

03 June 2019 at 10.30 am

Council Chamber, Argyle Road, Sevenoaks
Despatched: 15.05.19



Licensing Hearing

Membership:
TBC

(Each Licensing Sub-Committee will contain three Members of the Licensing Committee. Any member of the Licensing Committee may act as a substitute on any of the Licensing Sub-Committees.)

IMPORTANT INFORMATION

If an interested party (e.g. a parish or town council) has not made a "relevant representation" (section 18(6) and (7) of the Licensing Act 2003), it will not receive a notice of the hearing (Reg. 6(1) Hearings Regulations). The interested party will not, therefore be "a party to the hearing" (Reg. 2 Hearings Regulations). There will therefore be no right to address the hearing (Reg. 16 Hearings Regulations). The above also applies to a Member i.e. if s/he does not make a "relevant representation" s/he will not be a "party to the hearing" and has no right to address the hearing unless appointed by "a party to the hearing" to assist or represent that party.

Would you please note that all the reports/information listed on this agenda are available from Democratic Services on request (01732 227000). Alternatively you can make an appointment to view the information at the District Council Offices by contacting the Licensing Partnership Manager on 01732 227000.

Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. Appointment of Chairman		
2. Declarations of interest		
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 - 98)	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.

REPORT TO LICENSING SUB-COMMITTEE FOLLOWING RECEIPT OF REPRESENTATIONS IN RELATION TO AN APPLICATION FOR A NEW PREMISES LICENCE MADE UNDER THE LICENSING ACT 2003 FOR NEVERWORLD (WILDERNESS FARM, WILDERNESS LANE, HEVER, KENT TN8 7LP (19/00902/LAPRE)).

Licensing Sub-Committee - 3 June 2019

Report of Chief Officer, Environmental and Operational Services -
Richard Wilson

Status For Decision

Key Decision No

Executive Summary:

This report provides members with information relating to a time-limited Premises Licence application under The Licensing Act 2003 in respect of Neverworld, Wilderness Farm, Wilderness Lane, Hever, Kent. TN8 7LP.

The proposed time-limited Premises Licence is intended to commence from Thursday 1st August 2019 and run consecutively until Sunday 4th August 2019. It proposes to provide regulated entertainment (Plays & Films) on a 24 hours basis but the provision of live and/or recorded music and the sale of alcohol until 03:00am; the site has a maximum capacity of 4999 person(s).

The time-limited Premises Licence granted for Neverworld in 2018 was approved at a Licensing Sub-Committee and conditions were imposed. The decibel levels set in the conditions of the Premises Licence proved problematic to achieve and complaints from nearby residents were received. The Event Management Team acted swiftly and took action to resolve the nuisance by closing the event early, as promised to the Licensing Sub-Committee at the hearing dated 12th July 2018.

Representations have been received from 5 local residents, Environmental Protection and Chiddingstone Parish Council.

Contact Officer Michael Moss, Ext. 7364

Recommendation to Licensing Sub-Committee:

Options available to members are:

- a) To grant the Application in full on the terms and conditions contained within the operating schedule along with relevant mandatory conditions
 - b) To grant the application, modified to such an extent as considered
-

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appropriate in order to satisfy any relevant representations so as to adequately promote the licensing objectives

- c) To exclude from the scope of the licence any of the licensable activities
- d) To refuse to specify a person in the licence as the premises supervisor
- e) To refuse the application in its entirety.

Reason for recommendation:

Each application must be considered on its individual merits and in relation to the licensing objectives under the Licensing Act 2003. Members are asked to consider the options above in light of the individual circumstances of this application and representations and testimony received at hearing.

Introduction and Background

Introduction

- 1 The procedure for Hearings of Sub-Committees of the Licensing Committee established in accordance with Section 9 of the Licensing Act 2003 is attached to the agenda.
- 2 On 12th March 2019 a new time-limited premises licence application was made by Phizzwizards Ltd Room 33-39 High Street, Kempston, Bedford MK42 7BT. A copy of the time-limited application is attached as **Appendix 1**.
- 3 The application was initially invalid upon submission, but validated on 29th March 2019 which made the end of the statutory consultation period the 26th April 2019. The Public Notice(s) were displayed from 1st April 2019 and therefore the public consultation expired on 29th April 2019.
- 4 A holder of a Premises Licence, when offering any licensable activity, must ensure they promote the licensing objectives at all times. The Operating Schedule of the application which is contained in a separate document attached as **Appendix 2** contains details of the control measures that the applicant will have in place in order to promote the licensing objectives.
- 5 The premises application is proposed to permit the Neverworld Festival 2019 within Hever camping fields which is a woodland area totalling approximately 43 hectares. The site location and layout plans are attached as **Appendix 3**.
- 6 The proposed operating times of each zone is attached as **Appendix 4**.

Background Information

- 7 Under the name **Leefest**, similar time-limited festivals have been held on the same site between 28-31 July 2016, 10-13 August 2017. The festival was rebranded in 2018 under the name **Neverworld** and also implemented a change to their management structure; the festival took place between 2-5th August 2018.
- 8 Each of these festivals provided similar activities to those applied for under this Premises Licence application and the ethos of the festival has not changed over the years, catering for a mix of family as well as individuals; the average age bracket of attendees will be between 23 to 35.
- 9 While there were some issues when the festival was under the Leefest branding, there were some noticeable improvements in organisation and control of Neverworld 2018. Communication between the organisers and all relevant parties was improved and the organisers demonstrated their professionalism when they closed the event early on Saturday 4th August 2018 due to non-compliance with the conditions imposed.
- 10 While submission of the relevant paperwork required to assess an application under the Licensing Act 2003, is still something which needs to be worked on in future years, there has been some minor changes to the proposal in respect to times.
- 11 Key changes in comparison with the Premises Licence awarded in 2018 include:
 - Sale of Alcohol - Increased from 02:00 to 03:00hrs
 - Performance of Dance - Increased from 02:00 to 03:00hrs
 - Recorded Music - Stays the same at 02:00hrs with the exception of Thursday evening which is increased from 01:00 to 02:00hrs.
 - The Rainbow Room was specifically mentioned on the Premises Licence to provide regulated entertainment until 06:00hrs; this year the stage/ room has not be identified on the application form and is proposed to play unlicensable background music until 03:00hrs.
 - Live Music - Increase from 23:00 to 02:00hrs
 - Wrestling - Reduction from 24 hours to 02:00hrs.
 - The conditions agreed between the organisers, Kent Police and Environmental in 2018 were not submitted as part of the operating schedule this year.

Statement of Intention

- 12 Neverworld has evolved over the last 10 years from Leefest. The aim is to bring people together by providing a small scale, family friendly music and arts festival to celebrate life and be inspired by the arts by supporting emerging artists, engaging communities while allowing people to enjoy the outdoors as part of the great British festival experience.
- 13 The website promoting Neverworld by Leefest says it is “a spectacular immersive kingdom of music, party and wonder” and gives the following statements:
 - “Lee Denny is the next Michael Eavis” - BBC Radio 1
 - “A fantastic unpretentious party vibe” - The Guardian
 - “This feels like a mini Glastonbury” - Annie Mac
 - “The Ultimate Party!” - NME
- 14 Attendees have been informed under the terms and conditions the promoter reserves the right to make changes to the advertised line-up, artists, performers, attractions and activities at any time without notification.
- 15 The event programme consists of a wide range of art forms and activities including; live music, DJ’s, cabaret, communal campfire, cinema, circus, comedy, craft makers and workshops, dance classes, games, sports, glitter wrestling, kids area, art installations, magic, paint fights, spoken word, street foods, theatre, therapies, debates and yoga.
- 16 This year is proposed to headline Craig David and The Vaccines, both of which are high profile recognised artists.
- 17 **Craig David** is an English singer, songwriter, rapper and record producer who rose to fame in 1999. After 20 years in the industry he continued to be the winner of the Best Male at the 2016 MOBO Awards and has sold 2.1 million single sales and 117 million single streams in the last year and a headline arena tour which sold out.
- 18 **The Vaccines** are an English indie rock band formed in 2010. They were the winners of the Best Emerging Talent in 2011 and went on to win the Best New Band in the 2012 NME Awards. The band have released four studio albums and have toured extensively, playing with and opening up for acts such as The Rolling Stones, Arctic Monkeys, The Stone Roses, Red Hot Chilli Peppers and Muse.

Event Overview

19 An overview of the event and the licensing activities being applied for are:

Date:	1 st August - 4 th August 2018
Location:	Wilderness Farm (Hever TN8 7LP)
Premises Type:	Outdoor woodland area
Site capacity:	4999
Event Type:	Community festival with amplified music outdoor under controlled arenas
Audience Profile:	Over 18s
Proposed hours of operation:	Thursday 2 Aug: 12:00 - 23:59 Friday 3 rd Aug: 00:00 - 23:59 Saturday 4 th Aug: 00:00 - 23:59 Sunday 5 th Aug: 00:00 - 12:00

20 The application seeks a premises licence to permit the following activities:

Performance of Plays both indoors and outdoors

01 Aug 12:00 to 23:59

02 Aug 00:00 to 23:59

03 Aug 00:00 to 23:59

Exhibition of films both indoors and outdoors

01 Aug 12:00 to 23:59

02 Aug 00:00 to 23:59

03 Aug 00:00 to 23:59

04 Aug 00:00 to 03:00

Boxing and wrestling both indoors and outdoors

01 Aug 12:00 to 23:59

02 Aug 00:00 to 02:00

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02 Aug 10:00 to 23:59
03 Aug 00:00 to 02:00
03 Aug 08:00 to 23:59
04 Aug 00:00 to 02:00

Performance of live music both indoors and outdoors

01 Aug 12:00 to 23:59
02 Aug 10:00 to 23:59
02 Aug 00:00 to 02:00
03 Aug 10:00 to 23:59
04 Aug 00:00 to 02:00

Playing of recorded music both indoors and outdoors

01 Aug 12:00 to 23:59
02 Aug 00:00 to 02:00
02 Aug 10:00 to 23:59
03 Aug 00:00 to 02:00
03 Aug 10:00 to 23:59
04 Aug 00:00 to 02:00

Performance of dance both indoors and outdoors

01 Aug 12:00 to 23:59
02 Aug 00:00 to 03:00
02 Aug 10:00 to 23:59
03 Aug 00:00 to 03:00
03 Aug 10:00 to 23:59
04 Aug 00:00 to 03:00

Late night refreshment both indoors and outdoors

01 Aug 23:00 to 23:59
02 Aug 00:00 to 03:00
02 Aug 23:00 to 23:59
03 Aug 00:00 to 03:00
03 Aug 23:00 to 23:59
04 Aug 00:00 to 03:00

Sale of alcohol for consumption on the premises only

01 Aug 12:00 to 23:59
02 Aug 00:00 to 03:00
02 Aug 08:00 to 23:59
03 Aug 00:00 to 03:00
03 Aug 08:00 to 23:59
04 Aug 00:00 to 03:00

- 21 The films shown will be classified with age limits by the British Board of Film Classification.
- 22 On page 6 of the application form the applicant has ticked box (h) for any regulated entertainment of a similar description to live music, recorded

music or performance of dance. The activities proposed and discussed fall within the licensable activities proposed and any other entertainment would be deemed as a street performance.

- 23 Members are reminded that they may only have regard to promotion and upholding of the licensing objectives in relation to the licensable activities under the Licensing Act 2003 in determining this application. It is however an offence to undertake any licensable activity other than in accordance with a licence or other authorisation under the 2003 Act.
- 24 One venue will have recorded background music (incidental and therefore not licensable) until 03:00hrs each day, with all other venues closing by 02:00hrs. Incidental music is low level music which does not require two individuals to raise their voices in order to have a conversation.

Prevention of Crime & Disorder

- 25 The organisers will be operating amnesty bins at the entrance to the event and to the arena. The festival operates a zero tolerance policy and persons found with drugs will have them confiscated, the individual detained and the Police informed.
- 26 While violence is not expected from the profile of those attending, measures will be in place to prevent and/ or deal with incidents effectively. A licensed security team will be available for immediate deployment on or off the site when necessary.
- 27 The security team will also carry out a post event crowd dispersal plan to minimise any disorder or potential public nuisance.

Door Supervisors, Stewards & Marshalls

- 28 SIA licensed security will be used in any position where searching, refusal of entry, patrolling or intervention may be required.
- 29 Stewards and volunteers will be used to assist with general information, the team will not replace or replicate the provisions of the SIA licensed security team; stewards and volunteers will be trained before the event commencement.

Age Verification Policy

- 30 Adult wristbands will be given to those 18 and over to help prevent underage drinking.

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- 31 Brightly coloured wristbands will be issued to identify individuals, who are under the age of 18 and any children under 12 will be given a wristband with the contact details of their Parent(s)/ Guardian(s).

Public Safety

Capacity limitations and gate management

- 32 The event capacity will be capped at a maximum of 4999 people.

Risk Assessment & method statements

- 33 The current version of the Event Management Plan, which will detail the steps taken in case of an emergency, is attached as **Appendix 5**
- 34 Prior health & safety checks, risk assessment & method statements will be carried out on temporary structures, sound & light, electrical, vehicle access, emergency exits etc.... to ensure public safety over all aspects.

Barriers & Fencing

- 35 Anti-climb heras fencing will be used to enclose the site erected in line with the site map. Suitable safety barriers will be used in front of stages and to cordon off non-public areas, such as around generators, trip hazards and to form lane queues.
- 36 Walkways will be marked by stakes and rope and be lit using festoon lighting powered by generators.

Medical provisions & emergency vehicles

- 37 The applicant has stated 'a number' of vehicle routes will be created and kept clear to provide the best possible access to emergency vehicles in the event of an emergency.
- 38 The provision of first aid during the event will be provided by 'Event Fire & Medical Solutions'. They will be the first responders in any medical emergency and will be responsible for telephoning the emergency services if it is required.
- 39 A 50m diameter exclusion zone, east of the site has been reserved should the air ambulance be required to attend.

Prevention of Public Nuisance

Sound and Noise Management

- 40 At the time of writing this report a Noise Management Plan (NMP) has not been submitted to the Licensing Authority
- 41 In the supporting documentation submitted by the applicant, exhibited under **Appendix 2**, there is not much detail on the steps being taken to prevent a Public Nuisance and suggests further information will be provided in an Event Noise Assessment & Noise Management Plan.
- 42 The production dates start from 20th July 2019 when the build shall take place, followed by the four day event and then breakdown and clearing of the site shall finish by 10th August 2019.

Consultation

- 43 The regulations to the Licensing Act 2003 outline the requirements for the advertising of applications. These require the applicant to advertise the application:
 - a. For a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority to display a white notice prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises. It was noted that the notice was displayed upon the premises for the 28 day consultation period which ended 29th April 2019.

The public notice was displayed along the boundary line of Wilderness Farm and inspected by the Licensing Officer on 12th April 2019 and again on 24th April 2019.
 - b. By publishing a notice in a local newspaper on at least one occasion within 10 working days of submitting the application.
- 44 Regulations also require that the applicant give a copy of the application to each responsible authority on the same day as the day upon which it is given to the licensing authority. As the application was submitted electronically, the requirement to serve the application was met by the licensing authority.
- 45 There are no other statutory requirements for advertising of any application, however, details of all applications received along with the time limit for receipt of representations is posted on the Council website via the weekly premises tracker and the public and councillors have public access.

Representations received from statutory consultees:

Kent Fire & Rescue Service	NO COMMENTS RECEIVED
Trading Standards	NO COMMENTS RECEIVED
Social Service	NO COMMENTS RECEIVED
Environmental Health and Safety	REPRESENTATION MADE
Public Health Department	NO COMMENTS RECEIVED
Environmental Protection	REPRESENTATION MADE
Development Control	REPRESENTATION MADE
Kent Police	NO COMMENTS RECEIVED

- 46 **Development Control** - raised no objection with the application.
- 47 **Environmental Protection and Health & Safety** commented “Unfortunately, despite the Environmental Health Team working with the operators of the festival for several years, I continue to have concerns about the proposed Music Noise Levels (MNL) and intended management controls. In 2018, it was agreed that, owing to regular overflights by aircraft, the 15 minute LAeq MNL measurement period for compliance was inappropriate. I am therefore disappointed that the applicant has reverted to a measurement period which is ineffective in this location. I consider that MNL should be measured in 1 minute LAeq periods, with compliance assessed on the basis of an arithmetic mean calculated every 30 minutes following the redaction of measurement periods containing aircraft noise.
- 48 The monitoring undertaken by Environmental Health in 2018 suggests that on the Saturday night of the event, 45dBA was not easily achieved whilst running the multiple sound stages and further difficulty was experienced achieving the 35dB(A) level (which in 2019 is intended from 01:00 each night). During the 2018 event, the District Council received 18 complaints about noise from the site. Unlike in previous years these were not received from one geographic location and the event appears to have affected a much wider group of residents than in previous years. Having consideration to the problems in 2018, I am, at this stage, reluctant to support the increase in MNL being proposed by the applicant.
- 49 In particular I oppose the proposed increase in MNL’s and event times on Thursday night/ Friday morning. Friday remains a working day for the

majority of residents in the vicinity of the event, and they should be afforded protection on this night of the event with the music finishing at 23:00.

- 50 The Environmental Health Team and the applicant have, over the past three events, discussed and agreed a number of conditions intended to mitigate the impact of the event upon nearby residents. These have including acoustic controls, communication with residents, defined monitoring parameters (including specified monitoring locations), clear and agreed procedures to deal with noise exceedances and the maintenance/ publication of records. Unfortunately the current application does not sufficiently address these issues and the applicant has neither adopted the conditions previously set or suggested equivalent alternatives.
- 51 With consideration to the above; currently I am concerned that the event will give rise to a public nuisance and therefore I object to the application.” The full representation is attached as **Appendix 6**.

Representation received from the Parish Council(s):

- 52 The proposed site impact on residents served by two Parish Councils, that being **Hever Parish Council** and **Chiddingstone Parish Council**; only Chiddingstone Parish Council has made formal a representation.
- 53 Chiddingstone Parish Council said they would be in support of of the application providing that
1. The decibel level on Friday morning between midnight and 2am is no higher than 35Db
 2. The decibel level on Saturday morning and Sunday morning between midnight and 2am is no higher than 45dB.
 3. The decibel levels throughout the rest of the festival are the same as last year.
- 54 Chiddingstone Parish Council have stated “anything higher than those levels would constitute a public nuisance... the Parish Council will change their support comment to object. The Parish Council is supportive of the reduction in hours for recorded music as last year the 6am finish raised objection locally”; the full representations from Chiddingstone Parish Councils is exhibited as **Appendix 7**

Representations received from interested parties:

- 55 4 objections received from Local residents (**Appendix 8**) that have not been withdrawn.

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- 56 Primarily the representation received concern noise pollution and litter. It is important to note that whilst representations were received and accepted as valid by the Licensing Officer, not all representations are valid in their entirety and invalid aspects of each representation may not be considered.
- 57 Valid aspects to consider are those which directly relate to one or more of the licensing objectives and are not regulated by other means such as in other legislation for example traffic matters, parking, wildlife, disease, drugs and planning matters.
- 58 Any representations that are concerned with the noise that would accompany the setting up and dismantling of stages, marquees and other equipment relating to the event cannot be taken into account as the premises licence can only be granted for the licensable activity and this does not extend to set up or clearing up before and after the event. Such matters are however covered under separate legislation e.g. Environmental Protection Act 1990, with regard to noise and as such it is not appropriate to condition any licence that may be granted in respects of peripheral works both before and after the event as there would be no power to enforce such a condition under any licensing legislation.

1 letter of support from Local Resident (**Appendix 9**)

Summary of representation received

- 59 “I attended the festival passing through no security checks and without a ticket.”
- 60 “Despite being assured that the licensed noise levels would mean that it would be practically inaudible in my home, the noise and bass on the first floor, where our bedrooms are, was unbearable”
- 61 “Despite employing ‘Sound Control Contractors’, they have shown that they are incapable of working within the boundaries set.”

Neverworld 2018 Summary

- 62 Without prejudice, the Officer would like to draw to Members’ attention to issues that they may wish to consider.
- 63 This event is now in its fourth year, yet noise nuisance has always been of particular concern considering the rural nature of the site. Historically the Council has received complaints in respects to noise nuisances but the systems in place to resolving these matters in 2018 worked much better than in previous years. The organisers claimed last year to have spent more money on noise engineers and made some significant changes in regards to the direction that sounds would travel towards and particular care was taken over monitoring Truggers Lane.

Conditions to be imposed on the Premises Licence

Mandatory conditions - the following conditions will be added to the premises licence when it is issued.

1. The supply of alcohol

- Where a premises licence authorises the supply of alcohol, the licence must include the following conditions:-

No supply of alcohol may be made under the premises licence -

- (a) at a time where there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
- Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

2. Mandatory conditions in force from 28 May 2014

- 1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purposes of the condition set out in paragraph 1-

(a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979

(b) "permitted price" is the price found by applying the formula— $P = D + (D \times V)$

where -

- (i) P is the permitted price,
 - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence -
- (i) the holder of the premises licence,

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- (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
 - (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
 - (e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.
3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
- 4.
- (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
 - (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.
3. Mandatory Conditions in force from 01 October 2014
- 1.
- (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

- (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 3.
- (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
 - (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
 - (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
 - (a) a holographic mark, or
 - (b) an ultraviolet feature.
4. The responsible person must ensure that—
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in

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a securely closed container) it is available to customers in the following measures—

- (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available."

Door supervision

Any premises which includes a condition that door supervisors must be at the premises to carry out a security activity, shall ensure that each such person is licensed to conduct such activities by the Security Industry Authority.

Operating Schedule conditions

The following conditions have been offered as part of the operating schedule, though the specific wording used may wish to be reviewed and agreed at the hearing.

- (1) Any plays provided will be non-amplified.
- (2) Any wrestling will not require the use of any large PA amplification.
- (3) The Main Stage (Operating Friday & Saturday only) will close at 00:00hrs.
- (4) The Main Stage will have a short pyrotechnic show before 23:00hrs on Saturday 3rd August 2019.
- (5) Posters will be displayed at the main exit asking attendees to leave quietly, stewards will amplify this message verbally. All effects lighting will be contained by the marquees and surroundings trees. Security and site lighting will be positioned to prevent any light spillage into residential windows.
- (6) Locked amnesty bins will be provided at the entrances to the campsite and the entrance to the arena.
- (7) All attendees will be search upon entry.

- (8) Under 18s will wear brightly coloured 'Under 18s' wristband, children under the age of 12 will wear a similar wristband with the telephone number of their elected guardian.
- (9) Any venue featuring entertainment or material that may be considered explicit or adult will have age restricted entry and will be inside opaque tented venues to prevent access or viewing by children.

Key Implications

Financial

None directly arising from this report.

Legal Implications and Risk Assessment Statement

The Hearing is regulated by the Licensing Act 2003 (Hearings) Regulations 2005.

The decision is to be made with regard to the Licensing Act 2003, Secretary of State's Amended Guidance issued under Section 182 of the Act and the Council's Statement of Licensing Policy under the Licensing Act 2003. Where the decision departs from the Policy or Guidance the departure must be directed at the Licensing Objectives and such departure must be supported by clear and cogent reasons

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Conclusion

Under the Licensing Act 2003 in England and Wales the determination of an application for a premises licence where representations have been made can be made by a sub-committee as arranged by the licensing committee (section 10(4)(a))

The decision is to be made with regard to the Licensing Act 2003, Secretary of State's Amended Guidance issued under Section 182 of the Act and the Council's Statement of Licensing Policy under the Licensing Act 2003. Where the decision departs from the Policy or Guidance the departure must be directed at the Licensing Objectives and such departure must be supported by clear and cogent reasons

Members are to make any decision they deem reasonable and proportionate given the reference to the requirements of the Act, revised guidance, Council's Statement of Licensing Policy and representations and testimony at hearing.

At a hearing the Licensing Authority may decide:

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1. To grant the application in full on the terms and conditions contained in the operating schedule along with relevant mandatory conditions.
2. To grant the application, modified to such an extent as considered appropriate in order to satisfy any relevant representations so as to adequately promote the licensing objectives
3. To exclude from the scope of the licence any of the licensable activities
4. Refuse to specify a person in the licence as the premises supervisor
5. To refuse the application in its entirety

All decisions of the Licensing Authority and any conditions imposed must be appropriate for the promotion of the licensing objectives.

Appendices

Appendix 1 - Application Form

Appendix 2 - Operating Schedule

Appendix 3 - Plan(s)

Appendix 4 - Time Zones (Event Plan)

Appendix 5 - Management Plan

Appendix 6 - Environmental Protection Representation

Appendix 7 - Parish Council(s) comments

Appendix 8 - Representations from residents

Appendix 9 - Support from resident

Background Papers

[The Licensing Act 2003](#)

[Sevenoaks District Council Statement of Licensing Policy](#)

[Amended Guidance under Section 182 of the Licensing Act 2003](#)

Richard Wilson

Chief Officer for Environmental & Operational Services

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Phizzwizards 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 Leppard Wilderness Farm Wilderness Lane			
Post town	Hever	Postcode	TN8 7LP

Telephone number at premises (if any)	██████████
Non-domestic rateable value of premises	£4300

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)

Agenda Item 3

Appendix 1

- iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

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

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

I am making the application pursuant to a statutory function or

a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth:		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
Nationality:					
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		
Date of birth:		I am 18 years old or over		<input type="checkbox"/>	Please tick yes
Nationality:					
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 Phizzwizards Ltd
Address 33-39 High Street, Kempson, Bedford, England MK42 7BT
Registered number (where applicable) 09958357
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
01	08	2019

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

DD	MM	YYYY
04	08	2019

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

The event is a small-scale, family friendly music and arts festival with a focus on supporting emerging artists, engaging communities in the art, and allowing people to enjoy the outdoors as part of the great British festival experience.

Previously under the name LeeFest, the event was renowned as the starting point for many of the UK's most important current artists and received support from Arts Council England for its work in developing artists and engaging communities.

The event programme consists of a wide range of art forms and activities including; live music, DJs, cabaret, communal campfires, cinema, circus, comedy, craft markets, craft workshops, dance classes, games, sports, glitter wrestling, hot tubs, art installations, kids area, local ales, magic, paint fights, spoken word, street food, talks, debates, theatre, therapies, wide games and yoga.

Camping facilities will be provided for attendees and we expect the majority of participants to stay onsite for the duration of the event. Weekend tickets are priced between £90 and £145. Day tickets will be available for local attendees free of charge or discounted depending on the proximity of their premises to the site.

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

4999

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 read guidance note 2)

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)

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

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4) The plays will be non-amplified and in some cases impromptu strolling performances	Both	<input checked="" type="checkbox"/>
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur	12:00	23:59			
Fri	00:00	23:59	<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 6)		
Sat	00:00	23:59			
Sun					

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Wed					
Thur	12:00	23:59			
Fri	00:00	23:59	<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	00:00	23:59			
Sun	00:00	03:00			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) Any wrestling will be as part of a street theatre type performance, for example Glitter Wrestling. This will not be an activity requiring large PA amplification.		
Mon					
Tue			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Wed					
Thur	12:00	23:59			
Fri	00:00	02:00	<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
	10:00	23:59			
Sat	00:00	02:00			
	08:00	23:59			
Sun	00:00	02:00			

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both - please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4) The Main Stage (operating Friday & Saturday only) will close at 00:00 each day. Smaller indoor live (DJ) performances will all finish by 02:00. A short pyrotechnic show will take place on the Main Stage just before 23:00 on Saturday.		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur	12:00	23:59			
Fri	10:00	23:59	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	00:00	02:00			
	10:00	23:59			
Sun	00:00	02:00			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Mon			Please give further details here (please read guidance note 4) One small venue will have recorded background music (incidental and non-licensable) until 03:00 each day, all other venues close by 02:00.		
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur	12:00	23:59			
Fri	00:00	02:00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6)		
	10:00	23:59			
Sat	00:00	02:00			
	10:00	23:59			
Sun	00:00				
		02:00			

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur	12:00	23:59			
Fri	00:00	03:00	<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 6)		
	10:00	23:59			
Sat	00:00	03:00			
	10:00	23:59			
Sun	00:00	03:00			

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)</p>			<p>Please give a description of the type of entertainment you will be providing</p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue			<p><u>Please give further details here</u> (please read guidance note 4)</p>		
Wed					
Thur	12:00		<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)</p>		
		23:59			
Fri	00:00	03:00			
	10:00	23:59			
Sat	00:00	03:00	<p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)</p>		
	10:00	23:59			
Sun	00:00				
		03:00			

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur	23:00	23:59			
Fri	00:00	03:00	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
	23:00	23:59			
Sat	00:00	03:00			
	23:00	23:59			
Sun	00:00				
		03:00			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur	12:00				
		23:59			
Fri	00:00	03:00			
	08:00	23:59			
Sat	00:00	03:00			
	08:00	23:59			
Sun	00:00				
		03:00			

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

Name Mrs Jessica Neame	
Date of birth: [REDACTED]	
Address [REDACTED]	
Postcode	[REDACTED]
Personal licence number (if known) 2014/02766/LAPERL	
Issuing licensing authority (if known) Brighton & Hove City 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 9).

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur	12:00	23:59	
Fri	00:00	23:59	
Sat	00:00	23:59	
Sun	00:00	12:00	
Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)			

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

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

The event will promote all four of the licensing objective. Please see the attached document for a full explanation objective by objective.

b) The prevention of crime and disorder

The event will promote all four of the licensing objective. Please see the attached document for a full explanation objective by objective.

c) Public safety

The event will promote all four of the licensing objective. Please see the attached document for a full explanation objective by objective.

d) The prevention of public nuisance

The event will promote all four of the licensing objective. Please see the attached document for a full explanation objective by objective.

e) The protection of children from harm

The event will promote all four of the licensing objective. Please see the attached document for a full explanation objective by objective.

Checklist:

Please tick to indicate agreement

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

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

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

Part 4 – Signatures (please read guidance note 11)

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

Declaration	<ul style="list-style-type: none"> • [Applicable to all individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK, (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15).
Signature	
Date	29/03/2019
Capacity	Alex Lepingwell: Operations Manager NeverWorld

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

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23:00 hours on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 hours on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08:00 and 23:00 hours on any day, provided that the audience 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 hours on any day, provided that the audience does not exceed a 1000.
Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for :
 - a performance of unamplified live music between 08:00 and 23:00 hours on any day, on any premises.
 - a performance of amplified live music between 08:00 and 23:00 hours on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.

- a performance of amplified live music between 08:00 and 23:00 hours on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08:00 and 23:00 hours on any day, in a church hall, village hall, community hall, or other similar community premises that is not licensed by a premises licence to sell alcohol provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08:00 and 23:00 hours on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500 and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08:00 and 23:00 hours on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08:00 and 23:00 hours on any day, in a church hall, village hall, community hall or other similar community premises, that is not licensed by a premises licensed to sell alcohol, provided that (a) the audience does not exceed 500 and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08:00 and 23:00 hours on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500 and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08:00 and 23:00 hours on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required for performances between 08:00 and 23:00 hours on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the

premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.

9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.
- 15. Entitlement to work/immigration status for individual applicants and applications from partnership which are not limited liability partnerships:**

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

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

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or a document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or

has no time limit on their stay in the UK, **when produced in combination with** and official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to allow that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the named person can currently stay indefinitely in the UK and is allowed to work in relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a national of a European Economic Area country or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** and official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area country or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including –

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

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

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

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

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

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

The Licensing Objectives

Statement Of Intentions

As organisers we intend to build on our success with other events, maximizing the positive benefits we offer to arts, culture and communities whilst minimising any disruption or disturbance.

To satisfy the four main licensing objectives we intend:

- To provide a safe, enjoyable, and successful event of leading standards.
- To provide a high standard of planning, organisation, and management.
- To listen and respond to the needs of local residents and communities.
- To work in partnership with Sevenoaks District Council, Police, Fire, and Ambulance services, and to involve the authorities in agreeing priorities and setting standards.

1. Prevention of Public Nuisance

We do not consider any areas to be particularly vulnerable to public nuisance surrounding the event, as the site is situated away from houses and towns.

1. Event Sound

The event will meet the guidelines of the Noise Council Code Of Practice on Environmental Noise Control at Concerts (1995). An event Noise Assessment & Noise Management Plan will be produced to ensure compliance with the guidance of the code.

2. Crowd Noise

Crowd noise is not expected to be a problem during the event as the nearest residential premises are more than 400m away and the main outdoor stages are finishing before 24:00.

Posters will be displayed at the main exit asking attendees to leave quietly, stewards will amplify this message verbally.

3. Publicity

In the past we have found that publicity is the best combat we have against public nuisance. A letter drop has been carried out to all immediate local residents we feel might be affected by the event, detailing the event timings and providing contact telephone numbers for the management team and production office that can be used to discuss concerns or report any disturbance.

4. Lights

All effects lighting will be contained by the marquees and surrounding trees. Security and site lighting will be positioned to prevent any light spillage into residential windows.

2. Prevention of Crime and Disorder

1. Drugs

We operate a strict zero tolerance policy on drug use and possession. All guests to the event will be searched upon entry, any drugs found will be confiscated, the offending patron detained and the police informed. Locked amnesty bins will be provided at the entrance to the campsite and the entrance to the arena to encourage any attendees carrying drugs to hand them in. Welfare councillors will be onsite to offer information on the dangers of drugs and support to any drugs users.

The festival's strict zero tolerance policy on drugs is advertised on the festival's website in the FAQ and Terms and Conditions sections.

2. Violence

Violence of any sort is not expected from our guest profile and is very much frowned upon in the ethos of the event. However, measures will be in place to prevent and/or deal with any incidents effectively. All guests will be searched on entry, any weapons found will be confiscated and the police called. Violent persons will not be admitted to the site. A licensed security team will be available for easy deployment to any incident on or off site.

3. Egress Dispersion

The security team will carry out post event crowd dispersion. A dispersion plan will be available as part of the Crowd Management Plan.

3. Protection of Children from Harm

1. Alcohol

All attendees will be searched upon entry and asked for identification. Any contraband material will be confiscated. Contraband material includes alcohol if the person carrying it cannot prove they are over the age of 18.

It is a mandatory condition of entry that Under 18s wear a brightly coloured 'Under 18's' wristband with the telephone number of their elected guardian written on it to enable easy identification of children on-site.

Attendees will be asked for identification if attempting to buy alcohol from the bars on-site using the challenge 25 procedure.

Any under 18's who appear to be or are found to be intoxicated will be taken to the first aid point where they will be supervised, and their parents or guardians contacted. If no contacts can be found then they will be passed on to the police for further care.

2. Explicit Material

During the screening of films the cinema tent will be managed so as to adhere to the age restrictions for viewing content given by the titles BBFC classification.

Any venue featuring entertainment or material that may be considered explicit or adult will have age restricted entry and will be inside opaque tented venues to prevent access or viewing by children.

3. Age Restrictions For Entry

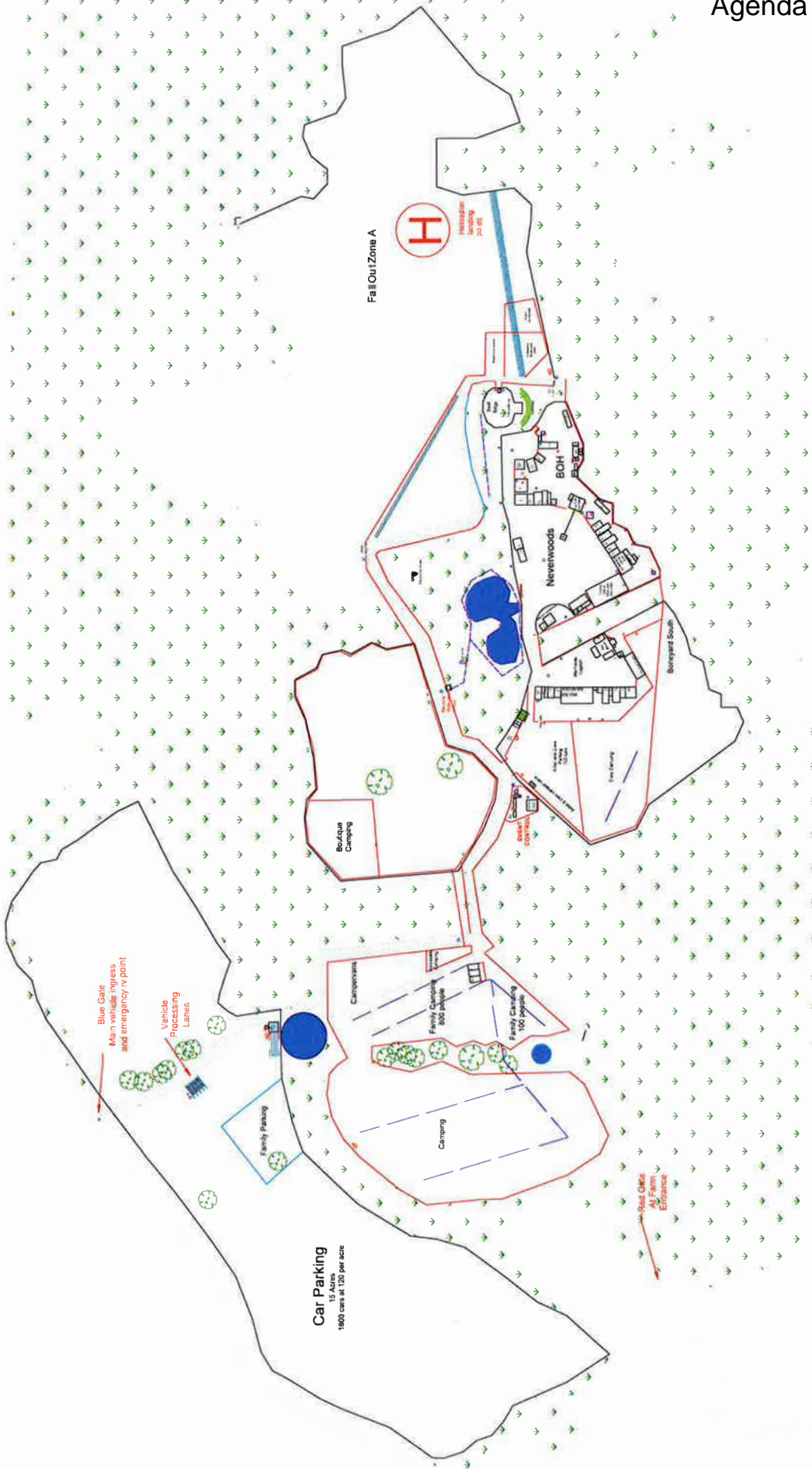
LeeFest is a family event and therefore open to anyone of any age. Children aged 17 and under must be accompanied by an adult aged 21+ years at all times during the festival. Parents will not be allowed to drop children off and leave them for the day- they must be paying guests at the event and remain with their children at all times. Children aged 12 and under can attend for free.

4. Protection from Aural Harm

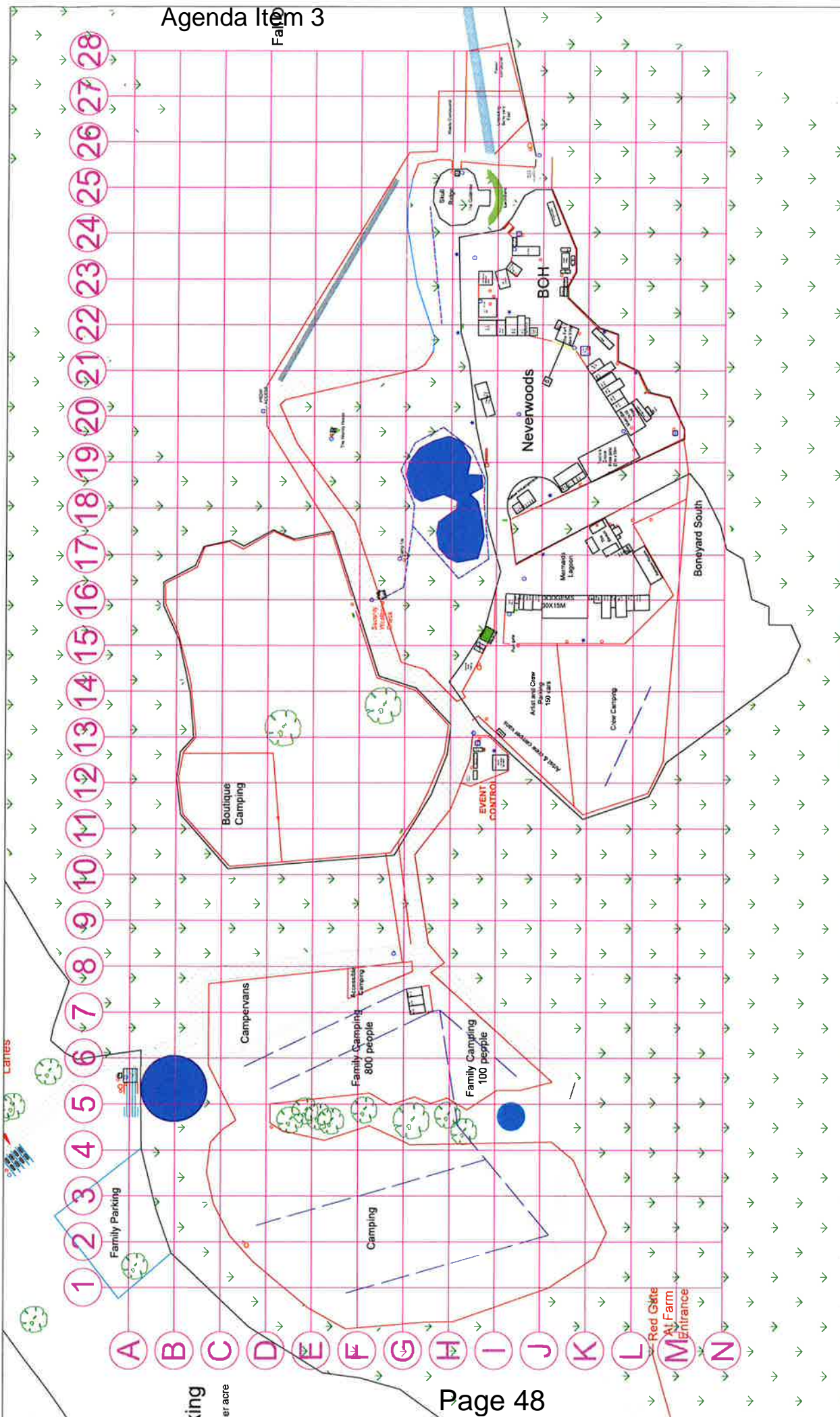
Hearing defenders will be available for parents to borrow for a small refundable deposit from the Welfare tent onsite. Parents and guardians will be informed of this facility in advance of the event.

4. Public Safety

The event management plans have been developed in accordance with the guidance given by the Event Safety Guide, and are continually being developed as part of the consultation between with local authorities. All activities and installations necessary for the running of the event are fully risk assessed by the event organisers or the supplying contractors, and will meet any relevant regulations, standards and guidance.



Project: Neverworld 2019	Grid scale: 30meters	Plot Scale: 1:2500 @ A2	
		Units: mm	V4
Client:	Drawn By: CC	Key:	
Date: 26/2/2019	Sheet No: 1 of 1		



Grid scale:
30 meters

Key:

Project:
Neverworld 2019

Plot Scale:
NA

Units:
mm
V4

Client:

Date: 26/2/2019

Sheet No: 1 of 1

Drawn By:
CC

NeverWorld 2019

Venue opening times

Main Stage

Fri and Sat
11.00 - 23.00

Circus Tent

Thurs
16.00 -23.00

Fri and Sat
11.00-23.00

Goldmine

Fri and Sat
11.00-01.00

Beach Stage

Thurs
14.00-23.00

Fri – Sat
10.00 - 01.00

Hooks Rock/Gentelmans Starkeys/Jolly Roger

Fri – Sat
12.00-22.00

Tinkerbells Tap House (main bar)

Thursday
12.00-24.00

Fri – Sat
10.00-01.00

Rainbow Rooms

Fri – Sat
23.00- 03.00

Wendy's House

Fri and Sat
11.00-24.00

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NeverWorld Festival

1 - 4 Aug 2019

Leppard's Wilderness Farm TN8 7LP

EVENT SAFETY MANAGEMENT PLAN

V1.1

Document Control	
Project:	NeverWorld 2019
Title:	Event Safety Management Plan
Revision:	V1.1
Date:	12.12.18
Author:	Alex Lepingwell
Office:	Phizzwizzards Ltd, 33-39 High Street, Kempston, Bedford, England, MK42 7BT

Introduction

This document is the backbone of our Event Safety Management Plans and its purpose is to provide a general overview of all the considerations and detailed planning required staging the event.

As a standalone document it will contain all pre-event details, and will reference other documents that may be found as appendices. It is intended that it is a 'working document' that will evolve with ongoing liaison between the event organisers, the local licensing authority and other responsible authorities.

The event organisers are an experienced team, having successfully run festivals across the country for many years and have won various national awards for the quality of their events and services.

The team are committed to responsible event management practices. Our work is conducted to the highest standard to increase our contribution to arts and culture whilst minimising any adverse effects to local residents, public safety and the environment. We believe good communication with stakeholders, is essential in the delivery of successful and sustainable events.

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- All contact with suppliers and contractors should be via the event management team.

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- Appendix B: Noise Management Plan NW19 V1
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- Appendix E: Crowd Management Plan NW19 V1
- Appendix F: Fire Risk Assessment NW19 V1
- Appendix G: Health & Safety Risk Assessments NW19 V1
- Appendix H: Green Card To Trade Scheme NW19 V1
- Appendix I: Contractors Health and Safety Working Documents (available on a shared drive details to follow)
- Appendix J: Venue opening and closing times
- Appendix K: Steward Training
- Appendix L: Sustainability Policy

1 Event Overview

1.1 Event Site Location

The event will take place at Leppard's Wilderness Farm, Wilderness Lane, Edenbridge TN8 7LP

Public & Production Entrance & Exit (Blue Gate)

The public and production entrance to the event site will be located as a turning into a track across a field, from Wilderness Lane, TN8 7LP.

Ordnance Survey Grid Reference: TQ 48365 43799

The public will be directed to a Post Code that takes them by SatNav to a point close to site from which we will direct them via signage through the most appropriate roads to the public entrance to site. Please see Appendix C Traffic Management Plan for details.

Reserve Entrance & Exit (Red Gate)

There is a secondary access entrance available via the main entrance to Leppard's Wilderness Farm, Wilderness Lane, Edenbridge , TN8 7LP

Ordnance Survey Grid Reference: TQ 48543 43911

The land is privately owned and permission for the event to take place has been granted.

1.2 Event Summary

The event is a small-scale music and arts festival with a focus on providing a rich and immersive experience for a wide range of attendees with an increasing bias towards families.

LeeFest (the forerunner of NeverWorld) was renowned as the starting point for a number of the UK's most important current artists and has received support from Arts Council England for its work in developing artists and engaging communities. NeverWorld builds on the strength of delivery and reception last year to further develop its identity and consolidate its position as one of the most popular small festivals in the South East.

The event programme consists of a wide range of art forms and activities including; live music, DJs, cabaret, communal campfire, cinema, circus, comedy, craft markets, craft workshops, dance classes, games, sports, glitter wrestling, art installations, kids area, local ales (including the excellent Larkins Brewery, magic, paint fights, spoken word, street food, talks, debates, theatre, therapies, wide games and yoga. Camping facilities will be provided for attendees and we expect a significant number of participants to stay onsite for the duration of the event. Weekend tickets are priced

between £90 and £145. Day Tickets will be available for local attendees free of charge or discounted depending on the proximity of their premises to the site. The mechanism of ensuring we are engaging with the right households and recognising any inconvenience they may experience as a result of our activities.

1.3 Licensable Activities

The licensable activities intended to be carried out are:

- The provision of regulated entertainment.
- The provision of entertainment facilities.
- The supply of alcohol by retail, for consumption on site only.
- The provision of late night refreshment.

1.4 Licensable Area

We only wish to license a section of Leppards Wilderness Farm. Licensable activities will only take place within this designated area. See Map Appendix A

1.5 Dates and Times

Production Dates

Build	20 th July – 31 st Jul 2019
Live Event Days	1 st – 4 th Aug 2019
Breakdown	5 th – 10 th Aug 2019

Public Access

The public are permitted on site from 12:00 on the 1st Aug to 14:00 on the 4th Aug.

Licensable Activities

The provision of regulated entertainment (to include plays, films, live music, recorded music, performances of dance and activities of a similar description) and the Provision of Entertainment Facilities (to include making music, dancing and facilities of a similar description):

Date	Start	Finish
1 st Aug	12:00	23:59
2 nd Aug	00:00	02:00
	08.00	23.59
3 rd Aug	00:00	03:00
	08.00	23.59
4 th Aug	00:00	03:00

The sale by retail of alcohol for consumption on and off the premises:

Date	Start	Finish
1 st Aug	12:00	23:59
2 nd Aug	00:00	02:00
	08.00	23.59
3 rd Aug	00:00	03:00
	08.00	23.59
4 th Aug	00:00	03:00

The provision of late night refreshment:

Date	Start	Finish
1 st Aug	23.00	00.00
2 nd Aug	00.00	02.00
	23:00	24:00
3 rd Aug	00:00	03:00
	23:00	24:00
4 th Aug	00:00	03:00

The timings given here cover all of the different activities happening on site, and do not apply to all of the different venues.

See Appendix J for specific venue timings

Gambling

We have no gambling machines or games of chance on site, including games of equal chance.

Non-Operating Hours

During non-operating hours whilst the public are still onsite the provisions put in place to meet the four licensing objectives will be upheld regardless of the activities taking place on site, for example; security provisions and first aid provisions.

1.6 Contact Details

1.6.1 Management Team

General Manager

James Brennan,

Mobile: [REDACTED]

Email: [REDACTED]

DPS

Jess Neame – Really Good Bars

Mobile: [REDACTED]

Email: [REDACTED]

Production & Operations Managers

James Brennan and Alex Lepingwell

Mobile: [REDACTED]

Email: [REDACTED]

Head Of Fire & Medical Services

TBC

Head Of Security Services

Andrew Butterfield

Corvus Security Limited

Mobile: [REDACTED]

Email: [REDACTED]

1.6.2 Contractors & Suppliers

All contact with suppliers and contractors should be via the event management team.

Security & Crowd Management, Corvus Security Ltd

Medical & First Aid, Event Fire & Medical Solutions

Sound & Lighting, Audio Feed

Power & Distribution, Gofer

Bars, NeverWorld

Concessions, Available in separate lists

Toilets, Gigloos

Showers, Zooloos

Noise Control, SPL Track Environmental

Water & Plumbing, Aqua Earth, 28 Fife Close, Stamford, Lincolnshire PE9 2YX

1.6.3 Insurance

Phizzwizzards Limited and all event contractors will hold with an insurance office of repute, public and employer's liability insurance for claims up to and including £5,000,000

Event Ethos

1.7 Audience Profile

The event is aimed at families and individuals of all ages and backgrounds. Using data from previous events and ticket sales to date, the management team expect the majority of attendees will be aged between 23 and 35 and will be resident in the South East of England, but do expect a number of customers from further afield and from central London. Most attendees return year after year, and many new attendees hear about the event via word of mouth from those previous attendees.

1.8 The Organisers

The management team have many years of direct festival experience across a range of sizes and genres of festival from Glastonbury to Glasgow Jazz Festival. The two senior members of the team were deeply involved in the review and reorganisation of the management team in 2018 and remain committed to maintaining the high levels of competency and further improving the efficiency and professional delivery of the event this year.

2 Event Specifics

2.1 Capacity and Audience Numbers

The capacities below have been established using a combination of factors relating to the desired audience density. Further consideration concerning the available means of escape and evacuation time will be available in the event Fire Risk Assessment. See Appendix F. All event safety, sanitary and security provisions will be planned to be suitable for this intended capacity.

2.1.1 Licensed Area Capacity

For this event the number of attendees is to be limited by the License restrictions on capacity.

Category	Number
Public	4499
Performers & Staff	500
Total	4999

The area of the licensed event site is 44.38 acres. This will provide excessive space for the expected attendance, and achieve the desired audience density.

2.1.2 Campsite Capacity

Using an average occupancy of 2 people per tent we expect to have to cater for 2250 tents for the public and 250 tents for staff. Using a maximum density of 500 tents per

Agenda Item 3

hectare this would require 5 hectares of campsite space (Purple Guide). We have over catered for public tent capacity to accommodate any shortfall in Campervan tickets

The area of the campsite marked on the sitemap is 5.2 acres, which will provide enough space for the expected attendance, without using the contingency areas, and achieve the desired audience density, the pitching of the tents will be monitored by marshals to ensure safe and efficient use of space.

Campervan allocation will depend on the actual ticket sales.

2.1.3 Car Park Capacity

Based upon figures from year, 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 a maximum of 1203 cars in the public car park. Using an average of 180 cars per acre, 7.2 acres are required for attendee parking.

The parking area marked on the sitemap is 8 acres, which will provide enough space for the expected number of cars.

At peak times Staff & performers will require enough space for an extra 150 cars, which requires 0.83 acres.

Both public and staff parking capacities have been marked on the site map.

2.1.4 Venue Timings and Capacities

A detailed assessment for the capacity of each venue onsite can be found in the event Fire Risk Assessment, which considers the means of escape and evacuation time from each area.

See Appendixes E,F,G and J for more detail on the venues, opening times, capacities and safety arrangements.

2.2 Site Design

The event will take place across exclusively within Leppard's Wilderness Farm. Please see the Event Site Map in the Appendix A for a detailed plan of the event site.

The production office will be situated backstage, will house management resources and will provide a point of contact between the organisers, event staff and any responsible agencies. During operational hours Event Control will remain open 24hrs and will also have 24hr contact with the Production and Operations Managers as well as a list of phone numbers for key staff, contractors and RA's for emergency use.

2.2.1 Camp site Security Wristband Check

The campsite assistance point will also be Security Wristband Check and point marked

on the site map at the eastern corner of the family camping area. This will provide 24hr assistance to attendees and a point of contact to the organisers for public attendees.

Appendix 5

2.2.2 Fire Patrol Vehicle and other Emergency Vehicles

A number of vehicle routes will be created and kept clear to provide the best possible access to emergency vehicles in the event of an emergency, these will be developed and distributed to the RA's once the site plan is finalised.

2.2.3 Fallout Zone

2.2.4 An area for the safe drop zone of fireworks has been identified on the map. See Appendix A.

2.2.5 Fencing and Barriers

Anti-climb heras fencing will be used to enclose the site erected in line with the site map, parts of this will be covered with scrim to aid the natural theme of the event and to act as screening between the event site and non event space. This will be patrolled by SIA accredited security. Walkways will where necessary be marked by stakes and rope and be lit using festoon lighting powered by generators.

Suitable safety barriers will be used in front of stages and to cordon off non-public areas, such as around generators, trip hazards and to form queue lanes. Front of Stage barriers will be used in our high capacity venues to ensure crowd safety.

2.3 Temporary Demountable Structures

Temporary demountable structures will be used to house the venues, bar and food traders as well as some production facilities.

2.3.1 Erection & Maintenance of Structures

The responsibility for the safe erection and maintenance of structures rests with the contractor supplying the structure. They are expected to produce and work to their own risk assessments and method statements and maintain their own liability insurance cover and MUTA documentation. A representative from each contractor is required to remain on call throughout the event in order to deal with any instances of maintenance or respond to any prevailing weather conditions. All documentation of this nature is collated and held by the Organiser and will be available on request.

2.3.2 Structural Safety & Wind

Structural calculations relating to imposed loads from production infrastructure and wind loading will be obtained from contractors in advance of the event and a note made of the wind speeds at which action must be taken. This information will be collated and held in a simple to read chart held in Event Control.

All contractors installing temporary structures that may be affected by adverse weather or wind conditions will be required to provide a standby member of staff that can arrive on site within 45 minutes of being called.

Agenda Item 3

The Production Manager and Event Control will monitor wind speeds throughout the event and ensure that any required action is taken should the prevailing, or forecasted conditions require. If adverse weather is forecast then all relevant contractors will be required to have a member of staff on site ready to implement their wind management plan. There will be a local anemometer with a readout placed in the Site Office.

2.3.3 Fire Safety of Materials

Marquee and lining fabrics will comply with fire safety standards BS5438 (For new tents) and/or BS3120 (For old tents). Flame retardancy certificates will be obtained from contractors in advance of the event and be filed in this document.

2.4 Power Supply & Electrical Equipment

2.4.1 Generators

Generators will be installed and managed by an experienced electrical contractor. Generators will run on diesel, renewable sources such as solar or a combination of the two. No petrol generators will be used and no other generators will be allowed onsite. Generators will be inaccessible to the public.

If diesel generators are used tanks will be double banded and a Diesel Spills Kit available at all times from the production office.

2.4.2 Electrical Installations & Appliances

Electrical installations will be managed and signed off by experienced electrical contractors with the relevant qualifications and will comply with all statutory provisions and will be of adequate capacity, reliability and durability in accordance with the requirements set out in the Electricity At Work Regulations (1989).

All appliances hired by the Organisers are sourced from reputable companies, from whom we will obtain PAT test certification.

All electrical equipment exposed to weather will be suitably waterproofed and fitted with circuit breakers. Cables will be flown or buried where necessary and cable ramps used.

2.4.3 Site Lighting

Site lighting will be positioned in appropriate areas around the event site. Two sets of lighting will be maintained; one for general use, and another for emergency use in the instance that the normal lighting systems fail or are switched off in an emergency situation (e.g. fire in a venue).

Some site lighting will only ever be used in an emergency to assist in evacuations, however the areas listed below will be lit at all times after sundown:

Toilets and showers, Production area, Campsites, gates, Emergency Exits and Security positions.

2.5 Fire Safety

A Fire Risk Assessment (FRA) will be undertaken to determine the likelihood and potential effects of a fire at the event. The FRA will include control measures to reduce both likelihood and severity of impact. This will be completed and sent to the Local Authority and Local Fire Authority a minimum of 28 days before the event begins.

2.5.1 Fire Safety Equipment

The Event will consult with the Fire Service to assess the prevailing weather conditions predicted for the event and will take advice on any additional measures above those outlined below before opening the event to the public.

All catering 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 for all staff members.

We will provide and maintain a schedule of Fire Safety Equipment distributed around the event site for use by staff in the early stages of tackling a fire. FSE points will be made clear on site maps and pointed out to staff members during briefings. The FSE is to be used only where safe and after informing Event Control that there is a fire on site. All and any fires will be reported and logged, anything beyond a small and easily contained fire will be communicate to the relevant authorities as a 999 call.

The FSE allocations will be finalised 2 weeks before the event, a draft version is available in the FRA Appendix F.

Additional fire points will be positioned around the campsite consisting buckets of sand and water, notably in any public barbecue or cooking areas. These will be clearly signposted and easily accessible.

2.5.2 Fire Safety Checks

Each security shift change will include a safety check of the area including:

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

Mobile Security Response teams will carry fire fighting equipment, and all security or stewarding staff will be briefed to monitor their areas to minimise the risk of fires.

2.5.3 Raising The Alarm

Upon spotting a fire, or being alerted by an attendee, any member of staff or security will communicate this to event control via radio. Event control will then dispatch fully briefed security response teams to deal with the incident, telephone the fire brigade and begin a partial or full evacuation as required.

2.5.4 Preventative Measures

Attendees will not be allowed to bring any gas canisters in excess of 240g onto site, anything larger will be confiscated on entry search. 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 fireproof disposal bin, separate from general refuse will be available for the disposal of used barbeques in the public cooking areas.

Cigarette Butts Bins will be provided outside venues.

All grass will be cut short prior to public access with enough time for the cuttings to be collected or disperse naturally.

2.5.5 Fireworks & Sparklers

Attendees will not be allowed to bring fireworks or sparklers onsite. Any found during security searches will be disposed of.

2.5.6 Emergency Services Rendezvous Point

The emergency services rendezvous point is at the vehicle entrance to the event site, as marked on the site map (Blue Gate). Any emergency services that are called to site will be met by a senior member of the production team who will escort them to the relevant location.

2.6 Accessibility

Disabled access toilets and showers will be provided. Routes through the event site will be made suitable for wheelchair users and those that have difficulty walking. Adequate signage will be used to assist those with impaired hearing and vision.

Priority parking spaces will be made available to improve access to the event for disabled attendees.

A shuttle service to and from the arena from accessible/family camping will be made available for those with mobility problems.

We offer free tickets to carers if required.

2.7 Crowd Management

Crowd management planning and implementation will be undertaken by a Corvus Security, a specialised contractor. The crowd management plan will detail roles, responsibilities and methods for control and evacuation. Please see appendix E.

2.7.1 Audience Number Control

Tickets will be sold by pre sale.

We have a ticket scanning system, which will be in operation along with exit counters, to give an accurate measure of the number of public inside the event at any given time. Some venues requiring a specific number of occupants will be monitored and managed by security by means of clickers counting the guests.

2.7.2 Police

We will ensure we liaise with all relevant Police departments closely in the further planning of the event to ensure they are aware and in agreement with the Event Safety Management Plans.

2.7.3 SIA Licensed Security Team

SIA Licensed security will be used in any positions where searching, refusal of entry or physical intervention may be required. Additionally, SIA will be positioned in bar areas by agreement with the Sevenoaks Licensing. A detailed crowd management plan will be produced following a risk assessment by a security specialist contractor planning exact security team numbers and positions. See Appendix E.

2.7.4 Stewards

Stewards and volunteers may be used to assist with general information and monitoring of activity around the event site. This team will not replace or replicate the provisions of the SIA Licensed security team; their purpose is to provide information to festival goers and an additional network of eyes and ears around the event site. Stewards and volunteers will be trained before the event commencement. See Appendix I.

2.7.5 VIPs

A short list of low profile VIP's will be invited. We do not anticipate having to make and special security arrangements for them but private refuge will be available backstage if required in the Hospitality Tent.

2.7.6 Accreditation and Wristbands

All attendees, staff and performers will be issued with a cloth wristband upon entry for identification purposes. Production passes will be via laminated picture ID on lanyards, which will be signed out at the beginning of the week.

Adult wristbands will only be given to those aged 18 and over to help prevent underage drinking. Brightly coloured 'Under 18' wristbands will be issued to any attendees under the age of 18. Children under 12 will have wristbands which will have the phone number of their elected guardian written on it.

2.7.7 Security Searches

It is a condition of entry that each attendee agrees to a security search upon entry to the event site. Any contraband material found during searches will be confiscated and appropriate action will be taken by the security team.

Contraband items include:

- Drugs including herbal highs
- Weapons including knives deemed not for cooking purposes
- glass bottles
- fireworks, sparklers, flares and other explosive or pyrotechnic items
- excess alcohol
- alcohol carried by under 18s
- personal sound systems other than headphones
- large gas canisters

There will be a locked amnesty bin on entry for voluntary disposal.
There is a zero tolerance policy to all these items.

We will be operating a strict alcohol policy and will only be allowing attendees to bring the following alcohol.

Each person over the age of 18 with a weekend ticket can bring a maximum of 6 cans of beer/cider OR 1 bottle of wine into the campsite. Spirits are not allowed to be brought into the event.

The above restrictions are part of the terms and conditions agreed attendees upon purchasing tickets.

All confiscated liquids will be poured away and any cans or bottle will be recycled appropriately

2.7.8 Missing Persons or Property

Any lost property may be handed in to any of the campsite information team, bars, security or event staff; this will be dealt with by the welfare team, as can any reports of lost property. Property can be reclaimed at the event by direct collection or afterwards by or post on verified ownership of said item. Contact details for property reclamation will be clearly shown on the event website.

Lost persons can also report to the welfare team, as can reports of missing persons. Event Control will then be informed. If the lost person is deemed to be in any way vulnerable then only persons with a valid DBS check will be allowed to handle the

issue. In most cases this would be any of the Welfare team, SIA team, First Aid team, or the event organisers.

2.8 Alcohol & Bars

The bars on site will be managed in accordance with The Licensing Act 2003 and all Mandatory Licensing Conditions will be met. The bars will stock a wide range of products, including locally produced beverages.

Designated Premises Supervisor

Our Designated Premises Supervisor will be:

Jess Neame

Licence number 2014/02766/LAPERL

Personal licence issued by Brighton and Hove

2.8.1 Bar Operating Times

Date	Start	Finish
Thursday	n/a	n/a
1 st Aug	12:00	23:59
Friday	00:00	02:00
2 nd Aug	10:00	23:59
Saturday	00:00	03:00
3 rd Aug	10:00	23:59
Sunday	10:00	03:00
4 th Aug	n/a	n/a

2.8.2 Challenge 25

We will operate a 'Challenge 25' policy at any opportunity to buy alcohol. Anybody challenged who is under 18 or unable to prove their age will be refused service.

2.9 Communications

2.9.1 Event Website & Social Media

The event website and social media channels will provide attendees with information relating to transport, terms and conditions of entry and general safety advice prior to and during the event. Social media channels along with the website will be used to communicate any Crisis Management information.

2.9.2 Radio

All key staff will be issued with a radio.

All event staff will be provided with a contact sheet prior to the event that will state which teams are using which frequencies and a list of key mobile phone numbers for

use in case of radio failure. Additionally channel lists will be printed on the back of ID laminates.

2.9.3 PA Systems

Venue PA's can be used in an emergency to give information and direction to members of the public and assist security and stewarding staff in evacuations.

2.9.4 Loud Hailers

The security team will provide loud hailers for use during any partial or full evacuation, particularly in the campsite where there is no PA system.

2.9.5 Signage

All emergency exits will be created using the standard form of white lettering on a green background, and suitably illuminated and displayed at height.

Other points of interest will be clearly signposted such as the main entrance, first aid, water taps and Information, as well as delivering safety advice.

3.10 Medical First Aid & Welfare

The provision of first aid during the event will be in accordance with the guidance provided in the Event Safety Guide. It will be planned and managed by a suitable specialist contractor, who is confirmed as 'Event Fire & Medical Solutions'. Please see Appendix D for management plan.

The onsite medical team will be the first responders in any medical incidents and will be responsible for telephoning for assistance from the local ambulance service if required. They will have direct radio contact to event control and security team to request assistance in meeting the emergency vehicle and ensuring the ambulance can easily access the incident. Any IP offsite will be reported to Event Control.

If an air ambulance is required to attend site we have designated a 50m diameter exclusion zone to the east of the site. This has been clearly marked on the site map.

3.10.1 Medical Equipment & Staff Provisions

From 12:00 on the 1st August until 12:00 on the 4th August we will have 2 Emergency Medical Technicians and 2 Emergency Care Assistants available 24 hours per a day. The medical tent will be based at the main entrance from the arena into public camping. There will be also be two fully equipped ambulance complete with drug therapy provisions on site at all times which are licensed to transport patients to hospital.

3.10.2 Nearest Hospitals

Nearest A&E Department (28 mins by road. 24 Hrs.)

Tunbridge Wells Hospital
Pembury

Tunbridge Wells
Kent
TN2 4QJ
01892 823535

Nearest Urgent Care Unit (7 mins by road. Not 24hrs.)

Edenbridge and District War Memorial Hospital
Mill Hill
Edenbridge
Kent
TN8 5DA
01732 862137

3.11 Refuse & Recycling

No glass will be allowed into the event. Additional measures will be taken to reduce the amount, and types of materials coming onto the event site. Concessions will be required to use compostable serving plates and cutlery which can be provided by the LeeFest Team. The bar drinks receptacles will be recyclable plastic.

3.11.1 Attendee Waste

Recycling bins will provided across the event site for use by attendees, serving will be ongoing throughout the event by a professional cleansing company. Locked Amnesty Bins will also be located next to the entry search points for the disposal of confiscated contrabands.

The recycling team will ensure bins across the event site are regularly emptied and the event site is kept clean of any discarded materials. The team will be required to wear appropriate PPE at all times.

At the end of the event a full litter sweep will be conducted across the sections of the farm that have been used and immediate surrounding areas. A portion of the contractor fee will be withheld until the site is clean to our satisfaction.

3.11.2 Concession and Production Waste

Larger industrial bins and liquid containers will be provided for the safe disposal of food waste, grey water and particularly waste oil.

3.11.3 Waste Transfer Licence

A copy of the waste disposal contractors Waste Transfer Licence will be made available to local authorities upon request.

3.12 Water & Sanitation

3.12.1 Water Supply

A mains water supply will be available at various water points round the event site. This will be installed, tested and maintained in accordance with the guidance set out in BS 8551.

3.12.2 Handwashing

Sanitising hand gel stations will be available outside all toilet facilities. Concessions and bars will be expected to maintain a handwashing station with hot running water for staff use.

3.12.3 Showers

Six shower blocks will be available in the campsite for attendee use and an additional six showers available for staff use in the BOH area.

3.12.4 Toilets

60 unisex chemical toilet units will be used along with additional 30metres of urinals and 4 disabled/baby change provisions and a 4 bay trailer loo. The quantity and locations of units have been decided in accordance with the toilet contractors recommendations and guidance given in the Event Safety Guide.

3.12.5 Grey Water & Sewerage

Grey waste water from any hand washing, showers and concessions will be collected in containers and collected by a sewerage truck at the end of the event. The toilet contractor will remove and dispose of the sewerage waste material.

3.13 Environmental Considerations

Environmental considerations make up two major factors when planning the show. Firstly the health and welfare of the customers during the show regarding the dangers from the environment and secondly the impact of the festival to the local environment. All care has been taken to ensure that local wildlife and farm animals have been considered in the design of the event. The local water courses and ponds have been factored into the location and management of both grey and black water facilities. All chemicals and fuel will be stored safely and securely to minimise the risk of environmental contamination. The Sustainability Policy (Appendix L) will include a more thorough examination of the environmental issues faced by the festival.

3.13.1 Fencing

Anti-climb Heras fencing will be erected 2 weeks pre-show, mainly as a security measure, but also to keep out larger animals such as deer.

3.13.2 Notice to customers of Environmental considerations

Additionally in the pre show communications we will be urging people to minimise the amount of packaging material and potential waste to site. This will not only assist the Waste Management crew but also reduce the overall impact the event has on the wider environment.

3.13.3 Medical Preparation

Our site Medical, Security, Campsite teams and Welfare teams will be equipped, briefed and be prepared to recognise and deal with any adverse effects that may be transmitted from the natural environment such as tick bites, general insect bites and allergies.

Water Safety

Any open water will be barriered and signage put in place to deter anyone from entering the area. We will provide Life Saving Equipment at any location we have open water. Security, stewards and all other customer facing staff will be briefed to advise that swimming or paddling in these areas is not permitted.

3.13.4 Hazardous Liquids Onsite

All Traders and Bars will have a grey water facility for disposal of all liquid waste created by their operations. All traders and bar staff will be fully briefed on proper disposal of liquid waste and the consequences of disregarding the briefing. Any trader or bar staff seen to be discarding liquid waste anywhere other than in its proper place will be subject to a severe verbal warning and the trader will receive a red card and will not be allowed to resume trade until proper systems have been introduced to deal with liquid waste appropriately. Consistent breach of rules will lead to bar staff being relieved of duty and traders escorted off site.

Human liquid waste will be dealt with in a similar manner so as not to pollute water courses and ecosystems. Adequate toilets will be provided in high risk areas such as at the bars and between venues as well as in the campsite. All temporary toilets, fuel containers and tanks will be inspected on arrival to ensure that there is no possibility of leakage.

Fuel and Chemicals will be stored responsibly and spill kits will be available from the production office at all times.

3.14 Inclement Weather

The production manager will monitor weather predictions and prevailing conditions in the build week and during the live event.

Agenda Item 3

3.14.1 Wind

Safe working wind loads for each Temporary Demountable Structure will be provided by the supplying contractors to the Production Manager. If at any point the safe wind speed is likely to be exceeded the Production Manager will ensure appropriate action is taken. This could include adding sides to tents, additional strapping, closing structures temporarily or in extreme circumstances evacuating and dismantling the structure if necessary.

3.14.2 Flooding & Wet Weather

Shelter for all attendees is available in various places across the site. The event is taking place on high ground so the risk of large scale flooding is minimal. In the event of localised flooding, areas will be closed off. Contingency camping and parking fields are available if the ground in the planned areas becomes unusable.

Main ingress and egress routes, and key areas such as near to the toilets will be monitored and if necessary made good for foot and vehicle transit through the use of straw, woodchip or temporary pathway and trackway.

The majority of the site is accessible via hard standing tracks. To assist with vehicle movements in wet weather we will be installing a temporary track way to the rear of the main stage and throughout the back of house area. We will also have on stand by additional temporary track panels that if required can be installed in any key area suffering from waterlogging.

3.14.3 Extreme Heat & Cold

In the case of extreme heat (above 27⁰C) staff will be briefed to verbally remind attendees of the need to keep hydrated, remain clothed and wear sunscreen. Sunscreen will be available in the first aid tent and welfare tent for anyone without their own.

In extreme cold (below 10⁰C) staff will be briefed to verbally remind attendees of the need to keep warm. Blankets will be available in the first aid tent for anyone who does not have enough clothing.

3.15 Concessions

There will be a number of concession facilities on the event site serving hot and cold food and drink to attendees and staff. No concessions will be permitted to sell alcohol.

Drinking water will be made available for free from the bar at all times.

Copies of food safety & hygiene certificates, gas safety certificates, public liability insurance and risk assessments will be checked and retained by the event organisers and made available to local authorities.

We will be operating our own 'Green Card' scheme, whereby concessions will be

required to adhere to our set of rules and be subject to inspection by the production team before they are given a 'Green Card' to trade on site. All traders by default are on a Red Card until they have been passed as Green to go. Appendix 5

3.16 Traffic & Transport

3.16.1 Vehicle Access

There are two access points to the event site for vehicles(see Appendix A).

The turning at Blue Gate into the event site is suitable for larger Emergency Vehicles.

An internal track from the entrance leads into the car parking field and is 600m long which can be used as potential stacking room, to keep traffic off the road. It is not anticipated that there will be any issues regarding traffic queueing.

During live public operating times only essential vehicle movements will be permitted. All vehicle movements will be required to be cleared by event control.

Any location where public are likely to meet vehicles will be manned by security, stewards or car parking staff.

3.16.2 Car Parking

The required space for car parking, to accommodate for both attendees and staff is 9 acres. Parking will be managed by trained car parking stewards to ensure available space is used effectively and that attendees only park in permitted locations.

3.16.3 Speed of Vehicles

A 5mph speed limit will be in action on site at all times during the event to reduce the risk of accidents and/or collisions. This speed limit will be signposted around the site and access routes and actively enforced by security and stewards.

3.16.4 Traffic Signage

The event will be signposted in the local area via short leg temporary road signage. Please see TMP Appendix C.

3.16.5 Public Transport

We will encourage attendees to travel to the event by public transport if possible.

A shuttle bus service will be running from Tonbridge to the site. The timetable will be published nearer the time and will correspond with train times and any planned engineering works. On the egress the busses will wait until full run until the publicised stopping time. There will be two planned coach drops to and from Brighton, these will be on the Thursday and Friday respectively and tickets will be available to buy from the

festival website. More detailed information is available in the Traffic Management Plan (Appendix C) regarding all transport provisions.

A number of local taxi providers will be approached prior to the event to ensure they are aware of the event timings and location. Their telephone numbers will be published on posters at the box office. Box office staff will have a telephone and be briefed on how to support customers in booking taxis in order to leave the event site.

Additionally a local drop off bus service will be provided to locals wishing to leave the site each night. Further details are in the Traffic Management Plan (Appendix C)

3.17 Noise

Please see Appendix B for full details of the Noise Management Plan.

3.18 Build and Break Procedures

The physical build and break of the site will be carried out by NeverWorld's own dedicated crew plus some specialist contractors for services such as technical production, provision of power, marquees and provision of toilets and showers.

Before the show, all contractors will be thoroughly vetted and their documentation assessed and kept on file. NeverWorld will be checking the following: Risk Assessments, Method statements, all relevant qualifications, documentation connected with specialist equipment (MUTA Marque, general equipment maintenance documentation MSDS sheets, PAT tests, Gas Safety Certificates, Ladder Tags) and insurance.

All site crew working directly for NeverWorld will be again fully vetted by the Production Manager and all relevant qualifications will be examined and collated. At the start of each day, the crew will be fully briefed, there will be no lone working activities and all will be in radio communication for the duration of the working day. PPE will be examined and re-issued if incorrect.

All personnel will be subjected to a thorough Site Induction on arrival until the first public access day. Personnel will be required to sign an acknowledgement sheet which will be kept on file.

4 Emergency Procedures

Event Control will in conjunction with Festival and RA Silvers manage all emergency procedures and responses.

4.1 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 de-escalating the event site status in consultation with Site and RA Silvers.

Green: Normal Operation

The event site is operating under normal circumstances.

The chain of command remains normal..

Amber: Emergency Response

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

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

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

Event Control in conjunction with Site and RA Silvers will be responsible for making the decision to conduct a partial or full evacuation as part of the emergency response.

Red: Major Incident

The event site is operating to resolve a major incident.

Major 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 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 may change. It is possible that in the circumstances of a major Incident 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 Festival. The event may be cancelled if circumstances dictate. The decision to close the event resides with whomever is currently holding authority over the event (RA's or Site Silvers).

4.2 Emergency Radio Codes

We will not use codes.

4.3 Emergency Vehicle Rendezvous Point

The designated rendezvous point for emergency vehicles is Blue Gate. A map showing the exact location will be made available to local authorities in advance of the event

4.4 Temporary Showstop

An incident may require the show (music or entertainment) to temporarily be stopped in order to assist with the response. *A temporary showstop is not an order to evacuate.*

A showstop can be ordered by the Event Control, the Production Manager, Head of Security or Event Organiser at any time. The performers will be asked to leave the stage by the stage manager, and all sound will be cut except for one microphone for use by the stage manager who will make the following announcement:

"Ladies and Gentlemen. Owing to an incident (provide brief details) it has become necessary to temporarily stop the performance. We will restart the show as soon as possible, please remain where you are."

Further details about whether or not the show will restart will be given as soon as possible.

4.5 Evacuation

Under an Amber site status, Event Control, will be responsible for making the decision to conduct a partial or full evacuation of the site in consultation with Site Silvers.

The purpose of a full or partial evacuation is to move people away from actual or potential dangers to a place of safety. A full or partial evacuation will be coordinated by the Head of Security under the instruction of Event Control following the procedures set out in the Crowd Management Plan. The Production Manager will assist by co-ordinating other event staff and resources as needed.

If required the following statement will be read out by the production manager over the relevant PA systems.

"Ladies and Gentlemen. Owing to an incident it has become necessary to evacuate this area (specify which area if needed). Please leave via the exits (specify which exits if

needed) and proceed to the (campsite/car park) where further information will be given."

4.6 Cancellation & Curtailment

The Event Silvers will make the final decision to cancel or curtail the event, after consultation with onsite teams, emergency services and local authorities.

Cancellation (Event not yet commenced)

Following a decision to cancel the event the following will happen; the police and local authority will be informed of the decision, a written statement will be circulated via emails, event website, social media channels and the press, notices will be erected around the site, security will secure the site until after the due commencement time.

Curtailment (Event commenced)

Curtailment will usually follow an emergency incident as outlined in the event status section above. Following a decision to curtail the event, Event Control will instigate the event egress procedure and secure the site against re-entry. The Police and Local Authority will be informed of the decision and a written statement will be circulated via emails, event website, social media channels and the press.

4.7 Bomb Threats

A bomb threat is usually in the form of verbal or written threat to detonate an explosive or incendiary device. The device may or may not actually exist. If it does not exist then the motivations of the threat are more likely to be to induce a state of panic and confusion and to interrupt business operations.

After any bomb threat is received a thorough inspection should be undertaken to establish the true motivations of the threat, and establish whether an evacuation is necessary. The police should be informed of all bomb threats by the event. The head of security and Event Control should jointly co-ordinate the search, briefing staff to question the items found around them;

- Should the item be there?
- Can it be accounted for?
- Is it out of place?

If any suspicious items are identified then the head of security should initiate a cordon until the police arrive. Cordon distances should be as follows. Letter sized item; 100 meters. Suitcase sized item; 200 meters. Vehicle sized item; 400 meters.

With the increased risk of a terrorist attack taking place at an event or in crowded places we will be briefing all security and production staff in accordance with the counter terrorism event guidance document and any intelligence offered by the Police or Security Services.

The Licensing Objectives

Statement Of Intentions

As organisers we intend to build on our success with other events, maximizing the positive benefits we offer to arts, culture and communities whilst minimising any disruption or disturbance.

To satisfy the four main licensing objectives we intend:

- To provide a safe, enjoyable, and successful event of leading standards.
- To provide a high standard of planning, organisation, and management.
- To listen and respond to the needs of local residents and communities.
- To work in partnership with Sevenoaks District Council, Police, Fire, and Ambulance services, and to involve the authorities in agreeing priorities and setting standards.

4.8 Prevention of Public Nuisance

We do not consider any areas to be particularly vulnerable to public nuisance surrounding the event, as the site is situated away from houses and towns.

4.8.1 Event Sound

Please SEE Appendix B for details.

4.8.2 Crowd Noise

Please SEE Appendix B for details.

4.8.3 Publicity

In the past we have found that publicity is the best combat we have against public nuisance. A letter drop has been carried out to all immediate local residents we feel might be affected by the event, detailing the event timings and providing contact telephone numbers for the management team and production office that can be used to discuss concerns or report any disturbance.

4.8.4 Lights

All effects lighting will be contained by the marquees and surrounding trees. Security and site lighting will be positioned such as to prevent any light spillage into residential windows.

4.9 Prevention of Crime and Disorder

4.9.1 Drugs

We operate a strict zero tolerance policy on drug use and possession. All guests to the event will be searched upon entry, any drugs found will be confiscated, the offending

patron detained and the police informed. Locked amnesty bins will be provided at the entrance to the campsite and the entrance to the arena to encourage any attendees carrying drugs to hand them in.

The festival's strict zero tolerance policy on drugs is advertised on the festival's website in the FAQ and Terms and Conditions sections.

4.9.2 Violence

Violence of any sort is not expected from our guest profile and is very much frowned upon in the ethos of the event. However, measures will be in place to prevent and/or deal with any incidents effectively. All guests will be searched on entry, any weapons found will be confiscated and the police called.

4.9.3 Egress Dispersion

The security team will carry out post event crowd dispersion. A dispersion plan will be available as part of the Crowd Management Plan.

4.10 Protection of Children from Harm

4.10.1 Alcohol

All attendees will be searched upon entry and asked for identification. Any contraband material will be confiscated. Contraband material includes alcohol if the person carrying it cannot prove they are over the age of 18.

Attendees will be asked for identification if attempting to buy alcohol from the bars on-site using the challenge 25 procedure.

Any under 18's who appear to be or are found to be intoxicated will be taken to the first aid point where they will be supervised, and their parents or guardians contacted. If no contacts can be found then they will be passed on to the police for further care.

4.10.2 Explicit Material

During the screening of films the cinema tent will be managed so as to adhere to the age restrictions for viewing content given by the titles BBFC classification.

There will be no Adult entertainment films shown during the event. Access to any films with a PG or higher rating will be managed by venue staff.

4.10.3 Age Restrictions For Entry

NeverWorld is a family event and therefore open to anyone of any age. Children aged 18 and under must be accompanied by an adult aged 21+ years at all times during the festival. Parents will not be allowed to drop children off and leave them for the day-

they must be paying guests at the event and remain with their children at all times. Those aged 17 and over may attend of their own accord but must wear an Under 18's wristband with the contact details of their parents or guardians. Children aged 12 and under can attend for free.

4.10.4 Protection from Aural Harm

Hearing defenders will be available for parents to borrow for a small refundable deposit from the Information tent onsite. Parents and guardians will be informed of this facility in advance of the event.

4.11 Public Safety

The event management plans have been developed in accordance with the guidance given by the Event Safety Guide, and are continually being developed as part of the consultation between with local authorities. All activities and installations necessary for the running of the event are fully risk assessed by the event organisers or the supplying contractors, and will meet any relevant regulations, standards and guidance.

Michael Moss

Subject: SDC Licensing: Neverworld Representations ENVIRONMENTAL PROTECTION

Sent: 23 April 2019

Subject: Consultee Comments for Licensing Application 19/00902/LAPRE

A consultee has commented on a Licensing Application. A summary of the comments is provided below.

Comments were submitted at 8:55 AM on 23 Apr 2019 from nick.chapman@dartford.gov.uk.

Application Summary

Reference: 19/00902/LAPRE

Address: Leppards Wilderness Farm Wilderness Lane Hever Kent TN8 7LP

Proposal: Premises Licence

Case Officer: Michael Moss

Comments Details

I refer to the above application which has been passed to this team for comment.

Unfortunately, and despite the Environmental Health Team working with the operators of the festival for several years, I continue to have concerns about the proposed Music Noise Levels (MNL) and intended management controls.

Comments:

In 2018, it was agreed (through extensive discussions with the applicants acoustic consultant) that, owing to regular overflights by aircraft, the 15 minute LAeq MNL measurement period for compliance was inappropriate. I am therefore disappointed that the applicant has reverted

to a measurement period which is ineffective in this location. As was agreed for last year's event, I consider that MNL should be measured in 1 minute LAeq periods, with compliance assessed on the basis of an arithmetic mean calculated every 30 minutes following the redaction of measurement periods containing aircraft noise.

The MNLs proposed by the applicant are an increase on those granted in 2018. The applicant is seeking 45dB(A) on each night of the event from 23:00 to 01:00 (last year this level allowed only on Friday and Saturday night until 00:00).

The monitoring undertaken by Environmental Health in 2018 suggests that on the Saturday night of the event, 45dBA was not easily achieved whilst running the multiple sound stages and was exceeded by the operator (some issues were also identified on the Friday). Further difficulty was experienced achieving the 35dB(A) level (which in 2019 is intended from 01:00 each night) whilst operating any amplified sources on the Saturday night of the 2018 event. This level was also difficult to achieve on the Friday despite favourable acoustic conditions existing.

During the 2018 event, the District Council received 18 complaints about noise from the site. Unlike in previous years these were not received from one geographic location and the event appears to have affected a much wider group of residents than in previous years. Having consideration to the problems in 2018, I am, at this stage, reluctant to support the increase in MNL being proposed by the applicant.

In particular I oppose the proposed increase in MNL's and event times on Thursday night/ Friday morning. Friday remains a working day for the majority of residents in the vicinity of the event, and they should be afforded protection on this night of the event with the music finishing at 23:00.

The Environmental Health Team and the applicant have,

over the past three events, discussed and agreed a number of conditions intended to mitigate the impact of the event upon nearby residents. These have included acoustic controls, communication with residents, defined monitoring parameters (including specified monitoring locations), clear and agreed procedures to deal with noise exceedances and the maintenance/ publication of records. Unfortunately the current application does not sufficiently address these issues and the applicant has neither adopted the conditions previously set or suggested equivalent alternatives.

With consideration to the above; currently I am concerned that the event will give rise to a public nuisance and therefore I object to the application.

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Michael Moss

Subject: SDC Licensing: Neverworld Representation CHIDDINGSTONE PARISH

From: louise.clerk@chiddingstone.org

Sent: 26 April 2019

Subject: 19/00902/LAPRE - Neverworld Festival, Wilderness Farm, Hever

Dear Michael

Chiddingstone Parish Council has considered the premises licence application for this year, and members are in support of the application providing that:

- the decibel level on Friday morning between midnight at 2am is no higher than 35dB.
- the decibel level on Saturday morning and Sunday morning between midnight and 2am is no higher than 45dB.
- the decibel levels throughout the rest of the festival are the same as last year.

Members feel that anything higher than those levels would constitute a public nuisance. If it becomes apparent, once the Noise Management Plan has been submitted, that these limits will be exceeded, then the Parish Council will change their support comment to object.

The Parish Council is supportive of the reduction in hours for recorded music as last year the 6am finish raised objections locally.

Kind regards

Louise Kleinschmidt

Clerk, Chiddingstone Parish Council

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Michael Moss

Subject: SDC Licesning: Neverworld Representation CAMPBELL-JOHNSTON

From: PRITCHARD Kate MarkPrmGesEts
Sent: 29 April 2019
Subject: Neverworld licence application 19/00902/LAPRE

Dear Mr. Moss,

Further to my earlier email these are the comments that should like to make regarding the application for a licence for the Neverworld festival to be held at Wilderness Farm in August this year. For your ease I'll try and keep to the website format but I am relying on memory as the web access appears to be down at the moment. However I'm extremely conscious of the midnight deadline by which we need to submit comments.

As the closest neighbour I strongly object to the application on the following grounds:

Public Safety

I have photographs from last year's festival where the organiser's vans were double parked blocking in the onsite ambulances. Additionally I attended the festival passing through no security checks and without a ticket so they have no way of recording the number of people on the site.

Prevention of Public Nuisance

Despite being assured that the licensed noise levels would mean that it would be practically inaudible in my home the noise and bass on the first floor, where our bedrooms are, was unbearable. Last year I lodged complaints at 12.30 am on Friday 3rd August as the bass meant I couldn't sleep. On the Friday night / Saturday morning I was forced to complain on three separate occasions – on the 2nd and 3rd Firework display (we were told that there would only be one each evening) and again at 1am when I couldn't sleep.

During the festival I collected rubbish from the public footpath goes through my land running from the festival to the nearest pub. Additionally I have photographs of overflowing containers of rubbish a week after the festival finished. This has had an impact as I'm collecting occasional rusty beer cans whilst walking my dog even now.

Protection of children from harm

Last year the organisers decided to perform unscheduled sound checks circa 9.15pm one night before the festival started. These were loud enough to wake my 4 year old son. For the festival night I was forced, despite the extremely high temperatures, to keep his windows closed in an effort that he could sleep. These efforts were in vain as every time the organisers set off fireworks (3 times on the Friday night, it upset the dog who barked and woke my son)

Obviously my son is my greatest concern but I also worry for the children who attend the site. When I attended (late afternoon on Saturday 4th August) there were no security checks – I not only walked straight in but bought alcohol without a wrist band and there were no promised ‘drug amnesty’ bins that I could see. There was plenty of social media coverage of people “pulling all-nighters” and it doesn’t take much to work out the correlation between drugs taken and the ability to stay up all night. I consider this to be a particularly harmful environment for children to be exposed to.

Prevention of Crime

The festival site is in the middle of an Area of Outstanding Beauty – by definition home to many protected species. **It is against the law to kill, knowingly or recklessly, protected species.** I have provided the organisers with plenty of information regarding the protected species on the site and spoken with Natural England to see if they have been consulted as to how to prevent the killing of our protected species. Natural England have confirmed that the organisers have not approached nor taken any advice from them.

Additionally, Areas of Outstanding Natural Beauty are protected by the CROW Act 2000. I realise that if falls outside the licensing team but under the CROW Act, “*the relevant local authority, must make sure that all decisions have regard for the purpose of conserving and enhancing the natural beauty of the AONB*”. I would like to understand what Sevenoaks Council is doing to ensure it is upholding the law and fulfilling their obligation to protect our AONB? Then there is the issue of drugs which are taken at the festival. As I have already stated, despite going through the main entrance I passed no security, no drugs amnesty bins, didn’t have a ticket but still was able to walk in with another adult and my 4 year old son, buy drinks and ice creams. I even mentioned this to the landowner whilst I was there but the situation hadn’t changed when a friend attended later that evening.

As the pictures posted by festival goers don’t require any medical knowledge to know that drugs are taken. My biggest concern however is that of breaking the law with regards to Countryside Act 1981.

Suitability of license applicant

I greatly admire the entrepreneurial spirit of the applicant and would have no hesitation in recommending him to run a festival at an appropriate location. However, it will be the 4th year of “Neverworld” at this site and for each of the past 3 years the organisers, despite employing “sound control contractors”, have shown that they are incapable of working within the boundaries set. Hopefully 3 years of consistent rule breaking will help question the suitability of location/applicant combination.

Summary

There is a weak argument that to protect my son, dog & livestock I should relocate during the festival but that seems utterly absurd to me although I know a number of my neighbours have been forced to do so over the last few years. It’s a clumsy way of trying to articulate it but I’m trying to show it’s not a case of “not in my backyard” – even if I was paid 10s of thousands of pounds to have a change of back yard during the festival period I would still object on grounds of prevention of crime and protection of children.

Yours sincerely,

Kate Campbell-Johnston
Truggers Oast,

Truggers Lane,
Chiddingstone Hoath,
Kent. TN8 7BP

Michael Moss

Subject: SDC Licensing: Neverworld Representation KELLY

From: jacqueline kelly
Sent: 29 April 2019
Subject: Objection for Neverworld.

Hi,
I am emailing as I cannot get onto the official website.
I am objecting to the licence.

Last year was the third year that they have broken the agreement on noise levels, this can not be allowed to continue. If after all their reassurance that they have the technology to remain within the levels set they once again failed, clearly this is not the area for the festival if they can not keep within the limits set. Why haven't they been fined for breaking their agreement?

Alcohol was not restricted to the licence bars, I have photos showing that the rubbish collected contained numerous bottles discarded by the festival goers showing that the restrictions on alcohol is not being enforced leading the health and safety concerns especially for young children on site.(pictures can be provided)

Rubbish was not collected as promised. Debris from the festival was still present over a month later (pictures can be provided) this is an AOB and as such should be protected.

Footpaths were blocked by vehicles during the festival and after the festival for many days making use unsafe and difficult.

Although the festival only lasts 4 days, the disruption for the festival starts a week before and was still disruptive 2 weeks after with people using the site long after the festival had finished.

We had cars speeding along Truggers Lane without any thought to the danger they posed not only to themselves but to us, other walkers, horse riders etc. This is a huge safety issue and another reason that this location is not suitable for the festival.

Having residents chased out of their homes during the festival is unacceptable, I know at least 4 families including myself that had to leave, the base of the music and the duration into the morning gave us no break from it.

Michael Moss

Subject: SDC Licesning: Neverworld Representation MULLENDER

From: TERRY MULLENDER
Sent: 02 May 2019
Subject: Re: SDC Licesning: Neverworld Representation

Dear Mr Moss

I have now taken a look at such documentation as I can find pertaining to this years proposed Neverworld event. Last years event raised many concerns regarding noise volumes and attracted numerous complaints which should be fully documented by the Environmental Health Agents in attendance at the time. Prevailing weather conditions is not a valid excuse for this disgraceful situation. There were also numerous vehicles abandoned in local lanes which caused a traffic hazard and potentially restricted access for emergency services had they been required. The organisers were informed at the time but denied that these vehicles belonged to attendees and insisted that they must belong to local residents. This is absolute nonsense as this situation never occurs at any other time.

My concern is that documentation for this years proposed event does not appear, anywhere, to make any effort to address either of these issues and if not challenged we shall be forced to endure yet another ruined weekend this year.

Many thanks for your kind attention in this matter.

T R Mullender

From: TERRY MULLENDER
Sent: 29 April 2019
Subject: *Possible SPAM* Fw: Neverworld.

Dear Sir/Madam

I understand that comments have been invited regarding this years proposed Neverworld event. I feel that I can do no better than forward my comments made to The Environmental Health Authority at the time of last years event in the hope that things may be improved upon this year if this is to be once more granted a license:

Annie Sargent

I know that you heard a fairly substantial expression of views from both myself and several of my neighbours, concerning this years Neverworld Festival, yesterday evening but thought it best if I register my own standpoint in writing, for the record.

First and foremost may I express the sincere thanks of all of us to yourself and all of your colleagues for all of your longstanding hard work, not only this year but in those that have gone before, in connection with this event, in trying to adjudicate and manage the situation in an unbiased way between all of the parties involved.

Both myself and my neighbours objected to the original event, on many and various grounds, at the licensing hearing in Sevenoaks a few years back. Despite our views, mainly regarding noise and safety issues, permission was granted and apart from the predictable traffic problems and lack of adequate marshalling, against which we warned, there was little disruption to us so long as we did not venture from our homes for the duration. I believe that the poor inhabitants of Truggers Lane and its environs were less fortunate and suffered horrendous noise levels throughout.

Over the time that the event has been held at Wilderness Farm the situation appears to have deteriorated year on year with noise levels remaining a problem for Truggers Lane and many residents choosing to leave the area, for a few days, until the festival is over. The number of cars abandoned at the side of our lanes by attendees has grown ever higher and it seems that security has also become more lacks with many apparently able to enter and exit unchallenged via several local footpaths.

For my part I have had no axe to grind concerning noise levels until this year. From Friday afternoon the event was irritating, with an insistent bass beat, but it was not until 6.30pm on Saturday that things became intolerable. From then until around 2am it was impossible to sit indoors with windows shut (on an extremely hot and sultry night) and the TV on without feeling the thump of bass vibrate throughout your very being. Sleep under those circumstances was impossible and even once the music ceased we were treated to the shrieking and whooping of the audience for a further half an hour or so. Many local children were unable to get to sleep until the early hours.

Were I confident that this might be a one off event I would refrain from comment but I fear that if this is not nipped in the bud we shall suffer unreasonable disturbance across the whole period of Neverworld, with further deterioration of other aspects of the event, next year.

Best Regards
Gerry Mullender
9 Park Cottages
Pigdown Lane
Hever, TN8 7LS
License Reference 19/00902/LAPRE

Michael Moss

Subject: SDC Licensing: Neverworld Representation WADSWORTH

From: Sandra Carney
Sent: 22 April 2019
Subject: Leefest Neverworld objections

Hi Louise,

Please forward my name and email address to the licensing officers at SDC.

I regret I will not be at the Chiddingstone Parish Council Leefest Neverworld event on 24th April at Markbeeck. I am in Panama on an environmental/birdwatching expedition.

I wish to make clear my strongest objections to Chiddingstone Parish Council, against the Leefest Neverworld amplified music “festival” in our designated conservation Area of Outstanding Natural Beauty. Four non-stop days and nights of urban crowds, traffic, noise, and litter. I feel that this impact on our rural environment is as damaging as dumping four tons of plastic bags into the waters of a protected marine sanctuary.

I would ask the Chiddingstone Parish Council to mandate that the Leefest organisers this year pay compensation to those Truggers Lane residents forced to leave their homes during the Festival. Previously, Leefest Neverworld offered “free tickets” to those whose homes are immediately adjacent. I do not want “free tickets.” I am forced to leave my home during this event, and feel it only fair to get the cash equivalent from the commercial organisers, rather than four days of festival tickets. This is to cover my travel and accommodation costs to relocate to a quiet area.

Best regards,

Sandra Carney Wadsworth
Cares Cross
Chiddingstone Hoath
Kent TN8 7BP

Michael Moss

Subject: SDC Licensing: Neverworld Representation DURRANT

From: Iain Durrant

Sent: 30 April 2019

Subject: Re: SDC Licensing: Reminder of end of consultation

Hi Michael,

Yes I would like to publicly support Neverworld as per the below:

Dear Mr Moss,

I write to support the proposal to hold the Neverworld festival, for which I live within 1 km of the main stage.

I attended the Public meeting in Markbeeceh on Wednesday 23rd April and it was a very different experience to last year.

I was pleasantly surprised to find most people with previous minor objections had been satisfied by the joint and collaborative efforts from organiser and council last year. Now it would appear the local residents trust and support the 2019 festival.

Many points were discussed and dealt with to the satisfaction of the local residents at this meeting.

Key for me were:

Management of vehicle/ pedestrian separation over the footpath. I am assured bandsmen will be in place.

Adequate toilets to prevent all-fresco alternatives.

This is dealt with by more, and managed portoloos

And managing noise so that the event is not brought to an abrupt close, as last year.

I believe this well managed small festival provides excellent summer entertainment and we are lucky to have this on our doorstep.

Yours Sincerely

Iain Durrant

Malletts Barn

Markbeeceh

Sent from my iPhone

On 30 Apr 2019, at 11:05, Michael Moss <Michael.Moss@sevenoaks.gov.uk> wrote:

Hi Michael

I attended the Public meeting in Markbeech on Wednesday evening and it was a very different experience to last year.

I was pleasantly surprised to find most people with minor objections had been satisfied by the joint and collaborative efforts from organiser and council last year, and now appear to trust and support the 2019 festival.

Many points were discussed and dealt with to the satisfaction of the local residents.

They for myself were:

Management of vehicle/ pedestrian separation over the footpath. I am assured bandsmen will be in place.

Adequate toilets to prevent all-fresco alternatives.

This is dealt with by more, and managed portaloos

And managing noise so that the event is not brought to an abrupt close, as last year.

Kind regards

Iain Durrant