £50. Tel 01375 671424</p> <p><b>WOODEN EXTENDING LADDER</b> up to 18ft. £5. Tel 01708 557715.</p> <p><b>CDA INDUCTION HOB</b> nearly new. £85. Tel 01268 661704.</p> <p><b>BOYS MOUNTAIN BIKES</b> Reflex Viper Dual Suspension, 20 inch wheel, 1 Green, 1 White, good condition, £30 each. Tel 07796 954193</p> <p><b>MOUNTAIN BIKE</b> mens, steel frame, 18 gears, gc. £45. <b>ROUTER TABLE WITH ROUTER FITTED</b>, gc. £45. Tel 01702 294117.</p> <p><b>WIDE SELECTION LADIES CLOTHING</b> inc shoes, size 7, handbags, evening wear, etc cond, size 18-20, under £100. Tel 01277 221549</p> <p><b>CHILD'S PLAYHOUSE</b> one door &amp; three windows, can be dismantled, reasonably good condition. £25. Tel 01268 554756.</p> <p><b>WORKMATE, BLACK &amp; DECKER</b> plus, latest full size model, multi-tool position, vertical jaw movements, bargain £35.00. Tel 01702 353150.</p> <p><b>TROUSER PRESS</b> (Corby), 15 &amp; 30 minute settings, auto-shutoff, vgc, buyer collects. £45. Tel 01268 752878</p> <p><b>DINING TABLE</b> 6ft, regency style, £70, matching four chairs, two carvers, £60. <b>TALL HI-FI CABINET</b>, regency style, £50, exc cond. <b>CARPET</b>, deep pile, charcoal, 13ft x 12ft, vgc. £50. Tel 01702 872943.</p> <p><b>WHITE CHEST DRAWERS</b> mint cond, five long drawers, width 32in x height 43in, £35. Tel 01702 466111.</p> <p><b>PAIR LADIES WALKING SHOES</b> size 7, all boxed (never worn), half price £20. Tel 01702 204629.</p>

## RICHBURNS

### Requires Telephony Operators

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 info@homesteadcare.com

Homestead Care Service  
 Second Floor,  
 11 Bryant Avenue  
 Harold Wood, Romford RM3 0AP

### Articles Wanted

**FOOTBALL PROGRAMMES WANTED**  
 Local collector seeks especially pre-1970 items, Finals, European, England, Spurs, Arsenal, West Ham, Chelsea etc and whole collections.  
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**WANTED GOOD HOMES FOR RETIRED GREYHOUNDS**

Ring Pat on **01708 551 689**  
 Email: Pat@retiredgreyhoundhomes.co.uk  
 Web: www.retiredgreyhoundhomes.co.uk  
 (Charity 209668)

### WANTED

**GOOD HOMES FOR RETIRED GREYHOUNDS**

Ring Pat on **01708 551 689**  
 Email: Pat@retiredgreyhoundhomes.co.uk  
 Web: www.retiredgreyhoundhomes.co.uk  
 (Charity 209668)

### Tuition

ENGLISH and Maths lessons in your home.  
 £15. Qualified teacher 07953 560345

### Bargain Buys

**WHEELED HOLDALLS** 2 Red Holdalls W55cmx D30cmx £8 each Tel. RUCKSACK with detachable coolbag, NEW £10 TOWELS, 2 Black Bath Sheets £5 Tel. 01708 459843

**DRAPER TABLE SAW** 1/4 HP power motor, 2850 rev per minute speed, 81/4in circular blade, hardly used, bargain £40.00. Tel 0208 5279156.

**BENCH SAW** Axminster Jet, two wheel with light & spare blades, gc. £55. Tel 01702 294117.

**URBAN SVG FOLDING BIKE** metal frame 20" wheels hardly used like new sell for £50 Tel. 07535650265

### Bargain Buys

**IKEA KRITTER PINE BED FRAME** slatted bed base & guard rail, plus mattress, washable cover, gc, only used at grandparents house, £23. Tel 01702 549576

**DISABILITY WALKING FRAME** two front wheels, vgc, no longer needed due to hip replacement, £12. Tel 07920 547019.

**DINING TABLE** in solid oak contemporary style with 5 brown high back faux leather chairs. Bargain at only £150. Matching sideboard with 2 cupboards and 3 drawers, £160. Expensive solid well made items. Tel/text: 07921 101107

### Bargain Buys

**BLACK ASH SIDE TABLE** perfect cond, 40cm high x 47cm wide x 38cm deep. £25.00. EXERCISE BIKE, as new, folding, magnetic resistance. £40. Tel 01702 206704.

**PRO-POWER MULTI-GYM** hardly used. £50. Tel 01375 671424

**WOODEN EXTENDING LADDER** up to 18ft. £5. Tel 01708 557715.

**CDA INDUCTION HOB** nearly new. £85. Tel 01268 661704.

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**WORKMATE, BLACK & DECKER** plus, latest full size model, multi-tool position, vertical jaw movements, bargain £35.00. Tel 01702 353150.

**TROUSER PRESS** (Corby), 15 & 30 minute settings, auto-shutoff, vgc, buyer collects. £45. Tel 01268 752878

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**WHITE CHEST DRAWERS** mint cond, five long drawers, width 32in x height 43in, £35. Tel 01702 466111.

**PAIR LADIES WALKING SHOES** size 7, all boxed (never worn), half price £20. Tel 01702 204629.



# **We Are Festival**

## **Event Management Plan**

**Date of Event-May 24<sup>th</sup> and 25<sup>th</sup> 2014**

Version Dated July 2013

INFORMATION WITHIN THIS DOCUMENT IS CONFIDENTIAL  
AND FOR THE USE OF PRE-PLANNING COMMITTEE ONLY  
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## Index Of Sections

### Overview

Appendix 1- Management team overview

(incorporating organisational structure, staff biogs and contacts list)

Appendix 2- Overview of site facilities and attractions

Appendix 3- Welfare and first aid

Appendix 4- Crowd management and main arena- safety, access and egress

Appendix 5- Emergency protocols, evacuation and intervention procedure

(incorporating emergency procedures, major incident plan and intervention procedures)

Appendix 6- Crime reduction policy

Appendix 7- On site safety controls

Appendix 8- Vulnerable persons protection plan

Appendix 9- Continental Drifts policies

(Incorporating Safety policy, key staff roles and responsibilities and environmental policy)

Appendix 10- Acoustics report and noise management plan-To Follow, this will be prepared by Vanguardia

Appendix 11- Traffic Management plan- Initial suggestioins of improvements-Full plan to follow

Appendix 12- Risk assessments-To Follow

Appendix 13- Security deployment-To Follow

Appendix 14- Premises license-To Follow

Appendix 15- License summary-To follow

Appendix 16- Insurance documents

Copies available on request

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Appendix 18- Draft Site Map- more detailed plan to follow

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Appendix 20- Alcohol management plan

Appendix 21- Resident letter

Appendix 22 -Waste Management and Litter Plan-to follow

Appendix 23 -Sanitary and Washing Facilities Plan

Appendix 24- Event contractor list-to follow

Appendix 25- Welfare Plan

Appendix 26- Summary of changes since license/ last EMP- detailed in later drafts

Appendix 27- Trader Form-to follow

Appendix 28- Bar handbooks and personal license holder details-to follow

Appendix 29- Challenge 25 declaration form-to follow

Appendix 30- Major incident plan-to follow

Appendix 31- Signage plans-to follow

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## **WE ARE FSTVL: EVENT OVERVIEW**

**24<sup>TH</sup> & 25<sup>TH</sup> May 2014**

The initial We Are FSTVL happened in May 2013. The event generally worked well but there are a number of improvements to the event which the organizers will make for 2014. This initial plan is a first draft document and more detailed plans will be drawn up as the event develops.

2014 will be the second year of the We Are FSTVL an open air event that will be based upon live music from artists performing on two large outdoor stages and 6 other arenas/ venues as well as a large VIP enclosure with a stage and sound-systems within the space. There will also be catering and bar concessions and possibly a fairground, as well as art and subsidiary entertainment on Damyns Airfield on Saturday 24<sup>th</sup> and Sunday 25<sup>th</sup> May 2014 between the hours of 9am and 00:30am

The attraction to an event of this nature is that there are a large number of artistes playing in the venues appealing to a wide range of people. A reasonably diverse demographic mix would be expected to attend the event. The audience profile expected is approximately 50/50 male female split, 18-35 age range and will vary in gender mix and predominant age range at the front of each stage depending on the acts appearing on stage at any given time. No contentious artists have been booked to play the event.

A joint working approach has been adopted by Lime Green Ltd and Continental Drifts. The organisers will attend SAG meetings to discuss the event. Additional meetings with the fire brigade, traffic team, police and emergency planning officer will take place during the planning process.

During the event itself the organisers will be supported by the Emergency Liaison team (ELT) which is the equivalent of an on-site SAG. The ELT will consist of:

Reece Miller, Nikki Gordon , David Winney- Festival directors

Mel Wilds-Continental Drifts- DPS for the event

Havering Council

Tim Byrne-Event Health and Safety officer

Havering Council safety officer

First aid provider

Met police

Steve Bettsworth-Head of Security

All key decisions about the event will be made by the ELT who will meet regularly during the event.

For information on the experience of Continental Drifts and key event staff please see Appendix 1

This event management plan is a working document and will be amended throughout the planning process

**Estimated attendance:** A maximum attendance of 14,999

---

**Timings:**

Saturday 24th May 2013

Doors Open: 09.00

Live music Starts: 09.00

Sale of Alcohol: 09.00-00.00

Music stops: 11pm on outdoor stages, 00.30 Sunday in marquees

Concessions close 00.30 in main site and 02.00 in transport zones

Doors Close: 22.00

Sunday 25th May 2013

Doors Open: 09.00

Live music Starts: 09.00

Sale of Alcohol: 09.00-00.00

Music stops: 11pm on outdoor stages, 00.30 Monday in marquees

Concessions close 00.30 in main site and 02.00 in transport zones

Doors Close: 22.00

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### **Fencing and Barriers**

A combination of heras fencing, crowd barriers and pedestrian fencing supplied by specialist contractor Eve Trakway will be used to secure different areas of the site. Full details of the fencing plan will be confirmed in later drafts of this plan.

### **Stewards and Security**

There will be a combination of stewards and SIA qualified security personnel on duty at the event supplied by specialist contractor SB security. See appendix 1 for company details. Personnel will be deployed as per the security deployment document –to follow, this will be approved by the metropolitan police and the SAG. The plan will be developed after an assessment based on the previous event, initial meetings, site visits, knowledge of similar events and industry experience. Security officers will be on site from the time the first piece of equipment arrives until the last thing leaves to ensure that there is no tampering with equipment or theft. All security will be SIA registered and stewards will have undergone rigorous training in event and crowd safety. All steward and security staff are professional.

### **Communications**

Key site staff, emergency services and security teams will maintain radio contact. Separate channels will be used for ease of communication. All staff who have a radio will be trained in its use. There will be a mobile telephone available in the production office and all staff's mobile contact details will be held in the production office and provided to emergency services and other agencies working on the event.

### **Radio Channel Listings**

- 1 Production
- 2 Site
- 3 Security / Police
- 4 Traffic & Transport
- 5 First Aid / Welfare
- 6 Electrician  
Sound Techs &
- 7 Consultants
- 8 Artists / Stages
- 9 VIP
- 10 Entrance
- 11 Markets / Bar
- 12 Press & Media
- 13 Festival
- 14 Emergency / ELT
- 15 Spare
- 16 Spare

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### **Signage**

Clear and well lit directional signage will direct the audience to exits and amenities around the site including Toilets, First Aid provision, and refreshment areas. All stewards, security staff and production staff will carry site maps.

### **Identification**

All event staff will wear branded laminates for ease of identification. Security staff, stewards and first aid staff will wear appropriate, easily identifiable high-vis uniforms.

### **Lighting**

4 tower lights will be provided to assist the public to move safely around the site after dark and aid the safe erection and dismantling of the site. These will be used only when necessary and will be positioned to avoid light bleed from the perimeter of the site. Additional festoon and flood lighting will be provided around the catering areas, access routes and toilets. Exits will be lit.

### **Set Up**

The exact timings of the set up are tbc.

### **Take Down**

Exact timings tbc

### **Health and Safety**

We will have Tim Byrne, a NEBOSH qualified health and safety officer on site during the build, break-down and event to oversee health and safety procedures and advise on best practice. All staff will be briefed on our safety policy and issued with relevant PPE. Risk assessments will follow in future drafts of this document.

### **Drinking Water**

Audience have access to free water on site at first aid points. In addition to this bottled water will be available to buy from stalls and bars.

### **Site crew**

We are providing an experienced site crew for the event. They will take care of all in-house infrastructure set up and break down.

### **First Aid**

First Aid provision for the event will be provided by First Aid Cover Ltd This will be at a similar level to the 2013 provision.

### **Fire protection**

- Fire protection for the event will be done in line with industry guidelines, We will meet with the fire brigade in addition to the general SAG meetings and will be arranging on site inspections prior to the event opening. We have Robin Crane of Midland Fire as our appointed fire officer for the event and will provide detailed venue plans and capacities in early 2014.

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**Power**

Temporary site power will be provided by specialist contractor Pure Power through Diesel generators with a 3 phase supply. All generators will be earth spiked and will have RCDs. Cabling will be buried or flown as appropriate.

**Waste Management**

A detailed Waste Management Plan, will be inserted at Appendix 23.

**Toilet facilities**

Will be provided in line with recommendations in the purple guide (guide to health and safety at pop concerts and outdoor events) Full details to follow.

**Traffic Management & Road Closures**

A robust traffic management plan will be developed over the coming months by a specialist contractor. Talks are currently underway with CTM who manage the traffic around Glastonbury Festival and many other events. This plan will be subject to approval from the SAG and a meeting has been arranged with the councils traffic team to discuss how to improve the traffic plan for 2014.

**Site Arrangements**

The site has been booked through Damyns Hall Management.

**Licensing**

A Premises Licence for the event is being applied for by Lime Green Ltd, The Designated Premises Supervisor ("DPS") will be Melanie Wilds

**Lost Persons**

A lost persons procedure is in place for the event, see appendix 8

**Insurance**

Lime Green Ltd will have appropriate event insurance. To follow. The production contractor Continental Drifts holds 10 million public and employers liability insurance through Robertson Taylor Insurance Brokers –available on request. All stallholders and contractors will be required to submit copies of their Public and Employers Liability Insurance in advance of the event.

**Entrance Policy and conditions of entry**

The event will have clearly advertised conditions of entry, please see details within the crime reduction policy Appendix 6

**Crowd management**

Crowds will be directed around the site using signage erected on scaffolding, Dot Matrix signs and standard laminated event signage- signage plans to follow. There will be stewards and SIA security staff on site who will be able to assist with any issues the public may face and will be in contact with security control through radios. There are numerous PA systems on the site which can be used to relay messages as needed.

**Event contractors**

A full event contractor list will be provided in later drafts of this plan. All suppliers will be required to hold public and employers liability insurance and have

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sufficient risk assessments, method statements and any relevant safety certificates- copies of these will be reviewed by the event safety officer and will be held in a dropbox folder and available at the event site.

**VIP area**

There will be an event VIP area, This will have a bar and several marquees within the area, there will also be a VIP viewing platform.

**Fireworks/ Pyro**

There will be fireworks and special effects as part of the main stage programme. All equipment used will adhere to British Safety standards. Risk assessments and method statements will be available closer to the event.

**Curtains and Drapes**

Will conform to British safety standards

**Acceptable Behaviour**

The organisers will not accept racist, inappropriate or aggressive behaviour amongst audience members, any reports of such incidents will be fully investigated and the perpetrators, if apprehended, ejected from the event or handed to the Metropolitan Police. See crime reduction policy Appendix 6 for more details



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## **Appendix one**

### **Management Team overview**

#### **Lime Green Ltd**

**Reece Miller- Project Manager**

**David Winney- Commercial director**

**Nikki Gordon- Creative director**

The local team (hailing from Upminster, Hornchurch, Rainham & Brettonwood) behind this event have successfully completed shows at every major club & music arena space across London, Essex & the UK over the past 14 years from Ministry Of Sound to Proud2, Brixton Academy to Alexandra Palace, The NEC Birmingham to Pacha London and many more in between from 200 capacity intimate shows to 20,000 capacity 2 day festivals.

We are a team made of up vast venue management experience, promotion & marketing strengths as well as combining the services of some of the finest licensing, production, logistics, noise management, traffic management experts available in today's industry to deliver to the local community a show to remember.

#### **Continental Drifts**

Continental Drifts are an event management company formed in 1996. Continental Drifts manage events for a wide variety of clients including many local authorities, corporate companies and arts/ music festivals. The local authority clients of the company include Hackney, Brent, Haringey, Southwark, Lewisham, Enfield and Waltham Forest. Corporate clients include Mastercard, British Gas, Listerine, Cisco systems, Aviva and Cap Gemini. Arts and music festivals include Glastonbury, Bestival, Big Chill, Lovebox and Larmer Tree.

Continental Drifts manage events for up to 100,000 people

Continental Drifts offer overall event management, consultancy, safety planning, programming and artist management.

#### **Event Manager-Mel Wilds**

Founder, director and event manager of Continental Drifts, Mel has managed many high profile events including David Blaines 'Above the below', BBC Music Live ( South Bank), the Globe Theatres Gunpowder Plot and the launch of Big Lunch for Mastercard. Mel has managed Carnaval del Pueblo since 2001 ( Europes largest Latin American Festival), all Southwark councils events since 2001, Lewisham Peoples day ( since 2006) and in 2010 was awarded a 3 year contract for the management of Blackheath Fireworks. Mel has also worked as a consultant for Battersea Power station on their public opening and developed their access plan and risk assessments aswell as the security deployment for the open house. Mel teaches in event management and works as a mentor for event trainees.

#### **Health and Safety Officer- Tim Byrne (Nebosh, Tech IOSH)**

Tim has extensive experience in event safety which includes Glastonbury festival, Frieze Masters, Secret Garden Party, Boomtown, Nokia-music rocks, Diwali, Croydon Mela and World Party, the Children's food festival (Oxfordshire), Blackheath fireworks and Lewisham Peoples day. Tim has also worked in safety for many other events including Plasa, Britain and Irelands next Top Model, the Ideal home exhibition and the Outdoor Show.



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### **SB security Solutions Ltd**

SB Security Solutions Ltd, was formed in July 2005 and its clients include Wembley London Ltd, (Arena Backstage security for all major promoters), BBC , various tv shows (5 years), Secret Garden Party (a 4 day 24hr event ) 27,000 persons camping (4 years). Other music events include Rox in Bognor regis, a 2 day event, 30,000 persons per day, fenced arena and large stage, but also incorporating seafront bars and attractions. SB have also been present at the V Festival in Staffordshire, working for the Promoter, SJM Concerts, for the past 5 years. SB have recently provided security for Jimmy's Farm, Harvest at Jimmy's, ( 2 day event in Suffolk ) and Feast of Dorset, another 2 day event. Whilst working within the London Boroughs, SB have managed to work as a 'Partnership' with the Local Authorities and the Met Police, delivering experience with working on outdoor Community events in various parks, providing a 'proactive security' service to ensure public safety, continuous liaison on crowd dynamics and persons attending.

Over the past 3 years, SB Security Solutions Ltd, have been welcomed at the 'UK Crime at Major Festivals' meetings, hosted by Festival Republic, for Promoters, various Police forces and Security companies, who organise and take part in the UK'S largest festivals. The company is an Approved SIA (Security Industry Authority) Contractor and all staff are vetted to standards. SB also have a sub contractor database which is audited by the SIA for proper standards. SB Security Solutions Ltd, is a growing Company within the Security Industry.

### **Vanguardia**

Vanguardia Consulting was formed by Jim Griffiths and John Staunton in May 2006 to provide specialist advice on sound, noise, acoustics and audio visual design. Jim along with all directors have a comprehensive and proven track record spanning more than 25 years in the business. Since the launch, the company has seen a growth in size and stature and has been commissioned on numerous prestigious and complex projects in the UK in a wide variety of acoustics, audio and noise disciplines. Vanguardias festival clients include Creamfields, Big Chill, V Festival and Reading

***We Are Festival: Contact list will be available on site.***

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## **Appendix 2**

### **Overview of site facilities and attractions**

The following is a brief overview of the facilities available on site. Many of the headings are expanded in more detail within this document and further information regarding locations can be found on the site plan.

All stage activity will be under the direction of the Production Manager and Stage Managers at all times, however the only personnel authorised to implement a show stop procedure are the Event Managers, Security Manager and Safety Advisor, the only personnel authorised to implement a change in the running order/times are the Event Managers in liaison with the Production Manager.

#### **Main stages**

The main stages will also contain structures to support the PA and the screens; dressing rooms etc will be located behind the stage.

The main stages will be faced with a primary pit barrier of standard A-frame construction which is able to withstand a crowd pressure in excess of 5Kn/m. Due to the front of stage barrier forming a sequence of inter-connecting sections which form a dynamic load bearing structure.

A working area for stewards, security and medics of at least 1.5m width will be created between the downstage edge and the barrier. The crowd density and mood will be regularly monitored.

#### **Area breakdown with running times and structure details-to follow**

##### **Secondary stages and sound-systems**

Stage where pressure is likely to be placed upon the barrier will be faced with a primary pit barrier of standard A-frame construction which is able to withstand a crowd pressure in excess of 5Kn/m. Smaller areas/ sound-systems will have crash barrier around speaker sources

The audience capacity will be calculated using parameters in Technical Standards for Places of Entertainment (as the arena is more akin to an arena/music hall than a event stage). The guidance indicates that an audience density of between 0.3 – 0.5 m<sup>2</sup> per person is acceptable in these types of venue; averaged out at a density of 0.4m<sup>2</sup> per person- capacity for each tent- see major incident plan for further details. Based on an evacuation time of 2 minutes, the organisers will provide appropriate exits. Emergency exits will be designated with a standard illuminated sign supplied from an independent power source.

Exit width calculations within structures are based on an exit capacity of 80 persons per minute per metre of exit width (Fire Safety Guidance for Open Air Festivals published by The Department for Communities and Local Government gives an acceptable exit flow rate of 109 persons per metre per minute), Exits will be placed to allow for clearance within two minutes even if the largest exit is unavailable:

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The organizers recognise the risk of overcrowding in these structures during particularly popular acts and will work closely with the event security team to monitor crowd density and mood and restrict access to areas as needed.

### **Stage line ups –To Follow**

#### **Bars**

The Bar company for the event is not yet decided. The Bar will operate under the supervision of the Designated Premises Supervisor in accordance with the requirements of the Premises Licence. Each bar will be managed by an experienced bar manager who is a personal license holder. All main arena bars will open when the arena opens to the public, all arena bars will be required to close at half an hour before the stages finish but may close earlier in parts of the site.

Bar managers will make reasonable endeavor to ensure that persons under 18 are not served with alcohol and that all drinks are dispensed in plastic cups or PET containers or cans which have been opened, all bar staff will be trained to adopt the Under 25 policy, bar staff will be over 23 to help them to enforce this policy. Full details of the operation of the bars is contained with the Alcohol Management Plan which is Appendix 21.

#### **Food Concessions**

Food concessions will be managed by Lulu Wilkinson on behalf of Lime Green Ltd. and will be located around in the concession rings detailed on the site plan, offering a variety of hot and cold food and drinks. A list will be submitted to the councils environmental health team and all documentation will be available for inspection on site. Stalls are required to have health and safety documentation, insurance, HACCP to comply with the food hygiene regulations 2006.

#### **Market Areas**

Market stalls will be co-located with bars and catering concessions and will be managed by Lulu Wilkinson on behalf of Lime Green Ltd. Lulu manages the stalls for a number of other events, including Lovebox festival.

All concessions and bars will be required to have adequate fire fighting provision and hand wash facilities, barriers will be used to delineate risk areas where necessary. Any build up of waste will be monitored and dealt with.

#### **Merchandise**

There will be event merchandise available, as well as merchandise for headline bands, this will be available around the site.

#### **Amusements and other attractions**

tbc

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## **Appendix 3**

### **First Aid and welfare**

#### **Welfare & Information**

An arena welfare tent will be available where members of the public will be able to obtain advice and assistance from counsellors and experienced welfare staff. The welfare staff will also operate a left items service and a lost/found property service for any items left in their care, which are not collected during the weekend. The welfare operation will be confidential and other agencies should only become involved when the welfare staff request assistance.

The Welfare team for the event will be Tiger Tea Kids

#### **Arena First Aid and Medical Provision**

There are two first aid posts (FAPs) located in the arena, co-located with suitable vehicle access. The FAPs will receive casualties from the arena and either definitively treat them or refer them to A&E department.

First Aid cover as provided in 2013 is detailed below. This will form the basis of the planning for the 2014 event and full details will be provided in later drafts of this plan.

2 x Accident and Emergency Ambulances

1 x Emergency 4x4 Response Unit

1 x Emergency Doctor

2 x State Registered Paramedics

3 x Emergency Medical Technicians

3 x First Responders

3 x First Aiders

On – site suturing

On – site trauma sonography

First Aid Cover Ltd will liaise with LAS (London Ambulance service) regarding follow up care/ facility location of casualties and the overall plan for the event.

#### **Facilities for People with different needs**

Lime Green Ltd accept their responsibility to take all reasonably practicable steps to ensure that people with different needs are catered for.

A viewing area for wheelchair users will be located at the main stage. This will have an unobstructed view of the stage and is shared with the VIPs.

Accessible toilets will also be located at the viewing area and at the sanitation compounds. Wheelchair users will be allowed to access the tented stages dependant on crowd densities at the time.

There will be parking available for blue badge holders in the car park nearest to the site.

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## Appendix 4- Crowd management

### Crowd Management and Control

The We Are festival will be a licensed event with a controlled number of entry/exit points. The festival site will be fenced and access to the event is by ticket, therefore the numbers attending are strictly controlled.

The vast majority of the festival audience will be 18 to mid-30's with an estimated 50:50 male: female split. Those under 18 will not be permitted access to the site and security will adopt a challenge 25 policy.

Event security and stewarding will be undertaken by the appointed security company SB Security, who will generate their own stewarding plans.

SB Security will establish their own chain of command and this will include an overall security

manager who will be SIA accredited.

Upon arrival to the main public entrance into the festival site, all members of public shall enter queuing lanes where their bags shall be searched for prohibited items, there will also be search wands and pat down searches at the entrance.

An additional screened search area will be provided for a more thorough search as needed- cameras will be used in this area

In the event of a severe crowd disorder where the resources at the event are unable to contain the prevailing situation; crowd management and control has to default to the Police, who will be in attendance on site, in the maintenance of Public Order and Public Safety.

We are meeting with the police to discuss police resources.

For further detail on the crowd management- see the major incident plan which will be developed for 2014.

We Are festival will adopt crowd management procedures are in accordance with the recommendations in the Event Safety Guide and the HSE document 'Managing Crowds Safely' and based on experience of the anticipated audience.

Crowd control is the overall responsibility of the Security Manager, assisted by stewarding and Site Safety Staff.

The We Are ticket holders and pass holders are expected to be a high end and very good natured crowd. The event programmers have worked with this audience for some years and have an understanding of the requirements and essence of the crowd. The site is designed with in excess of 10 formal different venues, markets and on site facilities to keep the public entertained and happy for the duration of the event.

The pedestrian gates for the entry and exit of the audience are kept completely clear of all obstacles, and queuing systems will be defined by the use of crowd barriers. To minimise crowd pressure at the entrances and speed up entry several lanes are staffed by stewards, who will check tickets, and by security staff, who manage the crowds and do searches.

To spread the arrival of the audience, the gates open at 9am.

The Festival is ticket only, and it is anticipated that all tickets are sold in advance.

The We Are site will be designed in such a manner as to prevent overcrowding in any one area. The layout of the markets, pedestrian walkways, roads and venues will be developed to accommodate numbers moving around the site, removing pinch points and addressing areas of congestion. The total arena space has the capacity to accommodate significantly more than the numbers applied for in this licence application. With such a large site and the surrounding airfield, any emergency evacuation, planned with the advice of Emergency Services, would be, most likely, of only part of the site.



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In most foreseeable events this would not involve the audience leaving through the gates, and the possibility of congestion that could involve. The Festival would in effect provide its own rest centre. A full evacuation plan and policy has been agreed with the Emergency Services and the organisers will attend SAG groups in the run up to the event.

Acts will be scheduled in such a way as to prevent excessive numbers at any one performance. Where there is likely to be a particularly popular act at one venue, another popular act will be scheduled to perform at another venue at the same time.

To prevent mass crowd movements, the different stages have staggered start and finish times and running orders, so the audience have to choose between popular acts, and not attempt to move en masse at the end of one performance on one stage to a different venue. Act popularity and crowd movements will be reviewed throughout the Festival. Adjustments to timings can be made at short notice.

When the outdoor entertainment ends at 11pm, there may be a few (carefully monitored) stalls in the markets with music, so the crowds move in small numbers to the larger arenas or to the transport to take them away from the event site.

Site Safety personnel will patrol the site and monitor crowd movements. Their role includes:

- Ensuring no vehicles park in fire lanes, emergency access roads, gateways or public walkways.
- Informing safety control about any congestion or potential congestion.
- Assisting in the management of crowd dispersal, using loud hailer.
- Checking and stopping any non essential vehicle movements.

Site safety staff work in tandem with the stewards and security staff patrolling in any particular area.

CCTV cameras will provide coverage of the main gate areas.

There will be a moveable vehicle for additional CCTV coverage.

Continental Drifts will have area managers across the site to report back on any potential situations arising and give general feedback on the event.

To ensure the safety of the audience at the main stages:

- The barriers used are bespoke pit barriers installed on level ground with a significant curve. A substantial number of trained professional pit security officers are positioned within the pit and designated 'spotters' will monitor the crowd.
- Highly qualified pit medical teams will assist with crowd monitoring and treat patients.
- There will be established communication protocols and a chain of command to stop a performance should the need arise.
- Production and Security liaise with artistes in advance of their performance to ensure that the 'style' of their performance is suitable and appropriate. The importance of fully understanding programme content, the band's 'excitability factor' and timing is acknowledged to be a major element in anticipating and preventing crowd problems.
- The barrier arrangements are reviewed as artistes appearances are confirmed. It may be felt necessary to modify existing arrangements in light of the acts booked.
- A Large video screen will be used on the main stage to ensure that the audience at the back of the arenas have clear sight of performances.
- The audience is kept informed by the PA systems. There is extensive access to and egress from all arenas.
- Competitive programming between the main stages will spread the audience.

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SB Security will manage all areas across the festival site including public areas, backstage, and staff access points in order to manage entry into these areas. SB Security will maintain clear access to the fire exits throughout the event. The safety officer and the Security Manager will monitor all areas and deploy additional security as necessary.

#### **Main Arena- Safety, access and egress**

Admission to backstage and production facilities will be by pass only. Accreditation points will be specified prior to the event opening.

Security will be positioned at key areas to protect equipment, maintain exit routes, maintain emergency routes and monitor and control pedestrian flow and provide continuous update of events around the site to Security Control.

Admission to the Front of Stage Barriers will be restricted to the front of stage Pit Security team and medical teams essential to public safety. Photographers shall be escorted in and out of the pit by designated Media staff who will liaise with the Pit Security Manager.

The Front of Stage Barrier system in the main arenas and in front of the main stage will be of a demountable type with a minimum loading of 5 kN per metre run at a height of 1.2 metres. Security and medics will operate a working walkway of a minimum of 1.5 metres in depth, running the length of the barrier to enable safe extraction of members of the audience. The working areas will be cleaned on a regular basis between acts if possible. Any public personal items that have come over the barriers during a performance will be taken as soon as possible to the Welfare Area and treated as lost property.

Disabled persons have full access to all public parts of the arena other than where crowd safety concerns make this impractical. This decision will be made by the security supervisor for that area.

The evacuation of disabled customers from a potentially compromised area would be difficult; therefore access to areas of high congestion will be discouraged.

All delay towers, camera positions and structures etc located within the arena will be clad or otherwise protected to prevent climbing.

A security manager/supervisor will be based in Event Control and will maintain liaison and contact with the Security Manager and Security Control throughout the event. The security managers/supervisors will be directed by the Security Manager as to the deployment of their resources in response to intelligence received by Event Control and Security Control.

#### **Ingress**

The main arena entrance for day ticket holders will be at Gate A where tickets/wristbands will be checked.

There will be a ticket/ wristband exchange facility near to the main gate- details tbc. Once people have collected their wristbands they will proceed to the main entrance. Queues will be managed by the security contractor. Additional stewards will be there to enhance these arrangements and a security manager will observe gate flow and call for assistance if needed.

An entrance manager will be monitoring all procedures at the gate and advising event control of any changes necessary and working with the security to ensure the access to the site is as smooth as possible.

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Once the majority of customers are in the arena entrance lanes will be broken down and entrances will revert to being exit gates, stewards will be redeployed around the arena, as required.

### **Ingress flow rates**

The flow rate formula for entrance gates to allow for a search procedure is:

6 people per minute x the number of lanes x time

### **Gate 1**

Available queuing space is 30 x 36= 900 sqm at 0.5 densities we have a queue space for 2160 people.

We have a maximum of 12 lanes which can process 4320 people per hour

### **Guests and VIPS**

Queuing will be with general ticket holders

### **General arena ingress operational methodology**

On arrival at the wristband exchange, each person must produce a valid ticket. No money will be taken on the gates.

Customers will then pass through a search lane where prohibited items such as glass bottles, alcohol, and cans, visual and sound recording equipment will be rejected. Items which are deemed to be offensive or restricted items will be refused entry.

Honesty boxes for the placement of prohibited items will be placed at the entry lanes and in the queuing area; once the event closes items recovered from these boxes will be handed over to the Welfare Staff, any illegal items contained within the honesty boxes will be disposed of.

Sufficient and appropriate signage will indicate the entry route to the event. Stewards will be pro-active in assisting members of the public.

Pedestrian flow rates and queues will be monitored throughout ingress by senior supervisors to establish attendance. This will be fed back to Security Control and in return fed to Event Control. Once the event site is approximately at 75% of its capacity, entry lanes will then be progressively closed and barriers cleared to allow additional egress routes. The staff on entrance gates will then be re-deployed into the site where there is considered to be the most need. Provision will be made for late arrival at all of the entry points.

### **Egress**

This section deals with routine egress only; emergency egress is discussed later in the document.

Once the entertainment has finished, house lights (a combination of towers and stage working lights only) will be switched on to offer additional illumination and audience members will be guided to the appropriate exits.

### **Gate egress capacities**

Gate egress will be worked out on the basis of 80 people per metre per minute x 15 minutes



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The emergency exits will be placed once the site plan is developed and after discussion with the fire brigade.

### **End of Stage Activity**

The stage activity in the main arena will not continue past the curfew time as detailed in the Premises License. If at any time the Stage Manager thinks that this curfew will not be achieved, they must notify the Event Manager, Safety Manager and Event Control immediately. The Event Manager will decide, in liaison with the licensing authority and police, if the show should be allowed to over run, i.e. if there a risk of public order should the full set not be allowed to finish. A schedule of stage operating times will be submitted to all parties prior to the event. It is possible that this may change over the weekend and each person must make it their responsibility to ensure they are working off the most recent schedule.

### **Closing of Main Arena**

Once all stages have ended their activity the Security Manager will instruct the stewards to conduct a sweep of the main stage arena to ensure that all members of the public have left the area. Once it is confirmed that the arena is clear the Security Manager will inform event control who will lift the arena vehicle curfew and allow the clean up to commence.

### **Visitor access and egress**

We Are fstvl estimate that the visitors to the event will arrive by varying means of transport. By finishing the entertainment earlier it is anticipated that the majority of people will leave the site by shuttle bus and travel on the trains. Initial conversations have taken place with Ensign Bus who are looking to provide 100 buses for the event. Trains and the Tube are to run until 02.00 giving an hour and a half from the end of the entertainment for people to access public transport.

### **Site Inspection**

An inspection of the site and facilities will be made before the event is opened to the public. The inspection will ensure the integrity of the site infrastructure and that the site is suitable in order to admit members of the public. The main arena will be completed and ready for inspection other than for minor details by 16:00 on the day preceding the event where any modifications or remedial work will be agreed between the relevant responsible authorities, safety manager and site manager. In the event of any item, facility or situation being identified as not meeting any of the license conditions during the inspection, the site manager or safety advisor will endeavour to rectify the situation immediately through the appropriate channels. On the day of the event the final inspections will be undertaken in a systematic, logical manner to ensure that customers are allowed into the site as soon as possible and if necessary the areas they can access may be limited initially. For example, main entrances will be dealt with first, then individual tents with back-stage areas following later.

### **Audience and Crowd Control**

#### **Crowd Management**

The site will be designed to ensure it

- has adequate means of escape in the event of an emergency

- 
- allows for the free flow of the public during the event
  - avoids creation of bottlenecks and even out crowd densities

#### Stewarding

The number of stewards required at the event will be determined as a result of a risk assessment carried out by the Chief Steward. The risk assessment takes into account: -

- The nature of the site
- The nature of the expected audience
- The performance
- The Stewarding of exits and fire patrols

#### Lighting and Signage

- The site will be provided with adequate and sufficient lighting and emergency lighting in line with relevant *British Standard*
- The site will be adequately sign posted to avoid confusion
- Exit and directional signs shall conform to the *Health and Safety (Signs and Signals) Regulations 1996*
- Fire warning systems shall comply with *British Standards*

#### Facilities for People with additional needs

The organisers of the event recognise that need to put in facilities for members of the public with special needs and will endeavour to make the site and the entertainment accessible to all.

The organisers will pay particular attention to:

- Provision for ease of access and egress
- Special parking facilities
- The provision of individual facilitation where requested
- Provision of welfare and sanitary provision
- The provision of signage and signers if appropriate

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## **Appendix 5- Emergency Protocols, evacuation & Intervention procedures**

### **We Are Festival 2013**

#### **Introduction**

This document will set out how the production team of the Festival will react to a number of emergency situations which have been detailed under the headings of Weather, Transport & Harm, all of which are the normal festival concerns. This appendix will then look at the general emergency plans for the event and also the major incident plan

#### **I. Team set-up**

On the event day there will be scheduled meetings of the ELT.

At these there will be feedback from each party and time to assess and monitor crowd developments. These meetings will be led by the event manager. These meetings can be called more regularly should this be necessary. These meetings will be minuted.

In the event of an emergency on the site the Event Organiser, Head of security, Police Silver, the H&S officer, the Fire Service and the Ambulance may be involved. In order to achieve the smooth running of operations;

The Head of Security will be responsible for dealing with most emergencies, which may occur, and taking the appropriate decisions. However, the Police may need to take responsibility of a more serious emergency or any incident deemed as a critical incident. If the police take control the relevant handover document will be signed and the expectation will then be for the stewards / security teams to support the MPS as directed.

The Event Control cabin will be used as an emergency team control point. This will be used by all official personnel. The control point will have a copy of the site plan and a listing of all relevant services and their telephone number.

#### **II. Weather**

Regarding the weather we have constant updates on the weather in the main production office where we monitor all the elements. But in the last few years the weather has become more and more un-predictable and so we have to alter our plans accordingly.

#### **In the case of extreme rain**

Which makes the event dangerous to hold, (i.e. site waterlogged) then if it comes in the build up to the event;

- We will look at the forecast and make a decision in consultation with Damyns Hall Management, who will have intimate knowledge of the site, as to whether we can go ahead with the event or not.
- The final decision will be made by the event H&S officer, Mel Wilds & Reece Miller.
- Should the decision be made to cancel or postpone the event the events press office will be actioned with informing the public.

If extreme rain hits during the event;

- 
- We will put the information up on the website and also inform the public attending at station if we are expecting worse. TFL will also be informed and requested to put announcements on trains.
  - A decision as to whether it safe to keep going with the event will be made by the event H&S officer, Mel Wilds & Reece Miller after consulting with the head of security, Damyns Hall Management and the Site Manager.
  - Should the decision be made to cancel or postpone the event the events press office will be actioned with informing the public.

#### **Thunder & Lightening**

- The weather forecast will be checked and posted in the Event Control as well as online.
- The decision will be made by the site H&S officer, Mel Wilds & Reece Miller as to the safe continuation of the event.
- Should the decision be made to cancel or postpone the event the events press office will be actioned with informing the public.

#### **Wind**

- The weather forecast will be checked and posted in the Event Control as well as online.
- The decision will be made by the site H&S officer, Mel Wilds & Reece Miller as to the safe continuation of the event should severe winds be forecast.
- Should the decision be made to cancel or postpone the event the events press office will be actioned with informing the public.

### **III. Transport**

#### **The Roads**

A traffic management plan will be developed for the event to ease congestion around the site, allow safe and speedy egress and allow residents to gain access to their properties. This will be subject to approval from the SAG.

#### **IV. Harm**

We have an extensive plan in place regarding the safety of our audience. It incorporates a team of SIA and stewarding personnel placed across the site. The numbers and placements are based on previous experience of similar events.

We Are Festival 2014 has several strands of personnel who are charged with the duty of protecting the welfare of those attending and working at the event. This document serves to explain the roles of these key staff and to put forward the management structure and procedures which need to be followed at the event.

The policy and procedures are concentrating on a preventative approach looking at early intervention and a multi-agency approach to dissolve situations before they escalate.

When an incident is noted and initial intervention begins, it is important that this is recorded by security control and that personnel attend the incident/ area where possible. Each further intervention should be logged.

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## **B. General harm prevention at the event**

### **At the event**

There will be security teams within the event, supported by stewards and police officers.

## **C. General on site accidents**

- Any accident shall be reported to Security Control where it will be noted and assessed. The decision will be taken there to refer it the production office if it is a site issue that needs improvement and Medical provider if the situation required medical attention.
- In the case of a member of the public going straight to Medical provider for attention, then Medical provider will record the incident and decide whether to refer it to Security Control.

## **D. General on site Anti Social Behaviour**

- We will be taking information from the event and our roving teams to the ELT meetings at Event Control where we will be constantly assessing the behaviour of the crowd.
- Any decision regarding the possibility of general trouble or on site fighting getting out of control will be taken by the Head of security and where necessary MPS will take over the management of the situation.

## **E. In case of a critical incident.**

- The Head of security will work with MPS to decide the most appropriate course of action and where necessary MPS will take over the management of the situation.

## **F. In case of a bomb threat.**

- The Head of Security will work with MPS to decide the most appropriate course of action and where necessary MPS will take over the management of the situation.

## **G. Borough emergency planning team**

The event team will consult with the borough emergency planning officer in advance of the event. Should a major incident occur at the event the council emergency planning team will be informed. If the incident is of such a nature that it will have significant impact beyond the event site then the event manager will work with the Emergency Planning Silver and make the event resources available to assist with the ongoing management of the incident. Should an incident occur elsewhere in the borough that may impact on We Are Fstvl, the Emergency Planning Silver will inform the event manager who will assess the potential impact and continue to liaise and take action as required.

## **VI. Role descriptions**

### **Damyns Hall Management**

Damyns Hall Management are the owners of the site but have handed over control of the event site event to Lime Green Ltd who in turn have employed Continental Drifts as the production team for the event.

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### **Lime Green Ltd**

Lime Green are the overall organizers for the We Are FSTVL. Lime Green will programme all artists for the event, have booked the infrastructure and arranged key services such as tickets and transport services. Reece Miller from Lime Green Ltd will have the role of event gold for the festival

### **Havering Council**

Havering council are the local council for this area and are welcome to have a representative on site during the event

### **Continental Drifts**

Continental Drifts are employed by Lime Green Ltd to manage the event on their behalf. All key decisions and actions at the event should be agreed by the event manager to ensure relevant action is taken across the site where necessary.

### **The Police**

The Police are there to support the event; their main role is to prevent crime and disorder and where persons commit offences to take the appropriate action. In the event of a major or critical incident will take command following consultation with the respective leads. The amount of Police at the event will be determined after further meetings.

### **Security**

Security will manage any incident (except as mentioned above) at the event. There will be a number of staff at the event with a variety of roles; there will be security at stages and across the site as well as around the perimeter and at the gates. There will also be response teams around the site to deal with situations as they arise. Security will hold the event log and all incidents should be reported to security control.

### **Stage Manager Intervention Procedure**

Stage manager should assess the crowd at regular intervals and should take account of crowd density and atmosphere. Should there be a problem; the intervention procedure below should be implemented in steps:

1. MC INTERVENTION - If crowd is too dense at front of stage barrier, MC intervention should be used to ask the crowd to step back from the barrier. Stage security should be alerted and kept on stand-by.
2. MC INTERVENTION - If the atmosphere of the crowd is becoming tense or unruly, MC intervention should be the first action taken to try and calm the crowd and instill a more positive atmosphere.
3. MUSIC CHANGE – If MC Intervention is unsuccessful and it appears the music style is contributing to the unruliness of the crowd, the stage manager should adjust the music style appropriately (i.e. DJ or live artist)
4. SECURITY INTERVENTION – If MC Intervention and music change are both unsuccessful in altering the mood or density of the crowd, stage security should call for back up.

**POLICE INTERVENTION – If previous intervention procedures are unsuccessful, security should call for police assistance.**



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**Draft Emergency Plan & Procedures- see Major Incident plan, for further details**

**Command and Control Structure**

The event manager, in consultation with Lime Green Ltd and the health and safety officer will make any decision whether the emergency plan is activated.

An emergency liaison team (ELT) will consist of:

<b>Name</b>	<b>Role</b>
Reece Miller	Festival Director/ event gold Damyns Hall Management Venue manager Council safety officer (if required)
Continental Drifts	Havering Police Event Liaison Event Manager
Tim Byrne	Health and Safety Manager
Steve Bettesworth	Security Manager First Aid Cover Ltd

The ultimate responsibility for the Event lies with Reece Miller who has the role of event gold on behalf of the event organizers- Lime Green Ltd. The responsibility for the sale and supply of alcohol rests with the Designated Premises Supervisor.

Regular meetings of the ELT will be held throughout the day of the event at the following times:

10am, 11.30am, 3pm, 5pm, 7.30pm, 9.30pm, 11.30pm, 1.30am

The ELT group will meet in event control.

Additional meetings will be convened if necessary.

**Introduction**

Security and stewards will be positioned at various points internally and externally to comply with the risk assessment carried out by Continental Drifts Ltd and the security contractor (Stewards and security deployment included in Appendix F)

The risk assessment will take into account:

1. The nature of the site
2. The nature and size of the expected audience
3. The performance programme
4. The stewarding of exit points and fire controls

The security company will appoint a security supervisor whose sole role is to ensure that security and stewarding arrangements are adequate and that there is effective communication with, and full cooperation is given to the emergency services and officers of the council. He or She will be located at security control for the duration of the event.

Security supervisors will be appointed to separate areas for command and control purposes. The supervisors have been briefed upon the venue layout in general, and their working area in detail.

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All security officers and stewards will be identified by wearing uniforms. Those positioned on roadways will wear high visibility vests or jackets.

Each security officer will have direct radio contact with security control.

Each security officer/steward will be fully briefed on their duties and carry a briefing pack that will include radio frequencies, command structure and a plan of the site showing all exits.

**Method of Operation- see major incident plan for details**

**Evacuation Procedure**

See major incident plan

**Place of Safety / Rendezvous Point**

See major incident plan

**Contingencies**

**Cancellation of event**

Prior to day of event - Press releases will go out to local media, posters will be put up in public spaces around the venue including public transport and the venue itself.

On day of event – Press releases to local media, posters at venue and public spaces and stewards will be positioned within venue site for face-to-face communications

**Delayed start**

Public Announcements from pa systems/loud hailers to notifying delay and approximate time for the start – event will still finish on time. Stewards informed of what to tell public and will deal with all face-to-face communications. Continual announcements to keep public informed of delay and approx. new start time.

**Access change for emergency access**

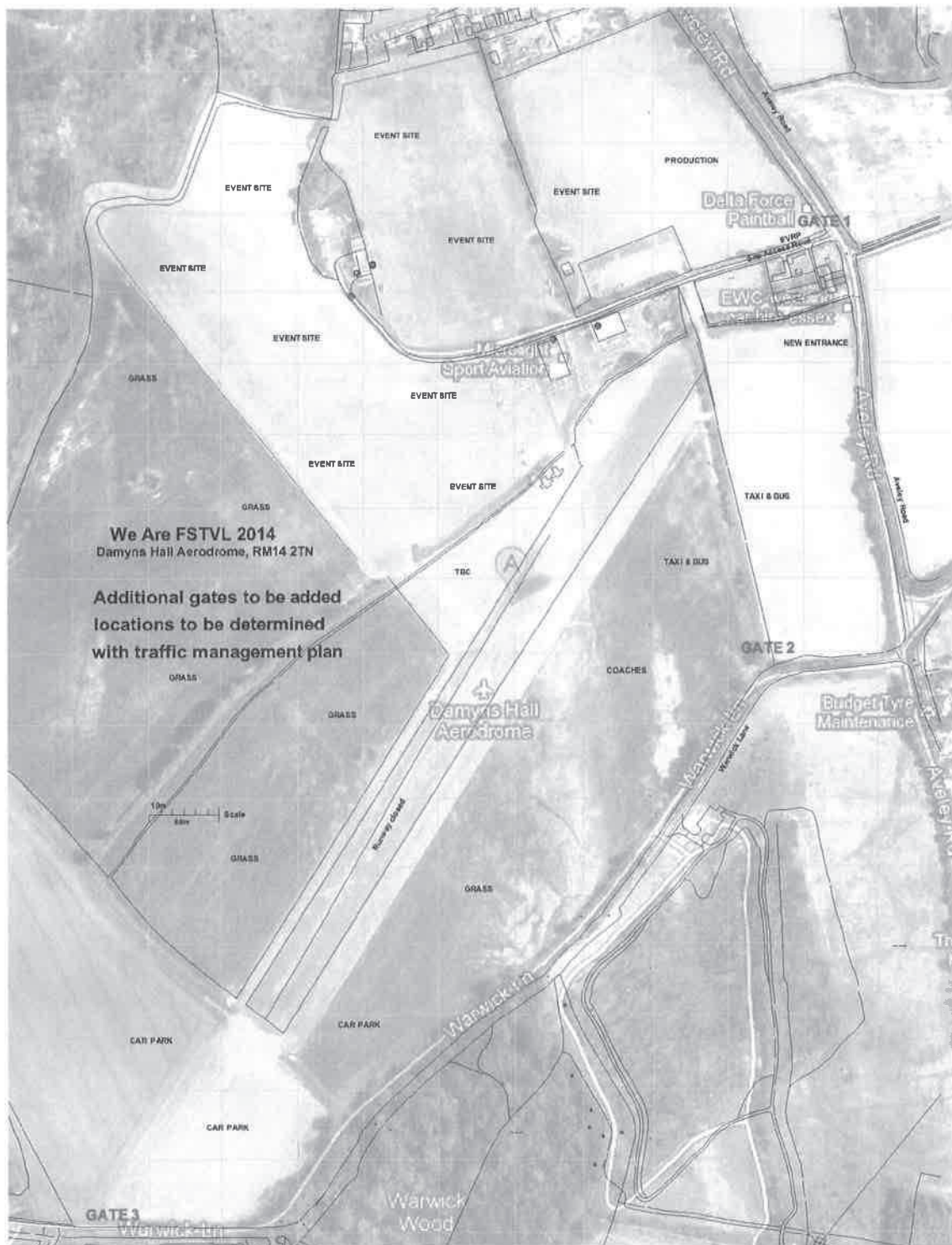
The event has RV points for emergency access. Depending on the incident's location, the emergency services would be called and notified of the RV point and would be met by a member of the management team. The event will have 3 main RV points. Access points for emergency services will be decided dependant on location and seat of incident.

**Inclement Weather**

If the event is temporarily closed due to inclement weather - public announcements will be made to inform the public to leave the event site and proceed to a place of safety. Continual announcements will be made over all pa systems/loud hailers to inform when the event site is safe to return to.

The decision to permit re-admission to the incident area and the restarting of the event will be made by the EIT.





Draft Map of site and surrounds

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### **Major Incident Plan**

Although highly unlikely at an event of this kind which has an experienced event management team, Lime Green Ltd and Continental Drifts feel that the process for dealing with a major incident should be documented

This plan looks at the how the staff at the event would manage a major incident and what additional resources may need to be assigned.

### **Declaring a major incident**

The emergency liaison team, ELT will make the decision to declare a major incident. The police would generally take the lead on this unless it was a medical or fire emergency in which case the relevant member of the ELT would assume control.

### **Allocation of control**

When a major incident is declared or the site condition has reached level ruby. The transfer of command should be documented in the event log

The council emergency planning officer should be contacted and the event team should regularly liaise with the EPO to determine any necessary support and to decide whether to continue to control the event from site or whether the EPO should take over the management of the incident from an off site location.

There will be space within the ELT to host additional services or support staff as necessary.

### **What constitutes a major incident**

A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- (a) The rescue and transport of a large number of casualties;
- (b) The involvement either directly or indirectly of a large number of people;
- (c) The handling of a large number of enquiries likely to be generated both from the public and the news media usually to the police;
- (d) The need for the large scale combined resources of two or more of the emergency services;
- (e) The mobilisation and organisation of the emergency services and supporting organisations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

It will, in general, include the involvement either directly or indirectly of large numbers of people, but usually the risk of a major incident has been identified as: -

Fire

Serious medical emergency

Controlled evacuation due to suspected incidents (i.e. fire, bomb warnings etc)

Overcrowding

Collapse of temporary structures

Catastrophic failure of permanent structures

In addition to the above, the major incident plan also recognises that external major incidents, beyond the control of the event management team, may result in special arrangements being implemented **within** the event by the event team. Examples of these types of incidents are: -

Off site chemical incident

Major transport disruption

Extremes of weather

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Crowd disturbance not attributed to the event.

### **Declaration of a Major Incident**

All activities which happen once a major incident has been declared will have the following aims:

Preserve life

Protect Property

Safeguard the wider environment

Ensure the safety of all staff and attendees at the event

Respond effectively to any given emergency

Reduce the impact on the local community

Ensure a high degree of public confidence through professional conduct of all staff.

Restore normality

### **Scope of a Major Incident**

There are recommended sizes of cordon which are appropriate for different incidents.

These are listed below

Suspicious Package 100m

Suspicious Vehicle 200m

Large Suspicious Vehicle 400m

LPG/Propane Fire >200m

These cordons may also require all or part of the show to be stopped, depending on location.

### **Evacuation zones and Refuge areas**

These will be determined at the event, dependent upon the nature and seat of any emergency

### **Code words, evacuation and alert states**

These are the same as in the emergency plan

### **Power supplies**

If it is necessary to close all or any of the power supplies on site, any emergency announcements should be made first if possible, security staff should then ensure loudhailers are distributed to disseminate information.

### **Press and Artists**

It is important to ensure that any sponsors, press and artists are incorporated into any evacuation and the managers of these areas should be regularly updated as to any situation

### **Emergency Vehicles**

Should additional emergency vehicles be requested

Any access routes onto site should be cleared

The Access route and RV point for the vehicles should be decided

### **Stopping the Show**

This should be a last resort as an action such as this can cause other problems such as aggression within the crowd and unexpected surges/ crushing. Where possible the show should continue whilst the incident is resolved

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The event will operate two types of show stop as follows;

#### **Change in Operational State**

If a situation or incident develops to the point where the operational condition for the event is changed to Orange and Event Control have consulted with all parties and feel that the show should stop, the persons designated as being responsible for stopping the show are the stage manager- under the direction of Reece Miller, Mel Wilds and the head of security. If these people are unavailable this role can be undertaken by the event safety officer . The overall site alert stage should go to orange in case there are other problems resulting from this.

#### **Security- immediate stopping of show**

Should the stage/ pit security feel someones life is in danger they can immediately stop the show via the stage manager. The ELT should then attend the site ASAP to decide the next stage

#### **Roles and Responsibilities in a major incident**

##### **Havering Council**

The role of the council at the event would include:

Work alongside the emergency services as necessary

Assessing the impact on the wider community

Managing the local authority and non emergency services response

Assist with provision of resources as necessary

Helping to restore normality in both the short and long term

Communication with other authorities and services as necessary

Provide assistance with post event care

Ask for military support if necessary

Liaise with government as necessary

Liaise with director of public health if necessary, particularly if there is a toxic hazard or threat to public health

Local authorities and government departments do not operate at all times so there may be a delay in some of the actions above

Event control should request local authority assistance as needed

##### **Event stewards and security**

Work alongside the emergency services to save life

Be observant and report any incidents or safety hazards

Evacuate the public under direction of the police and security manager

Assist the police for as long as necessary

Work to cordon of any areas as requested by the police

Specific roles as directed by the security manager at the event

##### **Role of the Metropolitan Police**

To preserve life

To co-ordinate the emergency services as needed

Establish and manage cordons as necessary



work with the NHS to identify casualties and gather information

Identification of victims and the deceased.

Work to restore normality

Police should co-ordinate the press response to the situation; the event press office will assist the police in this area

### **London Fire and Rescue Service**

To save lives

Tackling of fires, containment of chemical spillages, and hazardous occurrences.

Rescue trapped casualties, working with the ambulance service

Advise on health and safety at the scene and within any cordon

Assist the police and ambulance service wherever needed

Work to restore normality

A gridded site plan will be given to the fire brigade in advance of the event to assist with incident management and access onto site in case of emergency

### **London Ambulance Service**

To save life

To co-ordinate the medical response

To treat and care for casualties

To assist in rescue of trapped persons

Prioritise those to be evacuated

Liaise with hospitals receiving casualties

Transport of the sick and injured.

Work to decontaminate anyone affected by toxic substances

Work to restore normality

Co-ordinate and liaise with the on-site medical team

Work to assess casualty rates and pass this information to police media team

### **Site and event team**

To assist the emergency services in saving life where necessary

Assist with evacuation as requested

Assist with information broadcasts as requested

Provide any technical expertise and site specific knowledge as requested

Work to restore normality

### **Site Locations**

#### **Incident Control**

This should be run from the ELT where possible, unless this area is within a hazardous zone when the incident room should be relocated. This would be decided at the time dependant on the nature and seat of the emergency

#### **Inner Cordon**

A cordon will be put around any risk area, access to this area should be restricted. The police will manage the cordon with the support of the security team

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### **Outer Cordon**

This will be to allow the flow of emergency vehicles and will be managed by the police with assistance from the security team as required

### **Media Briefing Centre**

Any media briefing should be done from the press area, there will be internet connections and computer stations available in this area for any journalists to use as needed. The council and police media teams should be kept informed of the situation

### **Hospital**

London Ambulance Service will determine the hospital(s) to be used dependant on the type of incident.

### **Body Holding Area**

It may in a serious incident be necessary to create a body holding area on site. This will be decided by the ELT and the area should be secured by the security team on site.

### **Temporary Mortuary**

The Emergency planning office for the council holds a borough plan for the location of temporary mortuaries and will advise on suitable locations should this be necessary.

### **Friends & Relatives Reception Centre**

It may be necessary to create a reception centre for friends and relatives, if this is the case then the Emergency planning office for the council holds a borough plan for the location of temporary mortuaries and should advise on suitable locations should this be necessary.

### **Casualty Clearing Station**

This may be necessary and should be sited dependant on the nature and seat of any situation. The location of this must be communicated to the ELT.

### **Ambulance access points**

First Aid positions within the event have been planned to allow for easy ambulance access. Further casualty load areas can be created as required.

### **Survivor Area**

It may be necessary to create a survivor area at the event, this should be separate to the body holding area.

Any welfare facilities such as hot drinks, food etc should be brought to this area where possible.

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## **Appendix 6-Crime reduction policy**

Lime Green Ltd, Met police, SB security and Continental Drifts will be meeting prior to the event to discuss crime reduction in further detail.

The event organizers are taking a number of steps to reduce crime at the event which include:

- Admission will be by ticket and wristband only. Guest pass holders will be in possession of a valid ticket.
- All production and working staff will be in possession of valid accreditation and enter only through designated entry points.
- No cash will change hands at the gates. There may be a ticket office on the perimeter of the site for purchase on the day-tbc.
- Prohibited items including - Glass, cans, alcohol, illegal drugs and any item deemed an offensive weapon will not be allowed onto the event site. No professional cameras, video, or sound recording equipment will be allowed. Stewards will not take possession of any item that a person wishes to leave.
- Nothing which may be deemed as offensive weapons will be allowed into the site.
- No pass outs from the event will be allowed during the event except for medical or emergency purposes.
- Bins will be provided by the event organiser for the collection of any items that are refused entry into the concert arena. Regular emptying of bins and skips, in addition general cleaning around entrance gates will be undertaken during the course of the event to ensure good housekeeping practice, maintain clear exit routes and to maintain a sterile environment for security purposes.

To support crime reduction at the event the organizers will enforce the Conditions of Entry listed below- These will be advertised in advance and on the gate

**No Dogs except guide dogs**

**No professional recording equipment**

**No Under 18's**

**No Glass bottles**

Non alcoholic beverages in glass bottles discovered at entry points will be decanted into plastic cups

**No alcohol to be brought into the event**

Any alcohol will be confiscated

**No illegal substances**

Anyone found in possession of illegal substances will be handed over to the police

**No Knives or weapons of any kind**

Immediate confiscation on discovery

Any persons found with a knife or weapon will be arrested

**No Fireworks**

Immediate confiscation on discovery

**All bags will be searched**

**All persons on-site may be searched through a targeted search policy**

**Unsociable behaviour or intimidation will not be tolerated**

Perpetrators may be removed from the event, police may be called if necessary

**The organisers reserve the right to refuse admission.**

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## **Appendix 7**

### **On site safety controls**

#### **Continental Drifts require contractors to:**

- Understand their general responsibilities towards the audience, fellow event workers and themselves
- Inform Continental Drifts of any serious safety incidents occurring within the last 3 years and the results of these incidents.
- Carry out risk assessments of their work activities
- Provide a method statement which will be followed whilst on site.
- Ensure that copies of risk assessments, method statements, safety policy and insurance details are given to the organisers with any tender and that a copy of these is brought to the event.
- Ensure that persons under their control know the fire and emergency procedures for the site and the locations of the appropriate type of portable fire appliances
- To ensure that the means of escape are not obstructed
- To ensure that all portable and transportable electrical equipment has been tested
- To ensure that personal protective equipment is worn when necessary and that it is suitable and properly maintained
- Co operate with the site safety rules and procedures
- Co-operate and share information on health and safety with other contractors while on site
- Ensure drivers (of site vehicles such as lift trucks and specialist vehicles) under their control have received the appropriate operator training
- Ensure that all work equipment and lifting equipment is maintained, serviced and used in accordance with the *Provision and Use of Work Equipment Regulations (PUWER) 1999* and the *Lifting Operations and Lifting Equipment Regulations (LOLER) 1989*
- Report all hazards and incidents

#### **Lighting and Signage**

- The site will be provided with adequate and sufficient lighting and emergency lighting in line with relevant *British Standard*
- The site will be adequately sign posted to avoid confusion
- Exit and directional signs shall conform to the *Health and Safety (Signs and Signals) Regulations 1996*
- Fire warning systems shall comply with *British Standards*

#### **Communication**

The organisers will put into place a command and communications structure that allows clear and effective communication between the various disciplines involved in the event. The organisers will also ensure they have a clear line of communication with the emergency services and council.

#### **Telephone Hot Line**

An outside telephone line will be based within the site control office and all complaints from the public will be formally recorded and investigated.



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## Radio

- Different disciplines to use dedicated frequencies to aid clear communication with 2 frequencies used for emergency situations only.
- All radio operators will be trained in their use.
- Coded messages will be identified for use in emergency situations.
- The power source of the incident control room will have an independent backup in case of site power failure to ensure communication is not lost
- Radios will be ordered with 2 fully charged batteries and tested prior to the event
- Operators in the control Centre will have adequate rest breaks
- The radio communications network will be backed up with a list of mobile phone numbers of key personnel

## Communications with the public

Proper provision will be made for the effective communication with the public including a procedure to ensure that broadcast music can be silenced in an emergency.

## Barriers

Barriers serve twin purposes at an event

- To provide physical security
- To relieve and prevent the build-up of crowd pressures

The siting and nature of barriers will be determined by an assessment carried out by the site manager in consultation with the other event organisers, particularly the chief steward and the safety consultant. The emergency services and officers of the council will also be consulted

The assessment will take into account: -

- The advice given by the emergency services and officers of the local Council
- All statutory requirements for guarding machinery
- The design of barriers in front of stages
- Previous experience and knowledge about the audience

All barriers used on site will: -

- Be clearly marked on the site plan submitted to the Council for approval prior to the licence being granted
- Will be of sound construction, be in a good state of repair, and be fit for the purpose
- Conform to the load bearing specifications laid down in *Institution of Structural Engineers document Temporary demountable structures: Guidance on procurement and use*

## Temporary Structures

- It is recognised that the failure of any temporary structure could have devastating effects
- To control the risk, the organisers will plan and monitor the contractors supplying the temporary structures to ensure the structures are designed to adequate standards, in a good state of repair and that they are erected and taken down using safe working practices
- In line with *The Management of Health and Safety at Work Regulations 1999*, the organisers will require all contractors to supply in advance written risk assessments and to have identified the most appropriate means of reducing those risks

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- The safety co-ordinator will check the suitability of these risk assessments and the control measures proposed by the contractor and give advice on improvements were necessary on :
    - Protecting erectors against falling
    - Protection of erectors from falling objects
    - Compliance with the *Manual Handling Operations Regulations 1992*
    - Compliance with *Lifting Operations and Lifting Equipment Regulations 1998*
    - Compliance with the *Provision and Use of Work equipment regulations 1999*

All suppliers of temporary demountable structures used on site will be required to

- Design concept and statement which will include:-
  - A statement of what the structure is intended to do
  - A list of items or connections that require particular checking each time the structure is erected
  - Details of the methods of transferring all horizontal forces back to the ground
- Construction drawings which will include:-
  - Full calculations
  - Design loads
  - Relevant test results
- Risk assessments covering the design and erection
- Safety method statement
- Completion certificate

#### Stages

- All stages exceeding 56m<sup>2</sup> will have a means of escape at each side of the stage
- They will have handrails on all edges, ramps and stairs
- The front edge of all stages will be marked with a 50mm white line
- They will be able to carry a point load of 22 newtons per square metre over a 50mm by 50mm area without causing damage to the floor and without causing excessive deflection of floor panels. (Defined as a deflection of no more than 10cm relative to adjoining panels)

#### Marquees and Large Tents

- All marquees and large tents will be supplied by known reputable contractors
- They shall be capable of withstanding expected wind forces and bad weather conditions
- Contractors will be selected in part because of their experience in marquees
- Guy ropes are adjusted as weather conditions have a great effect on the marquees' load bearing capacity
- The contractor for any large structure will be on site throughout the event ensuring the tent is adjusted to take into account any change in the atmospheric conditions and to be on hand if it is necessary to lower the structure in adverse winds

All marquees and large tents will have to carry proof that flame-retarded materials have been used.

New manufactured membranes and fabrics should be of inherently flame retarded fabric or durably flame retarded fabric when tested to BS 7837. Fabrics tested to BS 5438, tests 2A and 2B, with a 10 second flame application time in each case continue to be acceptable. (The method of test described in BS 7157 is also acceptable). Other sheet

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materials should be Class I surface spread of flame in accordance with BS 476: Part 7. Materials should be free of flaming molten droplet characteristics and should not readily support combustion. All membranes and fabric should be so labelled.

- Contractors to follow *MUTA– Best practice guide 2009*

## Electrical Safety

### Electrical Systems

The Continental Drifts production team recognise the grave nature of risk from electric shock and the part electrical equipment can play in the starting of fires, and in order to control this risk will appoint an experienced site electrician.

Ensuring that:

- All electrical equipment and installations on the site will conform to the *Electricity at Work Regulations 1989* and follow the advice given in *BS7909 Code of Practice for temporary distribution systems*
- All installations will be installed, tested and maintained in accordance with the Institution of *Electrical Engineers "Regulations for Electrical Installations"* which now form part of *British Standard (BS) 7671 "the Regulations for Wiring Installations"*.

A risk assessment will be carried out by the Site Electrician that will take into account:-

- Total electrical requirements of the event
- The need in certain areas for an independent power supply
- Compatibility of equipment to be used
- The design and types of electrical connectors to be used by performers
- Use of low voltage equipment (110 volts)

### Installation

- All electrical installations will be installed so non-authorized personnel and members of the public, cannot interfere with them
- Where possible sufficient fixed socket outlets are provided within the stage area to reduce the usage of extension leads. All equipment is located within 2 metres of a socket outlet to prevent the risk of tripping on long cables.
- All equipment that is exposed to the elements will be suitably constructed and protected.
- Where electricity has to be used in high risk areas, such as wet conditions, or where trailing sockets are not designed to make and break on load, the guidance contained in *British Standard "specification for industrial plugs, socket outlets and couplers etc."* will be followed.

### Cabling

- Cables, where possible, will be routed or buried so they do not become tripping hazards or be crushed by vehicular traffic.
- All cabling that may cause an electric shock if damaged, will be protected from sharp edges or crushing by ensuring that it is armoured or that it is carried overhead.
- While cabling can be buried just under the surface of the sod the risk assessment process will identify areas where the cable will need to be buried deeper to ensure it is not accidentally damaged by tent pegs, posts etc.

- 
- Where overhead cables are used, it should be securely put in place and supported by a cautionary wire which is out of reach of the public and does not place strain on the connectors.
  - All power distribution cables used on site will be checked so they conform with the relevant British standard and are sized in accordance with *the IEE Wiring Regulations 16<sup>th</sup> Edition*.
  - All cables used on stage or for stage equipment will be flexible rubber or plastic insulated and sited as specified in the relevant British standard, or is of equivalent or superior quality.

#### Access to Control Systems

- The Site Electrician and the Safety Advisor will ensure that a clear working space is provided to facilitate access to all control switches and equipment.
- That the main controls are clearly marked and their location marked on the site plan provided to the Council and the Emergency Services.
- That the electrical supply to stages and marquees are readily accessible to authorised personnel.
- That adequate lighting is safely provided during the hours of darkness to facilitate the safe entry and egress and working environment for site crew before and after the event.

#### Generators and Transformers

- All generators that are 3 phase will have to carry an up to date test certificate. All generators will be earthed in line with guidance given in *British Standard 7430 Code of practice for earthing*
- All generators including those belonging to traders will be inspected by the Site Electrician and their location marked on the site plan given to the Council and the Emergency Services.

#### Residual Current Devices and Other Equipment

- All items of electrical equipment will be checked to ensure that they are fitted with an easily identifiable means of isolation. Any electrical equipment used in association with hand held devices will be protected by a miniature circuit breaker and a residual current device (RCD) having a 30 ma tripping current and installed on a distribution board. The Site Electrician will ensure that the RCDs are tested before the event.
- Once the Site Electrician will sign a hand over certificate confirming that all testing has been completed and that in his professional opinion the electrical system is safe to use and that risks posed to employees and public has been adequately controlled so far as is reasonably practicable.
- If the Site Electrician is unhappy with any items of equipment they shall not be used
- The site electrician will be on site or on call for the duration of the event from set up to striking site.

#### Accidents and Emergencies

##### Accident Reporting

- All accidents to the general public will be formally recorded by the first aid facility in the accident book B1510.
- Continental Drifts will ensure that all appointed contractors have adequate accident reporting systems in place as part of their contractor selection process

- 
- If a member of the general public is injured the safety consultant will investigate the accident and ensure the relevant F2508 form is sent to the enforcing authority

### **Fire Safety, Emergency Procedures and Medical Provision**

The organisers of the event recognise the risk posed to employees, contractors, performers and members of the public from fire at events and recognise their duty to plan for emergencies.

The Fire Brigade and the Safety Officer will be consulted on the design and layout of event sites and the entry and exit points.

The organizers have employed specialist contractor Midland fire to take the role of fire officer at the event.

A risk assessment has been carried out on the need for portable fire-fighting equipment for each event, once the organisers have the relevant details about the location of identifiable risk areas, risk assessments will be prepared in advance and reassessed on site.

The risk assessment will take account of:

- The advice of the Site Electrician on, the location of generators, power distribution control areas, items of electrical equipment such as mixing desks.
- The need for portable fire-fighting equipment in temporary structures

### **Noise**

Noise at work

- Sound Engineers will be responsible for monitoring sound levels in performance areas and identify ear protection zones
- They will also ensure that effected staff receive the relevant advice and guidance on ear protection down in the *Noise at work Regulations 1989*

### **Noise Leakage from Event Sites.**

- Guidance will be sought from officers of the Council/ Vanguardia on measures that can be taken to reduce noise leakage from event sites.
- Vanguardia have been appointed to give every assistance to Noise Control Officers that will be monitoring the event
- The consultant will assist in the setting of noise limits at the edge of the site and will ensure that any complaint passed on by the Council will be dealt with promptly
- Sensitivity to any residential properties will be paramount in the creation of the site plan and placing of sound sources.

### **Welfare and Facilities**

- The organisers will ensure that adequate facilities for welfare, first aid, the provision of drinking water are provided at events
- The provision of sanitary arrangements in line with the guidance given in the Event safety guide
- The provision of chill out areas as part of the entertainment
- Ensure that adequate welfare facilities are provided for stewards and other members of staff

### **Environmental Protection**

- All rubbish will be cleared from event sites and where practicable, recycled.
- Rubbish will be stored in a secure area and be collected within 24 hours of the finish
- All efforts will be made not to disturb livestock, wildlife or their habitats during events



- 
- The risk assessment will be drawn up after further consultation with the fire brigade to ensure that potential risk areas are not missed, thus ensuring that the risk of fire is adequately controlled to the satisfaction of the fire brigade and the council.

#### **Other Fire Controls**

- We will ensure that the grass is cut short just prior an event and the cuttings taken off the site.
- We will carry our regular fire patrols by stewards and the regular disposal of rubbish from bins and the storage of rubbish outside the site
- The rigorous control of traders to limit the risk from petrol generators and from petrol storage, by limiting the amount allowed stored on site and ensuring that it is stored in suitable containers in designated areas
- Ensuring that curtains, drapes and other materials that are made from durable or inherently flame retardant will conform with *British Standard (BS) 5867*
- Ensuring that curtains, drapes and other materials that are made from non durable fabric conforms with *British Standard (BS) 5867* and are accompanied by a test certificates
- Ensuring that Liquid petroleum Gas bottles are used in accordance with the *Gas Safety (Installation and Use) Regulations 1998*
- All LPG on site will be handled and stored in accordance with *LP Gas Association Code of Practice, Use of LPG cylinders in mobile catering vehicles and similar commercial units 1996* and that all gas equipment brought on site has a gas safety certificate
- That LPG bottles are secured in place and cannot fall over when in use
- We will develop an emergency evacuation plan and ensure all necessary assistance and co-operation is given to the members of the emergency services. This will include the instruction and training on what to do in the event of an emergency, coded messages, and how to act on them.
- We will have adequate communications to ensure that emergency situations can be dealt and if the need arises that we can communicate effectively with the emergency services.

#### **First Aid and Medical Arrangements**

- We will appoint a first aid and medical contractor at all events to carry out a risk assessment in line with advice laid out in the Event safety guide.

A risk assessment will be carried out on our behalf by the contractor that will take into account the following factors:-

- Size, duration and nature of the audience
- Nature and type of entertainment
- Location and nature of the venue
- Seasonal/weather factors
- Any additional activities and attractions
- Proximity, size and capability of local medical facilities
- Experience of similar events
- Other welfare facilities on site
- Range of major incident hazards at or associated with the event

#### **Trading Concessions (Market Traders and Food Traders)**

The hazards associated with market traders will be controlled by a procedure whereby: -

- 
- Known traders who have a bad safety record at previous events are not invited to trade at Continental Drifts events.
  - All aspects of registration and food handling to be sent to the organiser in advance so a list of traders can be given to environmental services
  - All food traders will be registered with their home authority and comply with the requirements of the *Food Hygiene Regulations*
  - At the booking stage traders are told they cannot bring petrol generators. Site power is offered to traders for a small charge.
  - Traders' stalls needing lighting or power for any purpose will carry a fire fighting equipment
  - All traders using LPG will comply with current gas safety legislation.
  - Traders will only be permitted to store enough LPG (Liquid Petroleum Gas) for a 24-hour period or 200 kg, whichever is less

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## **Appendix 8- Vulnerable Persons Protection Plan**

Continental Drifts is an event and production company specialising in large scale outdoor festivals and events as well as producing events for Media, PR, and communications companies. We also have one of the largest agencies for street and circus performers in the country. We often produce events with a strong community arts element and work closely with many companies running workshops in a variety of art forms as part of our one off events.

### **Lost Persons Procedure on site**

If a vulnerable person is found then they should be taken by security to the Lost Person's tent. Here they will be met by a member of staff who is CRB checked and their details will be taken including where they were found and their description. An announcement should then be made to staff only telling them that a Moses was found in the region of xxx approximate age... Full details should not be given over the radio. If the person knows a relevant phone number then Lost Person's staff will attempt to call it. If the person is still lost and appears to be vulnerable or unable to be released alone after **2 hours** they should be handed over to the police.

\*If the person found has been a victim of crime, police should be notified immediately and a representative of the police should come to the Lost Persons tent to take a report and remove the person if appropriate.

If a carer has lost their vulnerable person they should be taken to a member of security where full details of the vulnerable person will be taken and radioed through to security control, this information should then be passed to the police/ event control. An announcement should then be made to staff that we are looking for a Moses, with the description and general area where last seen. Carers who wish to help in the search of their vulnerable person should be allowed to do so, however their phone number should be taken and they must be asked to inform the security or production office if they are reunited with their child/ vulnerable person. All staff should then be on the look out for the vulnerable person.

To re-unite a carer with their vulnerable person, they must give a full and accurate description of that person. Staff should be on hand when re-unification takes place and a release form should be signed before the vulnerable person is taken away.

Lost persons registration, identification and release form available for inspection if required

### ***Philosophy and principles***

Continental Drifts and Lime Green Ltd are committed to protecting vulnerable people in ensuring that their welfare is paramount in every project that we run in the community.

- All vulnerable people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.



- 
- All staff will be aware of the vulnerable persons protection policy. They will be signed up to the policy and will understand their responsibilities and procedures concerning how to respond appropriately.
  - All carers have the right to feel safe when entrusting their vulnerable people to Continental Drifts or anyone who works at our events care.
  - All vulnerable people have the right to have fun and be protected when participating in activities they, or their carers have chosen.

#### *Vulnerable person Protection Policies*

- At the outset of each project Continental Drifts will carry out a risk assessment and monitor risk throughout the life of the project.
- Staff will engage in effective recruitment, including appropriate vetting of staff and volunteers. All relevant staff and volunteers will be required to have an enhanced CRB check.
- Continental Drifts will support confidentiality in line with the data protection act 1998 and will not hand out any information about employees/artists or arts facilitators to other organisations. Continental Drifts is committed to artists rights.
- If staff are concerned regarding the welfare of the person this should be reported to social services.
- Continental Drifts will keep up to date with health and safety regulations in artistic practice and will comply with all updated changes in legislation and policies for protection for vulnerable people and children.
- Continental Drifts will provide relevant training and development when necessary.
- Continental Drifts will ensure all employees are aware of the indicators of abuse and neglect of vulnerable people.
- It is essential that there at least two responsible adults in the room at all times with a vulnerable person.

#### *Accidents and Injuries*

- If a vulnerable person is injured whilst under Continental Drifts' care or whilst involved in our projects a record will be taken in the accident report book.
- If a vulnerable person arrives at the tent with an obvious physical injury a record will need to be made in the accident book.

#### *Conduct with vulnerable people*

- All staff, volunteers or project leaders will keep a safe and appropriate distance from participants, and not engage in any inappropriate physical contact.
- Only touch participants when absolutely necessary to the particular arts activity. Agreement should be sought from participants prior to any physical contact.
- Do not make sexually suggestive comments even in fun.
- Always treat vulnerable people with equal respect and dignity. The welfare of each individual should always be put before the goals of the project.
- All feedback shall be encouraging, enthusiastic and constructive and no project leader will engage in negative criticism.
- Never shout at a vulnerable person.
- Always work in an open environment and avoid private or unobserved situations.
- If someone initiates physical contact deflect them if possible.
- Do not under any circumstances give out personal contact details.

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What to do if a vulnerable person discloses abuse.

- If they have been a victim of crime, police should be notified immediately
- Look directly at the vulnerable person
- Accept what the vulnerable person says
- Be aware that the vulnerable person may have been threatened
- Tell the vulnerable person they are not to blame
- Do not press for information.
- Reassure the vulnerable person they are right to tell you and that you take what they say seriously.
- Do not promise to keep the information they have disclosed a secret.
- Let them know what you are going to do next, who you are going to tell and why, and roughly what will happen.
- Finish on a positive note.
- As soon as possible afterwards, make hand written notes of exactly what the vulnerable person said and the date and time.

Action to be taken

- Do Not delay
- Do not act alone
- Do not start to investigate
- Inform Continental Drifts management team of your concerns immediately.
- The Management team will discuss with the relevant bodies what action should be taken.
- A meeting may need to take place and a written record will be noted.
- Continental Drifts will inform social services of the disclosure that will liaise with the relevant departments on a need to know basis and will, if appropriate, inform the police. It is the responsibility of the authorities to determine whether abuse has occurred.

**Further information guidance can be found at:**

Keeping arts safe [www.artscouncil.org.uk](http://www.artscouncil.org.uk)

Criminal records protection bureau line 0870 909 0811 [www.crb.gov.uk](http://www.crb.gov.uk)

Disclosure service [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

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## **Appendix 9-Continental Drifts company safety policy**

We, the management of Continental Drifts recognise the legal duties of care, as outlined in the Health and safety at Work Act 1974, to ensure our undertaking and work activities do not adversely affect the health, safety and well-being of our employees, contractors, the public attending events and anyone else that may be affected by our acts or omissions.

Continental Drifts has installed a Safety Management System (SMS) in-line with the requirements of the Management Regulations 1999, and advice given in HG65 The Principles of safety Management.

We intend to use legal requirements as a minimum on which we can make improvements to our safety performance.

Continental Drifts will give safety management equal status with other business functions such as marketing

To this end we will ensure that hazards, in our office premises have been identified and assessed. Where possible, risks have been eliminated and those that remain are controlled and managed so they do not present a significant danger to employees and visitors.

Ensure that an accident/incident reporting procedure is in place and all accidents, incidents or diseases outlined in RIDDOR 1995 are reported to the enforcing authority. We further recognise that when working on productions our business activities expand to include the working activities of contractors. When working on productions we will undertake to: -

- Select competent contractors, and include safety performance as a selection criterion.
- Ensure all contractors have suitable and sufficient risk assessments and safe working procedures.
- Pro-actively monitor contractors' safe working procedures during the event.
- Investigate, or co-operate with others investigating, any accident/incidents involving employees, contractors and those attending the event.
- Ensure when designing the layout of all temporary demountable structures, barriers and cable runs that they are intrinsically safe and the safety of the public, artists, crew and employees is considered at the design stage.
- Ensure that employees and contractors are familiar with the site accident and incident reporting procedure.
- Ensure all temporary demountable structures hired for the event conform to all statutory guidance and relevant British or European Standards.
- Ensure employees and contractors are provided with adequate sanitary, welfare and first aid/medical provision.
- Ensure that there are adequate resources, financial or otherwise, allocated for health and safety purposes.
- Ensure that all employees receive adequate training and instruction so they are competent to carry out their duties with the Safety Management System.
- We understand that no SMS will succeed without the involvement of employees and contractors. We urge them to give full co –operation to Continental Drifts in the management of safety.

Signed: M.J.Wilds (Director)

Date 12/1/13

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## ***Production Company Continental Drifts Roles and Responsibilities***

### **Event Manager & Continental Drifts Directors.**

- Ultimately responsible for health and safety.
- Ensuring adequate resources are put into health and safety.
- Ensure all employees receive adequate training and instruction.
- Keeping up to date with changes in regulations, guidance and industry best practice.
- Obtaining expert advice on issues of health and safety when required.
- Ensuring health and safety has a high profile within Continental Drifts and set a personal example.

### **Production Co-ordinator**

- Select competent contractors (where not already chosen by the client).
- Design and layout temporary demountable structures and temporary services so they are intrinsically safe following advice in The Event safety Guide HSG 195 1999.
- Co ordinate contractors and crews work activities so they do not clash.
- Familiarise themselves with contractors risk assessments and monitor contractors working practices.
- Ensure the recording and investigating accidents that occur on site.
- Ensure accidents/incidents and specific diseases are reported to the relevant enforcing authority, as per RIDDOR 95.
- Ensure contractors are given adequate information about the site access, egress, emergency and evacuation procedures, welfare and sanitary provisions.
- Ensure all contractors are made aware of the site traffic system and site safety rules.
- Give full co-operation to the officers of the Council and Emergency Services.

### **Craft & Catering Stalls Co-ordinator**

- Contract all craft and catering stalls for festival.
- Ensure stallholders are properly certified and insured and follow all safe working procedures, practices and site safety rules.
- Attend any site safety training and toolbox talks.
- Give full co-operation to the officers of the Council and Emergency Services.
- Raising all health and safety issues that may arise, with a senior member of staff.

### **Production Office Manager**

- Responsible for general production office management.
- Responsible for managing communications through radio control and telephone.
- Recording and investigating accidents/incidents and complaints/queries regarding the event production.

### **Site Manager**

- Assist the production manager with contractor management on site.
- Follow all safe working procedures, practices and site safety rules.
- Assist the project manager in giving information and instruction to contractors.
- Attend any site safety training and toolbox talks.

- 
- Give full co-operation to the officers of the Council and Emergency Services.
  - Raising all health and safety issues that may arise, with a senior member of staff.

#### **Site Crew**

- The crew are responsible for raising all health and safety issues that may arise, with a senior member of staff, and reporting any hazards or incidents to the production office.
- Co-operate with managers in the implementing of safe working procedures, practices and site safety rules.
- Give full co-operation to the officers of the Council and Emergency Services.

#### **The Safety Committee**

The safety performance at each event shall form part of the debriefing session. Debriefing will include the managing director, project manager and site co-ordinator, contractors, client and crew.

#### **Environmental Policy**

The company seeks to be a leader of good environmental practice within the events industry.

Continental Drifts and Lime Green Ltd are committed to :

- Operating in strict accordance with relevant laws, regulations and professional codes of practice.
- Recognising and protecting natural habitats and environmentally sensitive areas.
- Minimising the effect upon the environment of our organisation and events.
- Achieving continual improvement in our environmental performance.
- Operating in an open manner and encouraging feedback on our environmental performance.
- Recycling waste where possible.
- Educate and train our employees to conduct their activities in an environmentally friendly way.
- Working closely with regulatory bodies, environmental organisations and all other interested parties on environmental issues.

*To achieve our aims we will:*

- Use energy efficient light-bulbs and machinery.
- Use re-cycled materials where possible.
- Ensure all waste is recycled where possible.
- Avoid the use of hazardous substances when possible.
- Ensure any hazardous substances when used are stored and disposed of safely.
- Recycle old equipment and furniture whenever possible.
- Use timber from renewable sources.
- Use alternative energy sources where possible.
- Use organic and bio-degradable products where possible.
- Look for ethical and fair trade suppliers.
- Encourage employees to walk, cycle or use public transport whenever possible.
- Avoid battery-powered products.
- When battery products are used, ensuring waste is properly disposed of.
- Use solvent free products when possible.
- Be vigilant in clearing litter.
- Avoid causing a noise nuisance.

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### **Appendix 10- Noise Management plan**

To Follow, this will be carried out by Vanguardia and will be on similar lines to the 2013 plan.

### **Appendix 11- Traffic Plan: We Are Festival**

A full traffic plan will be developed for the event and will be agreed by the SAG. Currently organizers are speaking to CTM about managing the traffic for the event. This will be confirmed shortly.

The organizers recognize that the traffic management is the key area for improvement on the event and as such suggest the following:

Close the show at 12.30am, run the trains and tubes to 2am,

Increase the buses from 20 to 100. Run them from site to Upminster Station, Stratford + key post code areas in surrounding counties Kent, Surrey, Hertfordshire, Berkshire, Buckinghamshire (77% of customers)

New entrance point on Aveley Road for buses and Taxi's only.

Parking patrols and restrictions on surrounding lanes

Pay for additional Traffic Police resource to assist with controlling the illegal parking and traffic round the site.

Employ an experienced traffic company and agree the key senior personnel in advance.

Application to council for a one-way traffic system employed for part of Aveley Road, Gerpins Lane & Berwick Pond Road.

Expand current Car Park facilities.

Expand taxi & bus area so both can be housed in the same area.

Pre-book 300 cabs to arrive @ 9pm, 300 cabs @ 10pm, 300 cabs @ 11pm, 300 cabs @ midnight, 300 cabs @ 1am.

Increased level of after party coaches, bigger after show events capacity wise to help site egress.

Additional after party at Brixton Academy can take 5,000 of the audience.

Coaches on sale with tickets from day 1 of pre sale.

Additional security, marshalls and revised queuing methods in taxi & bus area + additional welfare provisions, hot tea, coffee, food as well as more foil blankets for waiting customers.



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**Appendix 12**

**Event Risk Assessments-** To follow in Later drafts. Tim Byrne ( Safety officer from 2013 event) is confirmed as the safety officer for 2014.



## Appendix 13- Security Plan and deployment

### CROWD MANAGEMENT PLAN - SECURITY PLAN

We Are Festival 2014

#### Statement of Intent

A focus on safe and effective crowd management will be included in all aspects of planning for the "We Are" site. Close working relationship between all the partners and the Emergency services will ensure a pro active approach.

SB Security Solutions ltd shall ensure that all Security staff working on the site shall have the correct training for their roles and responsibilities. A Manager shall be in contact with the client through their event and shall be kept updated on any issues that may arise.

#### Event Overview

#### Event Schedule

(see event manual)

#### Public Profile

From experience of the 2013 event we would expect a 50/50 split and likely age range 18 - 35 yrs.

#### Public Journey

Details to be provided once traffic plan is in place.

#### Screening

Search policy will be in place. This will be a wand search

#### Access to Venue

Access will be by a Main Gate 1. Security will be in place to monitor these entry points and a search policy will be in place. Ticketing system will be in place. Gate 2 will be for Guests and VIP access only.

#### Management Structure & Communication

In order to maintain the safe and effective management of "We Are" and to ensure delivery of this plan, a management structure of experienced and qualified staff will provide key roles within the venue. This structure will be supported by a team of Stewarding staff reporting to the Security Manager along with other functional area staff on the venue.

#### Security / Stewarding Structure

The Security and Stewarding team will be tasked with looking after the integrity of the clients infrastructure, bars, stage duties and response teams. The team will be made up of SIA license holders and stewards who hold a relevant NVQ Level 3 supervisor qualification and contracted paid stewards with a relevant NVQ Level 2 qualification.

The team will be supplying the following services:

- Circulation and directions
- Monitoring entrances.
- Monitoring crowd access and egress
- Perimeter security.
- Stage Security
- Other roles within the event arena.
- Bar Security
- Search Policy

Each steward will have an allocated role in the event of an evacuation.

Security will be deployed in the following roles, determined by the event:

- Stage security - To check backstage access, pit working and integrity of the performers.
- Bars - To enforce the license and check under-age drinkers.
- Response Teams - To operate within the venue and deter Anti social behaviour

#### • Event Control Room (ECR)

The Event Control Room (ECR) is the central hub for venue operations; the safety and well-being of all persons on site will be monitored from this area. The ECR will contain all crowd management, public area and other safety equipment. The ECR will also house representatives from the Emergency services. The Security Manager will work with other organisations within the control room to ensure radio communications are operational. The Security Manager and the Police liaison will want to be on the ground which will mean communication can still exist throughout the event.

#### • Emergency Liaison Team (ELT)

An Emergency Liaison team will be made up of representatives from the show Management, Security, health & Safety and emergency services. In the event of a major incident these teams will be charged with ensuring safe evacuation to refuge areas, and further tasks.

The Emergency Liaison Team will liaise with Emergency Services in the event of transfer of authority.

#### Planning Inputs

##### Identified Areas of Massing and Specific Crowd Control issues

#### • Access to site

Will be by entry gates, already in place. Tickets will be used to ensure that we do not exceed license capacity. A back up system of "counters/clickers can be in place in case of ticket check failure. A barrier system will be in place to control crowds approaching the pedestrian gate.

### Circulation

- Once within venue site, the public can access catering concessions, toilets, marquees and the open areas. Stewards will be located in areas to direct people around the site if required to do so.
- Any pinch points or likely congestion areas will be monitored and actioned on accordingly.
- Security and stewards will be located within the event site to ensure that all areas are managed safely.

### ◦ Egress

Egress will be by the same way as entry. Security and stewards will be deployed leading up to end time and ensure that crowds dispersing are not congested and it is safely managed.

### Staffing

### Management

### Training

The contracted staff will be qualified.

In addition all staff will attend a Venue Familiarisation session to cover:

- Event information
- Venue layout/access/egress/emergency routes
- Venue safety systems
- Venue facilities
- Communication processes
- Emergency procedures

### Briefings

A briefing will take place with all staff before moving to position. This briefing will cover:

- Review of venue Health and Safety
- Review of roles and responsibilities
- Changes in operation

A Management meeting will take place before, during and at the end of the event and information will be recorded and fed into the following event to improve the systems in place. Any key posts such as fire exits will have a briefing document laminated and in place to refresh the briefing as needed.

### Deployment

Key staffing positions have been allocated to each role. Each steward and staff member will be briefed on their specific role and will report to a specific position. Staff will be directed on their roles and responsibilities and scope.

### Staff Welfare

As per staff briefing

### Key Stages

#### Crowd Monitoring

Stewards will be positioned in key locations during ingress and egress to observe pedestrian flow, identify and report potential issues, and efficiently resolve problems as directed by the ECR and in coordination with key functional areas.

## Evacuation

(See evacuation plan)

### Related Policies and Procedures

- Staff Briefing
- Pre opening checks
- Deployment
- Venue opening
- Observation points
- Response teams
- Monitoring spectator movement
- Incident reporting
- Dealing with anti social behaviour
- Ejection of spectators
- Evacuation of public (See separate Evacuation Plan)

### Incident Response Plans

Incident Response Plans will be used and directed by event control.

### Event stop procedure

In the event of an emergency or need to stop the event, the venue Safety officer, Venue Manager and Security Manager will agree on the process, timing and next steps. All Functional Areas will have specific roles and responsibilities in this instance.

### Evacuation Messages

Pre-agreed messages will be delivered via the PA system or manually on the instruction with the Venue Manager and security Manager.

### Emergency Vehicle Access

Emergency Services Vehicles are able to access the venue via specific routes. (Refer to Evacuation Plan).

### Incident Support and Reporting

Incident reporting will be maintained via the specific Venue Reports and made available to incident investigation and responsible agencies.

## SECURITY AND STEWARDING DEPLOYMENT

### Security Manager

To manage the integrity of the venue and the event and to report directly to the event Manager and event Clients. Liaison with the Emergency services and Licensing officers.

- To ensure that staff are briefed in their duties and are aware of health & Safety related aspects of the venue and that all Security and Stewards are aware of the Emergency procedures.

### Perimeter Security

To operate within the licensed areas of the venue, but outside the perimeter fence to manage queues and the public on pathways., anti social behaviour and noise related issues.

- To assist members of the public attending the event.
- To work within the Security licensing Act and display their SIA badge at all times.
- To assist a police officer as and when applicable.
- To take details of any persons causing any damage to the property and forward to the Event Control Room.
- To act as an external response team and be at the disposal of the Event Control during their working hours.
- To monitor for congestion and relay information to event control.
- To 'soft ticket' check the public before they enter the venue.
- Random search if required.

#### DEPLOYMENT:

The deployment will be developed with Lime Green Ltd, Continental Drifts and Havering police.

Roles and Responsibilities - See Event Plan

Communication: -

Radios will be used on all prominent positions manned by security and stewards. An event control room will be established for communication throughout the event for command and control.

Security control will have communications with all agencies on back to back systems.

Steve Bettsworth  
Director  
SB Security Solutions Ltd.

(An SIA Approved Contractor)

Deployment of security tbc but will be at a higher level than in 2013.

**Appendix 14/15: Event License**

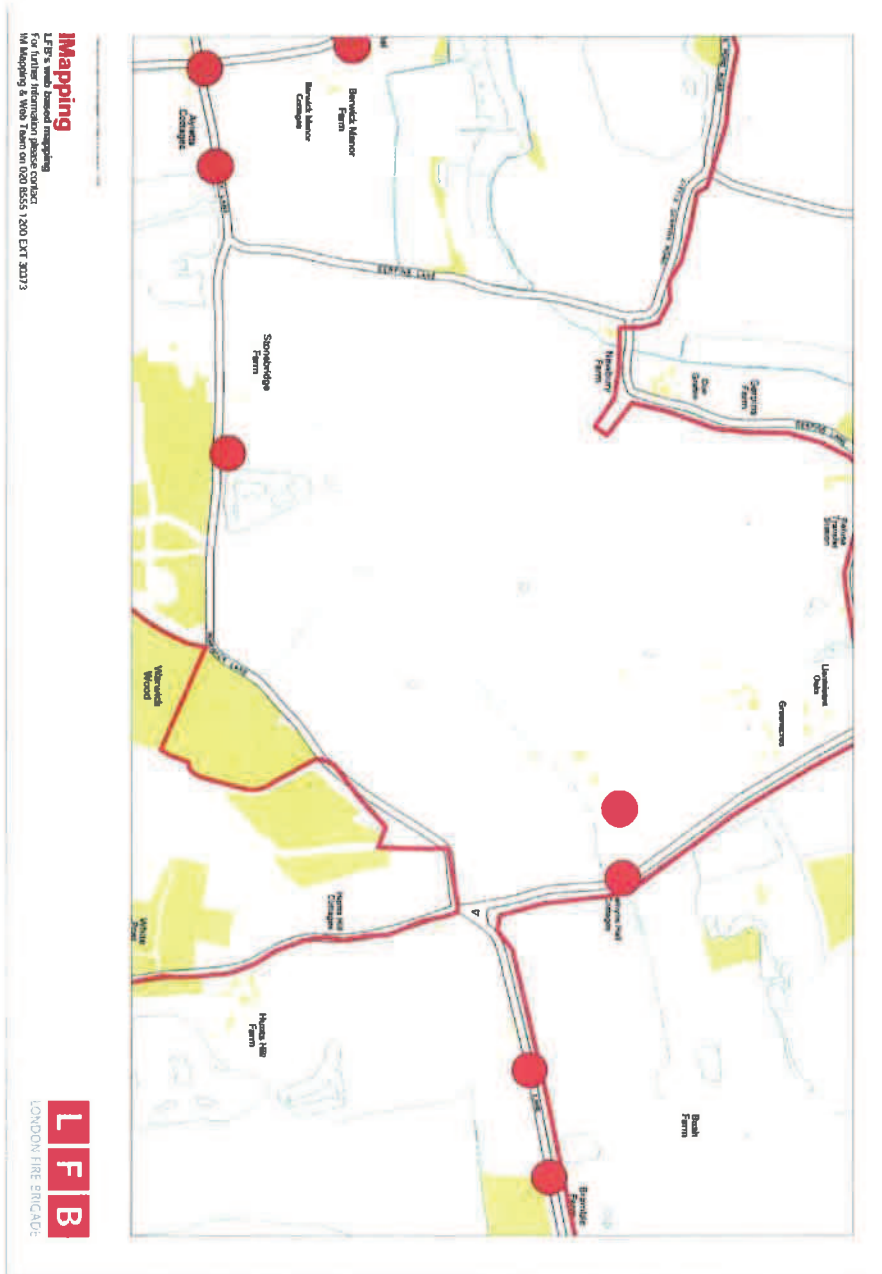
Copy of license application available on request

**Appendix 16- Insurance document**

We Are Insurance to be sent prior to the event

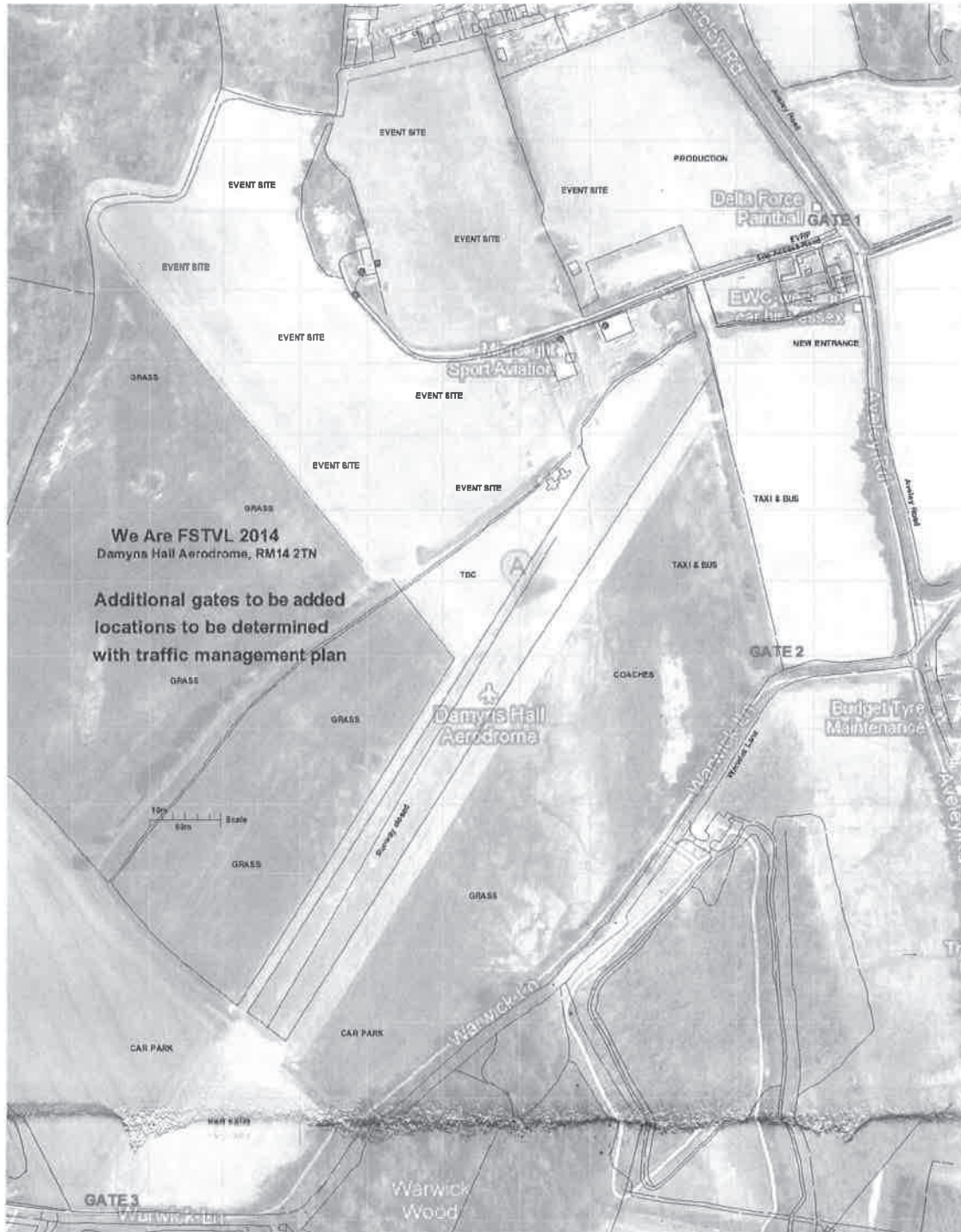
Continental Drifts have 10 million public, 1 million professional indemnity and 10 million employers liability insurance -available on request

**Appendix 17- Fire hydrant map**





**Appendix 18- Draft site map- a detailed map will be prepared for later drafts of this plan**





**Appendix 19— Traders list- To Follow**

**Appendix 19— Traders list- To Follow**

## **Appendix 20- Alcohol management plan –to be developed once bar provider is in place.**

### **1. Basic Operating Structure**

- a. THE BAR PROVIDER will have in place at least one company director to oversee all aspects of the bar operation for this event.
- b. All bar managers will hold Personal Licences for the retail sale of alcohol.
- c. Further details will be confirmed in later drafts of this plan

### **2. Control of the Sale of Alcohol**

- a. We Are festival will use a variety of well tested methods of operation to ensure that the retail of alcohol at this event will be professionally managed and that the consumption of retailed alcohol will be maintained at an acceptable level for the public in attendance to enhance their enjoyment of the event whilst still minimizing the contribution to crime and disorder that could be caused by excessive consumption.
- b. The number and location of bars at the event is 4. In addition there will be a VIP structure in the backstage area.
- c. Each bar will have a dedicated and experienced personal licence holder who is conversant with the requirements and responsibilities for the sale of alcohol under the Licensing Act and who reports directly the DPS.
- d. A complete list of all personal licence holders to be used on site will be submitted to the Police licensing officer no later than fourteen (14) days prior to the first day of the event.
- e. Each bar will have a dedicated bar manager who is conversant with the requirements and responsibilities for the sale of alcohol and will be given a written designation of their responsibilities. They will directly instruct, monitor and support their staff in ensuring the requirements of the Licensing Act and specific requirements relating to the Premise License are adhered to at all times.
- f. The bar provider will employ trained and experienced staff. All bar staff must be aged 23 or over.
- g. All bar staff will be issued with a handbook detailing health and safety, sale of alcohol requirements and drug awareness information.
- h. All staff will be briefed in the requirements of the Licensing Act 2003 in relation to the sale by retail of alcohol prior to them starting work at the event. This usually takes place on site immediately before starting their first shift.
- i. All staff will be instructed about the acceptable forms of ID for proof of age in use at this site as this varies around the UK.
- j. All staff members and managers sign a declaration to state they have received and understood this training and that they are aware of and understand their own personal

responsibilities under the Licensing Act. These are kept on site for the duration of the event.

- k. All bar staff will be given a written consent through their direct bar manager authorising them to retail alcohol at the licensed premises. They will be required to sign a log stating they have received this written authorisation. This log will be available for inspection by any licensing official in pursuit of their duties.
- l. All staff will be issued with a plastic laminated set of reminder cards which hang around their neck permanently displaying the 'CHALLENGE 25' logo on either side to the general public to emphasise that staff will challenge any person who is deemed to look under 25 years of age. This also empowers the staff to feel confident in issuing a challenge and the laminate cards contain all the necessary information about the Licensing Act and the staff member's responsibilities for the control of sale of alcohol. (the text of these cards will be detailed in later drafts)
- m. To help reduce the likelihood of drunkenness the staff are briefed in detail in their training about refusing service to persons they believe to be intoxicated. There will be a specific mention to this in the reminder cards that all staff are given.
- n. Each arena bar will have SIA registered security personnel present at all times that the bar is operational. They will assist the bar management in the control of patrons at the bar and in particular in turning away intoxicated persons or problem customers. These permanent bar security will be further supported by arena response teams when necessary.
- o. Staff sign out the laminate described above and also have to sign it back in so this acts as another check-measure in ensuring staff are constantly aware of their responsibilities.
- p. All staff will be further briefed before each shift by their bar manager about any other conditions or requirements to their specific role or place of work and about any changes to the event conditions that may have occurred.
- q. All bars/ counters will be closed in a phased manner across site. Once the main act is on stage we will aim to close bars at appropriate times as the demand falls. This will not be a pre-determined shut down but will be undertaken based on how busy each bar is relative to the others.

## **1. Bar/cash Operations**

- a. There will be a number of public bars in operation for this event.
- b. In addition to the SIA security personnel on the bars, there will be additional personnel within the cash management team. They will also be able to call on the assistance of the arena response teams where necessary and will be listed within the schedule of SIA personnel.
- c. Bars will operate with a token system
- d. A well-managed system also reduces frustrations for customers in the time they wait to be served and so promotes a more relaxed and safer environment for all.

**Signage**

- a. All signage clearly shows a "Challenge 25" logo as do all the lanyards worn by the staff when they are serving.
- b. There will be signage on each bar that clearly states the bar closing time.

**2. Control of Illegal Sales**

- a. It is in our direct interest to control the illegal sale of alcohol on site as we lose every penny spent with an illegal source.
- b. The DPS will inform all event traders and instruct the event security that all trader vehicles will be searched before entering a site to prevent large quantities of alcohol being brought onto site for illegal sale.
- c. Any amount deemed to be above that acceptable or reasonable for personal consumption would be confiscated.
- d. Staff will monitor all areas of the site for illegal sales of any alcohol or any unacceptable products offered for sale.
- e. We will work closely with the site security, police and trading standards to ensure the best systems of prevention, detection and apprehension are maintained.

**Appendix 21- Draft resident letter – to be distributed early in 2014 (subject to license approval)**

Dear Sir / Madam,

We write with regards to our forthcoming 2 day Live Music Event on the Spring Bank Holiday.

We don't wish to be of any convenience to you in the slightest but we wish to politely inform you of the event way in advance.

We take our responsibilities to all neighbours of the site very seriously and have employed a specialist event noise management team Vanguardia to work with us. Vanguardia will be setting noise levels for the event in conjunction with the council's environmental health team and will be on site throughout the event to monitor those levels. We are also working with a specialist traffic management company to ensure any additional traffic resulting from the event is well managed and causes minimal impact around the local area.

We hope you and your friends might join us for the event and would like to offer you

4 x VIP tickets per household including complimentary food & drinks refreshments including access to VIP area, backstage passes and a money can't buy chance to meet the stars on our show

Many thanks for your time reading our letter. We look forward to hearing from you at your convenience.

We can be contacted here:-

Your faithfully,

**Appendix 22-waste management plan**

To follow

**Appendix 23 -Sanitary and Washing Facilities Plan**

The 2013 provision is listed below. This will be increased for 2014- final numbers tbc.

135 event units

40 urinals

3 x 3+1 VIP trailers

1 x 1+1 trailer

5 disabled units

Toilets will have hand sanitiser.

**Appendix 24- Event contractor list-to follow**



## Appendix 25- Welfare Policy



*Tiger Tea/TTK Welfare*

# We Are Fstvl Welfare Policy

### What is “Welfare”

To put it simply, event welfare provides support to event attendees who find themselves in distress and need a safe secure place to turn to.

In more complex situations, it may mean helping someone who has found themselves overcome by an alcohol or drug experience needing a safe place to feel protected and non-judged while they recover. These people do not need to take up valuable time with the medics if they are not “ill” but merely confused or needing to rest in a quiet place.

### General Welfare

The TTK welfare team will offer support to all who are in need of assistance or those in a stressful situation. TTK will keep a supply of items to assist with attendees in need: spare clothing, blankets and toiletries, sanitary products, temporary shelter and so on.

The Welfare area will offer a safe haven for anyone who is in distress for whatever reason. It offers a quiet area for people to sit, have a hot drink, talk if they need to or just rest. TTK can support people who have received unfortunate news or people who have been abused on site and want a safe place to shelter.

At all times TTK will work closely with on-site medics to provide a safe haven for those casualties or cases that need shelter and support in recovering from drink or drug induced states but no longer require medical attention.

TTK personnel are non-judgmental and discreet while maintaining a good sense of humour and pleasant atmosphere within their area. They are use to festival surroundings and know what to expect from festival crowds.

### Young Adult Safety

Although this event is open to those aged 18+ some of the younger adult attendees may not have the maturity or experience in dealing with a long, late night event of this nature. TTK Welfare specialises in working with young adults who find themselves distressed in these situations

### **Admitting Youth to Site: Incorrect ID / NO ID – under 18**

All information states that the event is open to those who are 18+, but there may be some youth who try to “push their luck” and potentially slip-in or claim they have no ID to prove they are 18+. If an under 18 is caught and turned away they may be stuck on site with no transportation immediately available to them. These are vulnerable young persons and as such are the responsibility of the Festival Management under Licensing Objective 4.

The welfare of these young persons shall be looked after by a qualified member of the event Welfare Team who will see that they are kept safe and assist in getting hold of the parent or responsible adult who will collect the young person or they will assist in finding adequate transport to take them to a place of safety.

### **Over Indulgence / Social Disorder**

Despite all efforts to monitor alcohol and drugs on site, there may be instances when an attendee may have had access to a drug and has indulged to the point of illness or socially disruptive behaviour.

1. Should Security, Stewards or any festival staff be presented with an attendee who is ill or incapacitated due to intoxication of possible drug use, they shall be taken to the medical tent as soon as possible either on foot (if able to walk) or a medical unit will be called to them.
2. If the person is so incapacitated that they cannot communicate, then their welfare is the responsibility of the Festival Management.
3. The medics on site will be trained and experienced in working with the conditions presented and their medical treatment, particularly of life threatening conditions will take priority.
4. Once the person is out of danger medically but still in need of being watched or allowed to recover, they will be handed to the welfare team.
5. Social Disorder: Should Security be alerted to a social disorder situation that involves a teen (under 18), then that teen shall be held, their name taken and, Welfare will help attempt to locate the guardian / responsible adult.
  - In extreme cases, if a false name has been given or the guardian / responsible adult not located then Welfare will consult with Festival Management about informing police of the situation and Police then assume responsibility for the young person.
  - Every efforts will continue to locate the guardian / responsible adult
  - No teen having been held by security for disorder shall be released back into the festival

### **Records**

TTK will have accurate and thorough methods of record keeping during the event so that management will have full statistical information of how the welfare point was used and support for any actions following on from welfare visitors. A post-event welfare report will be written to include a charted breakdown by gender, age, time and date as well as basic reason for welfare care. No names will be given in the report as this is confidential information.

**Appendix 27- Trader form-to follow**

**Appendix 28- Bar Info- to follow**

**Appendix 29- Challenge 25 staff declaration-To Follow**

**Appendix 30-Major Incident Plan**

This will be based on the 2013 Major Incident Plan but will be developed further in conjunction with the fire brigade and the emergency planning team once further event details have been confirmed.

**Appendix 31-Signage Plans-To Follow**



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Calls cost £1.00 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 sent to 93149. Text cost 11p 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.

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To work in their medium size busy office in Barking  
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Please contact Bernadette / Michelle on  
**020 8477 4903/08**

## Public Notices

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

Applicant: Lime Green Events Ltd  
Premises: Damyan Hall Aerodrome, Aveley Road, 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 09:00 on the Saturday of Spring Bank Holiday (end May) each year to 00:30 on the Sunday of Spring Bank Holiday (end May) each year, and 09:00 on the Sunday of Spring Bank Holiday (end May) each year to 00:30 on the Monday. Provision of late night refreshment from 23:00 Saturday till 02:00 Sunday and 23:00 Sunday till 02:00 Monday on the Spring Bank Holiday each year.

Full details of the application can be inspected at the address noted below during normal business hours. 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](http://www.havering.gov.uk)

Such representation must be received in writing by: 21st August, 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. The maximum fine for which a person is liable on summary conviction for the offence is £5,000.00.

## Bargain Buys

**SOLID PINE WALL UNIT**  
133cm wide x 46cm high x 22cm deep. £30.00. BOOKCASE, two drawers, 184cm high x 80cm wide x 30cm deep. £15.00. Tel 07748 076140.

**BOYS CLOTHES** 11-13yrs, inc puffs jacket gilets by Superdry, Next, Gabrini, trousers, jeans by Next, Ralph Lauren, all excc cond, £60 the lot. Tel 01268 419856.

**DOUBLE DUVET** fits super king bed, 10.5 x 4.5tog, £60.00. Tel 01268 710705.

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**DOUBLE BED** Rest Assured, four drawer divan, vgc, £99. Tel 07753 189101

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**BLACK ASH SIDE TABLE** perfect cond, 40cm high x 47cm wide x 38cm deep, £25.00. EXERCISE BIKE, as new, folding, magnetic resistance, £40. Tel 01702 206704.

**PRO-POWER MULTI-GYM** hardly used, £50. Tel 01375 671424

**WOODEN EXTENDING LADDER** up to 18ft, £5. Tel 01708 557715.

**CDA INDUCTION HOB** nearly new, £85. Tel 01268 661704.

**BOYS MOUNTAIN BIKES** Reflex Viper Dual Suspension, 20 inch wheel, 1 Green, 1 White, good condition, £30 each. Tel: 07796 954193

**MOUNTAIN BIKE** mens, steel frame, 18 gears, gc, £45. ROUTER TABLE WITH ROUTER FITTED, gc, £45. Tel 01702 294117.

**WIDE SELECTION LADIES CLOTHING** inc shoes, size 7, handbags, evening wear, excc cond, size 18-20, under £100. Tel 01277 221549

**CHILDS PLAYHOUSE** one door & three windows, can be dismantled, reasonably good condition, £25. Tel 01268 554756.

**WORKMATE, BLACK & DECKER** plus, latest full size model, multi-slot position, vertical jaw movements, bargain £35.00. Tel 01702 353150.

**TROUSER PRESS** (Corby), 15 & 30 minute settings, auto-shut-off, vgc, buyer collects, £45. Tel 01268 752878.

**DINING TABLE** 6ft, regency style, £70, matching four chairs, two carvers, £60. TALL HI-FI CABINET, regency style, £50, excc cond. CARPET, deep pile, charcoal, 13ft x 12ft, vgc, £50. Tel 01702 872943.

**WHITE CHEST DRAWERS** mint cond, five long drawers, width 32in x height 43in, £35. Tel 01702 466111.

**URBAN SVG FOLDING BIKE** metal frame 20" wheels hardly used like new sell for £60 Tel. 07535650265

**PAIR LADIES WALKING SHOES** size 7, still boxed, never worn, half price £20. Tel 01702 204629.

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Julie  
**07881 288 926**  
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**ENGLISH** and Maths lessons in your home.  
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**WHEELED HOLDALLS** 2 Red Holdalls W55cms D30cms £8 each Tel. RUCKSACK with detachable coolbag. NEW £10 TOWELS, 2 Black Bath Sheets £5 Tel. 01708 459043

**DRAPER TABLE SAW**, 1/4 HP power motor, 2850 rev per minute speed, 8 1/2in circular blade, hardly used, bargain £40.00. Tel 0208 5270158.

**BENCH SAW** Axminster Jet, two wheel with light & spare blades, gc, £55. Tel 01702 294117.

**URBAN SVG FOLDING BIKE** metal frame 20" wheels hardly used like new sell for £60 Tel. 07535650265

**IKEA KRITTER PINE BED FRAME** slatted bed base & guard rail, plus mattress, washable cover, gc, only used at grandparents house, £23. Tel 01702 549576

**DISABILITY WALKING FRAME** two front wheels, vgc, no longer needed due to hip replacement, £12. Tel 07930 547019.

**DINING TABLE** in solid oak contemporary style with 5 brown high back faux leather chairs. Bargain at only £150. Matching sideboard with 2 cupboards and 3 drawers. £160. Expensive solid well made items. Tel/text: 07921 101107

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Homestead Care Service  
Second Floor,  
11 Bryant Avenue  
Harold Wood, Romford RM3 0AP



**Havering**  
LONDON BOROUGH

Interested Parties (Valid objections)



**From:** linda van den hende [lindavandenhende@btinternet.com]  
**Sent:** 15 August 2013 19:27  
**To:** Paul Campbell  
**Subject:** We are Festival at Damyns Hall 24/25 May 2014 12945

Hi Paul

I wish to object to this application on the grounds of the prevention of Crime and Disorder and the prevention of Public Nuisance

### **Prevention of Crime and Disorder**

An event operating under the same name was run over the Saturday/sunday of 25/26 May 2013 for a maximum of 14999 people. I have detailed information from the police in terms of crimes reported at that event and from people leaving the event. There were a total of 47 reported and therefore recorded by the police. These ranged from mobile phone thefts, drugs found and assault. In addition there were 2 arrests at the site for possession of drugs and common assault and a further 2 on the transport system by people from the event. In addition there were significant dispersal issues. The site is situated on a narrow road with limited entrance access. Taxis. Shuttle buses and other vehicles stopped along the road and caused problems in terms of people leaving the site not getting quickly away from the site. This created high levels of noise. This was directly outside a row of residential cottages as well as other properties along that part of the Aveley Road/Bramble Lane. I understand that each licensing application stands alone, however the event appears to be along similar lines as this year and it can therefore reasonably be assumed that similar issues are likely to arise, given the capacity remains at the same level and it appears to be over 2 days rather than one therefore increasing the possibility of crime and disorder issues..

### **Prevention of Public Nuisance**

It appears from this application that the intention is to have a 2 day event which will be open to the public from 8am on 24 May until 2am on 25 May and again from 8am on 25 May until 2am on 26 May. With the high cost of tickets it is reasonable to think that people will want to stay to the end and therefore residents will be subjected to 2 days of significant levels of disturbance. The license seeks late night refreshment availability until 2am on both sunday(25th) and monday (26th). In addition music/dance/films are requested until 00.30 on both days with the sale of alcohol to midnight on both days. All of this adds to the significant public nuisance that will be caused by granting of this license. In addition there will be considerable nuisance caused by the set up for the event, again from experince this takes 3/4 days before and 2/3 days after the event to clear the site and an accumulation of rubbish along the road.

If the license is to granted I would ask that the time of the late night refreshment be reduced to 1am on sunday 25th May and midnight on monday 26th May. In addition the sale of alcohol be restricted to 11.30pm on both satuday and sunday. The application seems to seek the license to be granted for 2014 and beyond with no end date. I would ask that if granted at all the license is restricted to one year.

I would be grateful if you could confirm that this is a valid objection. I also confirm I would wish to address the Licesing sub-committee on this matter.

Many thanks

Cllr Linda Van den Hende





37 Fairview Ave  
Rainham  
Essex



RM13 9RL

**Re Licence Application under Section 17 of the Licensing Act 2003**

Dear Sir

I wish to object to the above application. This landing strip already causes we residents in the north of Rainham constant disturbance at weekends, with both the over flying of fixed wing aircraft and helicopters. Recently they were permitted to hold a music festival. It caused noise pollution into the early hours together with traffic congestion in the surrounding area. We in Rainham were not even informed that this was taking place no doubt due to the fact that the air strip falls in Upminster Ward and not Rainham. Needless to say Upminster is far enough away from it not to be disturbed as against Rainham which is on its doorstep.

The owner appear already to expects to be granted this licence as they already have roadways in place in anticipation of many vehicles arriving.

This air strip was very small when I moved here some 40 years ago in fact it was used by a farmer. Since then it has built up be a quite large commercial concern. Why do they want an alcohol licence? Are we to expect the landing of a commercial business that will require restaurant facilities. Are they not able to hold this music festival without the need to have alcohol?

I object to it being granted a licence once but not to be given permission for ever and a day with no requirement to ask again. I think this application is the thin edge of the wedge and you will end up with a full commercial enterprise on our doorstep with no way of putting a stop to it.

Please give this objection some consideration.

Yours Faithfully

Mr N J Drew

A handwritten signature in black ink, appearing to read "N. J. Drew". The signature is written in a cursive style with a large initial "N".



12<sup>th</sup> August 2013



39 Fairview Avenue  
Rainham  
Essex  
RM13 9RL

Tel. 01708 551629  
Mobile. 07711 599949

E-Mail [terry.gladman@btinternet.com](mailto:terry.gladman@btinternet.com)

The Manager  
Licensing Team  
Housing & Public Protection  
London Borough of Havering  
Mercury House  
Mercury Gardens  
Romford  
Essex  
RM1 3SL

Lime Green Events Ltd

We refer to the application for a premises licence under section 17 of the Licensing Act 2003 by the above named Company.

What we are concerned about is the granting of an alcohol licence. We note that they have applied to provide late night refreshment 23.00 pm to 02.00 am on Saturdays & Sundays. It is not clear from your advertisement whether they intend to serve alcohol between these hours. If it is their intention to serve alcohol during these hours we feel it would be unwise to do so because as I am sure you are aware that there will always be someone who will drink to excess which will cause problems for the Police and residents.

We also are concerned about the noise levels of the proposed live music. What we do not want is to be disturbed at night by the sound of noisy pop music.

We understand that we are about to experience a 3 day concert which is going to be held on August Bank Holiday next. We in Rainham are very close to Damyns Hall Aerodrome and the music from this concert would be very disturbing to the residents if it carries on to the early hours of the morning.

We have no objection to this Company providing facilities for dancing or making music but we do feel that the events should finish at a reasonable hour and not continue to the early hours of the morning.

We both attended the recent Air Show held at Damien's Hall Aerodrome and it proved to be very entertaining, well run and finished at the reasonable time of 5.30pm.

We do feel that the Company should apply for a licence each year and not be granted a continuous licence at this stage until we see if any problems develop as a result of the proposed event, such as excessive noise levels and traffic jams.

What we do not want in Rainham is an annual event developing into another Glastonbury.

We should be obliged if you would consider the matters we have raised in this letter before granting a licence and perhaps having the application amended so the music finishes at a more acceptable time of day.

Yours sincerely



T.J. Gladman

P.R. Gladman



20 AUG 2013

92 Lake Avenue,  
Rainham,  
Essex,  
RM13 9SG.

16<sup>th</sup> August 2013

Licensing Team,  
Housing & Public Protection,  
London Borough of Havering,

Dear Sir,  
Re; Damyns Hall Aerodrome, Averly Road, Upminster, RM14 2TN.

We wish to register our objections for a premises licence being given to the above.

This site is in the greenbelt and what the applicant is proposing to do will be detrimental to the surrounding area.

The roads around the area are country lanes, with no footpaths and to have all the extra traffic around on the event days will cause traffic jams in all directions, as it did earlier this year when a music festival was held on this site. Also many people were walking to the venue in the road thus being extremely vulnerable and a hazard to the traffic. It will also make Cely Woods, which is practically opposite, difficult to access due to volume of traffic.

Any noise from the event will be audible to the residents of North Rainham, the event held earlier this year did cause noise problems at times and our concerns are that we would suffer from this during the whole time the event is taking place.

Damyns Hall Aerodrome only exists due to encroaching onto greenbelt land, which started out as a landing strip in a farmers field and has been allowed to grow seemingly unchecked by local authorities regardless of the noise it causes to local residents ie; music events as well as the general noise from the aircraft that use it on a regular basis making it unpleasant to use Cely Woods at times when a lot of aircrafts are taking off/landing all day.

We feel that to grant this license would be yet another step towards having a totally unsuitable business on our greenbelt land and will cause the residents of North Rainham a lot of problems in the future.

Yours faithfully



Mr.J. & Mrs. B.A.Brown



17.8.13

20 AUG 2013

E. Marling  
1 Danvers Mall, South  
Auckland  
Upminster  
RM14 2JQ

Ref PPC/012945

Dear Sir  
with Ref to the granting of licence  
to Danvers Mall Herodrome

- 1 the Prevention of Crime and disorder.  
Any type of event will encourage  
crime and disorder having told the  
clientele who were getting Access to  
not Urinate on the grass verge and  
hedge of my property of which I got  
to be insulted and find this is  
not the answer to grant a licence  
To be invaded by 17500 clientele  
of the aerodrome at the Music festival  
is no joke. My Neighbour and myself have had article 50a
- 2 Public Safety & order of the festival  
When the recent Music Festival was  
held the licensee, installed Traffic light to  
the entrance in Auckland Rd of the airstrip  
which was in place for 3 weeks  
control the traffic to Auckland Rd to avert  
Road Accidents. Once the ~~road~~ begin  
off the Music Festival Taxi Buses private  
vehicle where pulling up in all areas  
of Auckland Rd to unload the occupants  
which is public safety. When the  
festival finished and the clientele started  
empty out the roads where crowded  
with crowds of people looking for Taxi  
private cars and things transport away



(2)

from the site, people walking down on  
a unlit road comes under Public Safety  
at 2.30. 400 am

Damyns Hall Aerodrome ~~is~~ has got  
Access from Avelly Rd to a farm  
track which gives access to the  
fields where the event to place,  
the entrance is on a dangerous bend  
where there has be a lot of  
accidents

The Prevention of Public nuisance  
the amount of Tin cans, beer bottles,  
litter left by the Clientele of these  
festivals seem to be growing all the  
time. Having had the noise from  
the recent festival shaking the windows  
of the cottages and the influx of  
light from the recent festival to  
find this totally unacceptable to the  
residents of no 1, 2, 3 & 4 Damyns  
Hall cottages. The noise coming from  
tents, Mobile home and Caravans  
to the early hours of the morning  
seems to be a public nuisance.

The Protection of children  
Children must be Protection to early  
adult hood but clientele dont seem  
to accept this.

Yours faithfully  
Marilyn  
and J

I hope the Codes of Practice  
will Be observe in these  
applications

3  
4  
Damyns Hall  
Cotts

(1702)

## Public Safety

On the day of the I have festival the entrance to the festival ie the farm track to the junction with Avelay Rd had to be shut and sectioned off by the Police because it was causing a threat to the safety of the public using Avelay Rd and also the clientele of the festival

This can be confirm by Police officer No 506 who is Stationed at Ramford Police station

This incident happened on the Saturday off the I have festival

Yours faithfully.

E Marling



3 Damyns Hall Cottages  
RM14 2 TQ

15 August 2013

Dear Sir

Re: Licensing Act 2003 – Premises Licence Application  
Damyns Hall Aerodrome RM14 2TN

I write to confirm that I object to the above Licence Application for the following reasons

- 1) The traffic leaving the site and the noise that is imposed on the residents, the last event held was past 4am and this is a public nuisance.
- 2) The road only being too narrow and a single carriage way with no pavements and bad lighting.
- 3) The children may be at harm when left alone during any festival.

Yours faithfully



M I Sherriff-Geary

Paul Campbell  
London Borough of Havering  
Public Protection Licensing Department

Your ref: PPC/012945

Note 1. RTA between 15/16th August  
police asked and removed the  
car.





**Havering**  
LONDON BOROUGH

Representations from  
Responsible Authorities



Licensing Team  
Housing & Public Protection  
London Borough of Havering  
Mercury House  
Mercury Gardens  
Romford  
Essex  
RM1 3SL

London Fire and Emergency Planning  
Authority runs the London Fire Brigade

Date 1 August 2013  
Our Ref 15-166131

Dear Sir/Madam

**LICENSING ACT 2003**

**Premises: Damyns Hall, Aveley Road, Upminster. Essex, RM14 2TN.**

With reference to the application dated 23 July 2013, the application has been examined and **the Fire Authority want to make a representation** to the Licensing Authority in relation to this application.

The applicant has been informed that the Fire Authority will be making a representation to the Licensing Authority.

The items that are of concern to this authority are detailed on the attached schedule.

Please advise me, at your earliest convenience, of the date and time of the Licensing Committee Hearing.

Should these matters be resolved to the satisfaction of this Authority at least 2 days prior to the Licensing Committee Hearing the representation will be withdrawn.

Any queries regarding this letter should be addressed to the person named below. If you are dissatisfied in any way with the response given, please ask to speak to the Team Leader quoting our reference.

Yours faithfully,

**for Assistant Commissioner (Fire Safety Regulation)**

Fire and Community Safety Directorate  
FSRNorth@london-fire.gov.uk

Reply to D Hallam  
Direct T 020 8555 1200extn 52100



**SCHEDULE**

Schedule referred to in the letter reference 16-166131 under the Licensing Act 2003, issued by the London Fire and Emergency Planning Authority on 1 August 2013.

Where appropriate, a plan may form part of this Schedule to illustrate the steps which, in the opinion of the fire authority, need to be taken in order to promote the public safety objective.

**NOTE** : Notwithstanding any consultation undertaken by the fire authority, **before** you make any alterations to the workplace, **you** must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.

<b>Licensing Objective not adequately addressed</b>	Location and detail of matters which are considered to put people at risk in the event of a fire emergency	<b>Steps considered necessary to promote the public safety licensing objective</b>
Public Safety	A draft event management plan has been provided. This however does not include the comprehensive detail and procedures that will be required for the finalised event.	A finalised event management plan is required.  The fire Authority will be willing to withdraw this representation subject to a condition being placed on the licence which would require all public safety items to be passed by the Havering Safety Advisory Group within a suitable time prior to the event taking place.

Data Protection Act 1998: The information you have given on this form will be processed by London Fire Emergency Planning Authority for the purpose of **fire and emergency planning and control**. We will keep your details secure and will not disclose them to other organisations or third parties (except contractors or suppliers working on our behalf) without your permission unless we are legally required to do so.

For more information about how we use your personal information, see our notification entry (Z7122455) [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) or visit: [www.london-fire.gov.uk](http://www.london-fire.gov.uk)

**From:** Marc Gasson  
**Sent:** 21 August 2013 14:40  
**To:** Paul Campbell  
**Cc:** Louise Watkinson  
**Subject:** Damyns Hall Aerodrome We Are FSTVL 2014

Dear Paul,

With reference to the application dated 23rd July 2013 for Damyns Hall, Aveley Road, Upminster, RM14 2TN.

I have reviewed the information provided and advise that I am objecting to this application based on the concerns detailed below:-

1. Noise from previous music events held at this site has been witnessed by an officer at a distance of 1,200 metres from the venue. A map attached shows the location of the households which have been disturbed by noise from previous music events held at the site. Any large open air music event at this site with the nearby residential premises is likely by virtue the level and duration of music played have a widespread impact. As such unless suitable and effective mitigation is employed it is likely such an event would cause a statutory nuisance. Any other events held at the site will need to be considered in terms of the cumulative impact on the nearby residents.
2. There are no natural topographical features (ie hills) surrounding the site or sufficiently large distance to the nearest noise sensitive receptors, so any effective mitigation of the noise will rely on compliance of the applicant and their contractors with the noise levels set and other mitigation works agreed in a Noise Management Plan.
3. The nearest residents are only 200 metres away from the nearest noise sources at the event which is too close for any mitigation to be effective. Other non acoustic options would need to be explored between the applicants and the effected residents to address this.
4. It is unacceptable to expect nearby residents to suffer noise disturbance for two days on the same bank holiday annually.
5. The lack of provision of camping facilities will result in all attendees having to leave the premises on the Saturday night/early hours of Sunday morning using surrounding travel links. This will produce high levels of vehicle and pedestrian movements which will cause unacceptable levels of noise disturbance to nearby residents
6. We have received complaints from residents regarding both previous music events and flights from the airfield hence it will more than likely produce further complaints. A summary of these are as follows;
  - March 2005 a resident complained regarding low level flights from the Aerodrome.
  - July 2006 a resident complained of noise from an Air Show which took place at the Aerodrome.
  - January 2007 a resident complained of noise from a low flying helicopter.
  - July 2008 a resident complained of the noise from the stunt planes now using the Aerodrome.
  - September 2008 A resident complained of the helicopter noise at the weekend.

- June 2009 a resident complained of noise from an unofficial event where music was played and people camping on the site.
- July 2009 a resident raised concerns regarding noise from a military event held at the site.
- May 2010 to November 2011 six complaints were received regarding the noise from low flying aircraft and helicopters.
- August 2010 a resident raised concerns regarding a music festival taking place at the Aerodrome which turned out to be campers and not a music event.
- April 2011 to August 2011 four complaints were received regarding concerns over low flying aircraft and the airship now operating from the Aerodrome.
- August 2012 one residents raised concerns with the Council regarding noise from a music event taking place on site.
- Sep 2012 to Oct 2012 two complaints regarding noise from flights from the Aerodrome.
- October 2012 a resident raised concerns regarding the amount of events being held at the Aerodrome and consequently noise and safety regarding traffic management.
- March 2013 a resident complained regarding the noise and traffic issues with the recent festival at the Aerodrome and that future events should not be permitted.
- May 2013 3 residents complained regarding noise from the We Are FSTVL...
- August 2013 6 residents complained about a 3 day music festival taking place on the site.

Of the complainants 10 are from the nearby residents in Upminster and 4 from Rainham & Wennington. 5 of these related to noise from music for either official or unofficial events and as they were not repeated any enforcement action or investigation did not proceed. The remainder of the complaints relate to the flights from the Aerodrome which is the responsibility of the CAA and not the Council.

7. If the Committee is minded to approved this application we would suggest that the approval be for one day event and approval for one year only. This would enable the noise impact on surrounding residents to be assessed to ascertain if further events would be appropriate. This would also encourage the continued co-operation of the applicant and their contractors with the Council in minimising the noise impact from any future events. Further a Noise Management Plan as part of the Event Manual would needed to be provided at the earliest opportunity to enable us to work with the applicant and their appointed noise consultants to address any possible noise issues prior to the event commencing.

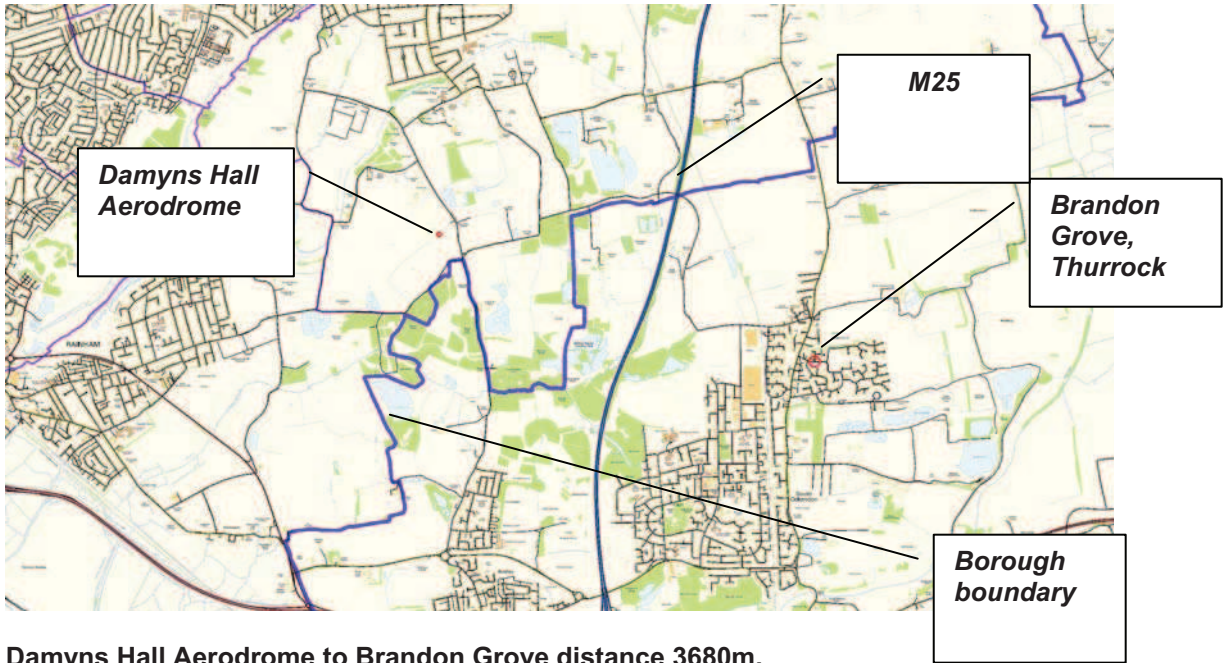
I trust this clarifies my position

Marc Gasson  
Noise Specialist



**Damyns Hall Aerodrome to Little Gaynes Lane- Distance 2000m.**





Damyns Hall Aerodrome to Brandon Grove distance 3680m.



Damyns Hall Aerodrome to 19 Elm Avenue, Upminster, RM14 2AZ- distance 2200m