

The Licensing Partnership

Application for a Premises Licence

Sevenoaks District Council, Tunbridge Wells Borough Council and Maidstone Borough Council have a Licensing Partnership to process and issue licensing applications.

Licensing Officers are located at each local licensing authority, together with admin support to deal with people visiting the Gateways and Tunbridge Wells Town Hall.

Thank you for using the Licensing Partnership self service. Before completing the form, please be aware of the following information:

Form Submission:-

When you have completed the application form please submit it. When you submit the application, you will receive an electronic response which will be sent directly to the email address provided in the application.

Payment:-

If you are submitting an application which requires a payment, please have your credit or debit card to hand as payment can be made upon submitting your application form. Applications requiring a payment will only be validated once payment is confirmed.

General Information:-

If you have any problems with completing the form please contact licensing@sevenoaks.gov.uk

For Official Use Only

Title	Customer Name	Form Filename	<input type="text"/>
<input type="text"/>	<input type="text" value="Phizzwizzards Ltd"/>	Form Reference	<input type="text" value="Phizzwizzards Ltd/"/>
DOB	<input type="text"/>	NINO	<input type="text"/>
TEL	<input type="text" value="+447958718961"/>		
Email	<input type="text"/>		
Customer Address			
<input type="text" value="Leppards Wilderness Farm"/> <input type="text" value="Wilderness Lane"/> <input type="text" value="TN8 7LP"/>			
Date Form Started	<input type="text" value="24/03/2016 12:23:59"/>		
Date of E-signing	<input type="text"/>		
Date Submitted	<input type="text"/>		
Validation Ref	<input type="text"/>		
Occupancy type	<input type="text"/>		
Advisor Name (who started form)	<input type="text"/>		
Advisor Department	<input type="text"/>		
Self-Service	<input type="text"/>		

Licensing Authority: *The Licensing Partnership*

Licensing Partnership
 P.O. Box 182
 Sevenoaks
 Kent TN13 1GP

Ref:

Application for a Premises Licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes found at bottom of Page 4 of this form.
 Use the blank page at the end of the form to provide further details if necessary.
 When it is complete you can submit the form directly to us - click on the Submit Form button.
 You may wish to print and keep a copy of the completed form for your records.
 For help information about filling in this type of electronic form, click on the help information button.

I / We **Phizzwizzards Ltd** 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

Leppards Wilderness Farm
 Wilderness Lane

Post town

Edenbridge

Post code

TN8 7LP

Telephone number of premises (if any)

+447958718961

Non-domestic rateable value of premises

£

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please make selection with an "x"

- a) An individual or individuals* please complete section (A)
- b) a person other than an individual*
 - i as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)
- c) A recognised club please complete section (B)
- d) a charity please complete section (B)

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

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

Please make selection with an "x"

- 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)

You do not have to answer the questions in this section.

Title

Surname

First names

Are you 18 years or older?

- Yes
- No

Date of Birth

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)

Title

Surname

First names

Date of Birth
(you must be 18
years old or over)

Current postal
address
if different from
premises address

Postcode

Post Town

Daytime contact telephone number

Email address
(optional)

(B) OTHER APPLICANTS

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

Name

Phizzwizzards Ltd

Address

**Shakespeare Martineau
Chancery House
199 Silbury Boulevard
Milton Keynes
MK9 1JL**

Registered number (where applicable)

09958357

Description of applicant (for example,
partnership, company, unincorporated
association etc.)

Limited Company

Telephone number (if any)

E-mail address (optional)

Part 3 - Operating Schedule

When do you want the premises licence to start?

28/07/2016

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

31/07/2016

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

General description of premises (please read guidance note 1)

Farmland and woodlands of total area 43 Hectares. Please see attached event management plans for further details of the use of the space.

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

Please check all relevant boxes

Provision of regulated entertainment

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

X
X
X
X
X
X

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

X

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

X

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).	Indoors	
Day	Start	Finish		Outdoors	
				Both	X
Mon			Please give further details here (please read guidance note 3) 28th July: 14:00 to 23:59 29th July: 00:00 to 03:00 and 09:00 to 23:59 30th July: 00:00 to 05:00 and 09:00 to 23:59 31st July: 00:00 to 05:00		
Tue					
Wed					
Thur	14:00	23:59			
Fri	00:00	23:59			
			State any seasonal variations for performing plays (please read guidance note 4)		
			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	00:00	23:59	Differing noise restrictions will be in place across the above licensed period with larger stages closing earlier and smaller, quieter stages staying open later. Please see attached event management plan for details.		
Sun	00:00	05:00			

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).	Indoors	
Day	Start	Finish		Outdoors	
				Both	X
Mon			Please give further details here (please read guidance note 3) 28th July: 14:00 to 23:59 29th July: 00:00 to 03:00 and 09:00 to 23:59 30th July: 00:00 to 05:00 and 09:00 to 23:59 31st July: 00:00 to 05:00		
Tue					
Wed					
Thur	14:00	23:59			
Fri	00:00	23:59			
			State any seasonal variations for the exhibition of films (please read guidance note 4)		
			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	00:00	23:59	Differing noise restrictions will be in place across the above licensed period with larger stages closing earlier and smaller, quieter stages staying open later. Please see attached event management plan for details.		
Sun	00:00	05:00			

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place <u>indoors or outdoors</u> or both - please make selection with an "x" (please read guidance note 2).	Indoors	
Day	Start	Finish		Outdoors	
Mon			Both		X
Tue			Please give further details here (please read guidance note 3) 28th July: 14:00 to 23:59 29th July: 00:00 to 03:00 and 09:00 to 23:59 30th July: 00:00 to 05:00 and 09:00 to 23:59 31st July: 00:00 to 05:00		
Wed					
Thur	14:00	23:59	State any seasonal variations for performance of live music (please read guidance note 4)		
Fri	00:00	23:59			
Sat	00:00	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 5) Differing noise restrictions will be in place across the above licensed period with larger stages closing earlier and smaller, quieter stages staying open later. Please see attached event management plan for details.		
Sun	00:00	05:00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place <u>indoors or outdoors</u> or both - please make selection with an "x" (please read guidance note 2).	Indoors	
Day	Start	Finish		Outdoors	
Mon			Both		X
Tue			Please give further details here (please read guidance note 3) 28th July: 14:00 to 23:59 29th July: 00:00 to 03:00 and 09:00 to 23:59 30th July: 00:00 to 05:00 and 09:00 to 23:59 31st July: 00:00 to 05:00		
Wed					
Thur	14:00	23:59	State any seasonal variations for playing recorded music (please read guidance note 4)		
Fri	00:00	23:59			
Sat	00:00	23:59	Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5) Differing noise restrictions will be in place across the above licensed period with larger stages closing earlier and smaller, quieter stages staying open later. Please see attached event management plan for details.		
Sun	00:00	05:00			

G

Performance of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both - please make selection with an "x"</u> (please read guidance note 2).	Indoors	
Day	Start	Finish		Outdoors	
Mon			Both		X
Tue					
Wed			<u>Please give further details here</u> (please read guidance note 3) 28th July: 14:00 to 23:59 29th July: 00:00 to 03:00 and 09:00 to 23:59 30th July: 00:00 to 05:00 and 09:00 to 23:59 31st July: 00:00 to 05:00		
Thur	14:00	23:59			
Fri	00:00	23:59	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Sat	00:00	23:59			
Sun	00:00	05:00			
			<u>Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5) Differing noise restrictions will be in place across the above licensed period with larger stages closing earlier and smaller, quieter stages staying open later. Please see attached event management plan for details.		

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment you will be providing</u> Various similar activities that use music, theatre and film but would not be classified as such.		
Day	Start	Finish	<u>Will the entertainment take place indoors or outdoors or both - please make selection with an "x"</u> (please read guidance note 2).	Indoors	
Mon				Both	
Tue					
Wed			<u>Please give further details here</u> (please read guidance note 3) 28th July: 14:00 to 23:59 29th July: 00:00 to 03:00 and 09:00 to 23:59 30th July: 00:00 to 05:00 and 09:00 to 23:59 31st July: 00:00 to 05:00		
Thur	14:00	23:59			
Fri	00:00	23:59	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Sat	00:00	23:59			
Sun	00:00	05:00			
			<u>Non standard timings. Where you intend to use the premises for 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 5)		

K

Provision of facilities for entertainment of a similar description to that falling within J or K Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing		
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).	Indoors	
				Outdoors	
Mon				Both	
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thur			<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within J or K</u> (please read guidance note 4)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for provision of facilities for entertainment of a similar description to that falling within J or K at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun					

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment be indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).		Indoors	
Day	Start	Finish		Outdoors		
				Both		X
Mon			<u>Please give further details here</u> (please read guidance note 3) 28th July: 23:00 to 23:59 29th July: 00:00 to 05:00 and 23:00 to 23:59 30th July: 00:00 to 05:00 and 23:00 to 23:59 31st July: 00:00 to 05:00			
Tue						
Wed			<u>State any seasonal variations for provision of late night refreshment</u> (please read guidance note 4)			
Thur	23:00	23:59	<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 5)			
Fri	00:00	23:59				
Sat	00:00	23:59				
Sun	00:00	05:00				

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption <u>please make selection with an "x"</u> (please read guidance note 7).	On the premises		
Day	Start	Finish		Off the premises		
Mon						
Tue			<u>State any proposed seasonal variations for the supply of alcohol</u> (please read guidance note 4) 28th July: 14:00 to 23:59 29th July: 00:00 to 03:00 and 10:00 to 23:59 30th July: 00:00 to 05:00 and 10:00 to 23:59 31st July: 00:00 to 05:00 and 10:00 to 23:59	Both	X	
Wed						
Thur	14:00	23:59				
Fri	00:00	23:59		<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	00:00	23:59				
Sun	00:00	23:59				

State the name and details of the individual whom you wish to specify on the licence as premises supervisor	
Title	Mr
Surname	Denny
First Name(s)	Lee
Date of Birth	26/09/1987
Address	65 Monks Orchard Road Beckenham Kent
Postcode	BR3 3BJ
Personal Licence number (if known)	1000647LAPER
Issuing licensing authority (if known)	London Borough of Bromley

Please print the 'Consent of individual to being specified as premises supervisor' form (shown on pages 19 and 20), and have the person specified above sign and confirm the details given.

N

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

Showing of films classified with age limits by the BBFC. Some mildly explicit sexual content in cabaret shows. These will take place in closed marquees and children will not be admitted.

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variation (please read guidance note 4)
Day	Start	Finish	
Mon			<p>Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 5)</p>
Tue			
Wed			
Thur	12:00	23:59	
Fri	00:00	23:59	
Sat	00:00	23:59	
Sun	00:00	14:00	

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

a) General - all four licensing objectives (b,c,d,e) (please read guidance note 9)

Please see attached event management plan for details.

b) The prevention of crime and disorder

Please see attached event management plan for details.

c) Public safety

Please see attached event management plan for details.

d) The prevention of public nuisance

Please see attached event management plan for details.

e) The protection of children from harm

Please see attached event management plan for details.

Please make selection with an "x"

- I have enclosed the plan of the premises
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS NOTIFICATION

Part 5 - Declaration (please read guidance note 10)

Confirmation of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 11) **If confirming on behalf of the applicant please state in what capacity.**

Confirmation

Name Date

Capacity

Please print the 'Consent of individual to being specified as premises supervisor form (shown on pages 19 and 20), and have the person specified above sign and confirm the details given.

For joint applications confirmation of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (please read guidance note 12) **If confirming on behalf of the applicant please state in what capacity.**

Confirmation

Name Date

Capacity

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Name

Address

Post Town

Postcode

Telephone number (if any)

If you would prefer us to correspond with you by e-mail your e-mail address (optional)

For Official Use Only

Form Filename:

Applicant Name: **Phizzwizzards Ltd/**

Submission Ref:

Date Submitted:

Use this page if there is any other information that you think we should know about.
Information entered on this page will be sent to us, along with the data on the rest of the form when you use the "Submit" option.

Please see event management plans attached.

Notes for Guidance

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

Consent of individual to being specified as premises supervisor

Please print this form and ask the person being specified as premises supervisor to fill in the below.

Certain details have been pre-populated from data given on this online form. Please amend any incorrect information or add details where necessary.

Please return this completed form to:

Licensing Partnership
P.O. Box 182
Sevenoaks
Kent TN13 1GP

I, **Mr Lee Denny**

[Full name of prospective premises supervisor]

of **65 Monks Orchard Road
Beckenham
Kent
BR3 3BJ**

[Home address of prospective premises supervisor]

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

A premises licence

[Type of application]

by **Phizzwizzards Ltd**

[name of applicant]

relating to a premises licence

[Number of existing licence, if any]

for **Leppards Wilderness Farm
Wilderness Lane
Edenbridge**

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

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

Phizzwizzards Ltd

[Name of applicant]

concerning the supply of alcohol at

**Leppards Wilderness Farm
Wilderness Lane
Edenbridge**

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

continued on following page

Consent of individual to being specified as premises supervisor (cont.)

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

Personal licence number

1000647LAPER

[insert personal licence number, if any]

Personal licence issuing authority

London Borough of Bromley

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

Signed

[Redacted signature area]

Name (please print)

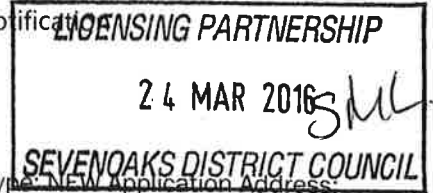
[Redacted name area]

Date

[Redacted date area]

Janet Lockie

From: Uniform_Service_Request_Connector-Licensing@sevenoaks.gov.uk
Sent: 24 March 2016 13:54
To: Licensing
Subject: UNI-form LI Connector: New Licensing application notification



A new UNI-form Licensing application has been created by the Licensing Connector server.

Application Reference Value: 16/00847/LAPRE Application Type: LAPRE Application CaseType: NEW Application Address:
Leppards Wilderness Farm Wilderness Lane
Created: 24/03/2016 00:00:00
Message sent from host name WKIP-SOAP-14 by user 32bit Classic at 24/03/2016 13:54:16.

You have been sent this message because your address is defined as a contact address in the Uni-form Licensing Connector configuration. Contact your UNI-form systems administrator if you no longer wish to receive this message.

Janet Lockie

From: Victoria Forms Payment <donotreply@sevenoaks.gov.uk>
Sent: 24 March 2016 13:51
To: Licensing
Subject: INFORMATION: Payment Received via Victoria Forms

A payment has been received via Victoria Forms:

Premises name: Leppards Farm

Customer name: Lee Denny

Licence type: Premises Licence/Club Premises Certificate - Band A - New and Variation Application

Amount paid: 100.00

Transaction date/time: 24/03/2016 13:51:02

Transaction reference: 265400

41

Custom Process Configuration

XML Specific

Application Type
Licence Case Type
Licence Status
XML Template
CAPS Reference

Payments request

CallingAppID
CallingAppRef
PaymentSourceCode

Customer Message

Response response

PaymentAuthorisationCode
IncomeManagementReceiptNumber
OriginatorsReference
CardScheme
CardType
PaymentAmount
ResponseCode
ResponseDescription
Number of payment lines

Service Message

Payment 1

Receipt Number
DueDate
PaymentType
Pay Description
XML Description
PaymentDue VAT
Paid
Payment Date
Fund
Reference

Payment 2

Receipt Number
DueDate
PaymentType
Pay Description
XMLDescription
PaymentDue VAT
Paid
Payment Date
Fund
Reference

Payment 3

Receipt Number
DueDate
PaymentType
Pay Description
XML Description
PaymentDue VAT
Paid
Payment Date
Fund
Reference

Payment 4

Receipt Number
DueDate
PaymentType
Pay Description
XML Description
PaymentDue VAT
Paid
Payment Date
Fund
Reference

Payment 5

Receipt Number
DueDate
PaymentType
Pay Description
XML Description
PaymentDue VAT
Paid
Payment Date
Fund
Reference

Form end

You have now reached the end of the form. If you have entered all the necessary information, and read all the guidance notes, please now submit the form.



E-Form Status Page - for official use only

Case Overview

Form file name:	<input type="text"/>	Current Date	<input type="text"/>
Form data set reference	Phizzwizzards Ltd/	Date From	<input type="text"/>
Has been E-Signed	<input type="checkbox"/> Date/Time E-Signed <input type="text"/>		
Date/Time Submitted to main server	<input type="text"/>	Data Validation Reference	<input type="text"/>
Date/Time Submitted to external server	<input type="text"/>	Date/Time form Started	24/03/2016 12:23:59

Automatic Messaging

Receipt Email Address	<input type="text"/>	Notification Email Address	<input type="text"/>
Receipt Email Subject	<input type="text"/>	Notification Email Subject	<input type="text"/>
Receipt Email Message	<input type="text"/>	Notification Email Message	<input type="text"/>
Mobile Number	<input type="text"/>		

Case Notes

Form History

24/03/2016 13:48:07 | Received on Remote Server
 24/3/2016 13:53:51 | Submitted | (, .) | Application for a premises licence (1.0).wdf, 2991, Licensing, new | Ref: 002991-60324-GBB27NH
 24/03/2016 13:48:07 | Received on Remote Server
 24/3/2016 13:53:51 | Submitted | (, .) | Application for a premises licence (1.0).wdf, 2991, Licensing, new | Ref: 002991-60324-GBB27NH

Form Database

Primary Record ID	<input type="text"/>	Secondary Record ID	<input type="text"/>
Department Name	<input type="text"/>	Form Status	<input type="text"/>
Department Classification	<input type="text"/>	Search Field 3	Leppards Wilderness Farm Wilderness Lane TN8 7LP
Department Case Reference	<input type="text"/>		
Date Record Started	<input type="text"/>		
Date Last Modified	<input type="text"/>		

Current User

Title	<input type="text"/>	Surname	<input type="text"/>	First Name	<input type="text"/>
Tel No	<input type="text"/>	Expert user features for this form	<input type="text"/>	User Classification	<input type="text"/>
User Record Id	<input type="text"/>				

System Data

Pages active with dynamic paging	1,2,3,4,5,6,14,15,16,17,18,21,22,23,7,9,10,12,13,19,20		
Data Locked for Editing	<input type="text"/>	Date of offline forms creation	<input type="text"/>
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		Enable top controls on opening	<input checked="" type="checkbox"/>

Form Design Settings

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Pages with forced error checking	<input type="text"/>						
Pages that override forced error checking	<input type="text"/>						
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Shared Data Dictionary	Victoria Forms UK Licensing Data (1.0)			e.g. 'Victoria Forms UK Government Data (1.0)'			
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LEEFEST MUSIC & ARTS FESTIVAL

28th – 30th July 2016

Leppards Wilderness Farm TN8 7LP

EVENT MANAGEMENT PLAN

V1

Document Control	
Project:	LeeFest 2016
Title:	Event Management Plan
Revision:	V1
Date:	7th March 2016
Author:	James Bramley & Lee Denny
Phizzwizzards Ltd, Chancery House, 199 Silbury Boulevard, MK9 1JL	

Appendices

- Appendix A: Site Maps Draft V1
- Appendix B: Noise Management Plan (Not yet available)
- Appendix C: Traffic Management Plan (Not yet available)
- Appendix D: Medical Provisions Plan (Not yet available)
- Appendix E: Crowd Management Plan (Not yet available)
- Appendix F: Fire Risk Assessment (Not yet available)
- Appendix G: Health & Safety Risk Assessments Draft V1
- Appendix H: Green Card To Trade Scheme Draft V1
- Appendix I: Event Poster

Concession and Production Waste

Waste Transfer Licence

Water & Sanitation

Water Supply

Handwashing

Showers

Toilets

Grey Water & Sewerage

Inclement Weather

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via short leg temporary road signage.

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Introduction

This document is the backbone of our event 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. They have successfully run LeeFest for 10 years and have won many national awards for the quality of the event. The same team have also successfully run 'Wildfire Adventure Camp 2015' at another venue under the same licensing authority.

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, such as local authorities and community groups, is vital to the success of any event and hope collaborative documents like this aid such communication.

LeeFest has a 10 year track record without any site safety, public safety or public disturbance incidents.

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1 Event Overview

1.1 Event Site Location

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

Public & Production Entrance & Exit

The public and production entrance to the event site will be located off an Unnamed Road, close to Rectory Lane, Edenbridge, Kent TN8 7LX, via a dedicated two-way track.

Ordnance Survey Grid Reference: TQ 48365 43799

Reserve Entrance & Exit

There is a secondary access entrance available via the main entrance to Leppards 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, family friendly music and arts festival with a focus on supporting emerging artists, engaging communities in the arts, and allowing people to enjoy the outdoors as part of the great british festival experience.

LeeFest is renowned as the starting point for many 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.

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, 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 £110. Day Tickets will be available for local attendees priced between £30 and £50.

The event is relatively small compared to other festivals. It is marketed as a family friendly festival, featuring a mix of musical genres and styles focussed on exciting new UK artists. The exact location of the event site is currently being kept secret, the full address will be provided to ticket holders closer to the event start.

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 small section of Leppards Wilderness Farm. Licensable activities will only take place within this designated area which will be fenced and manned by SIA accredited security personnel at all times.

Please see appendices for site map of licensable area.

1.5 Dates and Times

Production Dates

Build	11 th – 27 th July 2016
Live Event Days	28 th – 30 th July 2016
Breakdown	31 st – 10 th July 2016

Public Access

The public are permitted on site from 14:00 on the 28th July to 14:00 on the 31st July.

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
28th July	n/a	n/a
	14:00	23:59
29th July	00:00	03:00
	09:00	23:59
30th July	00:00	05:00
	09:00	23:59
31st July	00:00	05:00
	n/a	n/a

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

Date	Start	Finish
28th July	n/a	n/a
	14:00	23:59
29th July	00:00	03:00
	10:00	23:59
30th July	00:00	05:00
	10:00	23:59
31st July	00:00	05:00
	n/a	n/a

The provision of late night refreshment:

Date	Start	Finish
28th July	n/a	n/a
	23:00	23:59
29th July	00:00	05:00
	23:00	23:59
30th July	00:00	05:00
	23:00	23:59
31st July	00:00	05:00
	n/a	n/a

The timings given here cover all of the different activities happening on site, and do not apply to all of the different venues. It is not our intention to have continuous musical performances throughout the licensed period, rather the day will feature a mix of activities with louder and quieter periods. Exact stage times are To Be Confirmed at this stage. *Please see section 3.16 Noise for further information on the noise limitations during each period.*

1.6 Contact Details

1.6.1 Management Team

Event Director

Lee Denny, LeeFest

Mobile: 07958 718 961

Email: lee@leefest.org

DPS

Lee Denny, LeeFest

Mobile: 07958 718 961

Email: lee@leefest.org

Production & Operations Manager

James Bramley, LeeFest

Mobile: 07766887479

Email: james@leefest.org

1.6.2 Contractors & Suppliers

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

Security & Crowd Management, TBC

Medical & First Aid, TBC

Sound & Lighting, TBC

Power & Distribution, TBC

Bars, LeeFest

Concessions, TBC

Toilets, TBC

Showers, TBC

Noise Control, TBC

Water & Plumbing, TBC

2 Event Ethos

2.1 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.

The audience at LeeFest has always been extremely amicable and compliant, with a friendly atmosphere onsite. The best bit of feedback we receive each year is that the event feels like one big family by the end of the weekend.

2.2 Event Ethos

LeeFest is a growing community of people who are motivated to make things happen for their own creative satisfaction and/or for others enjoyment. The aim is to bring people together to celebrate life and be inspired by the artistic and social experiences they have onsite. We also invest heavily in supporting emerging UK and local artists, and choose to work with local businesses wherever possible.

2.3 The Organisers

Over the past 9 years we have built LeeFest into a nationally renowned event, and have won several national awards for our work. We are dedicated to the very highest quality production standards and have a 100% success rate with all previous local authorities and landowners. We are happy to provide references on request.

3 Event Specifics

3.1 Capacity and Audience Numbers

The capacities below have been established using a combination of information relating to the desired audience density, 2014 figures and the available space. Further consideration concerning the available means of escape and evacuation time is available in the event Fire Risk Assessment.

For this event the desired audience density is reasonably low, hence why there are so many programmed spaces and artistic distractions.

3.1.1 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.

3.1.2 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 hectare this would require 5 hectares of campsite space (Purple Guide).

The area of the campsite marked on the sitemap is 5.146, 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 use of space.

3.1.3 Car Park Capacity

An estimated maximum of 80% of attendees will travel to the event by car. Using an average car occupancy of 2.5 we can expect a maximum of 1440 cars in the public car park. Using an average of 180 cars per acre, 8 acres are required for attendee parking.

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

The parking area marked on the sitemap is field is 11 acres, which will provide enough space for the expected number of cars. There is plenty of overflow space available onsite for use in the event that this area is unsuitable or full.

3.1.4 Venue 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.

Venue	Capacity
Main Stage	3000
New Music Stage	1000
Main DJ Stage	1000
DJ Second Stage	1000
Main Bar	400
Live Rock Stage	200
Wendy House Stage	100
Treehouse Stage	100
Cabaret, Poetry & Comedy Stage	60
Theatre Tent	60
Cocktail Bar	60
Drag Stage	60
Cinema	60
Games Tent	60

3.2 Site Design

The event will take place exclusively within Leppards Wilderness Farm. Please see the Event Site Maps in the appendices for a detailed plan of the event site.

3.2.1 Control Point

The publicly available control point will be the Security Office. This will provide 24hr assistance to attendees and a point of contact to the organisers for public attendees.

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.

3.2.2 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.

3.2.3 Emergency Fallout Zone

An emergency fallout zone has been designated on the sitemap for use in the event of

a full evacuation.

3.2.4 Fencing and Barriers

Anti-climb heras fencing will be used to enclose the site erected in line with the site map, this will be covered with hessian 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 be marked by stakes and rope.

Suitable safety barriers will be used in front of stages and to cordon off non public areas.

3.3 Temporary Demountable Structures

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

3.3.1 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.

3.3.2 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.

The production manager will monitor wind speeds throughout the event and ensure that any required action is taken should the prevailing, or forecasted conditions require.

3.3.3 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.

3.4 Power Supply & Electrical Equipment

3.4.1 Generators

Generators will be installed and managed by an experienced electrical contractor. Generators will run on diesel or from renewable sources such as solar. No petrol generators will be used and no other generators will be allowed onsite. Generators will be inaccessible to attendees.

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

3.4.2 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).

Most appliances brought on site are hired from reputable companies, from whom we can obtain PAT test certification. Any other appliances brought onto site will be PAT tested before by onsite electricians before their use is permitted.

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

3.4.3 Site Lighting

Site lighting will be positioned in suitable 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 generator, electrical systems or general use lighting fail or have to be switched off.

Most site lighting will only be used in an emergency, however, the areas listed below will be lit at all times after sundown:

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

3.5 Fire Safety

A fire safety risk assessment, undertaken to determine the likelihood and potential effects of a fire at the event and provide measures to reduce both, will be completed and sent to the Local Authority and Local Fire Authority before the event begins.

3.5.1 Fire Fighting Equipment

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

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

Position	Wet Chemical	CO2	Powder	Water
Campsite				
Firelighting Activity				

Generators				
Kitchen				
Marquees				
Stage				
Campfire				

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

3.5.2 Fire Safety Checks

3 checks will be conducted at 0800, 1500 and 2000 of each event day including:

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

3.5.3 Raising The Alarm

Upon spotting a fire, or being alerted by an attendee, any member of staff or security can communicate this to the production office via radio. The production office can then dispatch fully briefed security teams to deal with the incident, telephone the fire brigade and begin a partial or full evacuation.

3.5.4 Preventative Measures

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

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

3.5.5 Fireworks & Sparklers

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

3.5.6 Emergency Services Rendezvous Point

The emergency services rendezvous point is at the vehicle entrance to the event site, as marked on the site map.

3.6 Provisions For Disabled People

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.

We offer free tickets to disabled people for their carers if required.

3.7 Crowd Management

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

3.7.1 Audience Number Control

Tickets will be majority sold by pre sale. A small amount of tickets will be made available on the door for walk up attendees. The event site location is being kept secret and will only be disclosed closer to the event date.

We have a ticket scanning system, which will be in operation along with exit counters, to give an accurate measure of the amount of public inside the event at any given time.

3.7.2 Police

We will ensure we liaise with all relevant police parties closely in the further planning of the event to ensure they are aware and in agreement with the event management plans.

Police presence at the event is always welcomed, though we feel that it is not necessarily required considering the private security arrangements we will have in place.

3.7.3 SIA Licensed Security Team

SIA Licensed security will be used in any positions where searching, refusal of entry, patrolling or intervention may be required and at the sites of all licensable activities. A detailed crowd management plan will be produced following a risk assessment by a security specialist contractor planning exact security team numbers and positions.

3.7.4 Stewards

Stewards and volunteers will be used to assist with general information and monitoring of activity around the event site.

3.7.5 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.

3.7.6 Accreditation

All attendees, staff and performers will be issued with a cloth wristband upon entry for identification purposes. Production passes will be via 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.

3.7.7 Security Searches

It is a condition of entry that each attendee is subject 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 material includes drugs, weapons, glass bottles, fireworks, sparklers, excess alcohol, alcohol carried by under 18s, large sound systems, large gas canisters.

3.7.8 Missing Persons or Property

Any lost property may be handed in to the control point and will be dealt with by the security team, as can any reports of lost property. Property can be reclaimed at the event by direct description or afterwards via collection or post. Contact details for property reclaim will be clearly shown on the event website.

Lost persons can also report to the control point, as can reports of missing persons. The Production Manager 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 SIA team or First Aid team, or the event organisers.

3.8 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 many locally made 'craft' products such as ale, cider and wine. Extremely cheap and excessively strong drinks will not be available.

3.8.1 Designated Premises Supervisor

Our Designated Premises Supervisor will be Lee Denny. Licence number 1000647LAPER Personal licence issued by the London Borough of Bromley.

3.8.2 Bar Operating Times

Date	Start	Finish
28th July	n/a	n/a
	17:00	23:59
29th July	00:00	03:00
	10:00	23:59
30th July	00:00	05:00
	10:00	23:59
31st July	10:00	05:00
	n/a	n/a

3.8.3 Challenge 25

We will operate a 'Challenge 25' policy at the entrance to the event. Anybody without valid identification will be refused an adult wristband. A further challenge will be made at the point of sale if there is any doubt about the attendees age.

3.9 Communications

3.9.1 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.

3.9.2 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.

3.9.3 PA Systems

Information and emergency directions can be broadcast to the public using the PA systems available in each venue.

3.9.4 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.

3.9.5 Signage

All emergency exits will be clearly denoted using the standard form of white lettering on a green background, and suitably illuminated.

Other points of interest will be clearly signposted such as the main entrance, first aid, water taps and control point, 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. Please see appendices for management plan.

We will be employing welfare councillors to offer information on the dangers of drugs and support to any drugs users.

The onsite medical team will be the first responders in any medical emergencies and will be responsible for telephoning for assistance from the local ambulance service if required. They will have direct radio contact to the production office and security team to request assistance in meeting the emergency vehicle and ensuring the ambulance can easily access the incident.

3.10.1 Medical Equipment & Staff Provisions

Exact provisions TBC

ECA	Technician	Paramedic	Ambulance	4x4 Vehicle

3.10.2 Nearest Hospitals

Nearest A&E Departement (28 mins by road)

Tunbridge Wells Hospital
 Pembury
 Tunbridge Wells
 Kent
 TN2 4QJ

Nearest Urgent Care Unit (7 mins by road)

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

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. The bar drinks receptacles are tbc at this stage.

3.11.1 Attendee Waste

Bins will provided across the event site for use by attendees. Bins will also be located next to the entry search points for the disposal of confiscated contrabands.

The refuse 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.

Attendees will not be allowed to leave the event with any cups or bottles, helping to reduce any litter dropped outside the event site.

At the end of the event a full litter sweep will be conducted across the sections of the estate that have been used.

3.11.2 Concession and Production Waste

Larger industrial bins and liquid containers will be provided for the safe disposal of food waste and production waste.

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

Showers will be available in the campsite for attendee and staff use.

3.12.4 Toilets

We plan to use unisex composting or chemical toilet units. The quantity and locations of units will be 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 sewerage waste material.

3.13 Inclement Weather

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

3.13.1 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 evacuating and dismantling the structure if necessary.

3.13.2 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. Signage will be available to warn of flooding and muddy areas. Areas of land are available should the campsite flood and need relocating.

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

3.13.3 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 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.

3.14 Concessions

There will be a number of concession facilities on the event site serving hot and cold food and drink to attendees and staff.

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 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.

3.15 Traffic & Transport

3.15.1 Vehicle Access

There is one access point to the event site for vehicles, located on the site map.

We will be directing all traffic to arrive at the access point above.

The turning from Chiddingstone Road into the event site is wide and suitable for HGV and Emergency Vehicles. It leads into the car parking field and is 225m 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.

3.15.2 Car Parking

The required space for car parking, to accommodate for both attendees and staff is 11 acres. There is ample space at the event site to accommodate this (12.35 acres). Parking will be managed by stewards to ensure available space is used effectively and that attendees only park in permitted locations.

3.15.3 Speed of Vehicles

A 5mph speed limit will be in action on site at all times during the event and our presence on site to prevent any accidents and/or collisions including cars and pedestrians attending the event. This will be signposted around the site and access routes.

3.15.4 Traffic Signage

The event will be signposted in the local area (exact positioning to TBC) via short leg temporary road signage.

3.15.5 Public Transport

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

Currently, we are intending to run a shuttle bus service from a local station, exact details of which are TBC.

More detailed information will be available in the Traffic Management Plan.

3.16 Noise

3.16.1 Nearest Noise Sensitive Residential Properties

Residential Property	Distance From Event Site
Wilderness Farm	980m

Greenland Farm	1280m
Pigdown Lane	1180m
Unnamed Road	970m
Truggers Lane	600m
Newtye Hurst Farm	650m

3.16.2 Noise Management Conditions

In accordance with the 1995 Noise Council Code Of Practice on Environmental Noise Control at Concerts, a noise assessment and management plan will be produced in order to consider and reduce the nuisance effects of noise arising from the event, taking into account the size, type and direction of each soundsystem. The following conditions will be adhered to in managing noise created by the event:

Between the hours of 09:00 and 23:00 the music noise level arising from the event will not exceed 65 dB(A) (15Min) at 1m from the façade of the nearest residential noise sensitive premises, unless by prior written agreement with the occupant.

Between the hours of 23:00 and 05:00 the music noise arising from the event will be inaudible within the nearest residential noise sensitive premises, unless by prior written agreement with the occupant. The test for inaudibility inside the property will be that the music noise level shall not exceed 45 dB(A) (15Min) at 1m from the façade of the property.

The music noise level arising from the event shall not exceed a C-weighted limit of up to 70dB in either of the 63Hz or 125Hz Octave frequency band at 2km and beyond.

The noise assessment and management plan, undertaken to ensure compliance with the above conditions, will be shared with the local authority no later than 28 days before the event.

A noise propagation test will be undertaken before the start of the event to ascertain the maximum noise levels at the mixing position of each stage that can be achieved whilst remaining compliant with the conditions at the nearest residential premises.

We will employ a noise management engineer to be responsible for the regular monitoring and control of noise levels during the event.

Records of monitoring and any action taken to will be maintained and made available to the local authority for inspection during the event. Records will be submitted to the local authority following the event.

3.17 Build and Break Procedures

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

Before the show, all contractors will be thoroughly vetted and their documentation assessed and kept on file. LeeFest 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 Wildfire 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 then be required to sign an acknowledgement sheet which will be kept on file.

4 Emergency Procedures

The production manager has overall responsibility for managing emergency situations. If the production manager is unavailable and cannot be called then the head of security will assume their decision-making responsibilities.

4.1 Event Site Status

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

Green: Normal Operation

The event site is operating under normal circumstances.

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

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

Amber: Emergency Response

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

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

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

The production manager, or head of security will be responsible for making the decision to conduct a partial or full evacuation as part of the emergency response.

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

Red: Major Incident

The event site is operating to resolve a major incident.

Red status incidents are those that; involve the treatment and rescue of a large number of severe casualties, require a joint response from two or more of the emergency services, or require the support of the local authority and emergency services to cater for the threat of death, serious injury or homelessness of a large number of people.

The chain of command changes. A transfer of authority form will be used to hand control of the event and available resources to the Senior Police or Fire Officer. The production manager will be responsible for supporting the controlling officer's decisions by; co-ordinating 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 production manager. If the situation requires the curtailment of the event, the decision is to be taken by the Event Organisers with the guidance of the controlling officer and the production manager.

4.2 Emergency Radio Codes

Special Unit Batman: Bomb Threat
Special Unit Catwoman: Crowd Control Problem
Special Unit Human Torch: Fire
Special Unit Magneto: Medical Emergency

Special Unit Spiderman: Structural Problem
Special Unit Wolverine: Extreme Weather
Special Unit Oracle: Organiser Required At Scene
Special Unit Flash Gordon: Electrical Storm

4.3 Emergency Vehicle Rendezvous Point

The designated rendezvous point for emergency vehicles is the entry to the event site from the Unnamed Road. A map of it's location will be made available to local authorities before the event commencement.

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 Production manager, Head of Security, Event Organiser or Stage Manager 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 should be given as soon as possible.

4.5 Evacuation

Under an Amber site status, the production manager, or head of security in their absence, will be responsible for making the decision to conduct a partial or full evacuation of the site.

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 co-ordinated by the Head of Security 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 organisers 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, the Head Of Security 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 head of security. The head of security and production manager 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.

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

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.

4.8.2 Crowd Noise

Crowd noise is not expected to be a problem as the nearest residential premises are more than 250m away.

4.8.3 Publicity

In the past we have found that publicity is the best combat we have against public nuisance. A letter drop will be carried out to any 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 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. 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.

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. 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.

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 Prevention of Harm to Children

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.

4.10.3 Age Restrictions For Entry

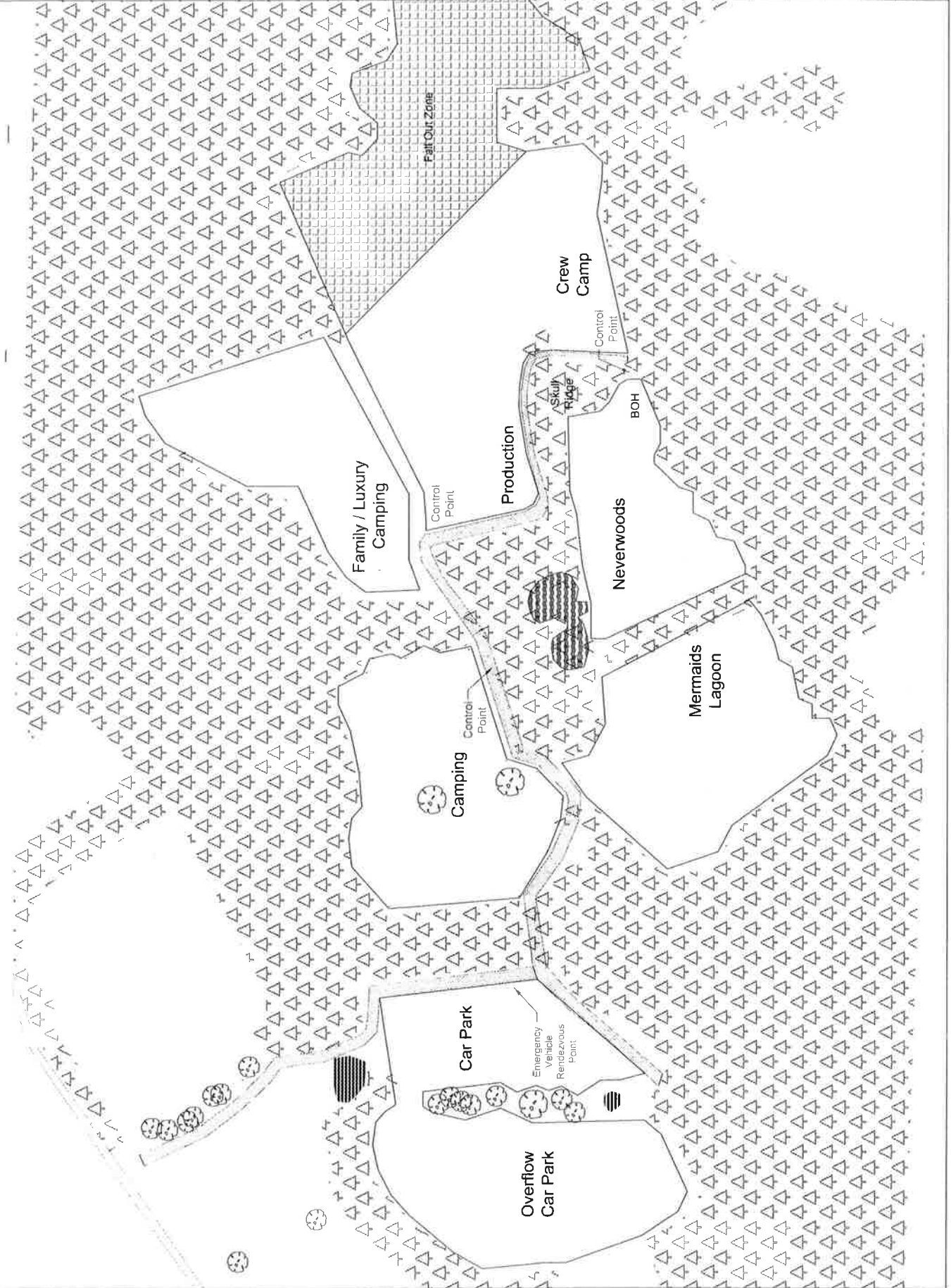
LeeFest is a family event and therefore open to anyone of any age. Children aged 16 and under must be accompanied by an adult aged 21+ years at all times during the festival. Parents will not be allowed to drop children off and leave them for the day- they must be paying guests at the event and remain with their children at all times. Those aged 17 and over may attend of their own accord. Children aged 12 and under can attend for free.

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.

Notes
 This drawing shall be used for planning purposes only. It is not to be used for construction purposes. The user shall be responsible for verifying all dimensions and locations on site. The user shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities.

XX.XX.XX	
	
Lee Denny	
LeeFest 2016	
Site	
@ A1 (mm:Meter) = 1:1.5	
Information	
PG	29.02.16
1	1
LF-xxx-xxx	
A	



HEALTH & SAFETY RISK ASSESSMENT

Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Electrical Installations
Location Wilderness Farm
Date Assessed 07/03/2016



	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12		
4	4	8	12			
5	5	10				
6	6	12				

Likelihood (L)	Severity (S)					
	Very Unlikely	1	Very Minor Injury	1		
Unlikely	2	Minor Injury	2			
May Occur	3	Lost Time Injury	3			
Likely	4	Major Injury	4			
Extremely Likely	5	Single Fatality	5			
Almost Certain	6	Multiple Fatality	6			

Persons Affected: Leaders (L), Crew (C), Artists (A), Attendees (AT), Vulnerable young or disabled Persons (VP)
 Risk Factors: 1 to 4 needs further action, 5 to 12 needs further action, 13 to 36 requires considerable action.

Activity	Persons Affected	Hazard	Current Control	Current Risk Rating (LxS=T)			Revised Control	Revised Risk Rating (LxS=T)			Further Actions
				L	S	T		L	S	T	
Electric Shock	L, C, A, AT, VP	Injury due to electric shock	Competent trained electricians to work on electrical installations Electrical installations cordoned off from the public. All electrical works completed to latest IEE Edition Wiring Regulations and the Electricity at Work Regs 1998. Installations completed to NICEIC standards and signed off by competent electrician All portable equipment to hold current PAT certification Cable runs at risk from damage must be protected with guarding or matting. All generators will have fire extinguishers located nearby	3	5	15	Electrician on site with PAT qualifications. Revised severe weather planning in place.	2	5	10	Inspections of cable runs, fire extinguishers and portable equipment.

			<p>All temporary structures to be earthed. Crew to be briefed to avoid other contractors' electrical work. Low voltage battery powered hand tools to be used where possible (110V)</p>						
<p>Electrical Fault</p>	<p>L, C, A, AT, VP</p>	<p>Electrical faults</p>	<p>Competent trained electricians to work on site electrical installations Fault Trip devices fitted to electricity distribution system. Visual inspection of all electrical appliances by all staff before use — to form part of site team arrival briefing.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Emergency lighting installed</p>	<p>2</p>	<p>5</p>
									<p>Produce and fill in inspection forms</p>

HEALTH & SAFETY RISK ASSESSMENT

Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Fire Safety
Location Wilderness Farm
Date Assessed 07/03/2016



	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12		
4	4	8	12			
5	5	10				
6	6	12				

Likelihood (L)	Severity (S)					
	Very Unlikely	1	Very Minor Injury	1		
Unlikely	2	Minor Injury	2			
May Occur	3	Lost Time Injury	3			
Likely	4	Major Injury	4			
Extremely Likely	5	Single Fatality	5			
Almost Certain	6	Multiple Fatality	6			

Activity	Persons Affected	Hazard	Current Control			Current Risk Rating (LxS=T)			Revised Control			Revised Risk Rating (LxS=T)			Further Actions
			L	S	T	L	S	T	L	S	T	L	S	T	
Use and storage of LPG	L, C, A, AT, VP	Fire or explosion due to use of LPG on site				2	6	12				1	6	6	Monitor for change, full Site induction.Regular inspections of campsite and traders.
		Traders will be permitted one gas bottle per gas appliance, plus one spare per appliance stored in an out of bounds location to the rear of their concession. Any further spare gas bottles and any empties will be stored in a cage, clearly marked as flammable and no smoking within a fenced storage area, with no public access. The Event Safety Officer will make a visual inspection of all gas appliances prior to the trader opening as part of the events Green Card To Trade Scheme, checking that the units themselves and gas hoses are in good order and not damaged and that the hoses are properly attached to the appliance. If in doubt, the hoses will be required to be replaced. Traders will be asked to supply proof that a Gas							Amended Emergency Evacuation Plan. Fire extinguishers installed at every risk point.						

			<p>Safe registered engineer has inspected any gas appliances within the last 12 months.</p> <p>Traders will be required to have suitable risk assessments and method statements in place for the safe handling and use of gas, these will be inspected as part of Green Card To Trade.</p> <p>Campers will not be permitted to bring gas canisters or cartridges in excess of 240g, these will form part of the list of prohibited items and will be confiscated if brought to site.</p>														
<p>Fire Safety Planning</p>	<p>L. C. A. AT. VP</p>	<p>Injury due to inadequate fire safety provisions.</p>	<p>All staff, contractors and crew to be briefed on event area, campsite, and whole site evacuation procedures via Site Induction.</p> <p>Professional security company (SIA certified) contracted for this event, to assist in the supervision of the campsite and evacuation of public to designated safe area should this be necessary.</p> <p>Any waste generated during the build phase will be removed from site as part of general good housekeeping procedures.</p> <p>Ventilation outlets from electrical equipment and generators must not be blocked.</p> <p>Site Manager and crew to be vigilant in looking for signs of potential fire hazards (smoke, charring, excessive heat) and to remedy or curtail activity in the vicinity of this immediately.</p> <p>The campsite will be supervised by security personnel at all times who are competent and trained in the use of fire fighting equipment.</p> <p>An assessment of the required fire fighting equipment has been conducted specific to location and fire type, this can be found in the</p>	<p>2</p>	<p>6</p>	<p>12</p>	<p>Fire induction sheets introduced</p>	<p>1</p>	<p>6</p>	<p>6</p>	<p>Monitor for change, conduct full briefing..</p>						

Emergency Evacuation	L, C, A, AT, VP	Injury to persons due to inadequate evacuation plans.	EMP All staff, contractor and crew to be aware of evacuation procedures for the campsite and event area. Security and stewards to be briefed on their roles and responsibilities, plus a clear description of the site layout in the event of an evacuation. Safety Officer and Head of Security will lead on evacuation procedures.	2	6	12	Emergency lighting installed with reserve power	2	5	10	Monitor for change		
Unauthorised Campfires	L, C, A, AT, VP	Injury due to unauthorized fire in campsite	No personal campfires will be permitted on the campsite. Gas canisters over 240g will not be permitted onto site and will be included in the prohibited items list on the website. Disposable BBQs will be permitted onto site, however fire safety notices around the campsite will enforce the message that these are to be used outside of tents only, and that they must be disposed of safely after use, and never left unattended. Bricks will be provided at fire points for campers to use to raise barbecues off any dry undergrowth. Suitable non-flammable receptacles for the disposal of barbecues will be provided within the campsite next to selected fire points equipped with water. No vehicle parking permitted in on campsite Fire lane runs alongside campsite to afford a fire break and emergency vehicle access. Security staff to monitor tent density, barbecue and cooking appliance use and manage as	2	6	12	Inspections will be carried out at meal times to ensure rules are properly adhered to.	2	6	12	Inspections and site induction.		

Concessions and merchandising	L, C, A, AT, VP	Fire starting from food concessions and merchandising activity on site	<p>locations. (See section relating to LPG above)</p> <p>Power on site will be generated using diesel generators only. The power contractors will handle and store any diesel fuel as per their documented method Statements and risk assessments, to be submitted to the production and safety team in advance of the build commencing.</p> <p>All materials being brought by contractors for installation on site will be certified as fire retardant as specified in the site safety rules.</p> <p>Traders will have received trader rules prior to arrival to site and will be aware of the restriction of spare fuel (LPG) permitted on site and the requirement to provide the appropriate extinguishers for their catering / trading activity.</p>	2	6	12	All traders must provide proof of fire fighting equipments suitability and necessary training for use.	1	6	12	Sporadic inspections will be carried out.	commence trading and be issued a Red Card..
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HEALTH & SAFETY RISK ASSESSMENT

Company Leefest

Department Production

Assessor Lee Denny

Overall Activity Health and Welfare

Location Wilderness Farm

Date Assessed 07/03/2016

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12		
4	4	8	12			
5	5	10				
6	6	12				

Likelihood (L)	Severity (S)					
	Very Unlikely	1	Very Minor Injury	1		
Unlikely	2	Minor Injury	2			
May Occur	3	Lost Time Injury	3			
Likely	4	Major Injury	4			
Extremely Likely	5	Single Fatality	5			
Almost Certain	6	Multiple Fatality	6			

Persons Affected: Leaders (L), Crew (C), Artists (A), Attendees (AT), Vulnerable young or disabled Persons (VP)
 Risk Factors: 1 to 5 to 12 needs further action, 13 to 36 requires considerable action.

Activity	Persons Affected	Hazard	Current Control			Current Risk Rating (LxS=T)			Revised Control			Revised Risk Rating (LxS=T)			Further Actions
			L	S	T	L	S	T	L	S	T	L	S	T	
First Aid Cover	L, C, A, AT, VP	Illness or injury due to inadequate first aid cover	During build and breakdown phase, each contractor on site will have been requested to submit details of first aiders on site as part of installation team, and these first aiders will be made known to other contractors and staff on site. Fully stocked first aid kit to be held in production office. Mobile signal has been checked on site to be able to call 999 During live event, provision of medical staff will be as per the medical provision section within the Event Management Plan. Ambulance access route from main vehicle gate to rear of medical centre will be			3	4	12	Briefing and thorough site induction carried out.			2	4	8	Site inductions and briefings carried out, check mobile phone signal and all first aid kits prior to attending site.

			disturbance	expected. This demographic does not typically create crowd disturbance or disorder, however in the DJ venues, SIA Security staff will be briefed to be vigilant and visible.								monitor and deal with any disturbance or disorder should it occur (24 hours)
Animals	L, C, A, AT, VP	Injury / illness from animals on site		The areas being used for the event at the Estate are woodland and grass meadow. No farmland that is grazed is in use. No animals permitted on site with attendees except guide dogs.	2	2	4	Estate contacted prior to the show to insure compliance.	1	2	2	visual inspection on arrival.
Water supply	L, C, A, AT, VP	Illness caused by failure or contamination of water supply		Mains (thames water) water supply will be used for this event, it will be tested in advance of the event for potability, and again on site once running through the temporary pipework and tanks required to supply to the appropriate pressure in order to ensure no bacteria are present within end supply. All pipe work, tanks and bowsers to be managed in accordance with BS:8551:2011 for provision of safe drinking water, this information will be requested prior to the event. Any non-potable water will be clearly marked as unsuitable for drinking.	2	5	10	Vehicle made available to collect emergency water if required	1	5	5	Monitored regularly
Food supply	L, C, A, AT, VP	Contamination of food		Caterers to provide and work to risk assessments and adhere to their Food Safety Management Systems and legal requirements whilst on site Caterers to hold valid food hygiene certification Utensils and work surfaces should be cleaned and disinfected after being used for raw foods or before being used for cooked	3	4	12	Supply adequate welfare facilities for traders.	2	4	8	Check documentation, inspect traders, inspect welfare facilities.

		protection	<p>preparation and storage.</p> <p>All food handlers should hold a minimum Basic Food Hygiene certificate or the equivalent.</p> <p>All food handling staff must maintain a high standard of personal hygiene. Any suspected illnesses should be immediately reported to the person in charge.</p> <p>Footwear should be non slip if worn in areas likely to be wet; footwear should provide cover to protect the feet from spillages of hot liquids or dropped knives in kitchen areas</p>						
Disabled Access	VP	<p>Injury to wheelchair users due to inadequate ingress / egress around site.</p>	<p>Security staff will render assistance as appropriate.</p> <p>The campsite is laid out to avoid bottlenecks and congestion points</p> <p>Wheelchair accessible sanitary facilities available on site within the event area and campsite – those campers with special access needs will be directed to camping pitches closest to these facilities upon arrival to the campsite.</p>	3	2	6	Disable RV point is created and advertised on site.	2	4
							RV Point must be added to map and customer info.		



HEALTH & SAFETY RISK ASSESSMENT

Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Manual Handling
Location Wilderness Farm
Date Assessed 07/03/2016

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12		
4	4	8	12			
5	5	10				
6	6	12				

Likelihood (L)	Severity (S)					
	1	2	3	4	5	6
Very Unlikely	1	Very Minor Injury	2	Minor Injury	3	Lost Time Injury
Unlikely	4	Major Injury	5	Single Fatality	6	Multiple Fatality
May Occur						
Likely						
Extremely Likely						
Almost Certain						

Persons Affected: Leaders (L), Crew (C), Artists (A), Attendees (AT), Vulnerable young or disabled Persons (VP)
 Risk Factors: 5 to 12 needs further action, 13 to 36 requires considerable action.

Activity	Persons Affected	Hazard	Current Control			Current Risk Rating (LxS=T)			Revised Control			Revised Risk Rating (LxS=T)			Further Actions
			L	S	T	L	S	T	L	S	T	L	S	T	
Manual Handling	L, C	Injury due to unsafe manual handling	Where possible, measures are to be introduced to minimise or eliminating manual handling, through the use of pallet truck, hiabs and sack barrows. Forks and a driver will be on site at all times. All lifts must be properly prepared and checked by a competent person when lifting equipment is in use. Only certified persons with licence will be permitted to use plant and machinery on site. Heavy, large or awkward loads not being lifted using mechanical equipment should be shared between two or more staff members if it is not possible to transport by trolley. Only those staff competent and trained in safe manual handling to undertake work Staff with back injuries not to lift heavy items.	3	3	9	1	3	3	Display HSE Lifting diagram and weights, make sure to mention in Site Induction. All crew to be issued with a radio to ask for assistance Plant vehicles will be used where possible	1	3	3	Constant supervision and toolbox talks if required. Review all contractors documentation.	

HEALTH & SAFETY RISK ASSESSMENT

Company Leefest

Department Production

Assessor Lee Denny

Overall Activity Site Management

Location Wilderness Farm

Date Assessed 07/03/2016



	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12		
4	4	8	12			
5	5	10				
6	6	12				

Likelihood (L)		Severity (S)					
Very Unlikely	1	Very Minor Injury	1				
Unlikely	2	Minor Injury	2				
May Occur	3	Lost Time Injury	3				
Likely	4	Major Injury	4				
Extremely Likely	5	Single Fatality	5				
Almost Certain	6	Multiple Fatality	6				

Persons Affected: Leaders (L), Crew (C), Artists (A), Attendees (AT), Vulnerable young or disabled Persons (VP)

Risk Factors: 1-5 to 12 needs further action, 13 to 36 requires considerable action.

Activity	Persons Affected	Hazard	Current Control			Current Risk Rating (LxS=T)			Revised Control			Revised Risk Rating (LxS=T)			Further Actions
			L	S	T	L	S	T	L	S	T	L	S	T	
Construction works	L, C, A, AT, VP	Injury caused by the construction or removal of equipment and infrastructure	All contractors must carry out their tasks according to their documented method statements and site safety rules, using of equipment and competent staff. Safe manual handling techniques to be followed. Construction and removal to take place only whilst attendees are not on site. Contractors and staff to keep clear of other peoples working areas during construction and breakdown. Site Manager to monitor all works on site	3	5	15	1	5	5	Site Induction carried out with contractors and staff. Traffic Management Plan draw up to include segregation rules.	1	5	5	Toolbox talks if necessary PPE Purchased and issued.	
Storage	L, C, A, AT, VP	Injury due to poor storage of excess materials,	All unused materials to be removed to out of bounds areas before commencing event. The out of bounds area will be stocked safely ensuring boxes or equipment are not stacked	2	4	8	1	4	4	Tools locked away and issued	1	4	4	inspections of fencing throughout show	

			<p>seen.</p> <p>Bars will not serve in glass containers, plastic and cans only.</p> <p>First aiders on site if required.</p>								
<p>Overcrowding</p>	<p>L, C, A, AT, VP</p>	<p>Injury to persons due to inadequate space and/or access and egress routes in and around site</p>	<p>Sufficient space available within campsite for tents to occupy site under HSG 195 density guidance.</p> <p>Security staff to maintain presence at gates to prevent unauthorised access.</p> <p>Accreditation procedure in place to identify genuine attendees and staff on site.</p> <p>Event areas designed in order to reduce or mitigate bottlenecks and pinch points.</p> <p>All event staff to be briefed prior to event on the safety procedures and evacuation plans, so that they can be quick to react and are aware of procedures before the event.</p> <p>Professional security company (SIA certified) working at the event, with experience of working these type of events.</p> <p>Security staff in radio communications with security control to summon more assistance if required.</p> <p>Infrastructure and attendees tents will not be permitted to obstruct access and egress routes, emergency routes or service routes</p> <p>Any changes to the level of the ground, or trip hazards that cannot be removed must be signed and where possible, highlighted with contrasting coloured tape barrier.</p> <p>Tented structures will have the majority of their side walls removed in order to allow free flow of attendees into and out of the space.</p>	<p>2</p>	<p>6</p>	<p>12</p>	<p>Plan put in place for overcrowding action. Tented structures monitored by security.</p>	<p>1</p>	<p>6</p>	<p>6</p>	<p>Monitored via security patrols and H and S walk around.</p>

Country Terrain	L, C, A, AT, VP	Injury caused by unfamiliar terrain especially in darkness	<p>hazards by good housekeeping of work areas during setup, the event and breakdown</p> <p>Roving stewarding security patrols in place to monitor public activities around potential slips, trips and fall hazards,</p> <p>No tent ropes or parts of tents to obstruct campsite emergency access lanes (also used as walkways through the campsite)</p> <p>Stewards will indicate these lanes when the attendees are pitching tents, and will ensure no obstruction occurs.</p> <p>Lighting will be of adequate illumination around the site to enable staff and crew to set-up and breakdown safely.</p> <p>Any steps) around the event space will have colour contrasting nosings along the edge to distinguish the level difference and mitigate against falls.</p>	3	3	9	Attendees will be briefed via email to bring appropriate footwear and about the dangers of country terrain.	2	3	6	Regular checks of now hazardous areas. Monitor Tracks and pathways
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HEALTH & SAFETY RISK ASSESSMENT

Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Vehicles
Location Wilderness Farm
Date Assessed 07/03/2016



	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12		
4	4	8	12			
5	5	10				
6	6	12				

Likelihood (L)	Severity (S)					
	Very Unlikely	1	Very Minor Injury	1		
Unlikely	2	Minor Injury	2			
May Occur	3	Lost Time Injury	3			
Likely	4	Major Injury	4			
Extremely Likely	5	Single Fatality	5			
Almost Certain	6	Multiple Fatality	6			

Persons Affected: Leaders (L), Crew (C), Artists (A), Attendees (AT), Vulnerable young or disabled Persons (VP)
 Risk Factors: 1-4 requires no further action, 5 to 12 needs further action, 13 to 36 requires considerable action.

Activity	Persons Affected	Hazard	Current Control	Current Risk Rating (LxS=T)			Revised Control	Revised Risk Rating (LxS=T)			Further Actions
				L	S	T		L	S	T	
Vehicles moving	L, C, A, AT, VP	Injury to pedestrians due to vehicle movement on site	Vehicles arrive off highway onto roadway within estate, maximum speed once off public highway will be signed clearly as 5mph. Persons being dropped off by taxis or private cars will also turn off highway into a drop off and pick up zone. No further vehicle movement will be permitted in areas where pedestrians are present (with the exception of staff within back of house areas) – pedestrian and vehicle routes segregated throughout the site. Crowd control barriers in use to assist safe queuing. Vehicle curfew in the event area during hours of operation, to be lifted by the	3	4	12	TMP drawn up and made available	2	5	10	Enforce TMP and segregation where reasonably practicable.

Plant Equipment	L, C, A, AT, VP	Injury due to use of plant equipment	<p>security control once arena sweep has been conducted each night so that any facilities and maintenance Vehicles can clean reset the site.</p> <p>Only contractors and staff holding the correct relevant licence for the item of plant they intend to drive to be authorized to do so. Site manager to monitor to monitor use of plant.</p> <p>No plant movement in public areas once the event has opened.</p> <p>Max, site speed limit is 5mph.</p> <p>All contractors and staff to wear high visibility jackets whilst setting up and breaking down, when plant on site.</p> <p>Drivers of vehicles and operators of plant and equipment are not permitted to drink alcohol or be under the influence of alcohol drugs whilst working.</p> <p>All plant to be used only as per manufacturer's guidance and instructions.</p> <p>All difficult manoeuvring must be accompanied by a banksman in a high visibility jacket.</p>	3	5	15	Correct PPE will be advised and issued if not available. Banksman will be trained.	2	5	10	Licenses will be reviewed and collated, experience will be taken into account during the hiring process.
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HEALTH & SAFETY RISK ASSESSMENT

Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Working at Height
Location Wilderness Farm
Date Assessed 07/03/2016



	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12		
4	4	6	12			
5	5	10				
6	6	12				

Likelihood (L)	Severity (S)					
	Very Unlikely	1 Very Minor Injury	1			
Unlikely	2 Minor Injury	2				
May Occur	3 Lost Time Injury	3				
Likely	4 Major Injury	4				
Extremely Likely	5 Single Fatality	5				
Almost Certain	6 Multiple Fatality	6				

Persons Affected: Leaders (L), Crew (C), Artists (A), Attendees (AT), Vulnerable young or disabled Persons (VP)
 Risk Factors: 1 to 4 needs further action, 5 to 12 needs further action, 13 to 36 requires considerable action.

Activity	Persons Affected	Hazard	Current Control			Current Risk Rating (LxS=T)			Revised Control			Revised Risk Rating (LxS=T)			Further Actions
			L	S	T	L	S	T	L	S	T	L	S	T	
Persons Working At Height	C	Injury due to persons falling from height during structure and infrastructure installation.	Contractor and crew works to be carried out at ground level where possible. Only contractors trained and physically capable should work at height. Only competent persons will work overhead using working at height equipment and plant. All contractors working overhead will comply with their method statements and risk assessments for safe working at height, and to be experienced and competent in their work and tasks. Site Manager to monitor. Fall arrest equipment harnesses will be used by those working with mechanical access equipment at height. Mechanical access equipment and towers to be used as per manufacturer's instructions, with full set of safety rails, toe boards, internal	2	5	10	Rescue Plans will be reviewed and collated	1	5	5	Toolbox talks and WAH will be included in Site Induction if necessary. Signage will be inspected after each working day.				

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JULY

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AS SEEN ON TV AND IN CINEMAS



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• GIRLI • HANNAH LOU CLARK • HANNAH TRIGWELL • LAZY DAY • MIAMIGO • NAI HARVEST • NIMMO • OSCAR •
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CONSENT OF INDIVIDUAL TO BEING SPECIFIED AS PREMISES SUPERVISOR

I *(Full name of prospective premises supervisor)*

Lee Denny
.....

Of *(Home address of prospective premises supervisor)*

65 Monks Orchard Road, Beckenham, Kent, BR3 3BJ
.....
.....
.....

Hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for (Type of application)

Premises Licence
.....

By *(Insert name of applicant)*

Phizzwizzards Ltd, Shakespeare Martineau, Chancery House, Silbury Boulevard, Milton Keynes, MK9 1JL
.....
.....
.....

Relating to a premises licence *(Number of existing licence, if any)*

.....

For (Name and address of premises to which the application relates)

Leppards Farm, Wilderness Lane, Edenbridge, TN8 7LP

And any premises licence to be granted or varied in respect of this application made by (Name of applicant)

Phizzwizzards Ltd

Concerning the supply of alcohol at (name and address of premises to which application relates)

Leppards Farm, Wilderness Lane, Edenbridge, TN8 7LP


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

Personal Licence number (Insert personal licence number, if any)

1000647LAPER

Personal Licence issuing authority (insert name and address and telephone number of personal licence issuing authority, if any)

London Borough Of Bromley, Civic Centre, Stockwell Close, Bromley BR1 3UH

SIGNED	
NAME (Please print)	LEE DENNY
DATED	22/03/2016

