



Surrey Heath Borough Council
Surrey Heath House
Knoll Road
Camberley
Surrey GU15 3HD
Telephone: (01276) 707100
Facsimile: (01276) 707177
DX: 32722 Camberley
Web Site: www.surreyheath.gov.uk

Division: Corporate
Please ask for: Katharine Simpson
Direct Tel: 01276 707157
E-Mail: democratic.services@surreyheath.gov.uk

Thursday, 11 August 2016

To: The Members of the **LICENSING SUB COMMITTEE**
(Councillors: Bill Chapman, Ruth Hutchinson, Valerie White and Ian Sams (Substitute))

Dear Councillor,

A meeting of the **LICENSING SUB COMMITTEE** will be held at Council Chamber, Surrey Heath House on Friday, 19 August 2016 at 10.00 am. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

AGENDA

Pages

Part 1 (Public)

Procedure to be Followed During the Licensing Sub-Committee

1 Election of Chairman

To elect a Chairman for the duration of the Licensing Sub-Committee hearing.

2 Declarations of Interest

Members are invited to declare that they do not have a Disclosable Pecuniary Interest or non-pecuniary interest. Members who have a Disclosable Pecuniary interest in the application will not be able to take part in its consideration and would be advised not to participate if they have a non-pecuniary interest. Members who consider they may have an interest **MUST** consult the Monitoring Officer or the Democratic Services Officer prior to the meeting as the meeting cannot proceed without all members being present.

3 Licensing Act 2003

Following objections received, to consider an application for a premises licence at London Road Recreation Ground, Grand Avenue, Camberley, Surrey, GU15 3QH submitted by Event By Event Limited.

a	Licensing Officer's Report	3 - 8
b	Annex 1 - Application	9 - 32
c	Annex 2 - Representation from a Responsible Authority (Environmental Health)	33 - 34
d	Annex 3 - Representations from Any Other Persons	35 - 52
e	Annex 4 - Event Management Plan	53 - 80

THE PROCEDURE FOR HEARINGS OF THE LICENSING PANEL

ORDER OF THE HEARING

Licensing Sub-Committee hearings shall be conducted as follows:

- 1) A Chairman will be elected for the duration of the Sub-Committee hearing.
- 2) The Chairman will open the proceedings by stating the nature of the matter which is to be considered and will welcome the parties, introduce them and confirm the roles of those present.
- 3) The Chairman shall first call upon the Licensing Authority's representative to put forward their case. This will include confirmation of whether or not the formal requirements in respect of the matter to be considered have been complied with.
- 4) If satisfied as to the formal requirements, the Sub-Committee will consider the merits of the application or proposed suspension/revocation and the report of the officer. The Panel may ask the Licensing Authority's representative for clarification of any points.
- 5) The applicant shall have an opportunity to put questions to the Licensing Authority's representative.
- 6) The Chairman will then invite (if any) interested parties who have made representations to speak. The Sub-Committee may ask interested parties questions and points of clarification.
- 7) The Chairman will then invite the applicant or licence holder to make any representations.
- 8) The Chairman, members of the Sub-Committee and the Licensing Authority's representative may ask the applicant questions and points of clarification. Having heard the applicant's statement, any Responsible Authorities in attendance will be given the opportunity to respond.
- 9) An opportunity shall be given to the Licensing Authority's representative and the applicant, in that order, to sum up their case (but not to add any new facts).
- 10) The Sub-Committee members, the representative from Legal Services and Clerk to the Sub-Committee shall withdraw. Officers present do not take part in the decision making but will provide legal and procedural advice and record the decision.
- 11) The members of the Sub-Committee consider their decision. The applicant or his/her representative (if any) and any officer present is asked to remain in attendance and if any further clarification or information is required from the applicant or licence holder or any officer, this will be sought by the clerk.
- 12) The decision of the Sub-Committee shall be notified to the applicant and her/his representative (if any) within five working days following the meeting. In most cases, a verbal decision will be given on the day of the hearing.

ROLES OF THOSE AT THE HEARING

- 1) The Licensing Authority's representative is present at the hearing to present the professional officer's case for refusal, suspension or revocation of licences. They are also present to challenge points put forward by the applicant.
- 2) Members of the Sub-Committee are present to consider and determine an application or to consider if a licence should be suspended or revoked. In doing so they will follow the above procedure.
- 3) The Reserve Committee Member will be present throughout the hearing up until the Sub-Committee retires to deliberate the application in private. The Reserve member will not take part in either the public discussions or the private deliberations unless they are required to substitute for one of the Sub-Committee members for any reason.
- 4) The Legal representative is present to provide legal and procedural advice to the members of the Sub-Committee and to assist in the clarification of any issues which might arise.
- 5) The representative from Democratic Services is present to provide procedural advice to members of the Sub-Committee and to record the decision.

Report to **Licensing Sub-Committee**
Date of **19 August 2016**
meeting
Author Derek Seekings, Senior Licensing Officer



DECISION REQUIRED
Not exempt

Report Application for a Premises Licence at London
Title: Road Recreation Ground, Grand Avenue,
 Camberley, Surrey, GU15 3QH submitted by
 Event By Event Limited.

SUMMARY

The report presents the application for a new Premises Licence relating to London Road Recreation Ground, Grand Avenue, Camberley, Surrey, GU15 3QH.

The applicant seeks to hold a single event for a 32 day period from 01 December 2016 to 01 January 2017 to be known as Camberley On Ice.

The Licensing authority is required to hold a hearing to determine this premises licence application because relevant representations have been received.

The purpose of the hearing is for the Licensing Sub-Committee to consider the Application, in relation to the Licensing Act 2003's Licensing Objectives. The Licensing objectives being in this Application:

- 1 The prevention of crime and disorder
- 2 Public safety
- 3 The prevention of public nuisance
- 4 The protection of children from harm

Copies of the application, relevant representations and other correspondence received to date are attached to this report.

RECOMMENDATION

The Sub-Committee is recommended:

- i) To determine the premises licence application.

REASONS FOR RECOMMENDATION

- i) The Sub Committee is required to make a decision under the Licensing Act 2003

BACKGROUND INFORMATION

1 INTRODUCTION

1.1 The purpose of this report

For the Sub-Committee to determine the application for a Premises Licence in respect of London Road Recreation Ground, Grand Avenue, Camberley, Surrey, GU15 3QH.

The application is submitted under Section 17 and determined under Section 18 of the Licensing Act 2003.

1.2 Background of the premises

Statutory Background

- 1.3 The Licensing Act 2003 and secondary legislation in the form of Regulations there under.

Relevant Government Policy

- 1.4 Guidance issued under section 182 of the Licensing Act 2003. (effective from March 2015)

Relevant Council Policy

- 1.5 Statement of Licensing Policy.

Current Licence

- 1.6 The venue does not currently have a premises licence.

2. DETAILS

2.1 Application

The application is made by Event By Event Ltd of Abbey House, 25 Claredon Road, Redhill, Surrey RH1 1QZ and relates to London Road Recreation Ground, Grand Avenue, Camberley, Surrey, GU15 3QH

A copy of the application is attached at Annex 1.

The application is for the provision of regulated entertainment in the form of live music, recorded music and the performance of dance both indoors and outdoors, from 1100 to 2100hrs daily.

Also, for the supply of alcohol for consumption both on and off the premises, from 1300 to until 2100hrs daily, but with a start time of 1130hrs on Saturday and Sunday.

Non-standard timings relating to New Year's Eve have been withdrawn by the applicant.

The applicant has also submitted a draft Event Management Plan. Although this is not part of the prescribed application form, it may be viewed at Annex 4.

2.2 Grounds for the Hearing

One of the Responsible Authorities in addition to 'Other Persons' contend that the carrying on of licensable activities at the premises could lead to the following licensing objectives being seriously undermined:

- i) The prevention of crime and disorder;
- ii) Protection of public safety;
- iii) Prevention of public nuisance;
- iv) Protection of children from harm;

Further evidence submitted regarding the Application

2.3 Details included in documents attached to this report.

Responsible Authority Representations/Comments

2.4 Details of Responsible Authority representations received:

2.4.1 Police

No representations.

2.4.2 Fire

No representations.

2.4.3 Local Planning Authority

No representations.

2.4.4 Environmental Health

A representation has been received from Environmental Health and attached at Annex 2.

2.4.5 Child Protection Agency

No representations.

2.4.6 Licensing Authority

The application was submitted on 01 July 2016. The application was completed correctly and advertised as required by the Licensing Act 2003.

2.4.7 Health and Safety Executive

No representations.

Any Other Person – Representations

- 2.5 Details of 'any other person'. A total of 5 valid representations have been received from 'other persons', 4 against and 1 supporting the application.

Copies of these representations are attached at Annex 3. The representations are relevant and relate to the 'prevention of crime and disorder', 'protection of public safety', 'prevention of public nuisance' and 'protection of children from harm' licensing objectives.

2.6 Policy Considerations

Details of relevant policy considerations, including local policy statement:

- Paragraphs 1 – 89, and 95 – 146, and of the Council's Licensing Policy Statement are applicable to the consideration of this application. The site lies just outside the area covered by the Cumulative Impact Policy, depicted between paragraphs 155 and 156.
- Paragraphs 53 – 84 make particular reference to premises where alcohol is supplied for consumption on the premises and the provision of regulated entertainment.

3. NEXT STEPS

The Sub-Committee is obliged to determine this application with a view to promoting the Licensing Objectives.

In making its decision, the Sub-Committee is also required to have regard to Guidance issued under Section 182 Licensing Act 2003, as amended, and the Council's own Licensing Policy.

The Sub-Committee must have regard to all the representations made and the evidence it hears.

The Sub-Committee must take such of the following steps, if any, as it considers appropriate for the promotion of the Licensing Objectives:

- To grant the licence subject to conditions
- To exclude a licensable activity or amend timings to which the application relates
- To refuse to specify a person in the licence as the premises supervisor.
- To reject the application

The Sub-Committee is asked to note that it may not add conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be appropriate in order to promote the licensing objectives.

4. HOW THE PROPOSED COURSE OF ACTION WILL PROMOTE HUMAN RIGHTS AND EQUALITY

Human Rights and Equality issues will be taken into account on the determination of the Application by balancing the competing rights of the applicant, responsible authorities and 'other persons'.

Attachments:

Annex 1: Application for a Premises Licence

Annex 2: Representation from Environmental Health

Annex 3: Representations from 'any other persons'

Annex 4: Event Management Plan

This page is intentionally left blank

Surrey Heath Borough Council

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We EVENT BY EVENT LTD

(Insert name(s) of applicant)

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description London Road Recreation Ground, Grand Avenue, Camberley GU15 3QH			
Post town	Camberley	Postcode	GU15 3QH

Telephone number at premises (if any)	N/A
Non-domestic rateable value of premises	£0

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | | | |
|----|---|-------------------------------------|-----------------------------|
| a) | an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) | a person other than an individual * | | |
| | i. as a limited company | <input checked="" type="checkbox"/> | please complete section (B) |
| | ii. as a partnership | <input type="checkbox"/> | please complete section (B) |
| | iii. as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| | iv. other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |

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

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

Please tick yes

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

I am making the application pursuant to a
 statutory function or ☐
 a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over <input type="checkbox"/>				Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name Event by Event Ltd
Address Abbey House, 25 Clarendon Road, Redhill, Surrey, RH1 1QZ
Registered number (where applicable) 6592314
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Liability Company
Telephone number (if any) 01737 852 180
E-mail address (optional) ian@eventbyevent.co.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
0	1	1	2	2	0	1	6

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

DD		MM		YYYY			
0	1	0	1	2	0	1	7

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

The "Camberley on Ice" event will take place primarily in the tennis court area but will extend north to encompass the pavilion and 'Walk Garden' areas.

The event will include a public ice rink and skate lodge serving limited alcoholic beverages and food. In addition, there will be a number of Christmas market stalls in enclosed sheds, a bandstand and a limited number of amusements for young attendees.

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

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

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

Provision of regulated entertainment

Please tick any that apply

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

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)			
Mon						
Tue			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)			
Wed			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5)			
Thur						
Fri						
Sat						
Sun						

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			
Fri			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Recorded seasonal music will be played across the site at a low ambient level for the duration of opening hours		
Mon	11:00	21:00			
Tue	11:00	21:00			
Wed	11:00	21:00			
			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Thur	11:00	21:00			
Fri	11:00	21:00			
Sat	11:00	21:00			
			<u>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</u> (please read guidance note 5)		
Sun	11:00	21:00			

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Recorded seasonal music will be played across the site at a low ambient level for the duration of opening hours		
Mon	11:00	21:00			
Tue	11:00	21:00			
Wed	11:00	21:00			
Thur	11:00	21:00			
Fri	11:00	21:00			
			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Sat	11:00	21:00			
Sun	11:00	21:00			
			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Occasional display skating might take place on the ice rink with a public audience		
Mon	11:00	21:00			
Tue	11:00	21:00			
Wed	11:00	21:00			
			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4) N/A		
Thur	11:00	21:00	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5) N/A		
Fri	11:00	21:00			
Sat	11:00	21:00			
Sun	11:00	21:00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thur			<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)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)			
Mon						
Tue						
			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)			
Wed						
Thur						
			<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						
Sat						
Sun						

J

Supply of alcohol Standard days and timings (please read guidance note 6)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 7)	On the premises	<input type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4)					
Mon	13:00	21:00						
Tue	13:00	21:00						
Wed	13:00	21:00						
Thur	13:00	21:00						
Fri	13:00	21:00						
Sat	11:30	21:00						
Sun	11:30	21:00						
						<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)		

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

Name Heike Kreuer	
Address Flat 3 22 High Street London	
Postcode	SW19 5DX
Personal licence number (if known) LBWands/02568	
Issuing licensing authority (if known) Wandsworth	

K

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

N/A

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4) Additional Opening will be requested for New Years Eve/New Years Day
Day	Start	Finish	
Mon	11:00		<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)
		21:30	
Tue	11:00		
		21:30	
Wed	11:00		
		21:30	
Thur	11:00		
		21:30	
Fri	11:00		
		21:30	
Sat	11:00		
		21:30	
Sun	11:00		
		21:30	

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

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

All planning for the event will be in line with recommendations laid out in HSG195 and will be planned in strong consultation with local authorities and licencing staff via regular SAG meetings starting no less than 4 months before the proposed start date of any activities on the site.

The number of events featuring live or recorded music will be limited to 1 events per calendar year.

The final site layout shall be as agreed with the Event Director, the Event health and Safety Officer and Security consultant and all statutory authorities (which includes but is not limited to members of the council events department, licensing, highways, parking, and blue light services)

There shall be at least one personal license holder present whilst the bar is in operation. Furthermore, whenever the premises are open to the public the designated premises supervisor, or their designated deputy, shall be present within the licensed premises

Plastic glasses will be used at the bar. Where a drink is in a bottle and this is not plastic, the contents of said bottle will be decanted into a plastic glass.

The boundaries of the licensed premises will be clearly marked so that staff, interested parties, police and members of the public can clearly see what areas are licensed.

No event shall take place until an Event Management Plan has been submitted to and approved by all other relevant statutory bodies.

The Event Management Plan shall address the following matters as a minimum:

Site Security

Event Timetable

Major incident plan including emergency evacuation plan

Event control structure; site management and key responsibilities

Communications strategy and management including radio provision

Stewarding and crowd safety/audience management including details of steward training

Fire safety

Medical/first aid provision

On site welfare information including lost children

Traffic Management

Noise management and limitation

Food hygiene and food safety

Sanitation/toilet facilities

Electrical installations

Amusements, attractions and promotional displays

Disabled people

Water provision
Special effects
Waste management/litter strategy
Detailed site layout plan
Details of all structures to be used including stages, barriers together with drawings and calculations
Public information and public address systems
Set up, clean up, de-rigging arrangements

No event shall take place until the following safety certificates have been provided to, and approved by, the health and safety officer:

Certification for all temporary structures on site, including stages, marquees, lighting towers and other structures
Electrical safety certificates for all supplies on site, including mains supply and any portable or other generator
Safety certification for any fairground ride on site
Safety certification for any scaffolding or rigging

All core event staff and personnel will be issued with a radio and will be in contact with event control.

All licensed door staff will use radios to contact each other and will wear hi-visibility arm bands with their SIA badge clearly on display. They will also be in high visibility jackets or similar and should be clearly identifiable as security.

All stewards will wear high visibility jackets or similar and should be clearly identifiable as stewards.

A detailed Traffic Management plan shall be submitted for scrutiny and agreed with all statutory bodies to ensure limitation of inconvenience to local residents that must include but shall not be limited to:

A parking plan
Road use assessment and impact assessment
Additional services to prevent congestion
Additional Parking controls to protect local resident access

b) The prevention of crime and disorder

The appointed security contractor will provide SIA registered security staff provision, including the mix of male/female staff will be based on a risk assessment carried out no less than one month before any event.

Outside the permitted hours for alcohol, all alcoholic drinks shall be secured safely to prevent their sale or theft.

Any patrons displaying signs of drunkenness or use of drugs will be ejected from the premises. All persons ejected will be advised to leave the residential area. Where anti-social behaviour is observed in connection with alcohol or drugs the patron will be ejected

immediately where it is safe to do so or the police informed if assistance is required.

Refusal log books will be completed for any refusal of the sale of alcohol. Logs will be made available upon request to officers from the Licensing Authority, Trading Standards and Police.

All off sales will be from the traders only and can only be carried out in sealed containers.

c) Public safety

The license holder shall ensure that a health and safety risk assessment is submitted to the Surrey Heath Licensing Authority at least two months prior to the holding of any event.

All identified vehicle approach routes to the site will be stewarded.

Security will be posted at key locations, as identified within the EMP and agreed with all relevant statutory authorities, around the event site to ensure the protection of adjoining residences and businesses.

All drugs or illicit substances found or confiscated on site will be logged via radio at the point of confiscation and then returned to the event HQ where it will be securely stored and logged in a drugs book which shall be made available upon request to Officers from Surrey Police. All contraband along with seizure records will be handed to Surrey Police in event HQ at the end of the event.

Sufficient welfare provision will be made within the site to treat and ensure the safety of any vulnerable patrons in the premises

A robust traffic management plan will be submitted no less than one month before any event to ensure no additional risk is created.

An incident book will be completed for any incident that takes place within the licensed premises. The book will be made available upon request to officers from the Licensing Authority, Trading Standards and Surrey Police.

Event litter teams, alongside Surrey Heath council teams will be engaged to ensure all the event site, and surrounding areas are cleaned and returned to their previous condition.

d) The prevention of public nuisance

Potential attendees will be reminded of the residential location via digital media in advance of the event and clear signage through-out the event site will be used to remind and inform event goers of the residential nature of the site.

Noise limits will be agreed with local authority noise management agents and adhered to vigorously. All residents within the area will be advised of any use of the premises no less than one month before any event and a contact number to management staff issued to ensure any complaint can be dealt with in a timely fashion.

e) The protection of children from harm

A detailed child safety policy will be submitted for scrutiny by the relevant authorities no less than one month before any event is to take place at the premises.

All age restricted sales training undertaken by staff members will be fully documented and recorded prior to being allowed to sell alcohol. All training records shall be made available to Officers from the Licencing Authority including Trading Standards and Surrey Police.

The premises will adopt a 'Challenge 25' policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID as proof of their age. The only ID that will be accepted are valid passports and UK driving licences with a photograph or proof of age cards bearing the 'PASS' mark hologram. The list of approved ID may be amended or revised with the prior agreement of Surrey Police and the Licensing Authority without the need to amend the actual license.

Suitable sanitary facilities for babies will be provided.

Checklist:


Please tick to indicate agreement

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☒
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 11).
If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	30/06/16
Capacity	Director

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

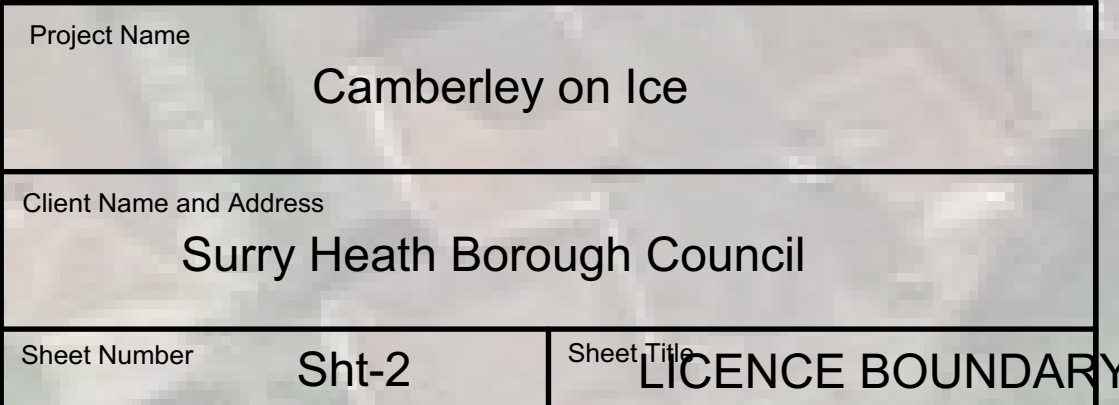
Signature	
-----------	--

Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

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



This page is intentionally left blank

Paula Barnshaw

From: Ian Baird <Ian@eventbyevent.co.uk>
Sent: 29 July 2016 13:46
To: licensing
Cc: Helen Durbridge; James Hitchen
Subject: Re: Licensing Application by Event By Event Ltd for Entertainment & Alcohol at London Road Recreation Ground 1/12/16 to 1/1/17

To Whom it may concern,

In relation to the above application it has been brought to our attention that the final submission contains an error.

In previous versions we were seeking exceptional hours for the NYE celebrations and a sentence pointing toward this has been carried over to the final application.

Please can it be noted that we will not be seeking any additional or exceptional hours in relation to this premises licence application.

Please also note that the site plan as submitted was intended to show the licensed premises boundary only and the infrastructure is for indicative purposes only. If the licence is granted then detailed drawings will be submitted to the planning department as part of our planning application.

Later drafts of the EMP will also be available. The current version is a first draft only and intended to draw on best practice across the sector.

Many thanks,

Ian

Ian Baird
Project Manager



Event by Event
Abbey House, 25 Clarendon Road, Redhill, Surrey, RH1 1QZ

01737 852 180 (Main) | 07734 533 337 (Mob)

ian@eventbyevent.co.uk | www.eventbyevent.co.uk

The information included in this e-mail is of a confidential nature and is intended only for the addressee. If you are not the intended addressee, any disclosure, copying or distribution by you, is prohibited and may be unlawful. Disclosure to any party other than the addressee whether inadvertent or otherwise is not intended to waive privilege or confidentiality.

This page is intentionally left blank

Paula Barnshaw

From: Joe Fullbrook
Sent: 29 July 2016 12:39
To: Paula Barnshaw
Subject: Ice Rink Event

Follow Up Flag: Follow up
Flag Status: Completed

Hello Paula,

The Environmental Health department would like to make a representation regarding the licencing hours that have been applied for that cover the New Year's Eve period for this event.

On the grounds of Public Nuisance and to reduce the potential for the site to cause a loss of amenities to the neighbouring properties this department would ask that the site shut at its normal closing time 21.30 hours and not 02.00 hours as requested in their application.

Kind regards

Joe Fullbrook
Environmental Health Officer
Community Services
Surrey Heath Borough Council
Knoll Road, Camberley, Surrey GU15 3HD
01276707132
Joe.fullbrook@surreyheath.gov.uk

This page is intentionally left blank

Katharine Simpson

Subject: FW: Licensing Application for Ice Rink and Xmas Fair, London Road Recreation Ground

From: Leigh Thornton
Sent: 21 July 2016 10:37
To: licensing
Cc: Helen Durbridge; Daniel Harrison
Subject: Licensing Application for Ice Rink and Xmas Fair, London Road Recreation Ground

Dear Licensing Team

I am writing in support of the above licensing application from Event by Event Ltd.

The Council is supportive of this event, which is taking place on Council owned land. We strongly believe it will bring something special to Camberley for Christmas 2016 and will appeal to local residents and the wider area. It will also support the local town centre economy by encouraging increased visits and raising the profile of the town as a prime destination for shopping and entertainment during the festive period.

The Council is aware of the potential impact this event may have on residents living adjacent to the park and have worked closely with local representatives of the community to mitigate against all identified issues. Particularly we have focussed on how to address potential increases in parking and traffic congestion as well as possible environmental health and anti-social behaviour issues.

We consider the applicant to be a highly professional company that has vast experience in the organisational, operational, licensing and community issues which need to be addressed for an event of this nature. We are confident that they will be able to deliver a high quality and successful event that will be of great benefit to Camberley and the wider community as a whole.

Yours

Leigh Thornton

Business Services Manager
Surrey Heath Borough Council
Surrey Heath House
Knoll Road
Camberley
Surrey
GU15 3HD
01276 707163

"If your email contains either a Freedom of Information or an Environmental Information Request, please forward it to foi@surreyheath.gov.uk . If you do not forward it on, the time for answering your request will have paused until I return to the office".

For further information, please call 01276 707338 or visit us at www.surreyheath.gov.uk



A. M. WILMORE

TO THE
LICENCING OFFICER

20.7.2016

Dear Sir or Madam
OBJECTION LONDON ROAD
RECREATION
GROUND

I am writing to object to the
licensing application for
entertainment and sale of alcohol
for consumption on and off
the premises at the London
Road Recreation Ground

My objections are that
consumption of alcohol can lead
to bad behaviour particularly
when consumed outdoors.

The Recreation Ground is to
provide tennis & sport NOT
alcohol related activities

I believe sale and consumption
of alcohol at a family orientated
activity is wrong and unnecessary
I do hope this application is rejected

Yours sincerely
A M Wilmore

RECEIVED AT S.H.B.C.

29 JUL 2016

POST ROOM

Patricia McDonald

From: "Patricia McDonald" [REDACTED]
Date: 29 July 2016 14:27
To: <Derek.Seekings@surreyheath.gov.uk>
Attach: SPRA Licensing Reps Ice Rink & Xmas Market.odt
Subject: APPLICATION BY EVENT BY EVENT LTD FOR PREMISES LICENCE IN RESPECT OF LONDON ROAD RECREATION GROUND, GRAND AVENUE, CAMBERLEY GU15 3QH

Dear Mr Seekings,

I refer to our previous correspondence, and thank you for your help.

Although members of the Southwell Park Residents Association are in the working group for this project, it is the official view of the Association that, unfortunately, the project is fundamentally flawed, for both licensing & planning reasons. Accordingly, I attach the Association's formal representations of objection, which I intend to also deliver in paper form by hand to your offices this afternoon.

I understand the Licensing Hearing may be scheduled for Wednesday 17th August, although it is yet to appear on the Council's Calendar.

Your sincerely, *C. S. McDonald*
Chris McDonald
Solicitor & Hon. Legal Advisor to the SPRA

[REDACTED]

**APPLICATION BY EVENT BY EVENT LTD FOR PREMISES LICENCE FOR LONDON
ROAD RECREATION GROUND FROM 1 DECEMBER 2016 UNTIL 1 JANUARY 2017
FOR PUBLIC ICE RINK & CHRISTMAS MARKET**

FORMAL REPRESENTATIONS BY SOUTHWELL PARK RESIDENTS ASSOCIATION

Introduction

The Association is taking part constructively in the Council's working group that is preparing for this event. But this has been without prejudice to the Association's right to make representations on the requisite licensing & planning applications. There are still strong concerns about the entire project, and those relating to Licensing are summarised below.

Unsuitability of Location

The event is not to be held in the Camberley Town Centre, as claimed by the Council's Executive. On the contrary, the site is within the Southwell Park residential area, and just inside the well-used Recreation Ground. However, its proximity to the Town Centre does mean that it is served by roads that are often congested, especially in the Christmas Season. As such, it is inherently unsuitable for an Ice Rink & Christmas Market, as resultant public nuisances and additional risks to public safety would be inevitable.

Inadequacy of Application

Despite their length, the completed application form and accompanying draft event management plan contain insufficient information to provide practical reassurance that public safety would be ensured, and public nuisances avoided or adequately mitigated. There are 2 main defects. The first is an over-reliance on the simple presence of people who allegedly would be able to resolve all problems, without indications of concrete measures that they should & could take to achieve this. The second defect is that the applicant clearly expects the licence to be issued before definitive parts of the management plans have been submitted for final scrutiny, leaving far too high a risk of the eventual arrangements being rushed through without adequate quality control.

Consequently, the Association objects particularly to the lack of practicable noise & lighting mitigation measures; to the failure to have in place an authoritative & robust traffic & pedestrian management plan; to the public nuisance caused by the loss of normal outdoor recreational facilities for at least 8 weeks; and to the lack of positive & reassuring plans for the welfare of visitors, especially children.

Noise

The live & recorded music at the ice rink, beer lodge & bandstand on the tennis courts are obvious sources of noise nuisance to nearby dwellings. Yet no noise limits whatsoever at the thresholds of specified dwellings have been set: no monitoring equipment has been proposed: and methods of distinguishing between, and abating when necessary, the various noise emissions have not been specified. The noises from the public address system, the traders & the crowds of customers also have to be accounted for, as have those from generators if it proves impracticable to install an electricity sub-station. The Association's view is that the combination of intrinsically noisy activities and the proximity of noise-sensitive premises would inevitably cause a noise nuisance.

Lighting

The Recreation Ground is normally unlit outside daylight hours. No scheme to avoid light pollution of nearby dwellings by the proposed floods & festoons of the event management has seemingly been contemplated, even though the potential nuisance is obvious. No specific means of lighting control of individual funfair amusements & traders' stalls have been put forward, as opposed to a

general exhortation to respect the ambience of the event. Again, the view of the Association is that there would inevitably be light pollution, especially during evening hours.

Traffic Management

The out-of-Centre location beside a key shoppers' access route means that the vehicular & pedestrian traffic generated by the proposed attractions would clash with, not complement, the normal Christmas traffic. In the Association's view, this conflict is irremediable. The Traffic Management Plan prepared so far is best categorised as "Emerging". The temporary extension of the local roads' CPZ applied for to the highway authority would merely extend the hours of control into the evenings and to Sundays: it would not suspend the lengths of 2-hour or unlimited waiting available without permits to eg Event visitors, contrary to the assurance given to the Residents' Meeting on 27 April. Also the highway authority has yet to even advertise the requisite Temporary Traffic Order.

It has been belatedly recognised that, despite the AA Signs for the Park Road/Park Street and London Road direct routes to the multi-storey car parks, there would be severe vehicular congestion at the staggered junction of Southwell Park Road/New Southern Road/Firwood Drive. The presently proposed solution is to ban all 3 right-turns at this junction. This would require clearance by, and another Temporary Traffic Order from, the highway authority. It would cause great inconvenience for local motorists & ordinary Christmas shoppers. The notion that diverted eastbound traffic should go northwards along New Southern Road and then turn round at the Charles Streets' roundabout is plainly hazardous & futile. It would take vehicles twice through the pinch point of the 'bus/taxi & pedestrian interchange outside The Atrium, that ironically is on the designated Pedestrian Route to the Event. Such a proposal obviously needs a safety audit that in turn would require traffic forecasts & modelling which cannot be done in time.

With regard to the Pedestrian Route, the Association foresees conflict along the northern footway of Southwell Park Road between Southern Road & Grand Avenue between eastbound Town Centre visitors and westbound Event visitors. Further to the west along Southwell Park Road, the 2 temporary vehicular accesses to the licensed premises, across designated parking spaces & opposite the mouth of France Hill Drive, would also be disruptive.

Impact on Recreation Ground

No particular thought seems to have been given to the loss of recreational facilities to local people for at least 8 weeks, even though this would be by definition a public nuisance. The Pavilion & Quiet Garden would be taken over, and the all-weather tennis courts would be out of action. Traders Stalls would be erected on some of the permanent flower beds: and a length of shrubbery between the courts and Southwell Park Road would be grubbed out for a temporary access. This rather thoughtless stance epitomises somewhat the underlying attitude taken towards real, lasting local amenities.

Welfare of Children & Other Visitors

These would be largely family-orientated and child-friendly attractions, and yet priority has not been given to the submission of the child protection plan. The relative lack of concern for children also seems to be reflected in the rather cavalier attitude towards the provision of toilets, of which children require a relatively generous number with space for chaperones. The documents submitted so far seem to admit that the proposed number of toilets would be, in contrast, inadequate. The actual locations of the toilets, & baby-changing facilities, are completely omitted from the submitted plans, as are the proposed medical & other welfare facilities.

These Representations have been approved & authorised by the Chair & Vice-Chair on behalf of the Committee of the Association.

C S McDonald
Solicitor & Honorary Legal Advisor
Page 40 29 July 2016

3
Paula Barnshaw

From: Melvyn Hayward [REDACTED]
Sent: 29 July 2016 15:06
To: licensing
Subject: Camberley on ice
Attachments: Letter to Surrey Heath July 2017.pdf

Dear Sir,

I enclose my comments on the Application for Camberley on Ice, objecting to the Application.

Yours faithfully,

Melvyn Hayward

Melvyn Hayward
[REDACTED]

MR & MRS MELVYN HAYWARD

TEL: [REDACTED]

email: [REDACTED]

FRIDAY, JULY 29, 2016

Dear Sir

License Application by Event by Event Ltd for the provision of Camberley on Ice event, on London Road Recreation Ground, Grand Avenue, Camberley GU15 3QH

I wish to object to the granting of a licence for this event as the venue is not suited to the type of event proposed. It is in centre of a residential area and the resulting noise, light pollution, number of attendees, and attendant facilities would be better suited in a non-residential area. Specific comments are set out below on the application and Event Management Plan.

It is also obvious from the Main Site Plan (Appendix A) that the ice rink itself is a small part of the event and the main attractions are to be the traders, bandstand, and beer lodge.

Application

The Application sets out very little detail apart from the times that certain activities will take place. It appears to have been completed without care as the detail on Live Music (Box E) and Recorded Music (Box F) are the same, resulting in the detail on live music not making sense. No noise levels are set out (as they were in the original application which was withdrawn) and apart from "ambient" there is nothing to state where they are to be measured and how. (The Event Management Plan does say "Due to the proximity of local residents and the type of music on offer at the event, expert and proactive noise management will be in place to prevent and noise nuisance (sic)." This seems to be incomplete.)

Under Performance of Dance (Box G) N/A is placed in the box for non-standard timings. This is a positive comment. However, in boxes E & F the boxes are left blank and thus, no such commitment can be deduced.

Box I for Late night refreshments is left blank. The Event Management Plan says that there will be "Skate Lodge with food and drink facilities;
Christmas Market consisting of 15-20 stalls."

Is this an omission from the application?

Box J states that alcohol will be sold for the purpose of consumption both on and off the premises. In the original application there was to be sales for consumption on the premises only; to permit sales for consumption off the premises is a recipe for unruly behaviour and trouble. It states that alcohol will only be sold until 9 pm at night; there

is no suggested variations which is to be welcome but there is the likelihood that a further application will be made later for New Year's Eve and New Year's Day until the proposed closing time on those dates. If the application is granted, which is to be regretted, then a condition that no later application will be entertained.

Box L shows the times the event is to be open from 11 am to 9.30 pm (half an hour after closing of entertainments). However, in the Event Management Plan it says:

Event Time: 11:00 – 21:30 Daily Opening
New Years Eve 21:30 - 24:00
New Years Day 00:00 - 02:30.

As the application for the licence is until 1st January 2017 this latter timing would be outside the licence.

There is nothing in the box for non-standard timings.

Event Management Plan

This is described as a "first draft of this document and so is a working document which will be developed over the coming months in preparation for the event"; this is not a proper basis for the application to be decided. Many of the sections are marked TBC.

Introduction

This states that "As this event is new this year, observations and control measures will be based on experience from similar events". Have the applicants run similar events or are they using experience of other organisations? The comment that they "will draw heavily on experience of external staff who have a sound operational understanding of the site" would seem to show that it is the first time they have run this type of event.

It goes on to say "The intention is to ensure a safe and worthwhile event for the audience, participants and all those involved whilst also giving added value to the Camberley Christmas shopping offering and driving additional trade to the commercial centre of Camberley". There is no mention of ensuring that it causes no disturbance to the local neighbourhood.

Sec 23 of SHBC Statement of Licensing Policy 2016 - 2021 says that "Applicants will be expected to demonstrate in their operating schedule how they intend to be good neighbours to residents and to other business interests in the area. In addition applicants will be expected to propose practical measures to prevent disturbance to local residents and to indicate what action will be taken to prevent or reduce noise emanating from the premises".

There is no mention of this document in the Event Management Plan.

Event Overview

It states that the capacity is TBC. However, later on it states that "The capacity of the park is to be limited to 1000" but no explanation as to how this has been arrived at.

1.3 Location Overview

It states that "The venue is a public park but will be fully enclosed with a perimeter fence during the times of operation". It is assumed that it will be fully enclosed during construction and break up (15th November to 9th January 2017). This is a considerable time for residents to be deprived of the facilities.

There is the suggestion that there will be no parking problems as "Little in the way of disturbance to local traffic is expected with the majority of attendees expected to arrive on foot.

Public Transport links are considered good with regular trains and busses on to mainline destinations available".

How can they make the assumption that the majority will arrive on foot? Also the suggestion about transport links is a matter of opinion. Trains are half hourly to Ascot or Aldershot during the day, but in the evening are hourly. Local busses are reasonably often during business hours but many services end around early evening.

As noted above, there is the comment that "Due to the proximity of local residents and the type of music on offer at the event, expert and proactive noise management will be in place to prevent and noise nuisance". This sentence is incomplete and does not make sense.

1.5 Roles and Responsibilities

There is no mention of ensuring that there is no disturbance to the local neighbours.

1.5.7 Onsite Medical Provider

Medical Operational Plan has not been drawn up and is TBC. Decisions on the license should not be made on policies that are to be drawn up.

1.5.9 Surrey Police

"Surrey Police will provide a management structure for the event as in previous years. The organisers do not expect any additional police resources to be required for this event but welcome local neighbourhood officers to include visits to the vent (sic) as part of their usual duties".

As this is the first time the event has been held, how can previous years experience be utilised?

2 Build and Break Planning

It states "What follows are some basic guidelines outlining the measures that will be put in place to ensure adherence to these regulations and to ensure a suitable site for the general public during the event dates and times.

"TBC

"A complete Construction Phase Plan can be seen in **APPENDIX TBC**"

As this is meant to conform to (CDM15) the details need to be agreed before the license is considered.

Site Infrastructure

3.1.2.4 Power

TBC. The means of providing power is not set out. Generators running 24 hours can be very noisy and will give off polluting fumes both of which can be annoying to local residents. This is a major concern and should affect the decision of the license.

3.1.2.5 Lighting & Special Effects

"Lighting Towers in site deemed unnecessary as ambient light will be via directional floods and festoon lighting (sic)". It is proposed that floodlights will be used. The setting up and siting will be crucial in ensuring no light pollution and annoyance to neighbours.

There should be a blanket ban on lighting towers being substituted at a later date.

3.1.2.7 PA Specifications

TBC. Again, this information is essential before any license is considered.

3.1.2.10 Sanitary and Waste Management

The provision of 1 disabled toilet is not thought sufficient, as they will also be used for baby changing.

3.1.2.11 Litter and Waste Disposal

There is no mention of rubbish collection on streets outside of the site as rubbish will be discarded by people leaving the site en route to their transport or home. This cannot be left to the Council's usual contractors which does not cover all local streets. Leaving this to the procedure set out in 3.4 (below) is not sufficient.

3.1.2.12 General Site Lighting

Structurally mounted flood lighting will be deployed across the sites to create a good ambient light level. Exact details of all site lighting are marked on the final site map. This conflicts with 3.1.2.5 Lighting & Special Effects.

3.1.1.4 New Psychoactive Substances

This includes "Cursory body searches will take place at these entrances. Visitors who are found to have drugs on them will either be refused entry (if a personal amount) or will be escorted by the Police to the Police tent for process under Criminal Law (if a larger amount)". However, in 1.5.9 there seems to be an implication that there will not be police routinely on site.

3.3.7 Security and Stewarding

"A Crowd Safety Management Plan will be drafted by the provider and this will form Appendix 'A' to this document. Please see the Event Timeline for delivery date".

This needs to be available before the license is considered.

3.4 Egress

"Egress is the most potentially dangerous part of any event as the high levels of pedestrian and vehicle movement alongside a high degree of intoxication possible within the audience can create a highly hazardous situation".

"At site closure stewards will also be dispatched to the external route from the site to the town centre to ensure minimal possible disruption to local residents and to monitor any refuse that is generated by the departing crowd so a clean up can be arranged".

There needs to be stewarding from the site to other roads used by those leaving, not just to the roads back to the town. Also, not just at site closure.

4.3.5 Event Conditions

The publishing of the codes in the document could lead to them being used by people trying to cause confusion; they should be kept secret and only known to those using or receiving them.

Under Condition Red, I note that Brighton Police will assume control of the site. This shows that the plan has been cobbled together from another event without ensuring that it is site specific. (see 1.5.9)

Yours faithfully



Melvyn Hayward

4
Paula Barnshaw

From: Cyril Pavey [REDACTED]
Sent: 29 July 2016 15:19
To: licensing
Subject: Ice rink

Follow Up Flag: Follow up
Flag Status: Flagged

[REDACTED]
Ms Paula Barnshaw
Licensing Officer
SHBC

Dear Ms Barnshaw

Application for premises licence: London Rd Recreation Ground (LRRG)

We submit the following observations on the application. (As you know, the east side of the northern end of The Avenue borders the LRRG.)

CONSULTATION At the public meeting on 27.4.16 at which the Chief Executive also spoke we were told by Mr Harrison that there would be more such meetings, probably starting with one at the end of May. To our knowledge no such meetings have been convened.

PLANNING We were informed at the public meeting that the proposal would require planning consent and I visited Surrey Heath House to see the paperwork, but was told planning consent was not required. Yesterday morning we received the summer edition of Heath Scene and read on page 7: "Camberley on Ice... The event is currently in the planning phase and will be subject to licensing and planning approval." It is disturbing that the content etc of the planning application might have been relevant to these observations and improved our submission..

LOCATION The chosen location for the ice rink etc is inappropriate because (a) it is in a densely populated residential area (b) when the Council built the Arena leisure centre in the LRRG against the wishes of local residents the Council gave a clear undertaking that the LRRG would not in future accommodate "entertainments"; the current proposal reneges on that undertaking and shows the Council in a very poor light (c) when the Council proposed an ice rink etc in the LRRG in 2015 the strength of opposition from local residents was sufficient to cause the Council to withdraw the proposal (d) one of the objects of the proposal is to give added value to the Camberley Christmas shopping offering and drive additional trade to the commercial centre of Camberley; on the contrary, it will lure people away from the town centre and, in consequence, reduce not increase the town centre footfall. Park St, not the LRRG, is the obvious place to site an ice rink if Councillors really feel Camberley cannot manage without one and are prepared to sponsor extra and probably unmanageable traffic, adding to congestion and pollution at a time of the year when traffic movements in Camberley are at their highest.

TIMING The public notice displayed in the LRRG about the licence application states that entertainment and alcohol will be provided until 9 pm. The application indicates that the premises will be closed to the public at 9.30 pm. However, the application also mentions longer hours will be requested for New Year and the Event Management Plan (EMP) proposes that the event will stay open from 11 am on Saturday 31.12.16 until 2.30 am on Sunday 1.1.17. There was no mention of that at the 27 April public meeting (had there been, there would have been uproar). Those extraordinary New Year hours should have been shown in the public notice and the application. There are bound to have been people who on balance were prepared to accept the standard hours but would have been strongly opposed to the New Year hours had they known about them and would have submitted representations. That is a reason for suspending the application process. It was stated at the public meeting on 27 April that the event would be shut on Christmas Day. That is not apparent from the licensing application or EMP. There should be no question of opening on Christmas Day.

According to the EMP the total period of inconvenience would be from Monday 14.11.16 to Friday 8.1.17. Does that mean Friday 6.1.17 or Sunday 8.1.17? Either way, that is far too long. If, against our wishes, it is decided to grant a licence, the period of the actual event should be reduced from four weeks to two.

SITE INFRASTRUCTURE The EMP refers to "one small open air main stage" and "Bandstand: Small Wooden Construction with roof", which is inconsistent with other references that suggest there will be only one such construction. Is there one construction or are there two, and why the confusion?

Licensing objectives

PREVENTION OF CRIME AND DISORDER

There is no precedent for this event. One must rely on experience of behaviour in this and other recreation grounds e.g. Frimley Gn and Heatherside, which is not encouraging. Who is responsible for ensuring that the whole of the LRRG (not just the event area) is empty of people before it is locked up for the night. There is no reassurance on that point in the application. There will be a strong and obvious temptation for revellers, having bought their supplies of alcohol at the event to continue their revels after the event has officially shut. There should be no "off" sales and staff should be employed to ensure the LRRG is completely empty of persons after closing and remains so.

It is all very well to say that drunks and anti-social behaviourists will be evicted from the premises and advised to leave the residential area. (Having been evicted from the event area, will they be free to disperse into the rest of the LRRG?) Their eviction from the LRRG would obviously be into a very extensive residential area. We are talking about people already the worse for drink who, having been evicted, now have a grudge that they will take out on soft targets like local dwellings and cars. They will cause havoc in the adjacent residential roads, as has become all too familiar over the years in e.g. The Avenue and Gordon Rd by people dispersing from pubs in the town centre.

PREVENTION OF PUBLIC NUISANCE

The statement in the EMP that "Surrey Police will provide a management structure for the event as in previous years" is not understood.

The proposal to prolong the event to 2.30 am on the morning of Sunday 1 January 2017 is without precedent and quite unacceptable. No other "official" event in Camberley has ever been allowed to go on so long. It is extraordinary that that proposal was not knocked on the head in the early stages of discussion between the Event management and the Council. The idea that the LRRG in the midst of a residential area is a suitable place to celebrate the New Year is outrageous. There should be no extension of hours on 31.12.16.

We are extremely concerned about the live music element of the proposal. The application form confirms that live music will take place both indoors and outdoors. The applicant is required to give details including the type of activity to be authorised and further relevant details e.g. but not exclusively, whether the music will be amplified. No such details are given. The applicant has simply repeated in the live music box the answer given elsewhere in relation to recorded music. In that respect the application is clearly defective; another reason why the licensing process should be suspended and the application returned to the applicant to be filled in correctly.

The EMP does not make clear what the "additional entertainment on the bandstand" will be. Will it be noisy?

No information has been provided to the public about precisely how loud the different types of music will be and over what distance they are likely to be heard. (At the public meeting we queried the latter point; there was no clear answer.) "low ambient level" is too vague. Will we be able to hear the music in our house with all the doors and windows shut? Noise travels further at night. What exactly are the noise limits mentioned in the application. "Due to the proximity of local residents and the type of music (what type?) on offer... , expert and proactive noise management will be in place to prevent and noise nuisance." That provides no reassurance at all. I doubt whether our definition of noise nuisance matches that of the organizers.

It is naive to imagine revellers will respond to a request to respect the residential nature of the district when they have paid money to enjoy themselves and are fuelled by alcohol. Crowds are by their very nature noisy and the presence of music will do nothing to promote moderation.

We believe that we and other local residents are likely to suffer considerable nuisance from the extra traffic and demand for parking that the event will generate. The lure of free parking in the town centre car parks is unlikely to deter significant numbers of motorists from trying to park nearer the LRRG. (It is apparently a fact that some motorists employed in Camberley whose employers provide free parking in town centre car parks prefer kerb-side parking in roads like The Avenue in order to make a quicker get-away!) The EMP actually aims at "increasing the festive traffic...in the Camberley area! The "strong incentives to encourage attendance on foot", whatever they might be, are extremely unlikely to be effective, particularly on a dark winter's evening with small children in tow. The idea that the "majority of attendees [are] expected to arrive on foot" is pie in the sky. The reference to "...regular trains...on to mainline destinations" reveals startling ignorance of the Camberley train service.

The applicant proposes to provide additional services to prevent congestion and parking controls to protect local resident access. Realistically, it is hard to see what they can do. The event is bound to generate extra traffic. Is there to be admission for residents only to The Avenue, Southwell Pk Rd, Woodlands Rd etc? There is no indication as to how parking controls will be enforced.

GENERAL

The lack of precise information thought the application on matters of pressing and legitimate concern to residents must reduce confidence on the matter to its lowest possible level.

We urge the authority to decline to grant the application.

Yours sincerely

Elaine and Cyril Pavel

[REDACTED]
Ms Paula Bernshaw
Licensing Officer
SHBC

POST ROOM
29 III 2016
RECEIVED AT S.H.B.C.

Confirmation of
email.
Many thanks
Gail Pavey
29.7.16

Dear Ms Bernshaw

Application for premises licence: London Rd Recreation Ground (LRRG)

We submit the following observations on the application. (As you know, the east side of the northern end of The Avenue borders the LRRG.)

CONSULTATION At the public meeting on 27.4.16 at which the Chief Executive also spoke we were told by Mr Harrison that there would be more such meetings, probably starting with one at the end of May. To our knowledge no such meetings have been convened.

PLANNING We were informed at the public meeting that the proposal would require planning consent and I visited Surrey Heath House to see the paperwork, but was told planning consent was not required. Yesterday morning we received the summer edition of Heath Scene and read on page 7: "Camberley on Ice...The event is currently in the planning phase and will be subject to licensing and planning approval." It is disturbing that the content etc of the planning application might have been relevant to these observations and improved our submission..

LOCATION The chosen location for the ice rink etc is inappropriate because (a) it is in a densely populated residential area (b) when the Council built the Arena leisure centre in the LRRG against the wishes of local residents the Council gave a clear undertaking that the LRRG would not in future accommodate "entertainments"; the current proposal reneges on that undertaking and shows the Council in a very poor light (c) when the Council proposed an ice rink etc in the LRRG in 2015 the strength of opposition from local residents was sufficient to cause the Council to withdraw the proposal (d) one of the objects of the proposal is to give added value to the Camberley Christmas shopping offering and drive additional trade to the commercial centre of Camberley; on the contrary, it will lure people away from the town centre and, in consequence, reduce not increase the town centre footfall. Park St, not the LRRG, is the obvious place to site an ice rink if Councillors really feel Camberley cannot manage without one and are prepared to sponsor extra and probably unmanageable traffic, adding to congestion and pollution at a time of the year when traffic movements in Camberley are at their highest.

TIMING The public notice displayed in the LRRG about the licence application states that entertainment and alcohol will be provided until 9 pm. The application indicates that the premises will be closed to the public at 9.30 pm. However, the application also mentions longer hours will be requested for New Year and the Event Management Plan (EMP) proposes that the event will stay open from 11 am on Saturday 31.12.16 until 2.30 am on Sunday 1.1.17. There was no mention of that at the 27 April public meeting (had there been, there would have been uproar). Those extraordinary New Year hours should have been shown in the public notice and the application. There are bound to have been people who on balance were prepared to

accept the standard hours but would have been strongly opposed to the New Year hours had they known about them and would have submitted representations. That is a reason for suspending the application process. It was stated at the public meeting on 27 April that the event would be shut on Christmas Day. That is not apparent from the licensing application or EMP. There should be no question of opening on Christmas Day.

According to the EMP the total period of inconvenience would be from Monday 14.11.16 to Friday 8.1.17. Does that mean Friday 6.1.17 or Sunday 8.1.17? Either way, that is far too long. If, against our wishes, it is decided to grant a licence, the period of the actual event should be reduced from four weeks to two.

SITE INFRASTRUCTURE The EMP refers to "one small open air main stage" and "Bandstand: Small Wooden Construction with roof", which is inconsistent with other references that suggest there will be only one such construction. Is there one construction or are there two, and why the confusion?

Licensing objectives

PREVENTION OF CRIME AND DISORDER

There is no precedent for this event. One must rely on experience of behaviour in this and other recreation grounds e.g. Frimley Gn and Heatherside, which is not encouraging. Who is responsible for ensuring that the whole of the LRRG (not just the event area) is empty of people before it is locked up for the night. There is no reassurance on that point in the application. There will be a strong and obvious temptation for revellers, having bought their supplies of alcohol at the event to continue their revels after the event has officially shut. There should be no "off" sales and staff should be employed to ensure the LRRG is completely empty of persons after closing and remains so.

It is all very well to say that drunks and anti-social behaviourists will be evicted from the premises and advised to leave the residential area. (Having been evicted from the event area, will they be free to disperse into the rest of the LRRG?) Their eviction from the LRRG would obviously be into a very extensive residential area. We are talking about people already the worse for drink who, having been evicted, now have a grudge that they will take out on soft targets like local dwellings and cars. They will cause havoc in the adjacent residential roads, as has become all too familiar over the years in e.g. The Avenue and Gordon Rd by people dispersing from pubs in the town centre.

PREVENTION OF PUBLIC NUISANCE

The statement in the EMP that "Surrey Police will provide a management structure for the event as in previous years" is not understood.

The proposal to prolong the event to 2.30 am on the morning of Sunday 1 January 2017 is without precedent and quite unacceptable. No other "official" event in Camberley has ever been allowed to go on so long. It is extraordinary that that proposal was not knocked on the head in the early stages of discussion between the Event management and the Council. The idea that the LRRG in the midst of a

residential area is a suitable place to celebrate the New Year is outrageous. There should be no extension of hours on 31.12.16.

We are extremely concerned about the live music element of the proposal. The application form confirms that live music will take place both indoors and outdoors. The applicant is required to give details including the type of activity to be authorised and further relevant details e.g. but not exclusively, whether the music will be amplified. No such details are given. The applicant has simply repeated in the live music box the answer given elsewhere in relation to recorded music. In that respect the application is clearly defective; another reason why the licensing process should be suspended and the application returned to the applicant to be filled in correctly.

The EMP does not make clear what the “additional entertainment on the bandstand” will be. Will it be noisy?

No information has been provided to the public about precisely how loud the different types of music will be and over what distance they are likely to be heard. (At the public meeting we queried the latter point; there was no clear answer.) “low ambient level” is too vague. Will we be able to hear the music in our house with all the doors and windows shut? Noise travels further at night. What exactly are the noise limits mentioned in the application. “Due to the proximity of local residents and the type of music (what type?) on offer... , expert and proactive noise management will be in place to prevent and noise nuisance.” That provides no reassurance at all. I doubt whether our definition of noise nuisance matches that of the organizers.

It is naive to imagine revellers will respond to a request to respect the residential nature of the district when they have paid money to enjoy themselves and are fuelled by alcohol. Crowds are by their very nature noisy and the presence of music will do nothing to promote moderation.

We believe that we and other local residents are likely to suffer considerable nuisance from the extra traffic and demand for parking that the event will generate. The lure of free parking in the town centre car parks is unlikely to deter significant numbers of motorists from trying to park nearer the LRRG. (It is apparently a fact that some motorists employed in Camberley whose employers provide free parking in town centre car parks prefer kerb-side parking in roads like The Avenue in order to make a quicker get-away!) The EMP actually aims at “increasing the festive traffic... in the Camberley area! The “strong incentives to encourage attendance on foot”, whatever they might be, are extremely unlikely to be effective, particularly on a dark winter’s evening with small children in tow. The idea that the “majority of attendees [are] expected to arrive on foot” is pie in the sky. The reference to “...regular trains... on to mainline destinations” reveals startling ignorance of the Camberley train service.

The applicant proposes to provide additional services to prevent congestion and parking controls to protect local resident access. Realistically, it is hard to see what they can do. The event is bound to generate extra traffic. Is there to be admission for residents only to The Avenue, Southwell Pk Rd, Woodlands Rd etc? There is no indication as to how parking controls will be enforced.

GENERAL

throughout

The lack of precise information ~~throughout~~ the application on matters of pressing and legitimate concern to residents must reduce confidence on the matter to its lowest possible level.

We urge the authority to decline to grant the application.

Yours sincerely

Elaine and Cyril Pavey

CAMBERLEY ON ICE

EVENT MANAGEMENT PLAN

VERSION 1.2 – ISSUED 23/05/16

RESTRICTED DOCUMENT FOR INTERNAL AND STATUTORY USE ONLY. DO NOT
REPRODUCE WITHOUT EXPRESSED PERMISSION FROM THE AUTHOR

Preface to Document

This document forms the working operational instructions and procedures for the Camberley on Ice events 2016, hereafter referred to as **the event**. This is the first draft of this document and so is a working document which will be developed over the coming months in preparation for the event. We welcome any input from all interested parties, statutory authorities and collaborators towards this documentation. The final operational event management plan will be used by all key event staff and emergency personnel during the operational periods of the Event. Build and break procedures will be covered in a Construction Phase Plan which will form an appendix to this document.

Please ensure that you are in receipt of the most recent revision of these documents to avoid confusion.

This manual is a confidential document and should not be reproduced in any way without prior written permission from Baird Event Services. This information is accurate to date as of 23 May 2016.

i Introduction

This document is intended to explore the operational aspects and necessary safety measures that must be considered in order to deliver a safe and successful event. As this event is new this year, observations and control measures will be based on experience from similar events. As this is the first year at this site, many of the operational design decisions will be based on previous events at London Road Recreation Ground (Hereafter referred to as **the site**) and will draw heavily on experience of external staff who have a sound operational understanding of the site. All build operations will be carried out in line with a clearly written Construction Phase Plan (CPP) as described in the updated CDM15 regulations and the publicly accessible site in line with the 2015 Purple Guide recommendations.

The main role of this document in terms of delivery of the event is to ensure that all relevant staff, partners, statutory authorities and outside agencies receive the necessary information in relation to the event, ensuring, as far as is reasonably practicable, the safety of all those involved or affected by the event.

The intention is to ensure a safe and worthwhile event for the audience, participants and all those involved whilst also giving added value to the Camberley Christmas shopping offering and driving additional trade to the commercial centre of Camberley.

The document will be organised into 3 main sections dealing with overall event and site design information, the operational site methodologies and consideration of major incidents.

ii Relevant Legislation

It is the intention of the organisers to carry out this event under a new Premises License on the site which is currently in the application process. Confirmation of this will be sought in the coming month.

This is issued by Surrey Heath Council as the governing authority for the area in and around the proposed site.

This license contains details of specific measures required.
A copy of the license conditions will be held at the site offices by the venue management.

General provisions and work practices are covered by the Health and Safety at Work Act of 1974.

Other relevant legislation includes:

- Workplace (Health, Safety and Welfare) Regulations 1992
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Work At Height Regulations 2005
- Personal Protective Equipment at Work Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002
- Health and Safety at Work 1974
- The Management of Health & Safety at Work Regulations (1999)
- The Health and Safety (First-Aid) Regulations 1981
- Civil Contingencies Act 2004
- Licensing Act 2003 (With amendments 2010 and 2015)
- Private Security Industry Act 2001
- Fire Safety Legislation (various- available on request)
- Equalities Act 2010
- HSE publication: The Event Safety Guide (Purple Guide)
- The Control of Noise at Work Regulations 2005
- HMSO publication: Guide to Safety at Sports Grounds

iii Key Contacts

Surrey Heath Council (Client)	Helen Durbridge + 44 (0) TBC
Event Manager (Principal Cont.)	James Hitchen + 44 (0) 7812 389 753
Safety Manager	Ian Baird + 44 (0) 7734 533 337
Head of Security	TBC
Head of Medical	TBC
Traffic Management	TBC
Noise Management	TBC

iv Event Summary

Location: London Road Recreation Ground,
Grand Avenue,
Camberley
GU15 3QH

Build Dates: Mon 14 Nov – Wed 30 Nov

Event Dates: Thur 1 Dec – Sun 1 Jan 2017

Event Time: 11:00 – 21:30 Daily Opening
New Years Eve 21:30 - 24:00
New Years Day 00:00 - 02:30

Break Dates: Mon 2 Jan – Fri 8 Jan 2017

Client: Surry Heath Borough Council

Principal Des: Ian Baird
Event By Event

Principal Cont: James Hitchen
Event by Event

Table of Contents

Preface to Document.....	2
ii Relevant Legislation.....	2
iii Key Contacts	3
iv Event Summary.....	4
1 Event Overview	7
1.1 Background to Event.....	7
London Road Recreation Ground (Capacity TBC)	7
1.2 Event Details.....	7
1.2.1 Event Capacity.....	7
1.3 Location Overview	7
1.4 Audience Profile	8
1.4.1 Age Limit	8
1.5 Roles and Responsibilities	8
1.5.1 Client: Surry Heath Borough Council.....	8
1.5.2 Principal Contractor: Event By Event Ltd	9
1.5.3 Security.....	9
1.5.4 Event Site Management: Ian Baird	10
1.5.5 Event Safety Officer: TBC	10
1.5.6 Contractors and Workers	11
1.5.7 Onsite Medical Provider	12
1.5.8 Surrey Heath Borough Council	12
1.5.9 Surrey Police	12
1.5.10 South Central Ambulance Service (SCAS)	12
1.5.11 Fire Brigade	12
2 Build and Break Planning.....	13
2.1 Site Containment.....	13
2.2 Site Management and Contractor Induction	13
2.3 Signage and Build Traffic Management.....	13
2.4 Build Times.....	14
2.5 Build Medical Provision.....	14
2.6 Site Worker Welfare	14
3. Operational Sites.....	14
3.1 London Road Recreation Ground.....	14
3.1.1 Ingress.....	14
3.1.2 Site Infrastructure	16
3.3 Normal Operation Facilities/Methods.....	18
3.3.1 Communications Plan.....	18
3.3.2 Chain of Command	19

3.3.3 Public Information and Communications	20
3.3.7 Security and Stewarding	20
3.4 Egress	21
4. Incident/Abnormal Operation Planning	21
4.1 Inclement Weather Contingencies	21
4.2 RV/Casualty Collection Points	22
4.3 Incident/Major Incident	22
4.3.1 DEFINITIONS	22
4.3.2 Emergency Roles and Responsibilities	23
4.3.3 Transfer of Command	23
4.3.4 Incident Response and Operational Change	23
4.3.5 Event Conditions	23
4.3.5 Emergency Announcements and Show Stop	25
4.4 Suspect Package Guidelines	25
4.5 Evacuation	25
4.5.1 Partial Evacuation	25
4.5.2 Full Evacuation	25
4.6 Emergency Vehicles	26

1 Event Overview

1.1 Background to Event

Camberley on Ice will be a new festive experience bringing a Christmas Market, Ice rink and skate lodge to Camberley. The total build will also include additional entertainment on the bandstand and a selection of small rides and attractions for children.

The idea has developed, with feedback from key partners, as an opportunity to increase the festive traffic and shopper dwell time in the Camberley area and, by utilising existing car-park infrastructure, drive shoppers through Camberley.

London Road Recreation Ground (Capacity TBC)

The area to be utilised for this event encompasses the existing tennis courts and the surrounding hard planted garden area. This joined with the Victorian pavilion building and it's surrounds will form the entirety of the site. The site will include the following:

- Ice Rink
- Skate Lodge with food and drink facilities
- Christmas Market consisting of 15-20 stalls
- Bandstand
- Children's attractions
- Possible Santa's grotto

1.2 Event Details

1.2.1 Event Capacity

The planned attendance for this event is 1,000 persons on site at any one time.

Capacities for all areas of site will be planned in relation to the site plan and all internal capacities will be based on exit widths and egress flow during evacuation.

In order to ensure 1000 persons can safely evacuate in the recommended 5 minutes a minimum of 1 x 3.5m exit gates, in addition to the main entrance point, will be maintained. This should provide ample exit width to ensure a safe evacuation.

1.3 Location Overview

The venue is a public park but will be fully enclosed with a perimeter fence during the times of operation.

Full site maps are available in **Appendix A**

Local road use and parking are of particular concern and so a rigorous testing and planning process shall be undertaken to assess the capacity of the surrounding area to support the event. In addition there will be strong incentives to encourage remote parking and attendance on foot.

Little in the way of disturbance to local traffic is expected with the majority of attendees expected to arrive on foot.

Public Transport links are considered good with regular trains and busses on to mainline destinations available.

Due to the proximity of local residents and the type of music on offer at the event, expert and proactive noise management will be in place to prevent and noise nuisance.

1.4 Audience Profile

Due to the nature of the event a wide demographic is expected to attend the event. The focus will be on young families in their 30's-40's with young children. Good facilities should also be considered for unaccompanied teens and large groups of young skaters.

1.4.1 Age Limit

There is no age limit for the event as a whole but access to the rink and lodge will be controlled with young attendees requiring adult supervision.

Strict Identification checks will be in place on all bars with a check 25 policy.

1.5 Roles and Responsibilities

The following sets out the key roles and responsibilities of the Festivals management staff, on site contractors and statutory authorities

The main objectives of the event management team are:

- **To create and operate a fun and entertaining event suitable for all attendees within the age restrictions**
- **To provide a safe environment for customers and a safe working environment for staff**
- **To offer opportunities to local residents where possible who wish to train in the outdoor events industry**
- **To enhance the economy of the local area by attracting increased footfall and awareness**

1.5.1 Client: Surrey Heath Borough Council

Make suitable arrangements for managing the event, including making sure:

- Other duty holders are appointed as appropriate
- Sufficient time and resources are allocated
- Relevant information is prepared and provided to other duty holders
- The principal designer and principal contractor carry out their duties
- Welfare facilities are provided

Ensuring suitable channels of communication are in place to allow the free flow of event related safety information between all relevant parties. This will include the following:

- Advise relevant parties including the Event Manager and the Local Authorities in advance (SAG), on audience intelligence information. This will include the audience numbers and profile. This information will contribute to ensuring suitable crowd management plans being drawn up and implemented.
- Advise relevant parties and the Local Authorities in advance (SAG), with information supplied by the Principal Contractor, on the content and requirements of the production. This will include details about temporary demountable structures such as the stage, special effects, audience participation during the show, show times. This information will contribute to ensuring suitable crowd management plans being drawn up and implemented.
- Advise relevant parties and the Local Authorities in advance (SAG), with information supplied by the Principal Contractor, on the venue/site set up. This will include details about the site design and layout, temporary demountable structures such as the tents and stages, the barrier layout, audience capacities and audience sightlines. This information will contribute to ensure suitable crowd management plans being drawn

up and implemented. In advance, issue suitable and detailed site plans and schedules of works to the Event Management Team and other interested parties.

- Nominate a designated Principal Contractor to be a proactive member of the Event Control team whilst the event is operational.

1.5.2 Principal Contractor: Event By Event Ltd

Has overall responsibility for:

- Adoption of an integral organisational safety management structure and the implementation of suitable arrangements as to ensure the delivery of the safety policy statement.
- The safety management of the event staff, contractors and sub-contractors work activities during all phases of the event.
- Strategic decision-making in relation to safety during all phases of the event.
- Ensuring sufficient funding and resources are made available for the safe delivery of the event.
- Appointing a suitable and competent event management team and supporting staff, contractors and suppliers.
- Overseeing the collection, collation and suitable content of this ESMP supplementary documentation in accordance with the requirements of SAG & Event License conditions and the safe delivery of the event.
- Ensure the supplementary/supporting safety documentation is both adequate and appropriately shared and distributed between all parties as is deemed necessary to ensure its full and proper implementation and the event's safety performance.
- Overseeing the collection, collation, and sharing of the Event's Contractors and Suppliers safety documentation and creating a detailed CPP and safety file.
- Ensuring the event contractor's safety documentation is both adequate and appropriately shared and distributed between all parties as deemed necessary to ensure safety.
- Ensuring suitable and sufficient site contractor's risk assessments are carried out and implemented, with suitable control measures in place as to render hazards to be safe.
- Appointing a suitable and competent crowd safety, backstage security management and audience safety management company.

1.5.3 Security

- Create a detailed and appropriate safety management plan and oversee the crowd safety management throughout the event.
- Ensure the security of the site including securing all sensitive and back of house areas during operational times.
- Protect the entire site areas 24 hours a day from the start of CPP activities until final handback.

1.5.4 Event Site Management: Ian Baird

Have responsibility to:

- Advise the **Principal Contractor** on his/her strategic decision-making in relation to safety during all phases of the event.
- Be a proactive representative on the Safety Advisory Group meetings (as required).
- Assist the **Principal Contractor** by helping to ensure suitable channels of communication are in place to allow the free flow of event related safety information between relevant parties.
- Assist the **Principal Contractor** in fulfilling their role to appoint suitable and competent supporting staff, production contractors and production suppliers.
- Assist the **Principal Contractor** in fulfilling their role with respect to safety management in relation to their production contractors work activities.
- Assist the **Principal Contractor** in his role for the collection and collation of the production contractor's safety documentation including:
 - o Health & Safety Policy
 - o Method Statements
 - o Risk Assessments
 - o Insurance details
 - o All other relevant / specific safety information
- Assist the **Principal Contractor** in his role of ensuring the contractors safety documentation is both adequate and appropriately shared and distributed between all parties as deemed necessary to ensure safety.
- Assist the **Client** in his role of ensuring suitable and sufficient production contractor's risk assessments are carried out and implemented with suitable control measures in place as to render hazards to be safe.
- Be familiar with the venues own arrangements (house rules and regulations) for safety and to help the venue to ensure they are made known to, and followed by, all the site and production contractors and workers.
- Check that there is suitable medical cover and arrangements in place for all production workers during all phases of the event.
- Based on the information given by the **Principal Contractor**, the event management team and the production contractors, assist the Principal Contractor by issuing detailed production plans and schedules of general production works.
- Communicate, coordinate and facilitate the production plans and schedules of work, towards ensuring a harmonised and safe working environment during all phases of the event.
- Assist the **Principal Contractor** by managing the implementation of the arrangements set out in this ESMP and its supporting/supplementary documentation.

1.5.5 Event Safety Officer: TBC

Have responsibility to:

Assist the Principal Contractor and event management team in fulfilling their role with respect to safety management.

Advise the Principal Contractor and event management team on strategic decision-making

in relation to safety during all phases of the event.

Assist the Principal Contractor and event management team by helping to ensure suitable channels of communication are in place to allow the free flow of event related safety information between all relevant parties.

Assist the **Principal Contractor** and event management team in their role in ensuring suitable and sufficient contractor's risk assessments are carried out and implemented with suitable control measures in place as to render hazards to be safe.

Be familiar with the venues own arrangements for safety and to help the venue to ensure they are made known to, and followed by, all the site and production contractors and workers.

Assist the **Principal Contractor** and event management team by also checking that there is suitable medical cover for all site and production workers during all phases of the event.

Support the **Principal Contractor** and event management team by helping to facilitate the site plans and schedules of works towards ensuring a harmonised and safe working environment during all phases of the event.

Assist the **Principal Contractor** and event management team by also managing the implementation of the arrangements set out in this SMP and its supporting/supplementary documentation.

1.5.6 Contractors and Workers

Have responsibility to:

- Be familiar with the contents of the Festival's EMP document and abide by the Site Safety Rules that are detailed within.
- Use the correct tools and equipment for the job.
- Use safety equipment and protective clothing provided.
- Report any defects in tools or equipment, or any obvious health risk.
- Develop a personal concern for Health and Safety and for others, particularly for younger and less experienced workers.
- Avoid improvising, which entails unnecessary risks.
- Warn others of known hazards and set a personal example by carrying out your own work in a safe manner.
- Suggest ways of eliminating hazards.
- Assist in keeping the venue organised and clean.
- To be a radio holder and user as required.
- Co-operate with the Event Management Team on all matters of safety.
- Co-operate with other contractors and ensure that their work practices do not put themselves and others at risk.
- Ensure they, and any person under their control, work in a safe manner and are aware of production safety rules and venue emergency and evacuation procedures.

- Draw attention to any health and safety issues that may arise, and report any hazards or incidents immediately to the Event Management Team.
- Issue copies of their Health & Safety documentation and proof of suitable insurance cover to the Event Management Team.

1.5.7 Onsite Medical Provider

A fully qualified medical contractor, with experience of events must be contacted to offer support. They will provide resources as per the medical cover risk assessment. For full details of the planned cover please refer to the Medical Operational Plan **APPENDIX TBC**

A First Aid point will be established within each of the sites and clearly signed by means of a large sign visible from a distance.

There is direct access to hard surface road for Ambulances needing to evacuate casualties off site.

There will be a single tented structure for First Aid treatment. Any patient requiring more serious medical attention will be transferred to hospital via South Central Ambulance Service (SCAS). This structure will be provided with power, lighting and heating.

A ready supply of fresh water for both washing and drinking will be made available from a mains supply and a stock of bottled water will be provided. Toilet facilities specific to the Medical Centre will be provided.

1.5.8 Surrey Heath Borough Council

Representatives from the Council Events Office are welcome to attend all relevant Event Management meetings, and play a key role in the operational planning of the Festival. Representatives are also welcome to be present at the event.

1.5.9 Surrey Police

Surrey Police will provide a management structure for the event as in previous years. The organisers do not expect any additional police resources to be required for this event but welcome local neighbourhood officers to include visits to the event as part of their usual duties.

In case of any major incident out of the control of the organisers and the on-site Emergency Liaison Team, the local police will be informed and kept fully apprised of the situation. In the case of any major incident the Police may take primacy if they see fit to do so and upon agreement of Assumption of Control.

1.5.10 South Central Ambulance Service (SCAS)

It is not expected that the Ambulance Service will implement any special arrangements for this Event. In the event of Unforeseen Incidents or Emergency Situations, the Ambulance Service will be called on to deploy adequate medical resources. Local hospitals and ambulance managers will be informed of the event.

1.5.11 Fire Brigade

The Fire Brigade are invited to make a visit to the site to ensure all temporary structures, access routes and fire safety planning is in line with regulations. No extra provision is expected to be required from the fire service for the duration of the event at this stage but further assessment may take place.

In the event of Unforeseen Incidents or Emergency Situations, the Fire Brigade will be called on to deploy adequate resources.

2 Build and Break Planning

In April of 2015 the events industry has been moved to adhere to the Construction (Design and Management) 2015 Regulations (CDM15). As such all build and break operations will be carried out in accordance with these regulations. What follows are some basic guidelines outlining the measures that will be put in place to ensure adherence to these regulations and to ensure a suitable site for the general public during the event dates and times.

TBC

A complete Construction Phase Plan can be seen in **APPENDIX TBC**

2.1 Site Containment

To ensure a safe and isolated work environment it is the duty of the Principal Contractor to ensure all work areas are isolated from the general public during all build and break activities. As such the perimeter of the site must be completed before any work activities take place. To ensure this the first contractors on site will be the fencing supplier who will establish the heras ring fence on both sites. This will consist of a heras perimeter of no less than 1.8m high with 5 access gates (labelled X1-5 on the site plan).

During the build period gate X1 will be used as the site entrance point. These gates will be manned for the entirety of the build period while the site is open.

2.2 Site Management and Contractor Induction

All vehicles and staff arriving at site will be directed to the main site office at the Pavillion Building where all workers will receive a site induction detailing the required PPE form their tasks, vehicle access routes, welfare facilities and a safety briefing.

All workers and vehicles will require accreditation issued at this point in order to gain access to the site. Some vehicles that are delivering equipment to the bone yard at may not require this induction and as such will be directed to the external drop point and then leave the site via the designated exit route.

Any contractor will be required to provide proof of competency and insurance details before being allowed access to the build site. These details must cover all workers within that team.

2.3 Signage and Build Traffic Management

No less than 3 days before the build period detailed instructions will be issued to all pre-event traffic directing them to the routes detailed in Chapter 2.2. Speed restriction signage will be posted across the site to control vehicle movements and advise of a maximum speed limit of 5mph. At all access points there will be a clear separation of vehicular and pedestrian traffic. Any vehicles reversing must be accompanied by a banksman at all times.

All workers who do not require vehicle access to the contained site will be directed to park in public parking bays.

Any staff using heavy plant or specialist machinery will be required to present evidence of nationally recognised training before commencing work. Tickets will be retained at the site office in lieu of vehicle keys and returned when keys to plant are returned. In addition to this all plant operations must be agreed and discussed at daily toolbox meetings and scheduled as part of the build programme agreed each morning at 08.00 each day. Appointing a competent person to carry out daily checks on all plant equipment will be the duty of the Principal Contractor.

2.4 Build Times

To minimise disruption for local residents the site will be open for construction between 08:00 and 19:00 only. Any vehicles arriving outside of these times will be granted access by special arrangement only and if induction has already been carried out or will be directed to public parking to wait until the open hours of the site.

2.5 Build Medical Provision

During the build period a minimum of two first aid trained staff will be on duty at all times. Their names and contact details will be posted at the site office and communicated to all staff at induction and upon entry to the site.

2.6 Site Worker Welfare

The principal contractor will provide sufficient welfare facilities for all workers to include:

- Toilet Facilities
- Hot and Cold Running water
- Tea/Coffee making facilities
- A warm dry place for breaks away from any noise or dust

3. Operational Sites

This chapter will outline the systems and facilities that will be put in place for the safe operation of the event under normal operating conditions. This will be divided into three main sections for the ingress period, site operation and Egress.

Before the public are allowed on to the site the Principal contractor will officially hand over the site to the Operational Management Team who will then have overall responsibility for site management and public safety. The team will consist of:

Rink Manager
Bar Manager
Site Manager
Security Manager
Noise Management Representative as deemed necessary
Representatives of Statutory Authorities as deemed necessary

Event By Event on behalf of Surrey Heath Council will carry out the operational delivery of Camberley on Ice. BES will manage the sites on a local level and will report to Citywide Bronze Control on a 2 hour basis with updates on capacity and any other relevant information throughout the event.

3.1 London Road Recreation Ground

3.1.1 Ingress

As this site is fully fenced the site will not be open to the public until the agreed security provisions are in place and all emergency access gates have been opened and are ready for use. It will be the duty of the Principal Contractor to ensure these are prepared and checked for any obstruction before the site is open to the public.

During normal operation, when the site is open to the public there will be no security checks at the gate and public will be free to flow. Security will be present. Door staff will be using clickers to continually monitor and control the capacity.

However, as consideration for the site is not only capacity but also density, door supervisors will visually monitor density of patrons by eye; enabling a dynamic judgment to be made for numbers up to the stated capacity.

Before any ticketed event the area will be closed, swept and prepared for controlled re-entry

3.1.1.1 Alcohol and Banned Substances

Event By Event do not condone the excessive consumption of alcohol or the possession or use of illegal substances. However, as with any public event, a minority may seek over indulge or seek to exploit the event for personal or financial gain. Working with its appointed security and bars contractors, medical services and the police, Event By Event will endeavour to discourage misuse, minimise the effects to the event, its visitors and those at risk and provide appropriate welfare for those who require it.

- The site will be a managed, fenced event enabling a stop, search and confiscation policy to be adopted if necessary
- Event By Event reserve the right to refuse admission.
- No alcoholic drinks shall be bought onto the site.
- No liquids in glass bottles shall be bought onto the site.
- Glass perfume bottles are permitted onto the site at the discretion of Security Industry Authority staff.
- Where an event or element of the site is ticketed, tickets are non transferable, non refundable and will scan only once to authorise admission.
- Intoxicated minors will be refused admission and police may be called.
- Intoxicated adults in charge of minors will be refused admission and the Police will be called if there are concerns regarding duty of care.
- Persons attending may be photographed or recorded for video. Appropriate notices will be displayed.
- Food may be brought into the site for personal consumption only.
- Each entrance will have sufficient infrastructure and levels of staff to allow searches of attendees for restricted items. Ratios for searching have been set in place. SIA (Security Industry Authority) staff may use their discretion in this matter.
- Dogs are allowed entrance if they are kept on a lead at all times.
- All security and stewarding staff on site will be briefed to be aware of misuse of substances and their effects.

3.1.1.2 Alcohol

Entrance: Visitors shall not be permitted to bring alcohol into the site. Attendees will be profiled at the entrance point by SIA staff and random searches will be carried out if deemed necessary

Visitors who are found to have alcohol on them will be required to place them in the amnesty bins provided. Visitors who decline to place prohibited items in the amnesty bin will be refused admission.

Bars: No alcohol sales to under 18s, a "Challenge 25" policy is in place. All bar staff have been briefed to recognise the affects of alcohol and refuse service to those found to be, or are suspected to be, at their alcohol toleration limit. Bar staff are supported by event stewards and security staff who can attend any bar at short notice.

Welfare: Subject to the state of intoxication anyone found to be under the influence of alcohol within the event will be removed to the medical facility. Where necessary the individual will be treated or evacuated to hospital.

3.1.1.3 Prohibited drugs

Entrances: Visitors shall not be permitted to bring prohibited drugs into the event. Attendees will be profiled at the entrance point by SIA staff and then searched if required. Visitors will be notified to place prohibited drugs in the amnesty bins provided before continuing into the event.

At the end of the event, an official handover is to be arranged with Surrey Police of all controlled drugs seized on site.

Welfare: Anyone found, or being presented to, security or other event facilities and suspected to be under the influence of illegal substances within the event will be removed to a well ventilated space. Medical staff will be required to attend or the individual will be removed to the medical facility. Where necessary the individual will be treated or evacuated to hospital and where there is evidence of a drugs overdose the Police will be informed.

3.1.1.4 New Psychoactive Substances

All traders have been advised that the sale of New Psychoactive Substances or "legal highs" is not permitted including amyl nitrates and nitrous oxide.

Entrances: Visitors shall not be permitted to bring prohibited items into the event. Attendees will be profiled at the entrance point by SIA staff and then searched if required. Visitors will be notified to place prohibited items in the amnesty bins provided before continuing into the event.

Cursory body searches will take place at these entrances. Visitors who are found to have drugs on them will either be refused entry (if a personal amount) or will be escorted by the Police to the Police tent for process under Criminal Law (if a larger amount).

At the end of the event, an official handover is to be arranged with Surrey Police of all controlled drugs seized on site.

Welfare: Anyone found, or being presented to, security or other event facilities, and suspected to be under the influence of within the event will be removed to a well ventilated space. Medical staff will be required to attend or the individual will be removed to the medical facility. Where necessary the individual will be treated or evacuated to hospital. Further information with regard to medical provision and care for those found to be intoxicated or under the influence of illegal substances or legal highs can be found in the Medical Plan attached at Appendix TBC.

3.1.1.5 Weapons

Any person found with any item that could be used as a weapon of offence will have it removed, will be refused entry and be detained until Police assistance arrives.

3.1.1.6 Offensive behaviour

Any persons who are behaving in such way that may be deemed offensive will be refused entry and Police informed to investigate the offence if necessary.

3.1.1.7 Searching

Searching procedure will be outlined in the Security Operational Document.

3.1.2 Site Infrastructure

The site contains one small open air main stage, along with a number of food traders and dry traders. Details of the infrastructure in these areas can be seen on the site plans with some detail below.

3.1.2.1 BandStand:

Small Wooden Construction with roof
8m diameter

3.1.2.2 Ice Rink:

A 25m x 15m outdoor ice rink will be in place at the park perimeter edge of the tennis court area. This will be access by ticket only and will be constantly manned with trained Ice Rink stewards.

3.1.2.3 Skate Lodge:

A 16m x 15m covered area will be placed alongside the ice rink and will be a bar and food area as well as a dispensing point for ice skates and entry point for the rink.

This will include sufficient seating for approximately 100 persons.

3.1.2.4 Power

TBC

3.1.2.5 Lighting & Special Effects

Lighting Towers in site deemed unnecessary as ambient light will be via directional floods and festoon lighting

Event By Event will supply suitable flood lights and festoon for later on during the event, to allow event-goers to make it back to the perimeter of the park safely and also for the crew to safely de-rig and clear the site after the event finishes.

3.1.2.6 Fencing

Perimeter heras fencing to secure the Main Site. This will prevent any public wandering onto the site during the Construction Phase.

Heras for use within the arenas to provide the 'backstage' areas. This includes triangulation in key areas to strengthen the fence line and double-fastening of all pieces. We aim to scrim all sensitive areas.

Pedestrian Barrier. For entrance lanes, queuing control and isolation of bar areas.

The site will feature no less than 2 x 3.5m exits, in addition to the main entrance to the Gardens, to facilitate a 5 minute full evacuation from the site. These will be 2 manned gates and an unmanned but clearly signed emergency break out point.

3.1.2.7 PA Specifications

TBC

3.1.2.8 Ground Protection

Depending on prevailing weather conditions some ground protection may be required as part of the CPP.

3.1.2.10 Sanitary and Waste Management

The Purple Guide makes clear reference to the appropriate level of toilet facilities required for a site. It is with experience however that the event producers are aware that the provision cited here is inadequate for the average event. The provision recommended for an outdoor event is as follows:

1 Toilet per 75 females and 1 toilet per 400 males, plus 1 Urinal per 100 males.

As such each site will require a minimum of:

Single toilet Units: 16

Urinal Positions: 5

In addition to the above a provision of at least 1 Disabled unit should be made available.

These facilities should be provided by and monitored with an accredited and registered

contractor who is licenced to manage human waste products.

3.1.2.11 Litter and Waste Disposal

In line with national sustainability targets the gardens will aim to recycle as much of its waste as possible and will stipulate recyclable packaging is to be used by all onsite food and drink retailers.

A reputable and locally recognised contractor will provide the waste management services for the event. A full waste management plan will be created which will form a part of this document.

There will be a large number of waste and recycling points across the site and constant litter picking patrols to manage any build up. These patrols will extend to the surrounding areas between the site and any transport hubs in use by the event.

3.1.2.12 General Site Lighting

Structurally mounted flood lighting will be deployed across the sites to create a good ambient light level. Exact details of all site lighting are marked on the final site map.

3.3 Normal Operation Facilities/Methods

3.3.1 Communications Plan

All communications onsite will be via a closed radio system to allow clear and constant communication between security, stewarding and event production. All incidents will be reported to the event management office where an event log will be kept at all times.

This system will be in place for the duration of the event. The stated number of radios allocated to staff are currently provisional and may change after a detailed site analysis has been carried out with the site safety officer and the security and stewarding provider.

Radios will be provided for key managers in all areas and on key stewarding points. All security staff will be in radio contact.

Radios will be needed for key members of staff / emergency services, which will include:

- Event Director
- Event Manager
- Production Manager
- Safety Officer
- Security (SIA)
- Site Electrical Technician
- Medical Manager
- Stage Managers

The following channels will be in operation:

Channel	Role
1	Security/Stewards
2	Production Management/Medical
3	
9	Emergency Channel

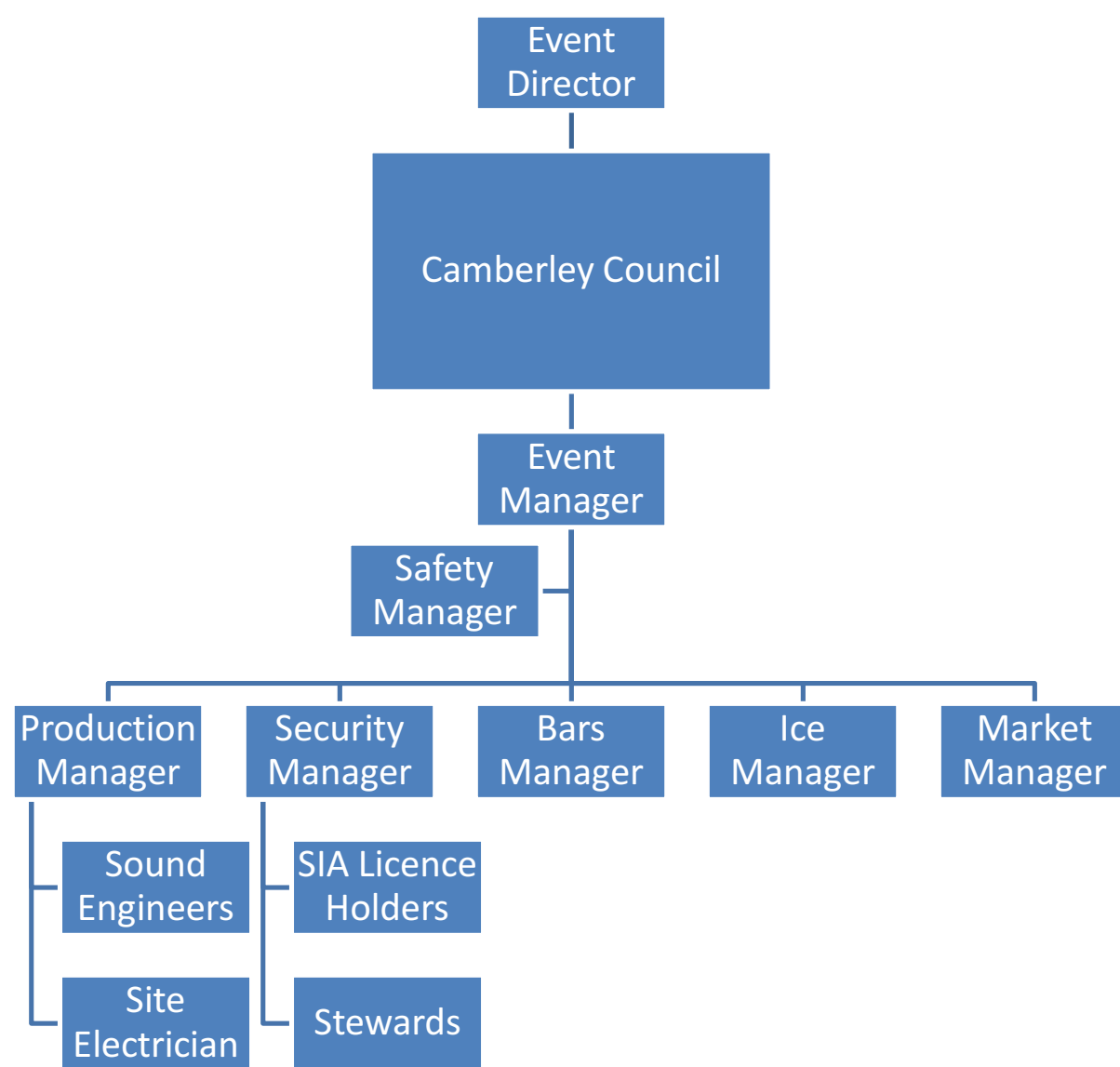
It is necessary to ensure every radio holder is aware that information passed on radios is subject to Data Protection.

It is advised that a guide is produced for all radio holders and disseminated by the event producers, as appropriate.

For all non-radio holders, a mobile telephone number will be given to them in order to communicate with event control if required.

3.3.2 Chain of Command

The site will be managed from a small production office which will take place of a formal event control.



3.3.3 Public Information and Communications

3.3.3.1 Pre Event Communication

In the lead up to the event information that needs to be communicated to the public will be via website, social media and direct email. The website offers the chance for feedback on any aspect of the event via post or email.

The event will also have a very active pr team who will be communicating content and attractions coming to the festival via press releases and social media all linking back to the event website.

3.3.3.2 Public Communications at the event

A clearly sign-posted Information point will be situated at the Pavilion building. In addition, any members of the public may approach one of our stewards to ask for information. These stewards will be clearly visible in high visibility jackets/vests.

3.3.7 Security and Stewarding

A specialist private 'Security Industry Authority' accredited security company,

A Crowd Safety Management Plan will be drafted by the provider and this will form Appendix 'A' to this document. Please see the Event Timeline for delivery date.

A representative from the appointed company will attend all future SAG meetings.

A full list of SIA badge numbers and the credentials of individual operatives will be made available to the SAG Group.

A copy of the appointed contractor's risk assessments, method statements and training information will be contained within the Security Management Plan as an appendix to this document.

Stewards will also be provided by the security contractor as above and will be subject to the site rules and regulations as below:

All stewards will receive full briefing prior to the event and will receive a plan showing key features of the event layout. They should also be fully briefed on the event control structure and the emergency evacuation procedures and any coded warnings by the site safety officer.

Stewards will be competent in their duties and will:

- Learn the layout of the site enabling them to assist the public by giving information about available facilities remembering the needs of people with disabilities
- Be aware of the location of entrances and exits and first aid points
- Ensure no overcrowding occurs in any part of the site by managing and directing the audience particularly on entering or leaving the site
- Keep gangways and exits clear at all times
- Control unruly behaviour and investigate immediately any disturbances or incidents
- Ensure that combustible refuse does not accumulate
- Communicate with supervising steward at Event Control in the event of an emergency
- Know and understand the arrangements for evacuating the audience, including coded messages and undertaking specific duties in an emergency
- Be aware of the location and use firefighting equipment
- Observe crowd behaviour and communicate with supervising steward advising of potential incidents
- Be aware and alert to drug use on site and to make report to the local authority on use or suspected use of drugs and to eject and ban the persons involved from site.
- Be aware and alert to any banned items on site such as weapons, laughing gas, etc, and

to eject and ban the persons involved from site.

Security personnel and stewards will not be allowed to consume any alcohol at any time during this event and must not smoke whilst on duty.

A security log will be kept in the security office to detail all serious incidences and evictions including the details of any persons found with large quantities of illegal drugs and laughing gas.

All Security personnel and stewards will report back to their designated representative within ELT in order to relay information.

Security personnel and stewards in static positions will not leave their posts unless instructed to do so by event control.

All security operatives working in 'pit' areas or anywhere where loud noise is sustained over a period will be issued with earplugs.

A de-brief will be held on the Saturday and Sunday mornings with ELT to review performance.

A full schedule for security and stewarding at the event will be provided as a section of the Security and Stewarding Management Plan, (Appendix A). Please see the Event Timeline for delivery date.

3.4 Egress

Egress is the most potentially dangerous part of any event as the high levels of pedestrian and vehicle movement alongside a high degree of intoxication possible within the audience can create a highly hazardous situation.

It is reasonable to assume that the vast majority of persons leaving the site are likely to do so by the method by which they arrived. Therefore it is reasonable to assume that egress can be managed safely, removing persons quickly and efficiently from site and steering those who are lost or confused to leave site.

At site closure stewards will also be dispatched to the external route from the site to the town centre to ensure minimal possible disruption to local residents and to monitor any refuse that is generated by the departing crowd so a clean up can be arranged.

4. Incident/Abnormal Operation Planning

In certain circumstances an abnormal operation system or emergency plan needs to be put in place. This chapter outlines the methodologies to be deployed in case of any adverse situation affecting the festival.

4.1 Inclement Weather Contingencies

The event organisers will, for no less than 10 days before the event monitor Met office sources for signs of any extreme or inclement weather events. This information will be logged by the **Principal Designer** and stored for inspection if required.

If there is an indication of high winds all infrastructures will be listed at event control with their safe operating wind speeds clearly identified. Wind measurements will be taken at regular intervals. Wind measurements will be taken with a handheld, calibrated anemometer in a suitable position to account for any turbulence created by nearby buildings. If wind speeds reach within 80% of the safe operating speed of any infrastructure a state of Amber alert (See the major incident plan) will be recommended and speed measurements will be

increased to no less than 30 minute intervals. If wind speeds well in excess of the safe operating load for any infrastructure are predicted suitable alternative structures will be sought if possible before any cancellation of the event as a whole.

In case of extreme rainfall or danger of flash flooding or other major weather event the organisers will make a decision on event cancellation no less than 24 hours before the advertised start time. If unexpected extreme weather events occur during the open hours of the event, then staff with battery operated loudhailers will inform all patrons of the cancellation of the event and the major incident plan will be put into operation. An onsite electrician will be available at all times to ensure no weatherproofing or isolation is compromised at any time.

If pre event monitoring suggests conditions that may result in cancellation of the entire event the organisers will advertise via all press and media contacts and partners. They will also post messages to their own social media streams and event dedicated web sites.

Sufficient shade, free water and sun cream will be made available on site for high temperature conditions.

4.2 RV/Casualty Collection Points

There will be a designated RV point for this event: The RV point for emergency services is TBC and services will be called forward to the site as required to prevent vehicle overcrowding. A blue route will be maintained from the boundary of the site to this point at all times.

For minor injuries requiring ambulance transport from the site to the Hospital a Casualty collection point will be designated.

RV points for the general public are to the North of the site in the main recreation ground. In case of a full site evacuation stewards will direct people away from the site. Public will be encouraged to remain at the RV point until any incident has been resolved.

4.3 Incident/Major Incident

4.3.1 DEFINITIONS

Emergency -The Civil Contingencies Act 2004 defines an emergency as:

- an event or situation which threatens serious damage to human welfare, including loss of human life, human illness or injury, homelessness, damage to property, disruption of the supply of money, food, water, energy or fuel, disruption of a system of communication, disruption of facilities for transport and disruption of services relating to health
- an event or situation which threatens serious damage to the environment, including contamination of land, water or air with biological, chemical or radioactive matter and disruption or destruction of plant life or animal life
- war, or terrorism, which threatens serious damage to the security of the United Kingdom

Incident - An incident is a circumstance in which the Event Organisers and / or emergency services must intervene to preserve public safety and protect them from a harmful situation. This could be a medical situation, a fire, public disorder or similar.

Major incident - Any emergency that requires the implementation of special arrangements by one, or all of the organisations represented in Emergency Liaison Team (ELT). It will in general include the involvement, either directly or indirectly, of large numbers of people.

4.3.2 Emergency Roles and Responsibilities

THE Emergency Liaison Team(ELT) The Emergency Liaison Team shall consist of:

James Hitchen: Event Director
Ian Baird: Site `Manager
Security & Stewarding: TBC
Medical Team: TBC

South Central Ambulance Service (SCAS) will not be represented and if needed to attend to an emergency, will be contacted by on site medical team. Medical team to keep Event Control informed of this decision should it need be made.

The roles of those on the ELT and the organisations they represent shall be to maintain a safe environment for the Festival to take place. They shall seek to preserve the safety of all public and event organisational staff and professionally respond to any given emergency, acting to preserve safety and restore normality.

4.3.3 Transfer of Command

Should a major incident be declared by any of the three Emergency Services, or the site alert state has reached condition red (see below), the ELT will hand over control of the event to Police via an established contact within the local control centre. Event Control will log this take over.

4.3.4 Incident Response and Operational Change

Should a situation develop into an emergency or major incident, the response will be co-ordinated by the police working with the ELT and other services including fire and ambulance as necessary. The emergency service taking lead will depend on the nature of the incident. For example, in the event of a fire, this would likely be the Fire Brigade.

All incidents will be logged by event control.

4.3.5 Event Conditions

RED – AMBER – GREEN

The event will operate under a "traffic light" system of alert, as follows

Condition Green — This is considered the normal state of alert. The public are free flowing through the event site and no major incident has been reported. Head, shoulders and chest are visible.

Condition Amber — The move to Condition Amber is called when crowd movement halts and crowd density builds. Only head and shoulders visible. Or when there is the threat of fire, crowd disorder, structural collapse or bomb threat

Condition Red -The move to Condition Red is called when the threats mentioned above manifest: fire, disorder, bomb, and structural collapse.

If Condition Red is called by the ELT, a full or partial evacuation may be required depending on the location and nature of the incident.

CONDITION AMBER

Should Condition Amber be declared by the ELT, the following will be put into action:

- ELT will confirm with Police that they are aware of the situation if necessary.
- ELT will advise the appropriate authorities.
- The appropriate response teams, as directed by the ELT, will immediately go to the location to co-ordinate the incident. Resources will be deployed as requested
- All radio users on site are to maintain radio silence, until contacted by event control, unless an urgent announcement is required.
- Event Production Team will be informed.
- All parties will be advised of the exact area of the threat by reference to street names and the site map.
- All teams will be advised to 'Stand by' and await further instructions.
- All manned Exit and Entry points are to prepare for evacuation of the site by arranging for all obstacles to be removed (including all road closure barriers).
- Dependent on the circumstances, at this stage the public will not be informed of any preparations. If possible event staff, security and police should attempt restrict admission to the site.
- Any cars parked in any area on site wishing to exit should be carefully controlled by security/stewards.
- The emergency routes, as defined on the site plan are to be staffed and secured.

If the incident that alerted Condition Amber be contained the ELT will alert all that they are to stand down back to Condition Green. However if the incident looks to worsen then all will be alerted to stand by for Condition Red

CONDITION RED

In the case of a worsening incident that requires the cancellation and/or evacuation of all or part of the event site, Brighton Police will assume control of the site. Event Safety Manager will direct all event staff to assist the emergency services requested in response to the situation. The ELT will ensure that:

- Where possible Exit and Entry points to be cleared of any obstructions. (barriers, queues, refuse etc).
- Designated R.V. (Rendezvous) Points to be secured and suitable staff to be dispatched to receive Emergency Services and Emergency routes to be cleared.
- Cordon to be established around the affected area, cordon boundaries will be decided by the event director or Police depending on primacy at this point.
- Decisions made on available exit routes - those not available will have divert set up at critical points. Pedestrians to be directed away from the threat and the incident area to be secured.
- Designated stewards and event staff to be positioned in evacuation control areas to inform and manage the general public.
- Designated person/s to halt Festival entertainment, including music both inside and outside venues. A clear announcement will be made on site through the music systems.
- All staff to maintain radio silence until further notice, unless an urgent announcement is required.

Radio Codes & Incident Communications

Should the need arise to alert event radio users to a change of alert status, the following codes will be used across the radio:

- Mr Case = suspect package,
- Mr Sands = fire
- Chocolate = need to make an emergency announcement on the sound systems
- Mr Pack = Excessive crowd density

4.3.5 Emergency Announcements and Show Stop

All radio users will be alerted via Event Control if the alert status to Condition Amber or Condition Red and will be alerted via the above codes as to the nature of the situation. Should there be a need to communicate an emergency situation or evacuation to the public this will be made via the public music systems that are broadcasting across site. Should Event Control make the decision to evacuate or make an emergency announcement, they will command the controller of the music/sound systems to make the appropriate announcement.

4.4 Suspect Package Guidelines

In case of the identification of any suspicious package all staff will be advised to alert event HQ of its location. The staff member should then remain with the item. They should UNDER NO CIRCUMSTANCES TOUCH OR MOVE THE ITEM.

Upon receiving the call event HQ will declare an Amber alert and position staff to quickly and efficiently put in place a cordon around the item. The scope of this cordon should be established in line with the following:

- i Up to briefcase size device – 100m
- ii Suitcase, or small vehicle borne device – 200m
- iii Large Vehicle borne device (Transit type van, railway carriages) – 400m

Evacuation of buildings surrounding the event premises shall be the responsibility of the Police and will not be carried out by the event security staff.

4.5 Evacuation

An evacuation can only be called by the Event Manager, Ian Baird in consultation with ELT. Evacuations may be partial, i.e. a particular area within the event site, or full, i.e. the whole of the Site. An evacuation is seen as a last resort as it can often cause confusion, crowd surges or violent behaviour amongst the public.

Should a major incident occur then control of the site may be handed to local police led by the most senior police officer who will have authority over all aspects of the event during consultation with the ELT. Once the emergency services are in a position to assume control of the site, then the on-site security team will come under the direction of the emergency services

4.5.1 Partial Evacuation

In the event of a decision to evacuate a part of the event site, stewards and staff with loud hailers will make the announcement to the public to move towards the closest appropriate exit from the incident site. They will form cordon lines to move people along.

4.5.2 Full Evacuation

In the event of the need to evacuate the whole of the event site, an announcement shall be made on the music sound system asking the public to move quickly towards the nearest exit

from the site.

Stewards and staff will reinforce this message and stewards will form cordon lines to assist in moving people along. Event Control will endeavour to consultation with ELT

Once the ELT have been advised by Control that a full evacuation is necessary further instructions will be given as follows:

- Decide on appropriate evacuation routes from pre-agreed option
- Place all radios and operators under the direction of the ELT
- Advise site medical staff
- Set-up information point to advise the public
- Direct any enquiries for casualty information to Event Director
- Direct any press or media to Surrey Heath Borough Council
- Arrange for emergency lighting (as required)
- Any premises not in the immediate danger will be instructed to remain within their confines
- No vehicle movement, other than emergency services, will be permitted.
- The decision on which way to clear the site will be dependent on the location of the incident. Staff will be deployed sweeping the site in one direction to the outer boundary of the event
- Once the site has been evacuated, all entrance and exit points will be staffed by security.

4.6 Emergency Vehicles

Some incidents may require emergency response vehicles to enter the site. Any emergency services should be called via the ELT and their vehicles directed to the incident site or to the designated FRVP. Emergency routes should be maintained by onsite security teams to allow access by emergency vehicles.

27



This page is intentionally left blank