

03 June 2019 at 10.30 am

Council Chamber, Argyle Road, Sevenoaks



Licensing Hearing

Supplementary Agenda

	Pages	Contact
3. Report to Licensing Sub-Committee following receipt of representations in relation to an application for New Premises Licence Made Under The Licensing Act 2003 For Neverworld (Wilderness Farm, Wilderness Lane, Hever, Kent TN8 7LP (19/00902/LAPRE). (Cowden and Hever)	(Pages 1 - 116)	Michael Moss Tel: 01732227364

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

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Neverworld 2019 Noise Management Plan V1

Wilderness Lane
Hever
Edenbridge
TN8 7LP

Prepared by: Chris Beale Wednesday, 8 May 2019

This management plan is a live document that will be updated as the overall concert plan develops. Updates will be version tracked and circulated by e-mail.

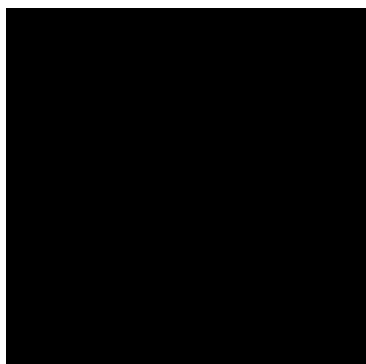
Comments or questions relating to this document should be referred to the author.

Data Centre Controlled

Touring Systems
IT & Comms

Installation
Custom Design

Environmental
Noise Monitoring
Air Quality
Meteorological
Calibration
SPLtrack
SPLcloud
Management
Consultancy



Chris Beale

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1. Overview

1.1. This NMP concerns a multi-day event for up to 5000 persons featuring various artists. It is scheduled from Thursday 1st August to Sunday 4th August 2019. The event is operated by a highly experienced management team that has extensive knowledge of large event production. SPLtrack is an environmental management company that has been responsible for noise management at many events throughout the UK.

1.2. The organisers declare their commitment to best practice in environmental noise management, acknowledging the recommendations of the Noise Council Guidance on the Control of Noise at Concerts 1995 and the amenity of nearby residents.

2. Arena layout and stage orientation

2.1. The site plan for the 2019 event is appended to this document. This plan may be updated as further information becomes available.

3. Propagation modelling

3.1. The arena plan has been updated to optimise noise propagation. Appendix 3 illustrates the likely impact of the event upon nominated receptors.

3.2. The model assumes standard meteorological conditions.

4. Size of sound systems

4.1. The organisers operate a policy that the sound system must be designed to ensure that the lowest amount of acoustic power is used to achieve satisfactory entertainment sound levels. This policy will help to ensure that sound systems remain under control throughout the event.

4.2. In pursuance of this policy and where required, delay loudspeaker positions and other sound containment methods may be deployed. This policy optimises audience sound levels and minimises offsite noise propagation.

5. Noise monitoring system

5.1. The noise monitoring system that will be used is called SPLtrack, a network of onsite and offsite meters that are viewed in real time at event control and at any location with Internet access including mobile devices.

The system conforms to BS61672-3 Class 1 and is supplied with UKAS approved calibration certificates.

5.2.A noise monitoring station will be located at the mix position of the principle noise source featuring a live display screen to inform the sound engineer of noise levels and frequency information.

5.3.Three offsite noise monitoring stations will be placed at representative locations agreed with the licensing authority.

5.4.SPLtrack produces a live dynamic sound propagation map and performs sound source matching to link sources with receptors.

5.5.The system permits real-time display of levels at all locations and will guide the mix engineers if sound levels approach the control limits proscribed under the license.

5.6.The noise monitoring stations connect to the central control point by either the site network, the Internet via broadband or by 3/4G and deliver real-time data and audio that enables the nature of the sound at the monitoring location to be determined.

6.Noise management team

6.1.The main noise monitoring team will comprise two representatives.

6.2.Site security personnel will be briefed to identify and report noise related issues in conjunction with their other duties.This includes portable sound systems that have not been authorised for use on the site.

6.3.A briefing, review and management policy document will be created for those involved during the event.

7.Communication

7.1.On-screen messaging is provided at the onsite meter location enabling direct communication with sound control staff.As this is a head-up illuminated display in eye-line of the sound engineers it provides the primary method of communication.

7.2.Sound operators will be equipped with walkie talkie radios and mobile numbers will be shared.

7.3.At key times and when necessary the sound control representative will be present at the sound mix position.

8.Scheduling of stages

8.1.The organisers will schedule the stage in accordance with the licensing conditions and leave sufficient time to ensure that the last performance ends prior to curfew.

9.Venue opening hours

9.1.Please refer to appendix 4.

10.Licensing conditions

10.1.The organisers undertake to comply with the conditions relating to noise levels set out by the licensing authority prior to the event.

10.2.When available, a copy of the noise conditions will be appended to the noise management plan and will be displayed in the sound control office and in abbreviated form at the sound stages.

11.Identification of the parties

11.1.The event managers are Phizzwizzards Ltd., Room 204 Shakespeare Business Centre, 245A Coldharbour Lane, Brixton SW98RR (PHW).

11.2.The sound management consultants are SPLtrack Limited (SPL) of Mallory Park Circuit, Kirkby Mallory, Leicestershire LE9 7QE.

11.3.The Licensing Authority is Sevenoaks District Council, Argyle Road, Sevenoaks, Kent TN13 1HG (SDC).

11.4.The sound management consultants will liaise with Environmental Health Officers of SDC under direction from PHW management.

12.Determination of MNL (Music Noise Level) limits

12.1.The MNL limits at noise sensitive receptors shall be set by SDC in agreement with PHW prior to the event.

12.2.SPL will configure the SPLtrack noise management system to monitor all audio sources and representative offsite locations and will provide real-time information to enable SDC to verify compliance with licence limits.

13.System Design

13.1.The design of each loudspeaker system will be undertaken by a competent person with an understanding of environmental noise issues.

I3.2. The system will be designed with consideration to the directivity and scope of coverage of the loudspeaker systems.

I3.3. System design shall be conducted with reference to any special characteristics of the topography or geography of the site.

I3.4. The sound systems will be equipped with a suitable limiting device. Access to the limiting device shall be permitted to authorised persons only.

I4. Installation of loudspeaker systems

I4.1. Only qualified personnel shall undertake the installation of loudspeaker systems.

I4.2. After installation the noise management representative will verify that the sound systems comply with the design criteria and a completion certificate will be signed.

I5. Event Sound Control Office

I5.1. The organiser will establish suitably located heated, well-lit, secure office facilities for the management of environmental noise.

I6. Identification of points of control

I6.1. The noise management representative will identify the locations at which the sound levels are directly controlled and adjusted and ensure that all parties are familiar with the means of access to these positions.

I7. Onsite monitoring locations

I7.1. A reference location will be identified for the sound system being the point at which sample sound level measurements will be taken. This will normally be at the front of house sound mix position.

I8. Monitoring equipment

I8.1. Class 1 networked monitoring stations will be installed at the appointed offsite monitoring station.

I8.2. A Class 2 device may be used at the mix position.

I9. Verification of sound systems

I9.1. At a time agreed by the parties the noise management representative will conduct a propagation test. During this test, offsite noise measurements will be viewed via the SPLtrack monitoring system, streamed audio from the offsite location will be available and further measurements will be made using portable equipment if necessary.

19.2. The propagation test will consist of typical program music for each sound source, transmitted from each system in turn for a period of 1 minute at a level equivalent to the level set out in the event license and measured at the reference location for that system.

19.3. A further test will be conducted with all systems operating concurrently.

19.4. Offsite measurements will be taken at the monitoring locations established under <Identification of monitoring locations> above.

19.5. The offsite measurements will be related to the sound levels set at the control positions during the test and an attenuation figure will be calculated. From this figure a maximum level for the control position will be set for the duration of the event.

19.6. The MNL (Music Noise Level) limit set at the console will in any case not exceed 100dB LAeq(15 min) and the maximum sound pressure level at any point in the audience shall not exceed 137dB.

20. Briefing of sound personnel

20.1. All sound operators will be briefed prior to the event by SPL and event managers.

20.2. Sound operators will be briefed to follow the instructions of the noise management representative without delay and without verification from any other party.

21. Self-monitoring

21.1. Sound operators will be provided with displays showing in real time data from network noise meters.

21.2. Monitoring by sound operators will take place continually throughout the event. Sound operators will not be required to log their own measurements.

21.3. Sound contractors will be required to obscure third party sound meters from the sight of visiting engineers and will be obliged to rely only upon SPL track meter information.

22. Other Monitoring

22.1. Portable monitoring by the noise management representative and/or SDC may take place at intervals on or around the site. For this purpose a Class 1 sound level meter will be used.

23. Maintenance of Records and Reporting

23.1. Records will be kept in perpetuity.

23.2. Reports will be available on demand via the SPLtrack web portal.

23.3. Reports will be supplied in graph and data table format. They will include the following metrics:

23.3.1. $LA_{eq(t)}$

23.3.2. LAF_{max}

23.3.3. $LZ_{eq(t, 63Hz)}$

23.3.4. $LZ_{eq(t, 125Hz)}$

23.3.5. L_{10}

23.3.6. L_{90}

23.3.7. $LZ_{eq(t, 1/3 \text{ Octave})}$

24. Receipt of complaints

24.1. The event managers, the Licensing Authority or the Police may receive complaints from the community.

24.2. PHW will publish a dedicated telephone number for public complaints.

24.3. The noise management representative will maintain a log of all complaints referred and will document responses and actions.

24.4. The noise management representative will respect and will act upon the decision of SDC if remedial action is necessary with reference to PHW.

25. Procedure for dealing with excessive noise levels

25.1. It may be necessary for the sound configuration of the stage to be adjusted to comply with information received from off site measurements. In this case the following procedure shall be used.

25.1.1. The noise management representative will instruct the Sound Operator on the relevant stage to comply.

25.1.2. All actions will be verified and logged and the change in sound level recorded.

25.1.3. Further information regarding actions to be taken in cases of non-compliance with sound control instructions is given in appendix I.

26.Communication with Sound Operators

26.1.The methods of contact to the Sound Operators are as follows:

26.1.1.Person to Person or by infrastructure telephone to the Sound Operator.

26.1.2.Via SPLtrack head-up displays.

26.1.3.By radio contact with the stage manager.All stage managers will have walkie-talkies with earphones for use in high noise environments. The appropriate channel will be identified at the briefing.

26.1.4.By mobile telephone. All mobile numbers will be collated on an information sheet prior to the event and distributed at the briefing.

27.Following the event:

27.1.A review of the sound levels and procedures will be undertaken by SPL within 14 days of the end of the event.

27.2.A report will be written by SPL and delivered to PHW within 30 days of the event.

27.3.SPL senior staff and/or the noise management representative will attend debriefing meetings as required.

End

Appendix I - Sound Management Process

(displayed in the venue office)

SPLtrack Ltd is the appointed sound consultant for the event. Sound levels are being monitored in real-time, 24 hours a day. The event has strict noise license conditions. The noise management representative will be working to keep the event operating within noise limits. Breach of these limits is a serious matter.

The guidance of the noise management representative must be respected at all times. When action is necessary, the following strategy will apply:

↓ Stage 1 - Request to turn down ↓

Assistance will be provided by the noise management representative. If the sound operator in question fails to comply:

↓ Stage 2 - Warning ↓

Person responsible for non-cooperation identified and the event manager informed.

↓ Stage 3 - Intervention ↓

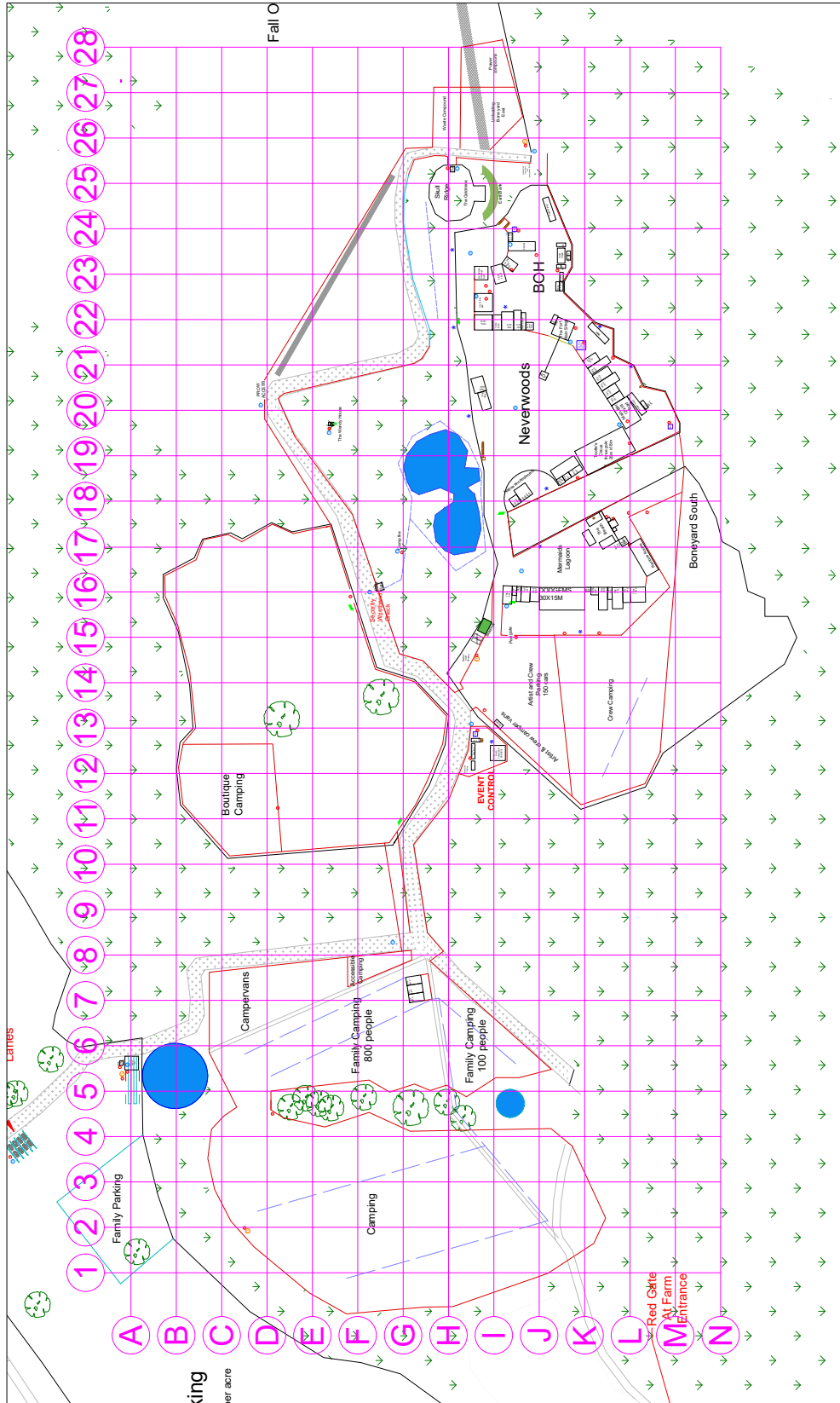
1. Physical intervention. This may include independent attenuation of the system by other staff or physical disconnection of sound system elements.
2. Disciplinary action.
3. Ultimately if there are no other options the performance may be terminated.

Other facilities such as cafes and bars that may have permission to operate background music after hours must ensure that noise cannot be heard more than 10m from the facility in any direction.

A competent person must be on duty at all times at each venue during operating hours.

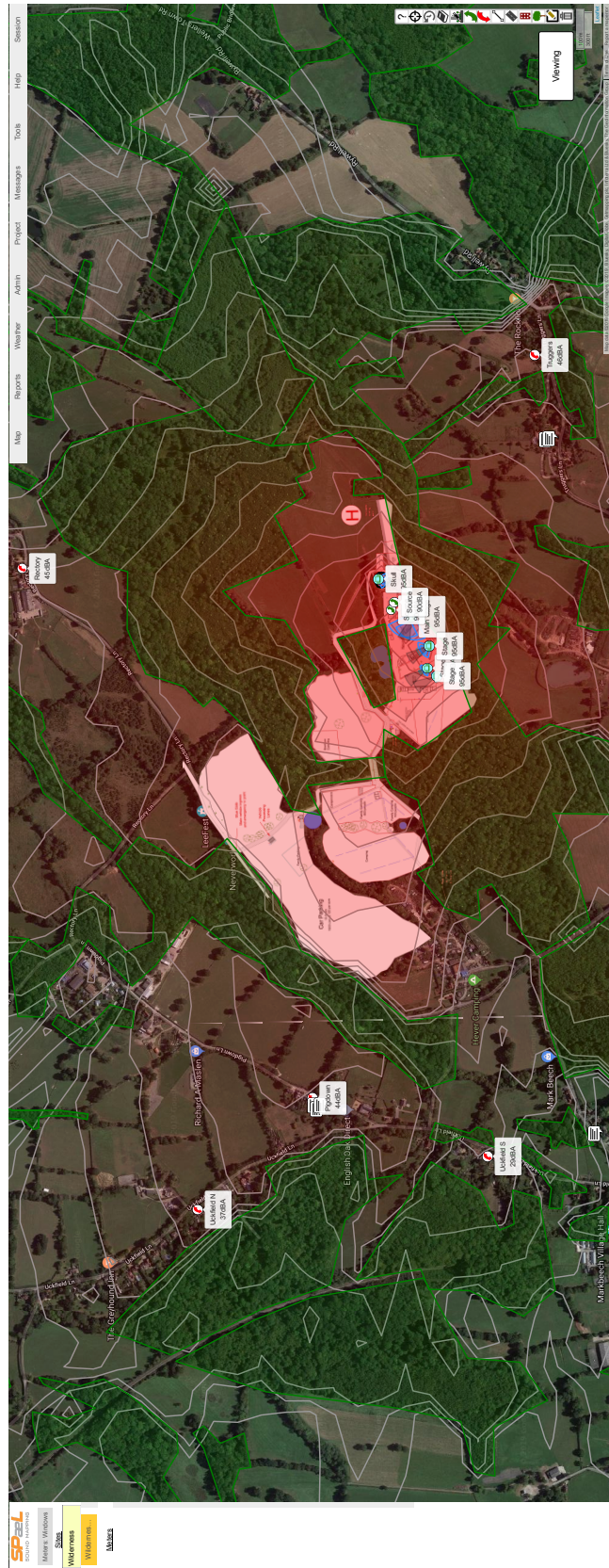
Be aware of venue operating times and post a copy of the venue closure schedule in a prominent position.

Appendix 2 - Site Plan

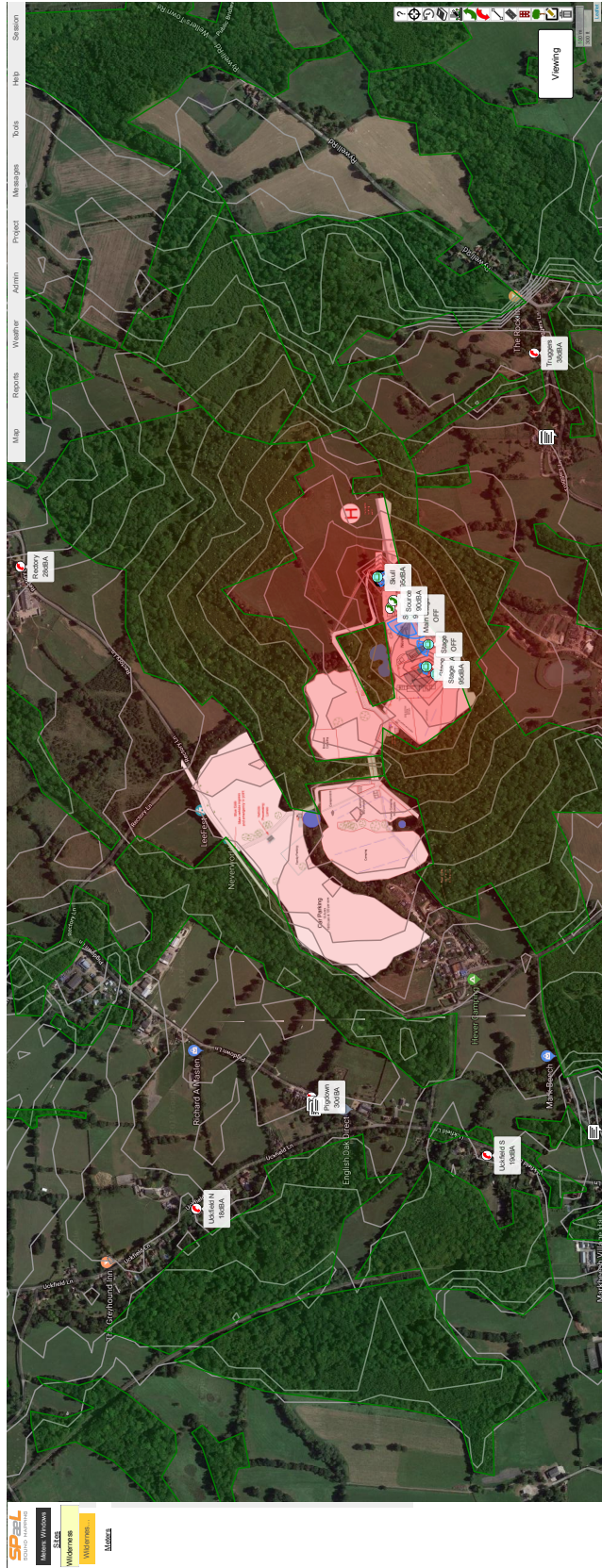


Project: Neverworld 2019		Grid scale: 30meters		Plot Scale: NA	
Client:		Drawn By: CC		Units: mm V4	
Date:26/2/2019		Sheet No: 1 of 1			

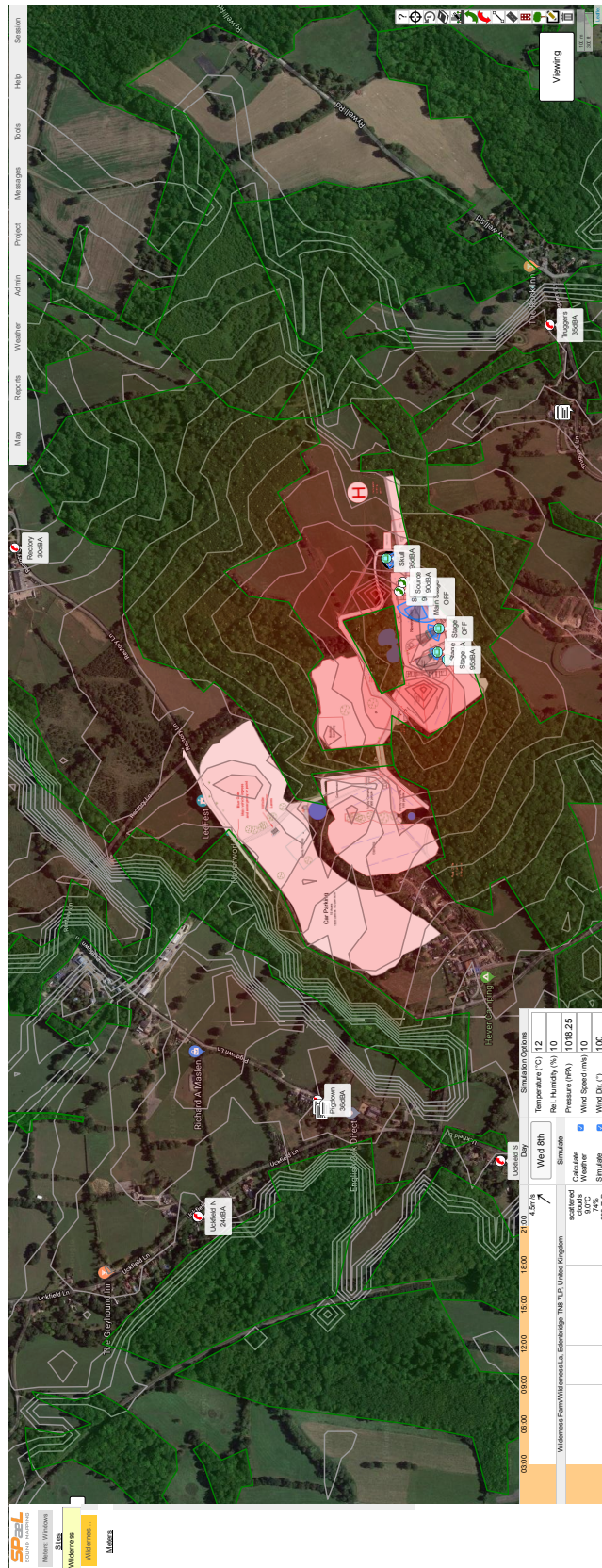
Appendix 3 - Propagation model



Daytime



Post 23:00 Standard day



Post 23:00 East Wind 10% Humidity

Appendix 4 - Venue applied hours

Main Stage to finish at 23:00

Minor stages to finish at 02:00

Rainbow Rooms operating with cafe style music until 03:00

Appendix 5 - Licensing Conditions (Noise)

I. TBA - conditions will be appended when available.

Appendix 6 - Glossary of Terms

Ambient Noise	The total encompassing sound in a given situation at a given time, usually composed of sound from many sources far and near
A-weighted sound pressure, PA	Value of overall sound pressure, measured in pascals (Pa), after the electrical signal derived from a microphone has been passed through an A-
A-weighted sound pressure level, L _{pA}	Quantity of A-weighted sound pressure, given by the following formula in
Background Noise Level, LA _{90,T}	The A weighted sound pressure level of the residual noise at the assessment position that is exceeded for 90% of a given time interval, T, measured using time weighting, F, and quoted to the nearest whole number of decibels
Daytime Decibel (dB)	The period 09:00-23:00 hours
Decibel (dB)	A unit of level derived from the logarithm of the ratio between the value of a quantity and a reference value. It is used to describe the level of many different quantities. For sound pressure levels the reference quantity is 20 uPa. The threshold of normal hearing is in the region of 0 dB and 140 dB is the threshold of pain. A change of 1 dB is only perceptible under controlled conditions
dB(A), L _{Ax}	Decibels measured on a sound level meter incorporating a frequency weighting (A weighting) which differentiates between sounds of different frequency (pitch) in a similar way to the human ear. Measurements in dB(A) broadly agree with people's assessment of loudness. A change of 3 dB(A) is the minimum perceptible under normal conditions, and a change of 10 dB(A) corresponds roughly to halving or doubling the loudness of a sound. The background noise in a living room may be about 30 dB(A); normal conversation about 60 dB(A) at 1 metre; heavy road traffic about 80 dB(A) at 10 metres; the level near a pneumatic drill about 100 dB(A)
Free-field level	Sound pressure level measured outside, far away from reflecting surfaces. Measurements are made 1.5 m above the ground and at least 3.5 m away from other reflecting surfaces are usually regarded as being free-field measurements. To minimize the effect of reflections the measuring position should be at least 3.5 m to the side of the reflecting surface (i.e. not 3.5 m from the reflecting surface in the direction of the source). Estimates of noise from aircraft overhead usually include a correction of 2 dB to allow for reflections from the ground.
Façade level	Sound pressure level measured 1 m in front of the façade of a property.
LA _{10,T}	The A weighted noise level exceeded for 10% of the measurement period, T.
LA _{90,T}	The A weighted noise level exceeded for 90% of the measurement period, T. This is defined in BS 4142 as the background noise level.
L _{AE}	The sound exposure level – the level of a sound with a period of 1 second that has the same sound energy as the event considered.

L _{Aeq,T}	The equivalent continuous A-weighted sound pressure level is the value of the A-weighted sound pressure level in decibels (dB) of a continuous, steady sound, that within a specified time interval, T, has the same mean squared sound pressure as the sound under consideration that varies with time.
L _{Amax}	The highest A weighted noise level recorded during a noise event. The time weighting (slow or fast) should be stated.
Night time	The period 23:00-09:00 hours.
Octave band	Band of frequencies in which the upper limit of the band is twice the frequency of the lower limit.
Third octave band	Band of frequencies in which the upper limit of the band is 2 times the frequency of the lower limit.
Residual noise	The ambient noise remaining at a given position in a given situation when the specific noise source is suppressed to a degree such that it does not contribute to the ambient noise.
Sound Power Level, L _W	An absolute parameter widely used for rating and comparing sound sources. Sound power is a physical property of the source alone, independent of any external or environmental factors.
Sound Pressure, p	Root-mean-square value of the variation in air pressure measured in pascals (Pa), above and below atmospheric pressure, caused by the sound.
Sound Pressure Level, L _p	Quantity of sound pressure, in decibels (dB).
Specific Noise Level, L _{Aeq,Tr}	The equivalent continuous A-weighted sound pressure level at the assessment position produced by the specific noise source over a given reference time interval.
Specific Noise Source	The noise source under investigation.

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NeverWorld MUSIC & ARTS FESTIVAL

1st-4th August 2019

Leppards Wilderness Farm TN8 7LP

TRAFFIC MANAGEMENT PLAN

V1

Document Control	
Project:	Neverworld 2019
Title:	Traffic Management Plan
Revision:	V1
Date:	13th April 2019
Author:	Alex Lepingwell
Phizzwizzards Ltd, 33-39 High Street, Kempston, Bedford, England, MK42 7BT	

Agenda Item 3

Neverworld 2019 - Leppards Wilderness Farm, TN8 7LP
Traffic Management Plan

Phizzwizzards Ltd
13th April 2019

Contents

Event Overview

- The Proposed Event
- Site Description and Access Point
- Addresses
- Available Capacity on Site
- Site Traffic Rules

Production Traffic

- Expected Traffic levels and Arrival Times
- Access Routes
- Vehicle Labelling System
- Pre and Post Event Traffic

Ingress

- Expected Traffic levels and Arrival Times
- Taxis/Minicabs Drop off point
- Pedestrian Routes
- VIP/Production/Crew/Artists
- Local Access
- Public Access

Egress

- Shuttle Busses
- Taxis/Minicabs/Collections
- Production Gate
- Local Access
- Public Access
- Highway Restoration

Car Parking

- Public
- Crew and Production

Emergency Services

- Police, Fire and Medical

Lighting

- Roads
- Pedestrian Routes

Public Roads Signage Plan

1. Event Overview

1.1. The Proposed Event

A 5000 capacity festival over three days in Kent. 2019 will be the third time the event has been held at Leppards Wilderness Farm.

NeverWorld public car parks will be manned by either security teams or marshalls at all times.

1.2. Site Description and Access Point

The event site predominantly is made up of grass meadow and woodland, however there are 2 pre-existing tracks which will be used during the festival. Currently there is a double width track to come straight off the public highway straight into the car park field.

1.3. Addresses

Public

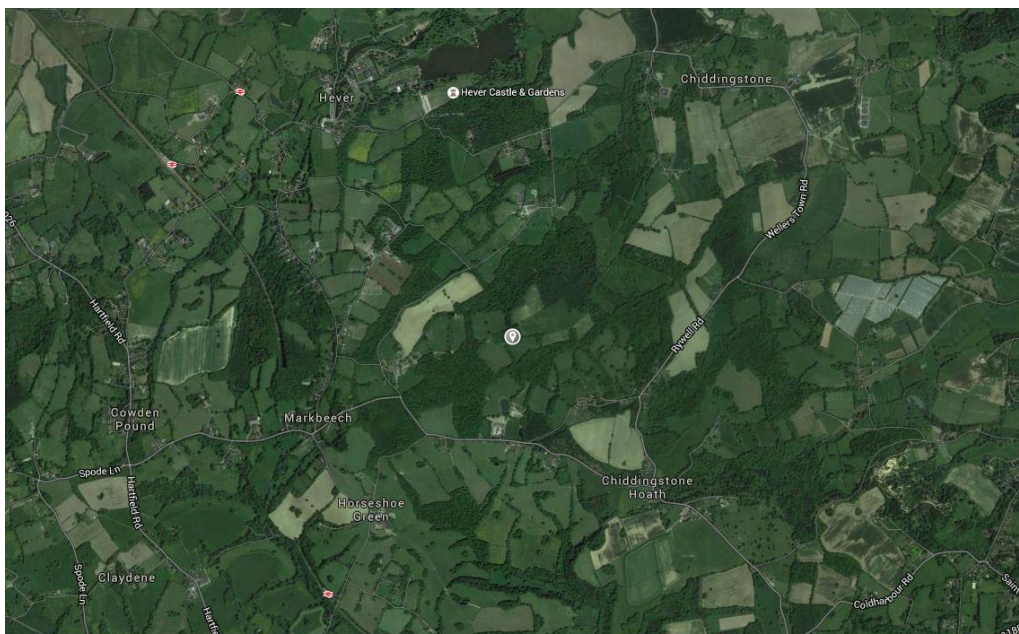
The Public will be given the post code of the Queens Arms, Cowden Pound **TN8 5NP**. At which point our signage will take all public arriving directly to site. To further assist the public in realising they have arrived at the correct point, the Landlord has agreed to fly a Jolly Roger prominently and also give directions should anyone come into the pub and ask.

Contractors

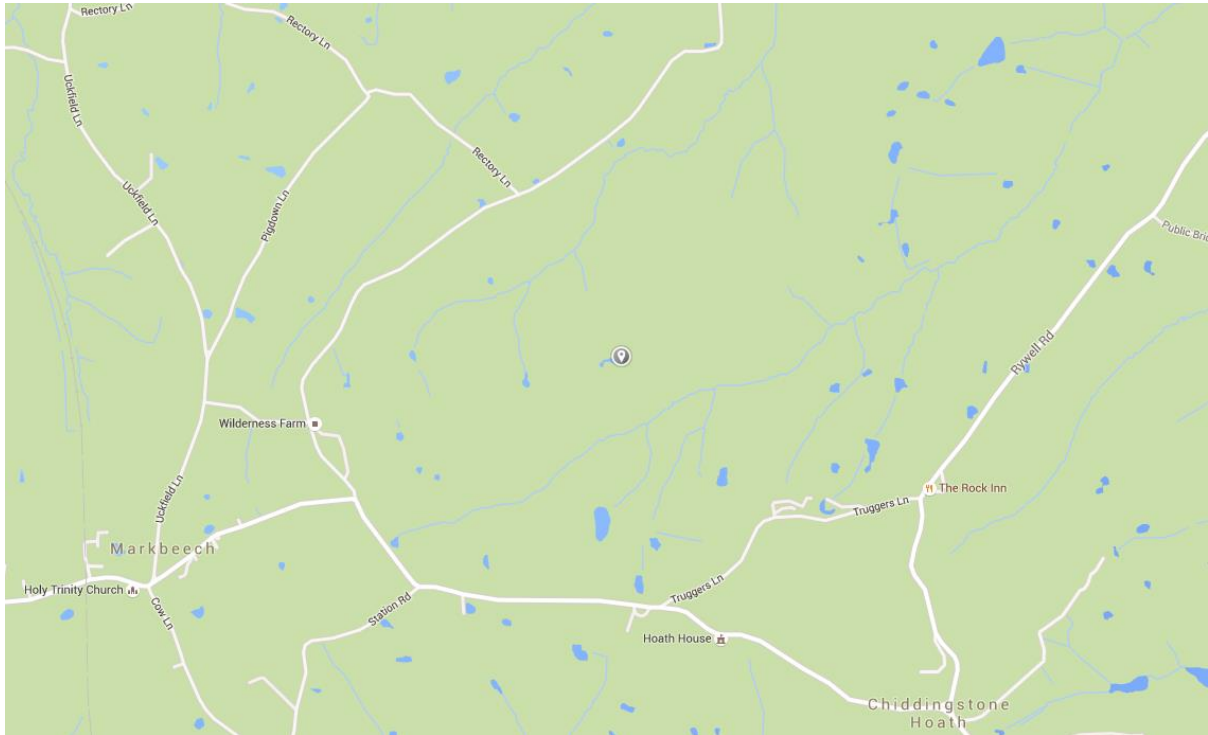
All contractors will be given the post code TN87LP which will take them to the entrance to wilderness farm. From here we will use road signs to direct the traffic the main blue entrance gate.

Red Gate (Production): Wilderness Farm, Wilderness Lane, Edenbridge, TN8 7LP

Blue Gate (Public Access): Turning Off Of Wilderness Lane, TN8 7LP, GR TQ483438



Agenda Item 3



1.4. Available Capacity on Site

Based upon figures from last years event an estimated maximum of 65% of attendees will travel to the event by car. Using an average car occupancy of 2.7 we can expect no more than 1200 cars in the public car park. Using an average of 180 cars per acre, no less than 6 acres are required for public parking.

Staff & performers will require enough space for an extra 150 cars, which approximately an additional acre.

Up to 200 camper vans are anticipated to be part of the vehicle load and an additional 1.5 acres has been factored in to accommodate them.

The combined parking area marked on the sitemap is X acres, which will provide enough space for the expected number of cars and campervans.

1.5. Site Traffic Rules

1. All vehicles will abide by a 5 mph speed limit on site
2. All plant vehicles will be escorted by a banksman at all times if traversing a non designated safe working area, particularly if there are any public present.
3. No Dogs will be permitted on site
4. No unaccompanied children will be allowed on the site during the build period..

5. Headlights or Amber Rotating Beacons will be required to be on in all areas except the public car park for moving vehicles
6. All staff will be required to wear the correct PPE for the activities they are undertaking at all times.
7. All PPE will be in a clean and usable state
8. Fuel will be locked away, and only available to accredited people
9. No fuel can be brought onto site other than that which is authorised
10. If any of the above rules are broken, the staff member in question will be re-briefed and warned, any member of the public in violation will be warned. Repeated offences will result in ejection from site.

2. Production Traffic

2.1. Expected Traffic levels and Arrival Times

30 Articulated lorries expected overall during the build period. During build and break the majority of production vehicles will be directed to enter site via Blue gate. Any large vehicles entering site during live days will be directed to enter via red gate and cross loaded into smaller vehicles for onward transport to site.

Production traffic and deliveries will be instructed to arrive between 9am and 5pm on build days. No large deliveries will be expected through show days and the majority of production traffic at this time will be artists and small scale contractors.

2.2. Access Routes

All contractors and suppliers will be sent an arrival pack which clearly shows access routes for both large and small vehicles. Due to the location of the event and the narrow access on the surrounding roads all large lorries will be directed to follow a strict arrival route.

When entering the site production vehicles have two possible access routes; until the week of the show production traffic can enter through Blue Gate (main public access point for show days) and travel down the pre-existing track and enter the site or access the site through Red Gate (Wilderness Farm Main Entrance). The type of vehicle and eventual delivery location on site will dictate which of the two gates is most appropriate for entry.

2.3. Vehicle Labelling System

There will be the following site passes, all will include a space on the pass to add a telephone number:

ARENA: Access to all areas within the site -BACKSTAGE: Access to all non arena areas

CREW: Access to crew parking CAMPERVAN: Access to campervan field

PUBLIC: Access to public parking field

ACCESSIBLE: Access to accessible public parking field - must be accompanied by written proof of 'accessibility' status

ON SITE STATIC: Will be allowed on site but will be unable to move during live days.

Agenda Item 3

DELIVERY: Will have a 1 hour window to delivery to back stage areas on site

2.4. Pre and Post Event Traffic

The earliest arrival day will be 20th July and latest departure day will be 10th August.

3. Ingress

3.1. Taxis/Minicabs Drop off point

Although this form of transport is discouraged, a small number of customers will inevitably choose to travel this way, there will be an operation in place to take this traffic in through Blue Gate.

3.2. Pedestrian Routes

Pedestrian routes on the festival site will be clearly signed and marked using festoon lights, barriers and marshals. Pedestrians will be told to travel down a side avenue in the main car park away from the traffic and be accredited away from the parking field. No customers will be advised to walk on any public highway of any sort, and there will be no need or provision for them to do so.

Those customers wishing to travel by bike will be provided secure infrastructure to lock up their bikes.

3.3. VIP/Production/Crew/Artists

These vehicles will travel through the public car park to the artist accreditation point and using their issued passes to gain entry, will be directed onwards into the event site. If they have not had their accreditation posted to them in advance, they will be directed to park a holding area and receive their passes at Artist Accreditation._____

3.4. Local Access

To prevent unauthorised parking problems experienced previously, the event will put in place staff to advise anybody attempting to park in Truggers Lane that they run the risk of being towed away for obstructing a Public Highway.

3.5. Public Access

Public will access the site through a double width access point with apron and track situated at Blue Gate, the entrance will be signed, and be very clear that it is the entrance to the event. Cars will be approaching primarily from the left of the track to turn right into the event site. This will speed up the ingress operation. This will be achieved as in previous years by releasing a predetermined postcode prior to the event that ensures the public to follow festival signage from that point. .

Any vehicles needing to exit the site during the public ingress period will do so out of the Red Gate so as to remove contra directional traffic s through Blue Gate.

Agenda Item 3

4. Egress_____

4.1. Taxis/Minicabs/Collections

Although this form of transport is discouraged, a small number of customers will inevitably choose to travel this way, there will be an operation in place to take this traffic in through Blue Gate and a taxi rank created.

4.2. 4.1 Public Access

Public traffic will exit through Blue Gate and be directed to reverse the ingress route with marshals, reversed signage and cones.

4.3. Highway Restoration

As a legal requirement, all roads and public highways will be cleaned of any large amounts of mud/dirt if deemed necessary.

5. Car Parking

5.1. Public

Public car parking will be managed using experienced traffic management staff and volunteers. They will be visible and recognisable by wearing uniform and have had a full briefing prior to opening times. If the weather is bad in the run up to the event, extra tracking will be ordered to transport vehicles into the car park. Ticket checking will take place as far from the road as possible in at least 4 lanes at peak times. If at any time there is a queue out onto the public highway, charging vehicles to park will cease until the queue in question has disappeared. Cars will be parked in double rows to maximise space and fire lane will be left around the outside of the parking areas.

5.2. Crew and Production

Crew and production parking will be managed separately to public, on receiving accreditation crew will travel on the pre-existing tracks into the crew parking area next to crew camping.

6. Emergency Services

6.1. Police, Fire and Medical

There will be medical staff and vehicles on site and also fire fighting equipment that will be managed by the security teams. Any extra provisions needed from off site will enter through the public gate on blue lights and meet a member of security team or production manager at the gate, which is the RV point as marked on the site plan. All emergency services will be notified of this prior to the event.

7. Lighting

7.1. Roads

The car park entrance will be lit and the route into the car park will also be lit during hours of darkness.

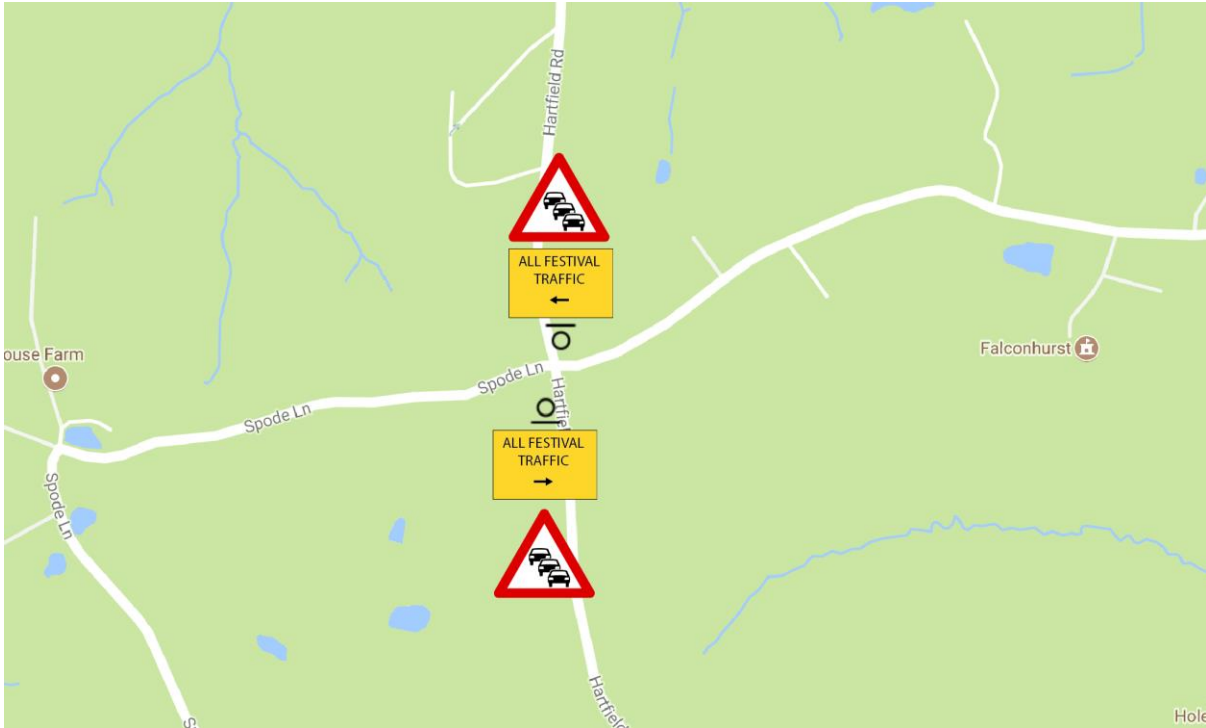
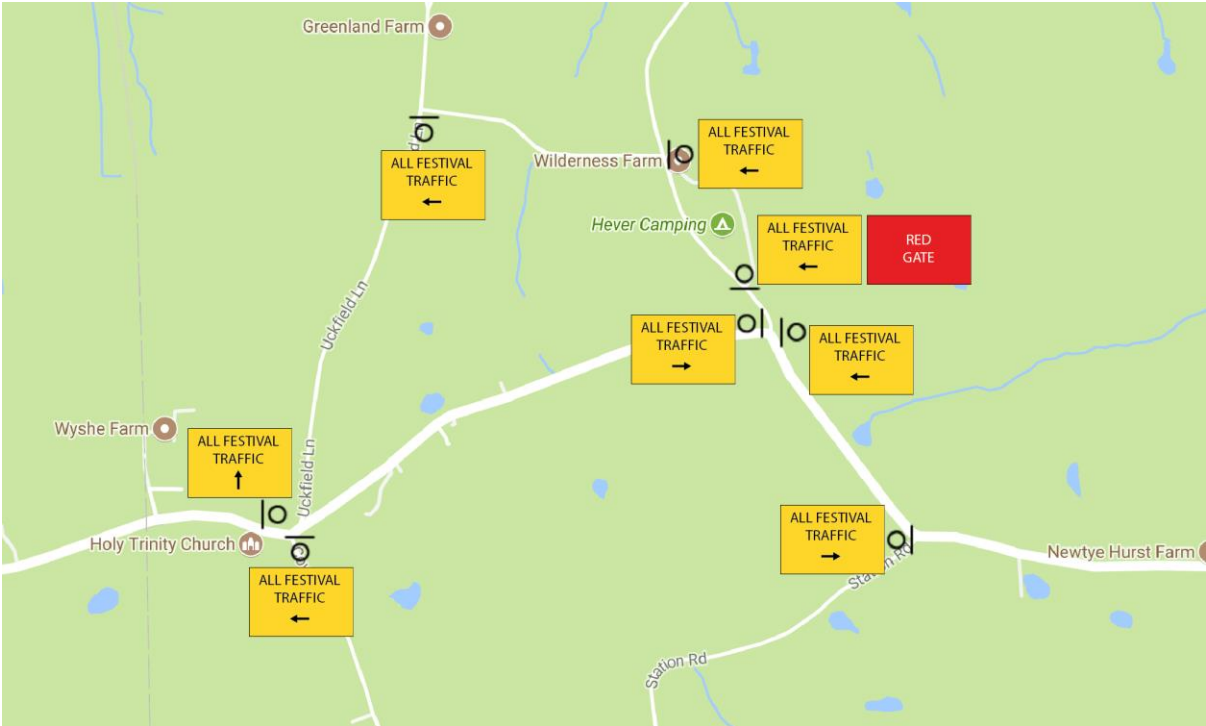
7.2. Pedestrian Routes

All pedestrian routes on site are lit using festoon lighting, and flood lights will be provided where vehicles and pedestrian routes meet

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8. Public Roads Signage Plan





9. Internal Roads Signage Plan

On site traffic supervisor to monitor all signage on and off site.

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Neverworld MUSIC & ARTS FESTIVAL

Leppards Wilderness Farm TN8 7LP

FIRE RISK ASSESSMENT

V2

Document Control	
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Date:	10th April 2019
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This document is intended to evaluate the risk to people and property from fire at the event, NeverWorld organised by Phizzwizzards Ltd and taking place at Leppards Wilderness Farm, Wilderness Lane, Edenbridge, Kent TN8 7LP

It carries out an assessment of the events fire risk in accordance with the guidance set out in the HM Government Fire Safety Risk Assessment Book and makes recommendations to ensure that the event and its organisers meet the criteria of the Fire Safety Order.

1 Levels Of Risk

There are several zones of different risk levels within the event

Inside the marquees on the event site is designated as an area of HIGH risk. The required escape time for this zone is < 5 minutes

Outside the marquees on the event site is designated as an area of LOW risk. The required escape time for this zone is between 5 and 10 minutes.

The campsites are designated as areas of HIGH risk. The required escape time for this zone is < 5mins

2 Places Of Safety

There are several large accessible places of safety within and surrounding the event site. They are open areas on the site and thus can be designated areas of reasonable safety for evacuation.

There is a designated 'Fall Out Zone' area (designated for fireworks) north of the main arena site in a large field, a place of safety that can be used in the event of a full site evacuation, along with another field adjacent to the main car park to the south of the site.

3 Suitability Of Exits

All exits are sufficiently wide and on even ground with no obstacles allowing easy transit away from any area.

4 Travel Distance

The team installing the fire exits in the marquees will be briefed to ensure that the maximum travel distance from inside any marquee to a place of reasonable safety is not less than 18m where there is more than 1 escape route available, and not less than 6.5m when only one escape route is available.

5 Vulnerable Persons

Hearing and Mobility Impaired persons will not be alone at any point (designated cares should be with their charges during the event) and so will have assistance in the event of a fire or evacuation.

People attending the event may possibly have impaired senses due to the effect of alcohol or drugs, so security staff will be on hand to assist with evacuation and the whole site will be overseen by crew staff to raise the alarm in the event of a fire.

6 Emergency Lighting and Signage

Inside marquees and temporary structures all emergency exits will be marked using backlit emergency exit signage. Emergency battery powered floodlights (twinheads) will also be used to provide an uninterrupted source of light in the event of a power failure or shutdown. These will be installed prior to opening by out on site power providers.

Outdoors illuminated banners will signpost exit routes to a place of complete safety.

7 Firefighting Equipment

Fire fighting equipment is provided around the event site and can be used by anyone competent. The following people have received training in how to use the fire fighting equipment and should be called upon in an emergency situation if nearby:

Stage Managers

Power Crew

Security Staff

Production Staff

Site Crew

All concessions attending must carry one 2Kg dry powder extinguisher and one fire blanket as part of their setup. Any deep fat frying units will require one additional 9L Wet Chemical extinguisher and proof of training.

We will provide and maintain a schedule of fire fighting equipment, distributed around the event site, for use by staff in the early stages of tackling a fire, this is available on the site map.

Position	Stand	Bucket	Wet Chemical	Foam	CO2	Powder	Water	Blanket
Security Response Team					1	1	1	1
Generators x 9						9		
Tower Lights x 4						4		
Food Traders x 8	8		8		8			8
Craft Trader Area							3	
Bag Check Marquee	1				1		1	
Wristband Check Marquee	1				1		1	1
Campsite Info	1				1		1	
Skull Ridge DJ Stage (Booth)					1			
Position	Stand	Bucket	Wet Chemical	Foam	CO2	Powder	Water	Blanket
Skull Ridge Live Stage (indoor)					1		1	
Cabaret Stage (Indoor)					1		1	
Arcade (Indoor)					1		1	
First Aid Tent					1		1	

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Crew catering	1				1		1	
Camp site	6	6		6			6	
Luxury camp site	2	2		2			2	
Crew camping	6	6		6		6		
Press Tent					1		1	
Dressing Room Cabin					1		1	
Promotors Office					1			
Public Bar (Indoor)					1		1	1
Neverwoods Main Stage (Outdoor)					1		1	
Neverwoods FOH Tent					1	1		
Neverwoods Live Stage (Indoor)					2		2	
Position	Stand	Bucket	Wet Chemical	Foam	CO2	Powder	Water	Blanket
Kids Area (dependant on structures)					1		1	
Cinema (Indoor)					1		1	
Beach stage (Outdoor)					1		1	
Production Office			1		1	1	1	1
Car park	3	3			3		3	
Crew car park	1	1			1			

Additional fire points will be positioned around the campsite providing buckets of sand and water. These will be clearly signposted and easily accessible.

8 Fire lanes

The camp site and main area we will have designated fire lanes. The fire lanes will be clearly mark with in the campsite and parking areas. Security staff will be patrolling the camp site during key arrival times to ensure that attendees are not erecting tents within the designated fire lanes.

9 Emergency Evacuation Plan

An emergency evacuation plan has been written and all staff and contractors will be briefed on their roles within the plan and how it works in practice on the event site as part their site induction.

Posters will also be displayed to give public and artists and untrained crew information on how to raise the alarm in an emergency situation and the evacuation routes to be followed.

10 Staff Training

Staff training will be delivered to event staff, crew, contractors and security as part of their site induction including:

- What to do on discovering a fire.
- How to raise the alarm.
- What to do upon hearing the fire alarm.
- The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits.
- The arrangements for calling the fire and rescue service;
- The evacuation procedures for everyone to reach an assembly point at a place of total safety.
- The location and, when appropriate, the use of fire-fighting equipment.
- The location of escape routes, especially those not in regular use.
- Where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire.
- The safe use of, and risks from, storing or working with highly flammable and explosive substances.
- The importance of general fire safety, which includes good housekeeping.

11 Sources Of Ignition, Fuel and Oxygen

The attached tables assess the risk to the event by looking at the sources of ignition, fuel and oxygen and understanding the likelihood of fires starting, the risk to people from fires starting and suggests preventative measures for both.

Attendees will not be allowed to bring any gas canisters in excess of 240g onto site. BBQ's and small stoves will be permitted but must be raised from the ground using fire bricks, which will be provided and inspected by the security response team and campsite volunteers.

A safe disposal bin, separate from general refuse and fireproof will be available for the disposal of used barbeques.

Cigarette Butts Bins will be provided.

All grass will be cut short prior to public access and the grass clippings will be removed to prevent vehicle fires igniting due to hot exhausts and catalytic converters.

As part of the event we will have a designated camp fire adjacent to the main arena entrance. This campfire will be manned by a trained member of staff at all times who will be deployed adjacent to a fire point.

12 Fire Safety Checklists

The attached tables assess the risk to the event by looking at the sources of ignition, fuel and oxygen and understanding the likelihood of fires starting, the risk to people from fires starting and suggests preventative measures for both.

The Following checks will be conducted at 0800, 1500 and 2000 of each event day.

- All exits and gateways are unlocked and clear
- All exits are clearly signposted and illuminated
- All exits lead to a place of safety, and that the place of safety is clear

Roaming security teams will be carrying fire fighting equipment and will be monitoring all areas to minimise the risk of any fires breaking out.

Daily Checks	Checked By
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Fire exits are unlocked and fire routes are clear to the point of safety.	
Safety signs and notices are legible.	
Emergency lighting is working.	
Fire extinguishers are present and have not been used.	
Staff are in place.	

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13 Emergency Evacuation Routes

Emergency Evacuation routes will be communicated on a dynamic basis dependant on the nature and location of the threat.

The Indoor venues will be individually assessed as they are built as to how many emergency exit points they require as the build process may highlight unforeseen factors that require additional signage, lighting or exits.

Outdoor Venues								
Area Name	Description	Intended Capacity	Risk Level	Escape Time (min)	Flow Rate (ppl/min/m)	Total Exit Width Required (m)	Planned Number Of Exits / Width	Notes
Event Arena	Outdoor	5000	LOW	10	109.00	4.59	2 exits of minimum width 5m	
Neverwoods Realm	Outdoor	4000	LOW	10	109.00	3.67	2 exits of minimum width 5m	
Mermaids Lagoon Realm	Outdoor	1000	LOW	10	109.00	0.92	2 exits of minimum width 3m	
Skull Ridge Realm	Outdoor	1000	LOW	10	109.00	0.92	2 exits of minimum width 3m	
The Goldmine	Outdoor	400	LOW	10	73.00	0.55	2 exits of minimum width 1.05m	
Wondersands Beach	Outdoor	300	HIGH	5	109.00	0.55	2 exits of minimum width 1.05m	Surrounded by Straw Bales which increases risk to high
Bangarang Stage	Outdoor	3000	LOW	10	109.00	2.75	4 exits of minimum width 2m	
Campsite	Outdoor	3000	HIGH	5	109.00	5.50	2 exits of minimum width 5.5m	Campsite

Family Campsite	Outdoor	200	HIGH	5	109.00	0.37	2 exits of minimum width 3m	Family Campsite
Crew Campsite	Outdoor	400	HIGH	5	109.00	0.73	2 exits of minimum width 1.05m	Crew Campsite

14 Raising The Alarm Posters

FIRE ACTION

1. ALERT THE NEAREST STEWARD OR CREW MEMBER

2. LEAVE BY THE NEAREST AVAILABLE EXIT

3. FOLLOW EXIT SIGNS TO THE ASSEMBLY POINT

4. DO NOT RUN DO NOT TAKE RISKS

15 Event Site Status

At all times the event will be given one of the three following status levels. Event Control will be responsible for monitoring radio communications and escalating or deescalating the event site status.

Green: Normal Operation

The event site is operating under normal circumstances.

Green status incidents might require the assistance of onsite teams such as security, medical, power or marquees.

The chain of command remains normal, with Event Control acting to co-ordinate the resolution of routine incidents.

Amber: Emergency Response

The event site is operating to resolve an actual or potential emergency situation. This might involve a bomb threat, fire, medical emergency, and adverse weather conditions.

Amber status incidents might require the emergency services to attend in addition to the assistance of onsite teams. Event Control will make the decision to seek their advice and/or assistance.

The chain of command remains normal; Event Control will be responsible for co-ordinating onsite resources and requesting the assistance of the emergency services.

Event Control or head of security in consultation with the RA's will be responsible for making the decision to conduct a partial or full evacuation as part of the emergency response.

If the situation can be resolved the site status can be changed back to green, however the situation may require the curtailment of the event. The decision to curtail the event is to be taken by the Event Organisers.

Red: Major Incident

The event site is operating to resolve a major incident.

Red status incidents are those that; involve the treatment and rescue of a large number of severe casualties, require a joint response from two or more of the

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emergency services, or require the support of the local authority and emergency services to cater for the threat of death, serious injury or homelessness of a large number of people.

The chain of command changes. A transfer of authority form will be used to hand control of the event and available resources to the Senior Police or Fire Officer. Event Control will be responsible for supporting the controlling officer's decisions by; coordinating onsite staff and resources, providing information, recording incident details and assisting in an evacuation as necessary.

If the situation can be resolved and the event can continue, control of the event will be transferred back to the Event Control. If the situation requires the curtailment of the event, the decision is to be taken by the Event Organisers with the guidance of the controlling officer and the Event Control.

NeverWorld 2019

SUSTAINABILITY POLICY

PRINCIPLES

"Organisations all over the world are using the tried and tested One Planet Living model to reduce their environmental impacts and demonstrate their commitment to sustainability. With ten guiding principles One Planet Living is comprehensive and flexible, allowing organisations to develop their own solutions to the sustainability challenges that they face."
One Planet Living, BioRegional and WWF

These ten One Planet Living guiding principles underwrite the whole approach to events and activities at any event site where we operate, as well as the eco-development taking place here.

PHIZZWIZARDS LTD is run on and dedicated to the promotion of One Planet Living principles. It is a fundamental part of the organisation and all members of the organisation strive to ensure that they are contributing to the success of the stated policies. As client managers at The venue, PHIZZWIZARDS LTD is committed to implementing and maintaining a set of systems and procedures designed to increase the sustainability of the venue on an ongoing basis. This improvement will be measurable and achievable within the constraints of the organisation and the nature of the venue and the events run here.

The organisation requires that where possible its contractors and clients adhere to the policy laid out in this document. Persistent and deliberate non compliance with the policy will result in termination of contracts and ultimately may result in eviction from site with the forfeiture of any deposits and non-refund of any costs laid out.

CODE OF CONDUCT

The ten One Living Planet sustainability principles and the economic, social and environmental dimensions underpinning the UK National Planning Policy Framework will be applied The venue the following ways:

ENERGY

- Where practical we aim to have event energy requirements to be provided by renewable energy – Solar, Wind, Wood, Waste Vegetable Oil or other.
- The use of energy efficient facilities, products and infrastructure including lighting systems, PA systems and sanitation facilities.
- A limit of no more than two designated fires per event to ensure considered use of wood as a limited energy source. For all wood burnt onsite to come from sustainable sources. All fires to be managed by designated fire-keepers.
- Access to renewable energy and energy efficient technology suppliers will be provided by PHIZZWIZARDS LTD to site users on request.

WASTE

- Waste avoidance and minimisation as a key target
- Minimised waste during event build and breakdown periods
- Provision, by PHIZZWIZARDS LTD, of a designated waste collection point for smaller events and a waste collection service via an approved contractor
- Recycling of event waste including glass, plastic bottles, paper/cardboard, tetrapaks and metals. A target of a minimum of 50% recycled waste from each event.
- Provision of onsite composting
- All toilet facilities to be eco-friendly and where practicable, composting models.

TRANSPORT

- Layout designed to facilitate pedestrian movement to all site facilities
- Minimal use of motor vehicles on the site itself, beyond car park and camper van areas.
- Restriction of access beyond car park to essential site vehicles, deliveries and emergency vehicles.
- Encouragement of sustainable transport forms onsite including electric vehicles, rickshaws, horsedrawn carts and pedal-power.
- Encouragement of sustainable transport forms to get event attendees to site including

use of public transport, minibuses and car sharing.

- Information on public transport, car share websites, cycle routes and footpaths to be provided by PHIZZWIZARDS LTD to hirers.

PROCUREMENTS, PRODUCTS AND MATERIALS

- Materials with low embodied energy will be specified and used wherever possible, together with products meeting certified eco-credentials
- Electronic infrastructure with high energy efficiency ratings will be used wherever possible
- Procurements will be made locally wherever possible and financially viable to do so. This includes hiring of infrastructure, marquee furnishings, décor and caterers. The target is for 50% of suppliers to be within a 25 mile radius of the venue.
- All cleaning and hygiene products used by PHIZZWIZARDS LTD onsite, including soaps and detergents, are to be naturally derived. PHIZZWIZARDS LTD will provide soaps and shampoos for shower facilities.

FOOD

- Use of primarily local and organic ingredients in all catering onsite
- Utilising local farm and grower produce wherever possible
- Developing relationships with local suppliers and ethical catering companies
- Working with artisan suppliers and caterers wherever possible
- PHIZZWIZARDS LTD to provide lists of contacts and preferred suppliers to all hirers of the venue

WATER

- All water onsite is currently provided by a mains water supply
- No additional water sources are to be brought onsite except where onsite facilities prove insufficient for the capacity of the event
- Mains water distribution system will be sufficient to discourage unnecessary use of bottled water and ensure above adequate public hygiene
- Provision of black and grey water recycling and treatment facilities
- Use of water efficient products and facilities
- Water features onsite to be protected and their biodiversity and health improved by activities onsite
- All toilets to be composting (waterless) models wherever possible
- Shower facilities to be designed in a way that ensures restricted but adequate water use

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- Water consumption for events to be monitored and reduced year-on-year wherever possible

BIODIVERSITY

- Protection of existing water features from damage by event use
- Protection of existing woodland areas from damage by event use
- Protecting other known wildlife areas on the site from damage by event use
- Provision of educational events and activities related to biodiversity
- Provision of some event activities that enhance biodiversity through tree-planting, habitat restoration and so forth
- Events to be designed with a consciousness of existing wildlife, both flora and fauna, and with a mind to protecting this.
- Key conservation bodies such as the RSPB, The Woodland Trust, Hawk and Owl Trust, and Pond Conservation Trust to be invited to onsite events where practicable.
- Prevention of pollution through banning of hazardous materials and minimisation of use of general pollutants. Any hazardous material in use, including waste vegetable oil, to be contained away from water features in secure containers. Hazardous materials only to be handled by designated contractors.

CULTURE AND COMMUNITY

- Creation of an events programme that enhances the full eco-community project of the venue
- Use of the events programme to promote the principles of the full eco-community project.
- Ensuring there is adequate information about the eco-development available to attendees and organisers of events at the venue.
- Provision of a strong educational element to the events calendar
- Provision of a balanced cultural/entertainments programme as part of events calendar
- Building of a non-residential community network through the events held at the venue, particularly those organized by PHIZZWIZARDS LTD itself.
- Celebration of the principles of community as an ideal through PHIZZWIZARDS LTDs own events
- Introduce extraordinary cultural opportunities to local residents and those within the sphere of influence of the venue

HEALTH AND HAPPINESS

- The integration of community living with the natural environment through outdoor events
- Providing access to significant areas of accessible and high quality natural green space
- Provision of extraordinary entertainment and education through the events held at the venue
- Provision of exceptional facilities that enrich the events of hirers
- Provision of exceptional eco-friendly facilities for those celebrating weddings, anniversaries and other important occasions
- Provision of a friendly, welcoming staff and management team
- Organising events that celebrate life as well as educating on important environment, social and economic issues and appropriate solutions

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