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Live Music and Events Management
Portfolio: Countryside Festival
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Module: SBTY7005

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Surrey not Sorry
Event Plan 2021

1. Event Overview

'Surrey not Sorry' (SNS) is a two day music festival to be held at Hatchlands Park on the outskirts of Guildford and East Clandon. The branding and the name of the festival buys into the local pride in their home county, and student's pride in their university town. The event is primarily targeted at students in Guildford from the University of Surrey and the Academy of Contemporary Music (ACM), as well as young people from the local area and from London. The event is timed to coincide with the end of term dates for both the University and the Academy, ensuring that the target audience will have finished their academic commitments and will be available to celebrate at the festival. (A.C.M., 2020) (University of Surrey, 2020) It will be an attractive offering as a way for students to celebrate the end of the year all together. Surrey does not currently offer any major music festivals, and SNS would be the only festival to be happening in the area during the summer. Smaller festivals and events do take place, however these events are mostly cultural and do not focus on music. The majority of ticket holders will have day tickets as they are expected to live locally, however a limited number of weekend camping tickets will be available for guests travelling from further afield. There will be three music stages; the main stage, a forest stage and an indoor stage hosted by ACM students that can remain open until the 0200 licensed noise curfew. The main stage will host a combination of live acts and electronic artists, the forest stage will play Drum and Bass and Jungle sounds, and the ACM stage will have a mixture of genres, showcasing the artists, MCs and DJs from the academy alongside more established artists into the evening.

2. Venue and Site Map

2.1. Venue

The venue for SNS is Hatchlands Park, a Garde II listed red brick manor house built in 1750, boasting 430 acres of parkland and owned by the National Trust (Historic England, 2020). Hatchlands Park is one of several sites that were considered for the event and was chosen as the best possible option. The second-choice site was Clandon Park house, also nearby, however this property suffered extensive fire damage recently and the current renovation would cause significant disruption to the execution of the event. The feasibility of a venue is affected by numerous and complicated factors individual to the space, which must be assessed in detail to ensure the safety and success of the event. (Events Industry Forum, 2020)

Due to the size and nature of the event, the space required would have to take place in open fields or parkland to allow for the necessary space to safely contain and manage the audience and allow for the provision of overnight camping and car parking space. However, it must be close enough to Guildford that it is easy to get to for the target audience. It is also important that disruption to local residents is kept to a minimum. Hatchlands park is surrounded primarily by open countryside used for agriculture, and the number of residents likely to be affected by noise pollution is small. All local residents will be informed well in advance of the event via the display of statutory notices and local advertising as required (Licensing Act, 2003), with a designated community relations officer ensuring that any complaints or concerns from locals can be dealt with considerately and efficiently.

2.2. Transport

Transport logistics are another key factor in determining the venue's suitability. For a venue to be able to host a large event, it must be easily accessible by both road and public transport. Accessibility at the site affects those attending the event, as well as contractors and the emergency services who may need to enter and exit the site quickly, or with heavy vehicles. Hatchlands Park is adjacent to the A246,

connecting directly to the centre of Guildford. The journey by car is around 12 minutes, and the 478 and 479 bus services run between central Guildford and Hatchlands bus stop, which borders the premises, every 30 minutes. An adult day bus pass costs £5 and discounts for students are available. From the London direction the site is about 15 minutes drive from the M25 (Junction 10), and the A3 connects Guildford to central London with around a 40 minute drive (Google, 2020). Trains connecting Guildford and London Waterloo take 32 minutes and run around every 30 minutes. An adult single ticket costs £14.20, and £9.40 with a 16-25 railcard (National Rail, 2020). In addition to the public transport services available, a shuttle bus organised by the event will run between the University of Surrey, Guildford train station, and Hatchlands Park from 11:45 on the Friday until 02:30 Saturday morning, from 11:45 on Saturday until 02:30 on Sunday morning, and one way only from 08:00 on Sunday until 12:30 for camping ticket holders. Return coach tickets will be sold separately at £5 for an anytime return ticket. The majority of day ticket holders are expected to use the shuttle as it is the cheapest and most convenient and direct form of transportation to and from the site, and the public bus runs until around 19:00 only.

2.3. Site Access

The site is intersected by several hard surface paths and access roads, as well as natural soft earth paths. The hard surface paths will provide easy access for contractors with heavy vehicles without causing lasting damage to the park. Bars, toilets, water supplies, food stalls and stages have all been positioned adjacent to hard surface paths for straightforward installation, servicing, and removal. This minimises the use of soft paths by heavy vehicles and reducing the impact on the ground conditions in the case of wet weather. Soft paths will primarily be used by the audience, and any areas susceptible to waterlogging or flooding will be protected using aluminium trackway or wood chips where appropriate (Live Trakway, 2020). The ground is mostly flat and three gates will be in operation during the event. The West Gate will be the primary point of entry and provides the ‘grand entrance’ feel with a gate house. There is significant space within the park gates before the site entrance which will be used as a turning space, drop off point and queueing area for shuttle buses to minimise disruption to public roads. The South Gate will be primarily

used by contractors during the build as it provides straightforward access to the entire site. During the event, it will also act as the car park entrance. The East Gate will also be used by contractors during the build but will become the artists entrance and the public bus stop entrance during the event.

2.4. Stages

2.4.1. Main

Three stages will be in operation throughout the festival. The main stage will consist of a wide rectangular stage built from steel deck, with a truss structure acting as the roof, and for the attachment of lights and pyrotechnics. The back of the stage will be a screen, and it will be flanked by two narrow screens for use in visual effects. The stage is positioned with the manor house as the background, with the house being up-lit to be used as part of the visual production. It also faces in towards the festival and away from populations to keep noise pollution to a minimum.

2.4.2. Forest

The Forest Stage is a smaller and more enclosed space in a clearing at the centre of a small forested area, with two wide exits either side of the stage denoted by the two red arrows on the site map. The space is usually used as a children's outdoor activity space, with the floor being natural earth. The stage will be smaller than the main stage as it only needs to support DJ decks and no live acts. The stage will be protected from any adverse weather with coloured waterproof canvas attached to the surrounding trees, allowing the stage itself to feel more open, and give it a unique look. Lighting effects will be placed on stage, or attached to separate truss structures and trees, using the natural surroundings as much as possible to create trippy visual effects without detracting from the forest feel of the stage.

2.4.3. A.C.M.

The ACM stage will be in a large tented area, allowing the stage to have amplified music until the 0200 curfew and keep noise pollution minimised. The stage is positioned in a clearing of tree clumps, and due to the situation of the stage, a one way in and out system will be in operation with staff monitoring capacity to prevent overcrowding and maintain smooth crowd flow. This is demonstrated in red arrows on the site map. Emergency exits will be positioned in between the other clearings between trees.

3. Licensing

3.1. The Licensing Act 2003

The Licensing Act (2003) states that there are four major licensable activities.

(a)the sale by retail of alcohol,
(b)the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club,
(c)the provision of regulated entertainment
(d)the provision of late night refreshment.

(Licensing Act, 2003)

These licensable activities may take place in accordance with a premises license. A premises license authorises the premises to be used for one or more licensable activities. In order for the event to take place, the appropriate licenses must be obtained in advance from the local borough council. Hatchlands park is overseen by Guildford Borough council, who provide straight forward applications to obtain these licenses.

For an event of up to 500 people, the council can issue a temporary event notice and applications may be filed up-to 10 days in advance of the event. For events of greater than 500 persons or to undertake any of the four previously listed activities

a premises license must be obtained. SNS has a capacity of 3000 and will engage in multiple licensable activities, therefore a premises license is required.

3.2. Premises License Application

For a premises license application, the council requires the following; a completed premises license application form, Designated Premises Supervisor (DPS) consent form, the site map, a fee based on the property's rateable value, and entitlement to work in the UK. A copy of the application must be sent to the ten licensable authorities (Appendix 6.6). In addition, a statutory notice on light blue paper notifying the public of the application must be displayed for 28 days in the window of the premises, and a newspaper advert must appear in a local paper within 10 days of the application and must appear at least once (Appendix 6.5). In addition, the applicant may be required to attend a meeting of the Safety Advisory Group to discuss the safety of the event. (Guildford Borough Council, 2020) (Licensing Act, 2003)

The premises license application form requires the applicant to provide an operating schedule of when licensable activities will be taking place, and the measures intended to achieve the four licensing objectives. The four licensing objectives are; the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm. Appendix 6.2 shows a completed application form for a premises license for Surrey not Sorry, and Appendix 6.3 is an example of the Designated Premises Supervisor consent form.

3.2.1. Prevention of Crime and Disorder

Entrances to the site will be controlled and monitored by the contracted and licensed security provider. Prohibited items including glass, weapons, alcohol and drugs will be confiscated and entry may be refused if found to be in possession of the above items at the discretion of the security staff. Only ticket holders above the age of 18 will be permitted to enter the site, with a no ID, no entry policy. The site will be patrolled 24/7 by security staff, that will

coordinate with a central operations centre to coordinate a response to any issues or incidents that arise. Event stewards will also operate throughout the site and at key locations including Guildford station and other routes around the festival to maintain order and minimise disturbance and disruption to local residents. Exit searches is also a condition of entry, and may take place at the discretion of staff if criminal activity is suspected. Surrey Police have been informed of the event and will provide officers both at the site and in the surrounding area to support event staff and respond quickly to any incidents.

3.2.2. Public Safety

A fully comprehensive risk assessment will be carried out by event safety specialists for the entire site, including the major transport hubs for the festival. This assessment will be updated regularly, and any recommendations will be implemented. Event stewards will be positioned around the site providing a multi role safety team, monitoring crowd density, crowd flow, and providing assistance at the crowd barriers adjacent to the stages if required. Any safety concerns or questions will be relayed to the operations team and any issues resolved. A medical team will be on site throughout the event and during the load in and out with a minimum of 6 minimum of 6 paramedics/first aiders and 1 ambulance. The journey to A & E is less than 10 minutes in an ambulance, and first responders can reach the site in under 10 minutes in the event of an emergency. See section 4 for further details on event safety.

3.2.3. Prevention of Public Nuisance

All amplified music from outdoor stages (Main and Forest) will end at 0000. Music at the indoor stage will end at 0200. Decibel monitoring will take place in and around the site and information fed back to the DPS to ensure volume levels do not exceed permitted levels. Noise limiters will also be fitted to all sound systems. Litter picking teams will operate throughout the site and in the surrounding areas, and in Guildford making sure the area remains clean

and tidy, and no pollution of road or waterways occurs as required (Environmental Protection Act , 1990). Stewards will monitor the egress routes to ensure crowds cause disruption as they leave the site.

3.2.4. Protection of Children from Harm

Under 18s are not permitted on site. ID will be checked on entry, and additional spot checks may occur at bars to ensure no minor are unintentionally served. It is ultimately the responsibility of the DPS to ensure this does not occur. Additional checks may occur at the shuttle bus stop in Guildford to prevent any under 18s reaching the site unsupervised. Signage will be placed around the boundary of the site informing parents to keep an eye on their children and to not allow them to play or climb on any of the surrounding fencing. The surrounding boundary will be patrolled to ensure no unauthorised entry occurs.

4. Safety

4.1. The Health & Safety at Work Act

The Health and Safety Act 1974 is the main piece of legislature concerning health and safety at work. This covers the responsibilities of employers, employees, self-employed, and premises supervisors and their obligations in ensuring the health and safety of anyone affected by work activities, including any members of the public. The responsibilities for employers are as follows;

(1)It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.

(2)Without prejudice to the generality of an employer's duty under the preceding subsection, the matters to which that duty extends include in particular—

(a)the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;

(b)arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

(c)the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;

(d)so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;

(e)the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

(3)Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

(Health & Safety at Work Act, 1974)

4.2. Risk Assessment

The safety of the public, staff, contractors and artists is paramount during any event. In order to ensure the safety of all involved, detailed and thorough event safety planning is required, and a risk assessment must be completed in advance of the event as part of the planning stage and updated throughout the project to reflect changes. Risk Assessments are a legal requirement for employers (Management of Health and Safety at Work Regulations , 1999). In addition to the risk assessment for the whole event, contractors will have their own risk assessments specific to their role and the tasks they will be completing. The risk assessment involves five different stages. First, hazards must be identified. This may consist of a combination of visual inspections and expected risks from experience and with past incidents as part of the planning process. Once the risk is identified, any persons at risk must be identified, and any potential injuries or accidents that may occur and their likelihood. Several options are then available to control the hazard. Ideally, the risk will be eliminated. However, many risks cannot be eliminated due to the nature of a temporary event space, crowds and the entertainment. In this case the risk of the hazard should be reduced using the following steps; substituting the hazard if possible, isolating people from the hazard, implementing procedural controls and using personal protective equipment (PPE). All responses to risks must be reasonably practicable, and there is

never a way of eliminating all risk (Events Industry Forum, 2020). A risk assessment for SNS, and the steps taken to control those risks may be seen in Appendix 7.

4.3. Event Management Plan

All event safety planning and contingency will be detailed in a fully comprehensive event management plan that will be made available to all staff and contractors , as well as to the council and the ten responsible authorities as part of the licence application (Appendix 6.6). The EMP will contain all information that is pertinent to the event, and should be a single point of quick reference for any reader. Guildford Borough Council provides a checklist for event organisers detailing the expected contents of an EMP. (Appendix 6.8) (Guildford Borough Council, n.d.)

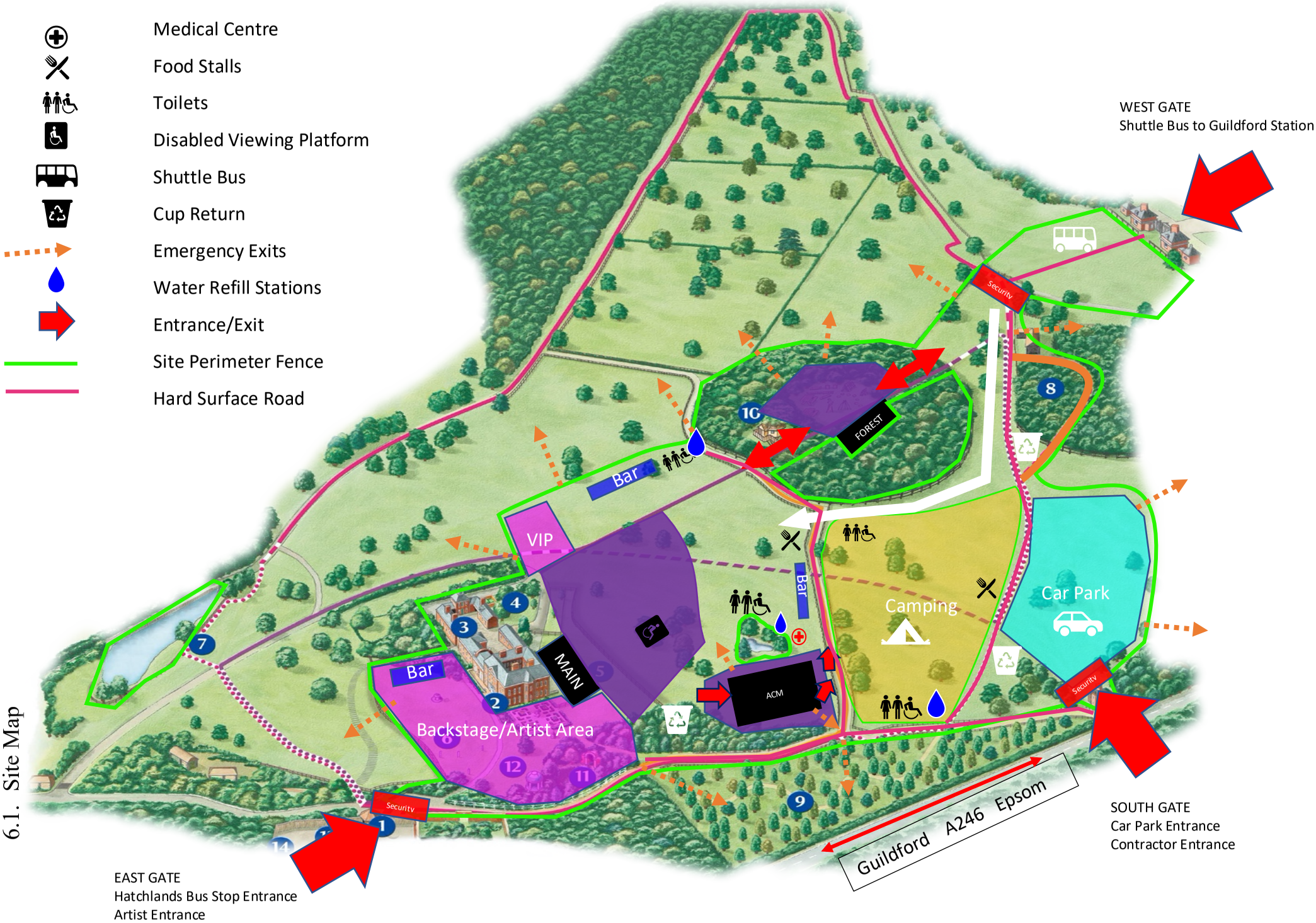
5. Additional Considerations

Planning, managing, and executing an event requires consideration of many different elements, and this portfolio has presented just a few of the processes necessary in putting on a safe, successful event. Important articles not included in this portfolio include but are not limited to;

a) Comprehensive Budget with a Timeline
b) Complete Event Management Plan
c) Infrastructure Planning
d) Sustainability Plan
e) Promotional Campaign and Branding
f) Logistics and Transport Management
g) List of Contractors and Suppliers
h) Sewage and Waste Management
i) Sponsors and Collaborators

6. Appendices

6.1. Site Map



Medical Centre
Food Stalls
Toilets
Disabled Viewing Platform
Shuttle Bus
Cup Return
Emergency Exits
Water Refill Stations
Entrance/Exit
Site Perimeter Fence
Hard Surface Road
WEST GATE
Shuttle Bus to Guildford Station
Security
FOREST
Bar
VIP
MAIN
Bar
Backstage/Artist Area
ACM
Bar
Camping
Car Park
Security
Security
Guildford A246 Epsom
SOUTH GATE
Car Park Entrance
Contractor Entrance
EAST GATE
Hatchlands Bus Stop Entrance
Artist Entrance

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Charles Rockall

(Insert name(s) of applicant)

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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description Hatchlands Park Guildford OS Map Reference: TQ 06733 52009			
Post town	Guildford	**Postcode**	GU4 7SJ

Telephone number at premises (if any)	01483 224523
Non-domestic rateable value of premises	£ 0

Part 2 - Applicant details

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

a) an individual or individuals * ☑ please complete section (A)

b) a person other than an individual *

- i as a limited company/limited liability partnership ☐ please complete section (B)
- ii as a partnership (other than limited liability) ☐ please complete section (B)
- iii as an unincorporated association or ☐ please complete section (B)
- iv other (for example a statutory corporation) ☐ 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 in Wales	☐	please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England	☐	please complete section (B)
h)	the chief officer of police of a police force in England and Wales	☐	please complete section (B)

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

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

I am making the application pursuant to a

statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr ☑	Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)	
Surname Rockall			**First names** Charles		
Date of birth	I am 18 years old or over ☐		☑ Please tick yes		
Nationality British					
Current residential address if different from premises address	Rystead Skinners Lane Chiddingfold Surrey				
Post town	Godalming		Postcode	GU8 4XT	
Daytime contact telephone number	07854466036				
E-mail address (optional)	carockall@gmail.com				
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr ☐	Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)	
Surname			**First names**		
Date of birth	I am 18 years old or over		☐ Please tick yes		
Nationality					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town			Postcode		
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name
Address
Registered number (where applicable)

Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start? 25/06/2021

If you wish the licence to be valid only for a limited period, when do you want it to end? 27/06/2020

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

Hatchlands Park is a manor house with 430 acres of parkland and three entrances. The park is situated next to the A246 about 12 minutes drive from Guildford centre, and has excellent public transport and road links. The event area will be enclosed by hoarding fence, with the rest of the park remaining open to the public during the event. The manor house will be closed for the duration of the event and inaccessible to ticket holders. The site has both hard surface paths and soft paths intersecting it, allowing for straightforward access for both the audience, any guests with disabilities, and contractors and emergency services with heavy vehicles or machinery.

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

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

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

Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply
a) plays (if ticking yes, fill in box A)	☐
b) films (if ticking yes, fill in box B)	☐
c) indoor sporting events (if ticking yes, fill in box C)	☐
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	☐
e) live music (if ticking yes, fill in box E)	☑
f) recorded music (if ticking yes, fill in box F)	☑

g) performances of dance (if ticking yes, fill in box G) ☑

h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ☐

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			**Will the performance of a play take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☐
Mon			**Please give further details here** (please read guidance note 4)		
Tue					
Wed			**State any seasonal variations for performing plays** (please read guidance note 5)		
Thur					
Fri			**Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list** (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			**Will the exhibition of films take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☐
Mon			**Please give further details here** (please read guidance note 4)		
Tue					
Wed			**State any seasonal variations for the exhibition of films** (please read guidance note 5)		
Thur					
Fri			**Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list** (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			**Please give further details** (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			**State any seasonal variations for indoor sporting events** (please read guidance note 5)
Wed			
Thur			**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 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			**Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☐
Mon			**Please give further details here** (please read guidance note 4)		
Tue					
Wed			**State any seasonal variations for boxing or wrestling entertainment** (please read guidance note 5)		
Thur					
Fri			**Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list** (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			**Will the performance of live music take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☑
Mon			**Please give further details here** (please read guidance note 4) Live music will be performed on all three stages, two outdoor and one indoor.		
Tue					
Wed			**State any seasonal variations for the performance of live music** (please read guidance note 5)		
Thur					
Fri	1200	0000	**Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list** (please read guidance note 6)		
Sat	0000	0200			
	1200	0000			
Sun	0000	0200			

F

Recorded music Standard days and timings (please read guidance note 7)			**Will the playing of recorded music take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☑
Mon			**Please give further details here** (please read guidance note 4) Two outdoor stages, and one indoor stage. All stages will play recorded music during the licensed hours.		
Tue					
Wed			**State any seasonal variations for the playing of recorded music** (please read guidance note 5)		
Thur					
Fri	1200	0000	**Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list** (please read guidance note 6)		
Sat	0000	0200			
	1200	0000			
Sun	0000	0200			

G

Performances of dance Standard days and timings (please read guidance note 7)			**Will the performance of dance take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☑
Mon			**Please give further details here** (please read guidance note 4) Dancers will perform on an ad hoc basis throughout the event. Performances will occur on designated stages only.		
Tue					
Wed			**State any seasonal variations for the performance of dance** (please read guidance note 5)		
Thur					
Fri	1200	0000	**Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list** (please read guidance note 6)		
Sat	0000	0200			
	1200	0000			
Sun	0000	0200			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	**Will this entertainment take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	☐
Mon				Outdoors	☐
				Both	☐
Tue			**Please give further details here** (please read guidance note 4)		
Wed					
Thur			**State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)** (please read guidance note 5)		
Fri					
Sat			**Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list** (please read guidance note 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			**Will the provision of late night refreshment take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☑
Mon			**Please give further details here** (please read guidance note 4) Food stalls and Bars will remain open until 0200 on event days.		
Tue					
Wed			**State any seasonal variations for the provision of late night refreshment** (please read guidance note 5)		
Thur					
Fri	2300	0000	**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** (please read guidance note 6)		
Sat	0000	0200			
	2300	0000			
Sun	0000	0200			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			**Will the supply of alcohol be for consumption – please tick** (please read guidance note 8)	On the premises	☑
				Off the premises	☐
Day	Start	Finish		Both	☐
Mon			**State any seasonal variations for the supply of alcohol** (please read guidance note 5)		
Tue					
Wed					
Thur			**Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list** (please read guidance note 6)		
Fri	1200	0000			
Sat	0000	0200			
	1200	0000			
Sun	0000	0200			

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

Name	Charles Rockall
Date of birth	14/05/1997
Address	Rystead Skinners Lane Chiddingfold Surrey
Postcode	GU8 4XT
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

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

Purchase and Consumption of Alcohol on the Premises during the event
Potential use of explicit language by performers on stages

L

Hours premises are open to the public
Standard days and timings (please read guidance note 7)

Day	Start	Finish
Mon		
Tue		
Wed		
Thur		
Fri		
Sat		
Sun		

State any seasonal variations (please read guidance note 5)

Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)

M

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

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

The premises will be enclosed by a hoarding fence to ensure all licensable activites only take place within the event boundary. Security, stewarding, welfare and operations teams will be constantly monitoring crowd activity, and the safety of performances and venues. Chains of command and radio communication will ensure that any problems that occur can be dealt with quickly and safely.

b) The prevention of crime and disorder

Entrances will be monitored by trained event security staff to ensure that no prohibited items such as glass, weapons, alcohol or drugs are brought onto the site and that only ticket holders over the age of 18 may access the site. The site will be patrolled 24/7 during the event by security staff with additional stewards at the train station in Guildford to minimise disruption to residents. Exit searches may also take place if the is reason to suspect criminal activity such as theft. Surrey Police will have officers on site to assist.

c) Public safety

A fully comprehensive risk assessment will be carried out by event safety experts and updated regularly as the event proceeds, with recommended measures being implemented. Stewards will be positioned around the stages to ensure public safety, including monitoring crowd density and assisting with any audience emergencies and illness. Water will be available throughout the site free of charge, and a medial centre will be set up to deal with medical emergencies. Emergency exits will be checked regularly, and well signed.

d) The prevention of public nuisance

All amplified music from outdoor stages will end at 0000, and music at the indoor stage will end at 0200. Decibel monitoring will take place during the event around the site and information relayed to the DPS to make sure noise levels do not exceed limits. Noise limiters will also be fitted to all sound systems. Litter picking teams will regularly monitor the site and surrounding area to make sure the area is left tidy, and stewards will monitor the egress routes to make sure crowds do not cause any disruption during the festival.

e) The protection of children from harm

Under 18s are not permitted on site. Entry will be refused without a valid form of ID, with additional spot checks occuring at the bars to ensure no minors are served. IDs may also be checked at the shuttle bus stop at Guildford station if the event stewards suspect a ticket holder may be under 18 to prevent them reaching the site.

Checklist:

Please tick to indicate agreement

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

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

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

Part 4 – Signatures (please read guidance note 11)

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

Declaration	• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from

	doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	17/03/2020
Capacity	Applicant

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

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) Rystead Skinners Lane Chiddingfold Surrey			
Post town	Godalming	Postcode	GU8 4XT
Telephone number (if any)	01428681944		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) carockall@gmail.com			

Notes for Guidance

1. 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.
2. In terms of specific regulated entertainments please note that:
    - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
    - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
    - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
    - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
    - Live music: no licence permission is required for:
        - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
        - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
        - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
        - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
        - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
    - Recorded Music: no licence permission is required for:
        - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
        - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

    - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. 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.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. 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.
8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
9. 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 or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

15. Entitlement to work/immigration status for individual applicants and applications
from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].

- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.

- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.

- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent

National Insurance number and their name issued by a Government agency or a previous employer.

- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.

- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.

- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.

- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.

- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a

national or who has derivative rights of residence in exercising treaty rights in the UK including:

- evidence of the applicant's own identity – such as a passport,
- evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
- evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
  - (i) working e.g. employment contract, wage slips, letter from the employer,
  - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
  - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
  - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:

(i) any page containing the holder's personal details including nationality;
(ii) any page containing the holder's photograph;
(iii) any page containing the holder's signature;
(iv) any page containing the date of expiry; and
(v) any page containing information indicating the holder has permission to enter or remain in
the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at https://www.gov.uk/prove-right-to-work) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Licensing Act 2003

Premises Supervisor consent form

GUILDFORD BOROUGH

Consent of individual to being specified as premises supervisor

I Charles Rockall

[full name of prospective premises supervisor]

of

Rystead
Skinners Lane
Chiddingfold
Surrey
GU8 4XT

[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Surrey not Sorry Music Festival

[type of application]

by

Charles Rockall

[name of applicant]

relating to a premises licence (eg) 12345678

[number of existing licence, if any]

for

Hatchlands Park
Guildford
GU4 7SJ

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

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

Charles Rockall

[name of applicant]

concerning the supply of alcohol at

Hatchlands Park
Guildford
GU4 7SJ

[name and address of premises to which application relates]

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

12345678

[insert personal licence number, if any]

Personal licence issuing authority

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

Signed

Name (please print) Charles Rockall

Date 17/03/2020

LICENSING ACT 2003

APPLICATION FOR A NEW PREMISES LICENCE

Name of applicant: …Charles Rockall ..…….....…….....…….....

Premises Name: …..Hatchlands Park.....…….....…….....

Premises Address: …..Hatchlands Park…….....…….....

…..Guildford…….....…….....…….....

…..GU4 7SJ…….....…….....…….....

TAKE NOTICE that the above named has applied to Guildford Borough Council ('the Licensing Authority') for a new premises licence in respect of the above premises. The application seeks permission for the following licensable activities:-

….Performance of Live music, Playback of Recorded Music, Performance of Dance, Sales of Alcohol, Late-Night Refreshment…….....…….....

The proposed hours during which the licensable activities will take place are:-

Monday	From …… to ……	Thursday	From …… to ……
Tuesday	From …… to ……	Friday	From …1200… to …0200…
Wednesday	From …… to ……	Saturday	From …1200…… to …0200…
Sunday	From …… to ……		

A copy of the application may be inspected at the Licensing Reception, Guildford Borough Council Offices, Millmead House, Millmead, Guildford during office hours or on our website at www.guildford.gov.uk/la03applications. If you wish to object to this application, you must do so in writing to the Licensing Unit at the Council Offices or by e-mail to licensing@guildford.gov.uk by……....30/03/2020.....…… after which date, no objections will be considered.

Date: .....17/03/2020..... Signed: .....Charles Rockall.....

The Council will not entertain representations where the writer requests that his identity remains anonymous. Copies of all representations will be included in the papers presented to the Licensing Committee and will therefore pass into the public domain. Representations must relate to one or more of the four Licensing Objectives: the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE OF UP TO LEVEL 5 ON THE STANDARD SCALE (CURRENTLY £5000) UNDER SECTION 158 OF THE LICENSING ACT 2003 TO KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT IN CONNECTION WITH THIS APPLICATION.

GUILDFORD BOROUGH

Millmead House, Millmead
Guildford, Surrey
GU2 4BB
licensing@guildford.gov.uk

Licensing Services
Guildford Borough Council

GUILDFORD BOROUGH

NEWSPAPER ADVERTISEMENT

On at least one occasion during the period of **10 working days**, starting on the day after the day on which the application was submitted to the Council, you must publish a notice in a local newspaper circulating in the Guildford area. The applicant shall forward a copy of the newspaper advert to the Council.

Notice is hereby given that (a) ……Charles Rockall……
has applied to Guildford Borough Council for the grant of a Premises Licence authorising the licensable activities detailed below:(b)
……
……Performance of Live music, Playback of Recorded Music, Performance of Dance, Sales of Alcohol, Late-Night
Refreshment……
……..
for the premises (c) ……Hatchlands Park……..
situated at (d) ……Hatchlands Park.....
.....Guildford.....GU4 7SJ…….
……
A register of licensing applications can be inspected at the Licensing Unit, the Council Offices, Millmead House, Millmead, Guildford, Surrey, GU2 4BB between 10.00 am and 4.00 pm Monday to Friday or on our website at www.guildford.gov.uk/la03applications.

Any person wishing to submit representations to this application must give notice in writing to the Council address shown above, or by e-mail to: licensing@guildford.gov.uk giving in detail the grounds of objection by (e) ……17/04/2020……..

The Council will not entertain representations where the writer requests that his identity remains anonymous. Copies of all representations will be included in the papers presented to the Licensing Committee and will therefore pass into the public domain. Representations must relate to one or more of the four Licensing Objectives: the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE OF UP TO LEVEL 5 ON THE STANDARD SCALE (CURRENTLY £5000) UNDER SECTION 158 OF THE LICENSING ACT 2003 TO KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT IN CONNECTION WITH THIS APPLICATION.

Notes: (a) full name of applicant; (b) details of application, including licensable activities and hours being sought, (c) name of premises; (d) address of premises; (e) the last date for representations should be written in the format dd/mm/yyyy and calculated as 28 days starting the day after the application is accepted as valid by the licensing authority.

1. Surrey Police
Tel: 01483 639473

2. Surrey Fire and Rescue Service
Tel: 01483 517617

3. Pollution control
Tel: 01483 444371

4. Planning Authority
Tel: 01483 505050

5. Health and Safety
Tel: 01483 444218

6. Safeguarding Children Unit
Tel: 01483 517839

7. Weights and Measures
Tel: 01372 371700

8. Surrey Primary Care Trust
Tel: 0208 541 7976

9. Licensing Unit
Tel: 01483 444371

10. Alcohol Licensing Team

Risk Assesment

Name of Event: Surrey not Sorry

Date of Event: 22/06/2021-28/06/2021

Venue/s: Hatchlands Park

Prospective Number of Attendees: 3000

Written by Name/Position: Charles Rockall, Designated Premises Supervisor

Date Completed: 17/03/2020

The event team is responsible for health & safety at their events; undertaking a risk assessment satisfies your duty of care under common law and any legal requirements regarding the group as a company limited by guarantee

Risk Assessment for <u>Surrey not Sorry</u>
Technical Set-up: 22-24/06/2021
Shows: <u>25-27/06/2021</u>
By: Charles Rockall

What is the Hazard?	Who is at Risk?	Risk of harm being caused to the participants			List the measures already in place to reduce risk of harm	Is the risk adequately controlled, yes/no?	If **no,** then list the **additional** measures to be implemented to control the risk.	Is risk adequately controlled yes/no?
		Low	Medium	High				
Fire. (unlikely) **Serious injury or fatality** possible in the event of a fire**.**	Staff Contractors Artists Public	√			• Fire alarm & detection system in place (i.e. emergency exits, fire alarm & detection system, fire extinguishers, audio alarm. • No smoking signs must be observed. No smoking in the tented areas • Capacity of Emergency Exits must comply with safety regs for the number of people at the site	**Yes**	• Event organization & floor plans do not affect the fire alarm/detection system. **Access to all emergency exits will be kept clear.** No fire call/extinguisher point will be blocked. • Any hanging used to dress venues will not obstruct fire points, emergency exits or any safety signage. • Any hangings used to dress the venues will be flame retardant. • Fire Lanes in campsite and car park to remain clear of obstacles • Small gas stoves permitted in Camping area only.	**Yes**
Risk from moving vehicles Risk of minor, serious & risk to life injury	Staff Contractors Artists Public	√			• Stewards supervising the shuttle bus turning area, car park, and intersections of pedestrian paths and vehicle paths. • Speed limited to 15mph on site. • Heavy Machinery to be fitted with warning lights and observe proper safe working practices	**Yes**	• Crowd Control barriers in place along vehicle paths, with crossing points designated and monitored by stewards. • Queueing system in place at shuttle bus turning area	

Risk from **electrical faults,** and **accumulated rubbish** and **slips, trips and falls**.	Staff Contractors Artists Public	√			• **All leads across access ways, exits to be covered in cable stays or buried and placed where they will not be a trip hazard.** Note; See Electrocution below.	**Yes**	• All rubbish to be disposed of immediately in appropriate containers. • Litter picking teams to operate throughout duration of event. • All staff and contractors to acquaint themselves with emergency evacuation plan, fire exits and escape routes. • All technical crew to work in conjunction with Health and Safety Officer.	**Yes**
Pyrotechnics Risk of minor, serious & risk to life injury. See Burns below.	Staff Contractors Artists Public	√			• **Pyrotechnics to only be operated by competent persons, in clear view of the pyrotechnic being operated** • **Use of out loud countdown sequences and no fire protocols**	**Yes**	• Show Stop procedures in place, and explained and practiced with all staff • Pyrotechnics must be the minimum safe operating distance from staff, artists, and the public. Check manufacturers notes.	**Yes**
Risk from Water Hazards Risk of drowning, risk of hypothermia	Staff Contractors Artists Public	√			• **All water hazards boarded off by secure fencing** • **Provision of life saving equipment at all water hazards** • **Area to be monitored by stewards**	**Yes**	• Contractors must be made aware of water hazards at the start of the build operation, and ensure that these areas are fenced off first. • Steps must be taken to ensure that the impact on wildlife is kept to a minimum, and contractors are expected to work alongside the site environmental officer. • Water Rescue plan in place	**Yes**

What is the Hazard?	Who is at Risk?	Risk of harm being caused to the participants			List the measures already in place to reduce risk of harm	Is the risk adequately controlled, yes/no?	If **no,** then list the **additional** measures to be implemented to control the risk.	Is risk adequately controlled yes/no?
		Low	Medium	High				
Manual handling Hazard resulting in minor or serious injury to the back, hands and feet.	Staff Contractors	√			• Adopt a good handling technique. Remember to bend the Knees / ankles and NOT the back. • Do not bend over.	**Yes**	• Reduce the weight load where possible. • Keep the work area tidy. • Ask for assistance if the load is too heavy or awkward.	**Yes**
Falling objects/Working at Height Risk of minor, serious & risk to life injury. Hazard from dropped objects, falling personnel and eye contamination .	Staff Contractors Artists Public	√			○ Only tools directly required for the work in hand to be carried to heights. ○ No-one who is not directly connected to the work being undertaken to be allowed to cross or remain in the area affected. ○ Ladders and stepladders to be operated by competent personnel in accordance with good practice.	**Yes**	○ Do not look directly upwards at work in progress to avoid eye contamination. ○ All tools to be secured by lanyard if safe and practical. ○ Working at heights to be conducted by trained tech crew and contractors. Risk from incorrectly secured equipment: ○ All equipment to be hung with appropriate clamps, rackets, etc. ○ All equipment to be hung from suitable structures capable of supporting the required loads. ○ All equipment to be secured by secondary "safety bonds". ○ All lifting equipment to comply with all HSE requirements.	**Yes**

What is the Hazard?	Who is at Risk?	Risk of harm being caused to the participants			List the measures already in place to reduce risk of harm	Is the risk adequately controlled, yes/no?	If **no,** then list the **additional** measures to be implemented to control the risk.	Is risk adequately controlled yes/no?
		Low	Medium	High				
Electrocution Risk of serious & risk to life injury. Risk from burns and falls after shock. Risk of death.	Staff Contractors Public	√			Risk from electrical equipment, incorrect use of equipment and use of defective equipment: ○ Use equipment in accordance with manufacturer's instruction. ○ Specialist equipment only to be used by experienced, qualified personnel. ○ Visually check plugs are securely attached and undamaged. ○ Check that equipment and cables are in good condition. ○ Only use multi-outlet devices which are designed for the purpose for which they are to be used. Do not overload them. ○ Do not operate electrical equipment with wet hands.	**Yes**	○ Do not allow equipment which is rated less than IP44 to come into contact with liquid. ○ Ensure all cables are secured in such a way as to prevent damage. ○ Unplug electrical appliances by the plug, not the lead. ○ Ensure all covers are securely fastened. ○ Ensure appropriate RCD circuit breakers are in use and check their operation using the test button. ○ Report any electrical defect immediately. ○ Clearly label any defective equipment to prevent further use. ○ If competent, repair any defective equipment using suitable tools. ○ Only a competent person may undertake any work on electrical equipment, including generators, changing fuses and plugs. ○ Never overload any electrical equipment.	**Yes**

What is the Hazard?	Who is at Risk?	Risk of harm being caused to the participants			List the measures already in place to reduce risk of harm	Is the risk adequately controlled, yes/no?	If **no,** then list the **additional** measures to be implemented to control the risk.	Is risk adequately controlled yes/no?
		Low	Medium	High				
Burns Risk of minor & serious burns. Minor burns from hot surfaces. Severe burns from hot glass. Burns from faulty or exposed wiring. Burns from Pyrotechnics .	Staff Contractors Artists	√			**Controls and Precautions** Burns from hot lighting equipment: ○ Only experienced staff to handle lighting equipment. ○ All lighting equipment to be handled by the appropriate handles provided by the manufacturer. ○ All subcontractors to be made aware of which surfaces may be expected to be hot. ○ Wear protective gloves where appropriate.	**Yes**	Burns from hot lamps/bulbs: ○ Wherever possible, allow fixtures to cool when changing lamps. ○ Lamps only to be changed by experienced staff. ○ Wear gloves to change lamps where there is any risk of hot glass. ○ Dispose of dead lamps immediately in appropriate containers. Burns from Pyrotechnics: ○ Ensure correct safe distance is adhered to ○ Pyrotechnics only to be operated and serviced by trained staff. ○ Warning signage near area of operation	**Yes**

What is the Hazard?	Who is at Risk?	Risk of harm being caused to the participants			List the measures already in place to reduce risk of harm	Is the risk adequately controlled, yes/no?	If yes, the activity can proceed. If **no,** then list the **additional** measures to be implemented to control the risk.	Is risk adequately controlled yes/no?
		Low	Medium	High				
Bangs and bumps, medical emergency . Risk of minor and serious injury. Risk of bruises, cuts and fractures.	Staff Contractors Artists Public	√			Low ceilings, low doors, low beams, low branches or low structures: ○ Identify any low structures, especially on outdoor sites where temporary scaffold structures are used. Mark such hazards with contrasting colored tape. ○ Protect where possible with energy absorbent material. ○ Do not hang lighting at low level in areas which have public access. Lights hung at low level: ○ Where lights are required at low levels ensure they are easily visible, marked with contrasting colored tape if possible, and inform all affected personnel of their position.	**Yes**	Working from ladders or towers close to the ceiling: ○ When working at height, all staff must be aware of the potential hazard of overhead obstacles. Wear appropriate headgear if applicable. • Public access should be restricted in all hazardous areas such as roads, the stage and back stage areas. ○ At least 6 FAW qualified First Aiders with access to first aid kits. ○ In case of an emergency at least one ambulance must be on site, and paramedic teams able to arrive within ten minutes of being called. Evacuation by road to hospital expected within ten minutes travel time. ○ Surrey not Sorry is responsible for providing first aid cover for the public/audience.	**Yes**

What is the Hazard?	Who is at Risk?	Risk of harm being caused to the participants			List the measures already in place to reduce risk of harm	Is the risk adequately controlled, yes/no?	If **no,** then list the **additional** measures to be implemented to control the risk.	Is risk adequately controlled yes/no?
		Low	Medium	High				
Photo-epilepsy Risk of minor & serious injury from falling, fitting, etc	Staff Contractors Artists Public	√			• Keep strobe use to a minimum. • Use strobes in short bursts only. • **Display clear signs at all points of entry indicating that strobes will be used during the performance**.	**Yes**	• Cease the use of strobes if reasonably requested to do so. • **Use a flicker rate of at or below four flashes per second.**	**Yes**
Smoke, dry ice, haze, etc. Risk of minor injury (serious for asthmatics). Risk of effects causing false fire alarms.	Staff Contractors Artists Public	√			Skin irritation, asphyxiation, chest irritation: ○ Do not use excessive amounts of smoke effect. ○ Only use in well ventilated areas. ○ Minimise the exposure time of those concerned. ○ Keep people away from areas directly in front of machines as concentrations are at their highest here. ○ Try to prevent smoke from spilling into the audience.	**Yes**	○ **Display notices at all points of entry indicating that smoke will be used during the performance.** ○ Ensure all products used are COSHH approved for stage use. Freeze burns (dry ice): Always wear gloves and protective clothing when handling dry ice. Scalding: Prevent personnel from coming close to smoke machine nozzles - do not operate if personnel are too close.	**Yes**

Crushing Risk of minor, serious & risk to life injury	Staff Contractors Public		√		○ Crowd control barriers installed correctly and checked. ○ Stewards positioned at front of stage barriers to lift audience members over the barriers if necessary ○ Detailed and Coherent crowd flow management plan and contingency plans	**Yes**	○ **Ensuring the Space is the correct size for the number of people, and monitoring crowd numbers.** ○ **Staggering entry times** ○	**Yes**

Signed: Charles Rockall Date: 17/03/2020

Countersigned by Events H&S Manager: …… Date: …….

This risk-assessment becomes out of date after: 28/06/2021

Copies to: Authors, Contractors, Hatchlands Park, Guildford Borough Council, Surrey Police & Technical Team

6.8. Checklist for Event Management Plan

GUILDFORD BOROUGH

Event Management Plan Checklist and Guide

Planning and management	Roles and responsibilities, Health & safety management plan and policy, Risk assessment, Event phases (build-up, load-in, the event, breakdown, load-out), Financial planning
Venue and site design	Site suitability, site design, ingress, egress, capacity, emergencies, layout, noise, welfare, catering, signage, fencing
Fire safety	Means of escape from the site and any structures, firefighting equipment, means of giving warning
Major incident planning (emergency planning)	Training, exercising and testing, emergency services, cordons, management structure, control room, communications, media management, preservation, cancelling the event
Communications	Communication procedures, key support documentation, off site links, radio communications, equipment, PA system, emergency communications
Crowd Management	Audience profile and crowd dynamics, entry & exit, opening/closing times, ticketing, admission policy, searching, crowd surges, stewarding
Transport Management	Road closures, traffic signs, traffic marshalling, public transport, parking management, vehicular access, emergency access, pedestrians, on-site vehicular movements
Security plan	
Structures and barriers	Safety requirement and applying the law, location, type, supplier, design, erection, dismantling, risk assessment, safety method, control of work, inspections, completion certificate, managing the structures/barriers
Site build and breakdown plan	
Electrical installations and lighting	Plan, installation, cabling, access, generators, lighting including emergency
Food, drink and water	Catering plan, positioning, access, LPG, electrical installations, fire-fighting equipment, alcohol and bar areas, drinking water
Merchandising and special licensing	Plan, location, structures, space, setting up, dismantling and operation, items of merchandising, risk assessment, insurances, licensing requirements
Amusements, attractions and promotional displays	Safety information for each, supplier, risk assessment, licences, location, space, emergencies
Sanitary facilities	Location, type, maintenance, number, washing facilities, duration, special needs, baby changing, disposal of towels/nappies, sewage disposal, employee/event worker facilities
Waste management	Types of waste, hazards, waste areas, waste contractor, collection method and times, receptacles, legislation, duty of care
Sound: noise and vibration	Noise at work regulations, workers, audience, neighbours, noise assessments, controlling and monitoring sound & vibration levels
Special effects, fireworks and pyrotechnics	Type of effect, regulation & control, COSHH risk assessment, safety considerations, location, setting up, firing, control systems, product safety, licences
Camping	Site design, site densities, segregation of vehicles, campervans, information, organisation & supervision, contingency planning, public health, refuse, access, lighting, noise
Facilities for people with special needs	Access, ramps, viewing areas, facilities, support, impaired vision, evacuation, publicity
Medical, ambulance and first aid management	Planning, named manager, specific considerations, maintaining cover, communications, documentation, medical provision, first aiders & medical staff, on-site medical provision, maps/plans, main medical facility, mobile response teams, clinical waste, competencies for medical workers, emergency procedure
Information and welfare	Information point, meeting point, welfare point, lost property point, signage
Children	The children act, dedicated areas, activities, special needs, age, lost children plan, care & protection of children, facilities, number of children
Performances	Briefing documents for site – access, map, stage plan, accommodation, facilities, itinerary, sound checks, performance times, security arrangements
TV and media	Pre-event plan, during the event, media site location, photographers/journalists/broadcaster, welfare requirements
Stadium music events	
Arena events	
Event size	Large/medium/small, multi/single day, planning & management, staffing, levels of provision of site services & facilities, liaison with local authority, H&S
Unfenced or unticked events	Risk assessment, site design, build-up/break down, crowd control
All night events	
Licensed events	
Unlicensed events	
Insurances	
Promoting your event	
Event day	
Health & Safety responsibilities	Duties of the venue or site owner, occupiers liability Health & safety at work act, duty of the Event Organiser, duties of contractors, subcontractors & self employed people, legislation

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