

**Application for a Premises Licence. AFTL Limited 88/90 Baker Street London
W1U 6TQ**

Convent Field, Lewes

Background Paper – Application Form

Lewes District Council

Environmental Health

Lewes District Council, Southover House, Southover Road, Lewes, East Sussex BN7 1AB

RECEIVED

27 FEB 2013

1. 2. 3. Application for a premises licence to be granted under the Licensing Act 2003

4. 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 ATFL Ltd

(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
Convent Fields, Lewes

Post town

Lewes

Postcode

BN7 2XD

Telephone number at premises (if any)

N/A

Non-domestic rateable value of premises

£1,097.00

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 please complete section (B)
- ii. as a partnership 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:

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 <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> 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 <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> 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 ATFL Ltd
Address 88/90, Baker Street, London, W1U 6TQ
Registered number (where applicable) 08228723
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any) 0207 298 1899
E-mail address (optional) laura@everybody-s.com

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
1	9	072013

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

DD	MM	YYYY
2	1	072013

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

Greenfield Park, school playing fields and historic ruins site.

The Gentlemen Of The Road Stopover is a new and exciting approach to promoting live music, which was premiered in the UK in May 2012 by The Mumford & Sons, with "Stopovers" at Huddersfield and Galway.

At the heart of this event is a concept that appeals to the local music-loving community, with an emphasis on live performance and an onus on including the spirit and talent of the local people.

The Gentlemen of the Road Stopover 2013 is a quality music festival, one that brings at least eight globally renowned artists to Lewes and merges them with the local people who make each town special. Music fans, local musicians, caterers, local breweries and the town's broad range of creative teams and individuals are all encouraged to participate.

An outdoor stage is the focal point of the day time festival, featuring locally sourced food stalls, various live platforms for local musicians, and a true sense of encouraging community spirit at outdoor capacity spaces of 25 thousand people.

Mumford & Sons want to benefit the local communities in the areas of the Stopovers by using local suppliers wherever possible, they also want to go to areas which may miss out, for whatever reason on the main stream of larger music events.

It is this community spirit that we wish to evoke with the *Gentlemen of the Road Stopover* festivals.

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

24,999

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

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

Provision of regulated entertainment

Please tick any 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 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3) Performance Art Plays within the audience between artists performed by local performers and professional actors		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 4) None		
Thur					
Fri	17:00	23:00	<u>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</u> (please read guidance note 5) No		
Sat	12:00	23:59			
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3) Performance from Live Artists including Mumford & Sons, Vampire Weekend and The Vaccines on a main stage with possible small artists on a small bandstand		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4) None		
Thur					
Fri	17:00	23:00	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 5) No		
Sat	12:00	23:59			
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input checked="" type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Recorded music from main stage and DJ performances throughout the day					
Mon								
Tue								
Wed						<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4) None		
Thur								
Fri	17:00	23:00				<u>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</u> (please read guidance note 5) No		
Sat	12:00	23:59						
Sun								

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Dance within stage and art performances		
Mon					
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4) None		
Thur					
Fri	17:00	23:00			
Sat	12:00	23:59	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5) No		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3) Hot Food during the whole event whilst campsite is open; one or two food units open overnight for hot drinks and hot food for campsite only		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4) None		
Thur					
Fri	09:00	00:00	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 5) No		
Sat	00:01	00:00			
Sun	00:01	16:00			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4) None		
Mon					
Tue					
Wed					
Thur					
Fri	17:00	22:30			
Sat	12:00	23:30			
Sun					
			<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 5) No		

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

Name Justin Britchford	
Address 20, Beranburgh Field, Wroughton, Wiltshire	
Postcode	SN4 0QL
Personal licence number (if known) 7211521	
Issuing licensing authority (if known) Swindon Borough Council	

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 8).

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4) None
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri	17:00	23:30	
Sat	12:00	00:30	
Sun			
			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 5) No

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 9)

The organisers will work in conjunction with the Lewes SAG to satisfy all responsible agencies that all the licensing objectives will be met, we will use all necessary legislation and guidance including the HSG 195 update. It is the intention of the organisers to produce a full event management plan, emergency and contingency plan together with all other necessary paperwork and have this agreed with the SAG at least 28 days prior to the event.

Professional event personnel will be employed to manage all aspects of the event and to make sure all agreed plans are adhered to this will include Safety Manager, Event Manager, Production Manager, Medical Manager, Security Manager and Welfare Manager plus others

The site will be designed in such a way as to allow for the safe access and egress and for there to be sufficient viewing areas for the audience, any amendments to site plans will be agreed with the SAG at least 28 days prior to the event.

b) The prevention of crime and disorder

A crime and crowd management plan will be agreed with Sussex Police at least 28 days prior to the event days. Professional security company will be employed and all SIA registrations will be passed to the licensing authority and the police at least 14 days prior to the event.

Ticket conditions will be put into place to prevent items that could cause crime and disorder from being brought to the event and the security personnel and management of the event will work closely with Sussex Police to identify any element that may breach these terms.

The organisers will liaise with BTP with regard to travel to and from the event via the national rail network and the stewardship of Lewes Railway Station.

c) Public safety

Full risk assessments will be undertaken for the event from the organisers and all contractors these assessments will be presented to the SAG as soon as reasonably practicable but no later than 28 days prior to the build starting; all structures will comply with TDS Regs and be signed off by a competent person from the company erecting them. Full RRFOS assessments will be undertaken and agreed with the fire service at least 28 days prior to the event.

A show stop procedure will be agreed with the SAG and will be signed up to by all artists prior to them appearing on stage.

Medical personnel will be on-site throughout the organisers occupation of the site and the numbers and types of personnel will be agreed with the ambulance authority and the SAG at least 28 days prior to the event.

Contractors, Traders and Caterers policies will be compiled and issued to all persons and companies working on the event with a view to managing the safety on the site and event these documents will be available to the SAG at least 2 months in advance of the event

d) The prevention of public nuisance

We will control any potential for noise nuisance from the event using the nationally recognised approach detailed in the "Code of Practice on Environmental Noise Control at Concerts" issued by the Noise Council. A suitably qualified noise consultant will be appointed, who will closely follow the methodology in this guidance, including a site assessment and background noise survey. A draft Noise Management Plan will be submitted to the Environmental Health Department at least 3 months prior to the event for their comments. Following receipt of comments from Environmental Health, a final Noise Management Plan will be submitted at least 28 days before the event for the approval of the Environmental Health Department.

Immediately prior to the event, and during the event, noise levels will be monitored at 30 minute intervals by competent persons at locations agreed in the Noise Management Plan. If noise levels are

exceeding agreed maximum levels, immediate remedial action will be taken by the event manager. Officers from Environmental Health will be afforded every opportunity to oversee the monitoring regime, and the event organiser will implement any reasonable recommendations from Environmental Health if they arise during the event.

A route for public complaints about noise will be agreed with the Environmental Health department, and a suitable phone line will be publicised and continually staffed during the event, including any sound checks.

Environmental management and waste management policies will be drawn up and agreed with the local authority 28 days prior to the event all toilets and shower requirements will exceed to guidance from the HSE guidance HSG 195.

e) The protection of children from harm

A child protection policy will be produced and agreed with the officers of Lewes DC and all responsible authorities at least 28 days prior to the event. All event personnel that work directly with children or vulnerable adults will all be CRB checked as a matter of course

Children 14 and under must be accompanied by an adult to this event

The event will be using a challenge 21 scheme at all bars.

Checklist:

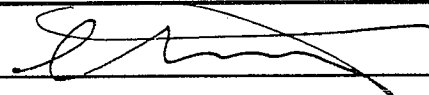
Please tick to indicate agreement

- 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.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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 4 – 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	25 feb 2013.
Capacity	Authorised Signatory

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). 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 13) Andrew Cotton, TAO Productions, 21, The Grove, Chelworth, Malmesbury, Wiltshire, SN16 9SS			
Post town	Malmesbury	Postcode	SN16 9SS
Telephone number (if any)	01666 577574 or 07973 448149		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) andy@taoproductions.co.uk			

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

Consent of individual to being specified as premises supervisor

Justin Britchford

[full name of prospective premises supervisor]

of

20, Beranburgh Field, Wroughton, Wiltshire, SN4 0QL

[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

Gentlemen of the Road Festival, Lewes - Premises Licence 19-21/07/13

[type of application]

by

ATFL Ltd

[name of applicant]

relating to a premises licence

[number of existing licence, if any]

for

Convent Fields, Lewes

[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

ATFL Ltd

[name of applicant]

concerning the supply of alcohol at

Convent Field, Lewes

[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

7211521

[insert personal licence number, if any]

Personal licence issuing authority

Swindon Borough Council

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

Signed



Name (please print)

JUSTIN BRATCHFORD

Date

19/2/13

Convent Field, Lewes

Licensing Report Appendices

1. Memorandum from Sussex Police detailing representations and licence conditions requested to promote the licensing objectives.
 2. Memorandum from Environmental Health Lewes District Council and licence conditions requested to promote the licensing objectives.
 3. Site Plans
 4. Event Plans NOT FOR PUBLICATION
This Report contains exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended). The public interest in maintaining the exemption outweighs the public interest in disclosing the information.
 5. Photographs of site and event location and the surrounding area.
 6. Event Management Personnel NOT FOR PUBLICATION
This Report contains exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended). The public interest in maintaining the exemption outweighs the public interest in disclosing the information.
-

1. Memorandum from Sussex Police detailing representations and licence conditions requested to promote the licensing objectives.



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MEMORANDUM

To: **Lewes District Council Licensing Dept**

From: **Sussex Police**

Extension:

Date: **26th March 2013**

RE: APPLICATION FOR GRANT OF A NEW PREMISES LICENCE FOR THE COVENT FIELDS, LEWES, BN7 2XD FOR AN EVENT TO BE HELD BETWEEN JULY 19TH 2013 AND SUNDAY 21ST JULY, 2013

Dear Mr Clarke,

I write on behalf of the Chief Officer of Police for Sussex to raise a representation against the above application on the grounds of;

- the prevention of crime & disorder,
- public safety and
- the prevention of public nuisance.

Sussex Police contends that the Premises Licence Application contains insufficient, detailed, information to enable us to be satisfied that the event can be run safely and promote the above Licensing Objectives.

Additionally, Sussex Police seek clarification on the hours the premises will be open to the public and the hours licensable activity will take place. Section L of the application requests hours open to the public of Fri 1700 - 2330 and Saturday 1200 - 0030 however, Section I, late night refreshment requests hours from Friday 0900 thro Sunday 1600. The Licensing Act 2003 requires late night refreshment to be licensed only between the hours of 2300 and 0500. If the licence were to be granted as requested all members of the public would be required to leave the licensed area after 2330 on Friday and 0030 on Sunday, even though the licensable activity has been requested to be provided for longer hours. Sussex Police would have no objection to the licence being granted with longer hours open to the public to incorporate the requirement to provide late night refreshment on the site.

Sussex Police will continue to liaise with the Applicant to identify areas of concern and make every effort to resolve these concerns prior to the Licensing Hearing.



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Should the Premises Licence be granted Sussex Police would be seeking to apply the following conditions which have been discussed with the Applicant and would assist in promoting the Licensing Objectives, this is not definitive and further conditions may be proposed prior to the hearing:

1. Admission to the event shall be by advance purchase ticket entry only. No tickets shall be sold on site. This information will be published on the website and other media pertaining to this event.
2. Accurate attendance figures are to be made available to the Licensing Authority or any other Responsible Authority representatives, upon request, throughout the festival.
3. At each entrance and exit on the licensed site, all those entering or leaving should be recorded to maintain an accurate attendance figure at any given time. ATFL Ltd agrees to resource extra security personnel with hand held clickers on a 24-hour rota to maintain a count at all entrance and exit points. The numbers from these counts are to be communicated hourly to the event control for collation.
4. Wristbands will be issued to all attendees and all ticket stubs will be kept for auditing purposes. All wristbands issued will be made of durable material. Wristbands issued to adults will be of a different colour from those issued to under 18s.
5. A draft Event Safety Management Plan shall be submitted for approval by all Responsible Authorities and the Licensing Authority by Thursday 18th April 2013. The requirements of the approved Event Safety Management Plan shall be fully implemented during the event and the event shall be run in accordance with the approved Plans. No changes to the Plans shall be made without the written consent of Sussex Police and Lewes District Council Head of Emergency Management. The Plans shall deal with the following issues:
 - (i) Event Profile and overview;
 - (ii) Event Management Structure, chain of command, event management responsibilities (including overall responsibility for Health and Safety matters), Emergency Liaison Team;
 - (iii) Arena operation, facilities and attractions including main stages, arena operational method, sterile areas, ingress conditions including weapons and drug search and crowd control;
 - (iv) Public and worker safety including security and crowd management in all parts of the site. Both these aspects shall be documented in specific plans that will only be varied by agreement with Sussex Police, the Licensing Authority and the Environmental Health department of Lewes District Council through Safety Advisory Group meetings;
 - (v) Major Incident Plan, including emergency vehicle routes, evacuation procedures and places of safety;



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- (vi) Site information including, but not limited to, fire safety, temporary structures, barriers, fencing, sanitary / washing and welfare facilities, lighting and electrical work, fuel storage and use;
 - (vii) Event Specific Risk Assessments and Health & Safety Policy including pre, during and post event;
 - (viii) Traffic Management Plan (including Public Rights of Way management);
 - (ix) Alcohol Management;
 - (x) Medical Services;
 - (xi) Stewarding Plan;
 - (xii) Camping Management Plan;
 - (xiii) Details of any special effects (e.g. pyrotechnics) and associated risk assessments;
 - (xiv) Site plans, which will be distributed to the responsible authorities and any service provider involved in the event. The final site plan will be submitted by Friday 7th June, 2013 and site plans will be made available during the event at Silver Control;
 - (xv) Suggested dates for site inspections by the Licensing Authority and Responsible Authorities
6. The Licence Holder will ensure authorised officers of Lewes District Council, Sussex Police, East Sussex Fire and Rescue Service, or other responsible authorities and South East Coast Ambulance Service, who are in the course of their duties, shall have free access to all parts of the licensed site at all reasonable times for the purposes of supervision and enforcing the observance of the licensing objectives under the Licensing Act 2003 and other relative legislation.
7. The draft major incident plans are subject to ongoing review by those responsible for the formulation and implementation of those plans to ensure they are proven and tested. This should be carried out in liaison with Sussex Police and other Responsible Authorities in a format that enables Sussex Police to effectively carry out their obligations to co-ordinate the emergency service response to any major incident resulting from this event. These plans will be finalised and tested by Friday 21st June.
8. A daily attendance register will be maintained and kept on site providing details of stewards and security personnel on duty at any time during this event to include start and finish times, full name, address and signatures.
9. Stewards will be easily distinguishable from members of the public and other SIA or Police



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personnel and shall wear reflective clothing clearly marked "STEWARD".

10. All stewards will have received a written statement of their duties and a site plan which will be signed for.
11. All stewards will be trained in their duties prior to allowing members of the public onto the site to ensure they have a full understanding of the festival infrastructure and procedures.
12. The Licence Holder will ensure compliance with all aspects of relevant legislation and latest HSE guidance.
13. The Licence Holder will submit to the Licensing Authority by Thursday 18th April 2013 a draft version of a detailed public transport plan, to be considered alongside the Traffic Management Plan, for the provision of access to the site by rail, bus, coach and taxi including details of entry and egress arrangements to the site. The final plan, which will include a full implementation schedule, to be agreed with the Responsible Authorities no later than 7th June 2013.
14. Market stalls and concessions shall not sell or expose for sale sexually explicit material or any material relating to illegal activities (e.g. drug taking).
15. The Licence Holder shall pay Sussex Police an agreed amount for policing at the event. The Sussex Police invoice for the same shall be submitted to the Licence Holder no later than 3rd June, 2013 and shall be paid by the Licence Holder as cleared funds within 14 days of receipt of the same. No licensable activities otherwise authorised by this licence shall take place until such payment has been made by the licence holder.
16. There will be at least 2 bar managers per bar. All bar managers will be Personal Licence Holders. The licensee will provide the police with a full list of names, personal licence details and contact telephone numbers at least one week prior to the event.
17. All staff will receive a pre-event training manual prior to the start of the event. This will include specific information about the event as well as management procedures and policies concerning all licensing objectives, with particular reference to underage drinking; (Challenge 25) and dealing with drunk/drugged individuals. The staff manual will also detail procedures to be taken in relation to children, particularly lost children or those whose parents are under the influence of alcohol or drugs.
18. The licence holder will provide clearly marked secure drugs amnesty bins which will be placed in a conspicuous position prior to all entry points to the festival site. Such bins are to be emptied only by Sussex Police officers. Notices indicating that those found with any illicit drug will be refused entry to the site and their ticket confiscated will be on display adjacent to the drugs amnesty bins.
19. Persons found to be in possession of any illicit drug prior to entry to the site will be reported to the police, refused entry to the site and have their ticket and any other documentation



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used to gain entry to the site confiscated.

- a. Persons found to be in possession of any illicit drug after entry to the site will be reported to the police. They will be required to leave the site. Their ticket and any other documentation used to gain entry to the site will be confiscated.
20. The numbers of stewards and SIA licensed staff shall be set out in the Security and Stewarding Operations Plan. This will be finalised by 7th June, 2013 and no changes shall be made to the final plan without the prior written consent of Sussex Police. The numbers of stewards / SIA licensed staff employed throughout the duration of the event shall be in accordance with the plan.
21. A draft build schedule will be submitted to the Responsible Authorities no later than Thursday 18th April 2013. A final version of the build schedule shall be submitted to the Responsible Authorities for approval by Friday 7th June, 2013. No licensable activities otherwise authorised by this licence shall take place unless the festival build takes place in accordance with the approved build schedule.
22. A draft Traffic Management Plan, covering both internal site layout and the external road network, shall be submitted to Sussex Police, Lewes District Council Head of Emergency Management and Lewes District Council by no later than Thursday 18th April 2013. The final plan, which will include a full implementation schedule, shall be agreed by the Responsible Authorities by Friday 7th June 2013, the plan will be in operation throughout the duration of the event.

Yours sincerely

Chief Inspector Tingley
District Commander Lewes District
Sussex Police.

2. Memorandum from Environmental Health Lewes District Council and licence conditions requested to promote the licensing objectives.

Memo

To: Garry Clark
Licensing Officer

Date: 27 March 2013

From: Ed Hele
Principal Environmental
Health Officer

Phone: 484354

Copy: Email: ed.hele@lewes.gov.uk
Our Ref:
Your
Ref:

Re: Application for Granting a Premises Licence ATFL Ltd
The Convent Fields Lewes BN7 2XD 19th – 21st July 2013

Dear Mr Clark

I am writing on behalf of the Principal Environmental Health Officers for both the Public Health and Commercial Teams of the Environmental Health Department of Lewes District Council. I wish to advise that I am making a representation to the above application based on the following grounds:

- public safety and prevention of public nuisance

It is our opinion that the application does not contain sufficient information to allow the event to proceed and promote the above licensing objectives. However this department does not object to the event in its entirety and is of the opinion that it could proceed with appropriate controls put in place by way of conditions attached to the licence.

It is the intention of the Environmental Health Department to work with the applicant and agree a set of conditions that can be attached to a granted Licence. As a starting point I would like to offer the applicant the conditions attached. The majority of the conditions attached are either modifications of those submitted in the application or ones which the applicant has offered.

Should the applicant and Lewes District Council Environmental Health Department fail reach to an agreement then there would be a need for a licensing hearing to take place.



Ed Hele
Principal Environmental Health Officer

Memo

Environmental Health Conditions Public Safety and Prevention of Public Nuisance

1. The Licensee shall ensure that all temporary demountable structures including stages, marquees, barriers, grandstands, towers are built and installed by reputable suppliers in compliance with their own method statements and risk assessments and, where appropriate, in accordance with The Institution of Structural Engineers "Temporary Demountable Structures – Guidance on Design, Procurement and Use", Second Edition 1999, or to any relevant guidance that supersedes this. All suppliers of temporary demountable structures will be required to supply sign off sheets for installations and structures supplied on demand from Lewes District Council Environmental Health Department. All suppliers of temporary demountable structures will provide evidence of public liability insurance.
2. Throughout the main Festival arena there shall be 'no vehicle movement' restrictions enforced throughout the Festival opening times, except in the event of an emergency or by prior agreement with the site manager. In the event that a vehicle needs to move within the arena during opening hours, this will only take place under the supervision of the site management team and will be accompanied by banksmen wearing high visibility clothing. For the avoidance of doubt, this includes Police and Fire vehicles.
3. The design of any marquee, tent or temporary structure, including stages, speaker locations and internal support towers must be submitted to Lewes District Council Environmental Health Department by no later than 1 July 2013.
4. Suitable and sufficient measures must be taken to mitigate the potential for persons to climb structures. Where there is the potential for persons to climb up structures such as lattice steelwork towers, suitable boarding should be erected around the base of the structures from ground level up to a height of no less than 3 metres. The boarding should cover any exposed steel pins that have been driven into the ground to secure the base of the towers. Suitable and sufficient measures must be taken to mitigate the potential of speaker stacks from falling over. Suitable and sufficient measures must be taken to prevent persons climbing on to speaker stacks.
5. All plant and machinery associated with the operation of the playing fields will be removed from the festival site and stored safely away from public access.

Memo

6. A List of all Trading concessions and their latest Food Hygiene Rating will be provided to the Lewes District Council Environmental Health Department 28 days prior to the event. If during the event any concessions fail to respond to reasonable request to comply with the law or are deemed unsafe or unhygienic the organiser will at the request of the Environmental Health Officer remove the concession from the event. The organiser will require each food concession to display their Food Hygiene Rating as issued by their inspecting food authority.
7. A suitable and sufficient scheme to prevent pedestrian access to and from the site from the A27 dual carriageway shall be submitted to Lewes District Council Environmental Health Department no later than 1st June 2013. The scheme shall identify what measures shall be taken to prevent pedestrians being set down and collected from the A27 dual carriageway and lay-by.
8. An Effluent Management Plan for the campsite and arena shall be submitted to Lewes District Council Environmental Health Department for approval no later than 1st June 2013. The effluent management plan shall be implemented throughout the duration of the event.
9. A Waste Management Plan shall be submitted to Lewes District Council Environmental Health Department for approval no later than 1st June 2013. The plan shall include details of litter collection arrangements in the arena, the campsite and on the routes for people arriving and leaving the venue. The waste management plan shall be implemented throughout the duration of the event.
10. A Campsite Management Plan shall be submitted to Lewes District Council Environmental Health Department for approval no later than 1st June 2013. The plan shall include details on toilets / potable water / medical provision / vehicular traffic / nuisance / pedestrian traffic to and from the campsite after any town event / arrangements for site clear up. The campsite management plan shall be implemented throughout the duration of the event.
11. The organiser shall submit for approval a draft noise management plan (NMP) to Lewes District Council Environmental Health Department no later than 1st June 2013. Following receipt of comments from Environmental Health, a final Noise Management Plan will be submitted at least 28 days before the Event for the approval of the Lewes District Council Environmental Health Department. The approved NMP shall be implemented throughout the event. In particular the NMP shall incorporate and detail how the following criteria shall be met:-

Memo

- a) The NMP shall demonstrate how to control any potential for noise nuisance from the Event using the national recognised approach detailed in the 'Code of Practice on Environmental Noise Control at Concerts' issued by the Noise Council.
- b) A suitably qualified noise consultant will be appointed who will closely follow the methodology of this guidance including a Site Assessment.
- c) The Music Noise Level (MNL) when assessed at the prediction stage or measured during sound checks shall not exceed 75 dB(A) LAeq 15 mins at 1 metre from the façade of noise sensitive premises.
- d) The music noise levels for 63 Hz and 125Hz octave bands shall not exceed 85 dB over any 1 minute period when measured at 1 metre from the façade of any noise sensitive premises.
- e) Immediately prior to the Event, and during the Event, noise levels will be monitored at 30 minute intervals by competent persons at locations agreed in the Noise Management Plan. In the event that noise levels exceed agreed maximum levels, immediate remedial action will be taken by the Event Manager.
- f) Officers from Lewes District Council Environmental Health Department will be afforded every opportunity to oversee the monitoring regime and the Event Organiser will implement any reasonable recommendation from Environmental Health if they arise during the event.
- g) A route for public complaints about noise will be agreed with the Environmental Health department and a suitable 'phone line will be publicised and continually staffed during the Event, including any sound checks.

12. A draft Event Management Plan and Emergency & Contingency Plan complying with all necessary legislation and guidance (including HSG 195) shall be submitted to Lewes District Council Environmental Health Department three months prior to the event. Following discussion with the relevant authorities and members of the SAG the full Event Management Plan, Emergency & Contingency Plan will be submitted for approval no later than 28 days prior to the Event.

The requirements of the approved Event Management Plan shall be fully implemented during the Event and the Event shall be run in accordance with the approved Plan. Changes can only be made with the

Memo

written consent of Sussex Police and Lewes District Council Environmental Health Department.

The Plans shall deal with the following issues:

- i. Event Profile and Overview.
- ii. Event Management Structure, chain of command, Event Management responsibilities (including overall responsibility for Health & Safety matters). Emergency Liaison Team.
- iii. Arena operation, facilities and attractions including main stages, arena operational method, sterile areas, ingress condition.
- iv. Public and work safety, including security and crowd management in all parts of the site. Both these aspects shall be documented in specific plans that will only be varied by agreement with Sussex Police and Lewes District Council Environmental Health Department
- v. Major Incident Plan, including emergency vehicle routes, evacuation procedures and places of safety.
- vi. Site information, including, but not limited to, fire safety, temporary structures, barriers, fencing, sanitary/washing and welfare facilities, lighting and electrical work, fuel storage and use.
- vii. Event Specific Risk Assessments and Health & Safety Policy, including pre, during and post event.
- viii. Traffic Transport and Pedestrian Access Management Plan. The pedestrian access management plan shall detail how entrances and thoroughfares to and from the site shall be made safe including the provision of lighting, signage and stewards.
- ix. Alcohol Management.
- x. Medical Services.
- xi. Stewarding Plan.
- xii. Details of any special effects (e.g. pyrotechnics) and associated risk assessments.
- xiii. Site Plans, which will be distributed to the Responsible Authorities and any service provider involved in the Event. The

Memo

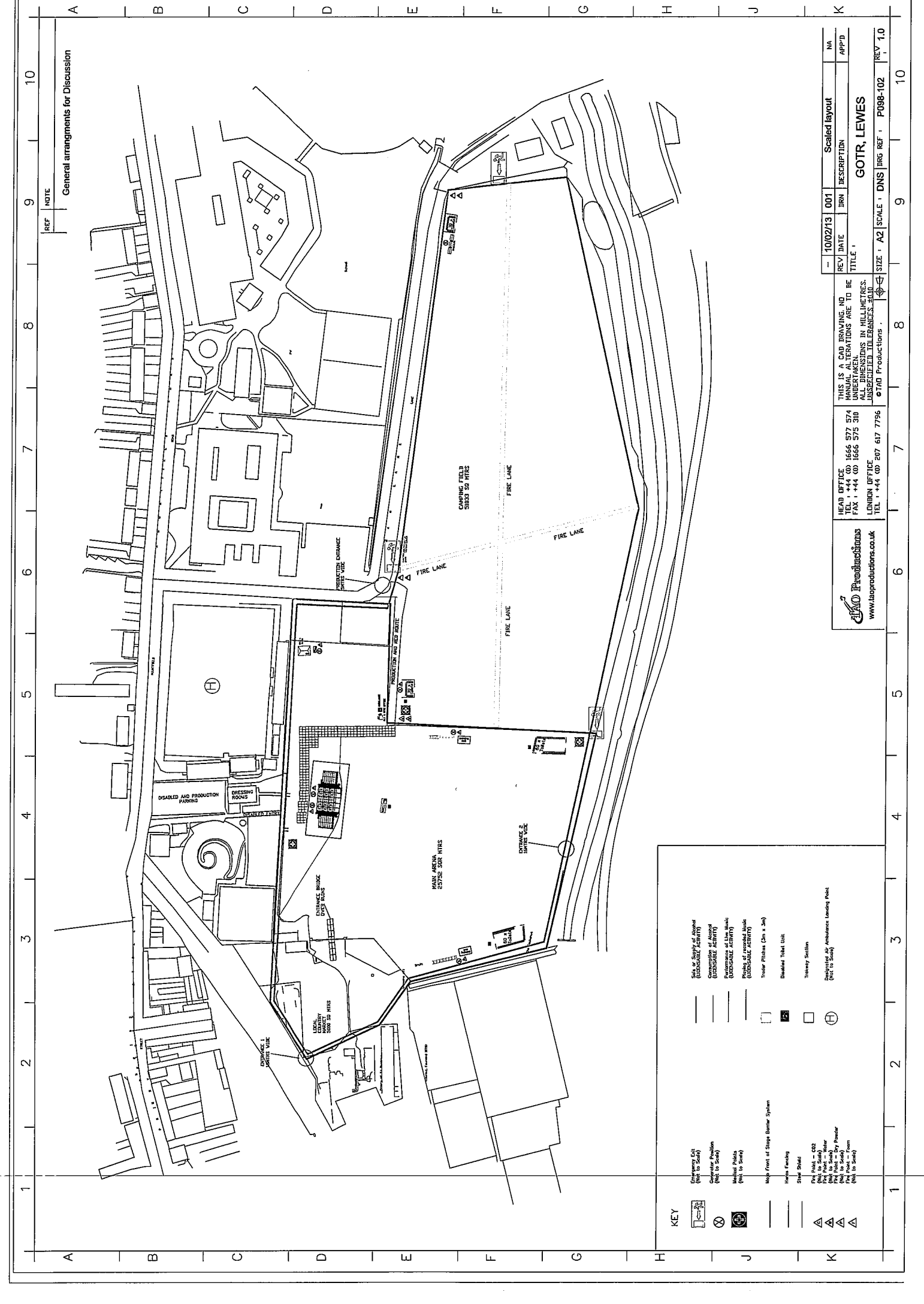
final Site Plan will be submitted by 1st July 2013 and Site Plans will be made available during the Event to Silver Control at a suitable scale.

- xiv. Suggested dates for site inspections by the Licensing Authority and Responsible Authorities.

The following conditions are taken from the operating schedule as offered by the applicant and we would request that they are included as conditions to any license granted.

13. The Licence Holder will ensure authorised Officers of Lewes District Council, East Sussex County Council, Sussex Police, East Sussex Fire & Rescue Services, or other Responsible Authorities and South East Coast Ambulance Service, who are in the course of their duties, shall have free access to all parts of the licensed site at all reasonable times for the purposes of supervision and enforcing the observance of the licensing objectives under the Licensing Act 2003 and other relative legislation.
14. Full risk assessments will be undertaken for the Event by the organiser and all contractors. These assessments will be presented to the SAG as soon as reasonably practicable, but in any event no later than 28 days prior to the event.
15. A Show Stop Procedure will be agreed with the Licensing Authority and will be signed up to by all artists prior to them appearing on stage.
16. Medical personnel will be on site throughout the organiser's occupation of the site and the numbers and types of personnel will be agreed with the Ambulance Authority and the SAG at least 28 days prior to the Event.
17. Contractors, Traders and Caterers' Policies will be compiled and issued to all persons and companies working on the Event with a view to managing the safety on the site and Event these documents will be available to the SAG at least two months in advance of the Event.
18. The organiser will submit a Child Protection Policy to the Licensing Authority and all Responsible Authorities for approval at least 28 days prior to the Event. All Event personnel that work directly with children, or vulnerable adults, will be CRB checked. Children 14 and under must be accompanied by an adult to this Event. The organiser will impose a Challenge 21 Scheme at all bars.

3. Site Plans



REF NOTE
General arrangements for Discussion

	Fire Exit (Not to Scale)		Public Area (Not to Scale)
	Restricted Access (Not to Scale)		Performance of Live Music (Not to Scale)
	Medical Point (Not to Scale)		Firing of loaded music (Not to Scale)
	Maple Front of Stage Barrier System		Tender Pitching (Not to Scale)
	Horse Fencing		Disabled Toilet Unit
	Steel Shield		Tramway Section
	Fire Point - CO2 (Not to Scale)		Fire Point - Fire Extinguisher (Not to Scale)
	Fire Point - Fire Extinguisher (Not to Scale)		Fire Point - Fire Extinguisher (Not to Scale)
	Fire Point - Fire Extinguisher (Not to Scale)		Fire Point - Fire Extinguisher (Not to Scale)
	Fire Point - Fire Extinguisher (Not to Scale)		Fire Point - Fire Extinguisher (Not to Scale)
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GOTR, LEWES		TITLE : SIZE : A2 SCALE : DNS IRG REF : P098-102 REV : 1.0	REV DATE IRG RESCRIPTION	NA APP'D	

4. Event Plans

6. Event Management Personnel