

AGENDA

LICENSING SUB-COMMITTEE MEETING

Date: Friday, 22 June 2018

Time: 10.00 am

Venue: Council Chamber, Swale House, East Street, Sittingbourne, Kent ME10 3HT

Membership:

Councillors Cameron Beart, Tina Booth and Paul Fleming.

Quorum = 3

1. Fire Evacuation Procedure

The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Chairman will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park. Nobody must leave the assembly point until everybody can be accounted for and nobody must return to the building until the Chairman has informed them that it is safe to do so; and

(b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

It is important that the Chairman is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.

2. Notification of Chairman and Outline of Procedure

3. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

4. New Premises Licence under the Licensing Act 2003

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To consider an application for Monks Hill Farm Showground, Monkshill Road, Faversham, Kent ME13 9EH.

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Issued on Tuesday, 12 June 2018

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Chief Executive, Swale Borough Council, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

Swale Borough Council

Report to: Licensing Sub – Committee (Under the Licensing Act 2003)
Date: 22nd June 2018 at 14:00
Report Author: Christina Hills – Licensing Officer
Subject: Monks Hills Farm Showground, Monkshill Road, Faversham, Kent ME13 9EH

Purpose and summary of report:

To consider an application, to which representations have been made, for a new Premises Licence application under the Licensing Act 2003 – application reference number FAV/SWALE/189/0689

Recommendations:

The Committee is asked to determine the application and decide whether to grant a licence. Members asked to consider the application on its merits.

Background papers: The Licensing Act 2003
DCMS Guidance Documents issued under Section 182 of the Licensing Act 2003 as amended
Swale Borough Council Statement of Licensing Policy

Contacts: Christina Hills, Licensing Officer
Email: chrishills@swale.gov.uk
Telephone: 01795 417737

The Licensing Act 2003 Act requires the Council to publish a 'Statement of Licensing Policy' that sets out the policies the Council will generally apply to promote the licensing objectives when making a decision on applications made under the Act. The Policy will be available at the meeting for reference purposes.

Under the 2003 Act, it is the duty of all licensing authorities that, in carrying out their functions, they must have regard to guidance issued by the Secretary of State under section 182. The Guidance cannot anticipate every possible scenario or set of circumstances that may arise. Provided that the licensing authority has properly understood and considered the Guidance, it may depart from it when it has reason to do so. However, as the licensing authority is under a duty to have regard to the Guidance, it will need to give full reasons for its departure from it. This would be a key consideration for the courts should departure from the Guidance result in a determination which gives rise to an appeal or judicial review. Should the need arise the Guidance will be available at the meeting for reference purposes.

The Licensing Authority must, under the Act refer any application for hearing to the Licensing Panel, if relevant representations are made by a responsible authority or other person. A copy of the Council's approved procedure for hearings of the Panel in relation to an application, along with a copy of the Hearings Regulations has been circulated to all parties prior to the meeting.

Report Title: Monks Hill Farm Showground, Monkshill Road, Faversham, Kent ME13 9EH

Application for: A Premises Licence to be granted under the Licensing Act 2003

Purpose of the report:

The report advises Members of an application for a Premises Licence to be granted under the Licensing Act 2003, made by Mr. Dave Whiteoak, in respect of land and premises at Monks Hill Farm Showground, Monkshill Road, Faversham (Appendices A,B,C, and D) in respect of which sixteen(16) representations (Appendix E) have been received from members of the public, these representations also include 2 received from Graveney with Goodnestone Parish Council and Hernhill Parish Council.

Environmental Health have objected to the application (Appendix F) but if the Panel are minded to grant the application they have requested that additional conditions are imposed on the granted licence which are also detailed in the appendix.

The Police Licensing Team have objected to the application (Appendix G) but if the Panel are minded to grant the application they have requested that additional conditions are imposed on the granted licence which are also detailed in the appendix.

1. Issues to be decided

Members are asked to determine whether to:

- (i) grant a licence subject to conditions consistent with the Operating Schedule modified to such an extent as considered appropriate for the promotion of the licensing objectives and any mandatory conditions,
- (ii) grant a licence but excluding any of the licensable activities applied for,
- (iii) grant a licence but refusing to specify a premises supervisor,
- (iv) reject the application.

2. Background

The Licensing Act requires the Council as licensing authority to carry out its various licensing functions so as to promote the following four licensing objectives:

- (i) the prevention of crime and disorder;
- (ii) the protection of public safety;
- (iii) the prevention of public nuisance;
- (iv) the protection of children from harm

3. The Application

- 3.1 On 3rd April 2018 an application was fully complete, from Mr Dave Whiteoak for the grant of a Premises Licence under section 17 of the Licensing Act 2003 in respect of land and premises at Monks Hill Farm Showground, Monkshill Road, Faversham. Kent ME13 9EH. The application is for the provisions of regulated entertainment and the supply of alcohol. The proposed hours of the licensable activities are as follows:

Provision of Films

Thursday – Friday 18:00 – 00:00
Saturday – Sunday 12:00 – 00:00

Provision of Recorded Music and Provision of Performance of Dance

Friday 15:00 – 00:00
Saturday 12:00 – 00:00
Sunday 12:00 – 23:00

Late Night Refreshment

Monday – Saturday 12:00 – 00:00

Supply of Alcohol

Monday – Saturday 12:00 – 00:00
Sunday 12:00 – 23:00

Opening hours

Monday – Saturday 12:00 – 00:00
Sunday 12:00 – 23:00

- 3.2 A copy of the application, which includes the operating schedule that details the steps the applicant intends to take to address the licensing objectives is shown at Appendix A.
- 3.3 The applicant also submitted an Information Pack, a Venue Safety Management Plan and a Health and Safety Policy in support of his application and these are shown as Appendices B, C and D.
- 3.4 The application was correctly advertised in the local press (Kent Messenger 16 April 2018). With regards to the blue notice that is required by law to be posted at the premises and, in the case of land, to be posted every 50 metres along the perimeter of the site that abuts a public highway. When licensing officers visited to confirm that they had been correctly posted they were not satisfied that this requirement had been correctly adhered to and, as a consequence the 28 day consultation period was re-started. Further visits to the premises by licensing officers confirmed that the blue notice had been correctly displayed for the whole of the consultation period that ended on 24th May 2018.
- 3.5 The proposed Designated Premises Supervisor has not been named to date.
- 3.6 **Representations**
- 3.6.1 Representations from responsible authorities:
- Kent and Medway Fire & Rescue Service – No representations
 - Kent County Council Trading Standards – No representations
 - Kent County Council Services Children and Families – No representations

- Kent County Council Public Health – No representations
- Environmental Health – Object to the application but if the Sub-Committee is minded to grant a Premises Licence would request that additional conditions be imposed on the Licence. The grounds for the objection and the possible additional conditions are shown at Appendix F.
- Kent Police – Object to the application but if the Sub-Committee is minded to grant a Premises Licence would request that additional conditions be imposed on the Licence. The grounds for the objection and the possible additional conditions are shown at Appendix G.

3.6.2 There have been (16) representations from members of the public. These representations include 2 received from Graveney with Goodnestone Parish Council and Hernhill Parish Council. These are shown at Appendix E.

Responsible Authority / Other person	Licensing Objective	Associated Documents	Appendix
Members of the Public	Public Nuisance Public Safety Crime and Disorder Protection of Children from Harm	(16) letters	E

4. Policy Considerations

The following provisions of the Secretary of State's Guidance apply to this application:

Chapter 2 – The licensing objectives

Chapter 8 – Applications for premises licences

Chapter 9 – Determining applications

Chapter 10 – Conditions attached to Premises Licences

The following paragraphs of the Council's Statement of Licensing Policy apply to this application:

Sections 2.1 to 2.4 – These sections set out the Council's approach with regard to licensing and details other mechanisms to deal with potential problems.

Section 1.1 to 1.4 – These sections set out the four licensing objectives and identifies matters that may be relevant to the promotion of each licensing objective.

5. Determining the application – Options of the Panel

The Panel must, when reaching a decision on the outcome of the application, take into account the licensing objectives. Having had proper regard to the matters above the Panel may:

- (i) Grant the licence application as applied for;
- (ii) Modify the activities or conditions proposed or add any new conditions;

- (iii) Refuse to specify a person in the licence as designated premises supervisor
- (iv) Reject the whole or part of the application

5.1 Members of the Licensing Act 2003 – Licensing Sub – Committee are reminded of their duty under the Section 17 of the Crime and Disorder Act 1989 to consider the crime and disorder implications of their decisions and the Licensing Authority's responsibility to co-operate in the reduction of crime and disorder in the Borough.

Section 17 of the Crime and Disorder Act 1998 states:

"Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those function on, and the need to do all that is reasonably can to prevent crime and disorder in its area".

6. Implications Assessment

The decision should be made with regard to the Secretary of the State's guidance and the Council's Statement of Licensing Policy under the Licensing Act 2003. Where the decision departs from either the Guidance or the Policy clear and cogent reasons must be given. Members should be aware that if such a departure is made the risk of appeal / challenge is increased.

7. Human Rights

While all Convention Rights must be considered, those which are of particular relevance to the application are:

- Article 8 – Right to respect for private and family life.
- Article 1 of the First Protocol – Protection of Property
- Article 6(1) – Right to a fair hearing.
- Article 10 – Freedom of Expression

8. Recommendations

Members must ensure that the application is considered on its merits, as well as against the relevant guidance, policy and statutory framework.

9. List of Appendices

Appendix A – Application form and plan of premises
Appendix B – Information Pack submitted by applicant
Appendix C – Venue Safety Management Plan submitted by applicant
Appendix D – Health and Safety Policy submitted by applicant
Appendix E – Representations
Appendix F - Objection by Environmental Health
Appendix G – Objection from Kent Police Licensing
Appendix H - Order of proceedings

10. Appeals

The applicant or any other person (objector) may appeal the Licensing Act 2003 Sub

Committee's decision within 21 days beginning with the day on which the Appellant is notified. All/any appeals must be lodged with the Magistrates' Court. Parties should be aware that they MAY incur an Adverse Cost Order should they bring an appeal



* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

Monks Hill Show Ground

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Dave

* Family name

Whiteoak

* E-mail

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader
☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?

☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

6627901

Business name

Video Illusions LTD

If your business is registered, use its registered name.

VAT number

-

Put "none" if you are not registered for VAT.

Legal status

Public Limited Company

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☒ An individual or individuals
- ☐ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

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INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

☒ Yes ☐ No

First name

Dave

Family name

Whiteoak

Is the applicant 18 years of age or older?

☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

☐ Yes

☒ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

☒ Yes

☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

* Date of birth

dd / mm / yyyy

* Nationality

British

Documents that demonstrate entitlement to work in the UK

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start?

01 / 06 / 2018
dd mm yyyy

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

dd / mm / yyyy

Provide a general description of 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.

At present the property is a beautiful plot built up of disused farmland purchased by Guy Botting (Landlord) based in

Continued from previous page...

Dargate just out side Faversham , My self Dave Whiteoak and my business partners are in process of starting an events management company and looking to run events at Monks hill farm with Guy Botting and convert the plot into an event space and show ground.

Monks Hill Showground is a 60-acre, 8,000 capacity site positioned between Faversham and Whitstable in the heart of Kent. the event space will be available with basic facilities catered for, including the provision of potable water and basic electrical supply. The showground will be run by Video Illusions Ltd in partnership with the land owner, and boasts a farm shop, restaurant and up-coming glamping pods alongside, a wedding venue and beautiful lake with a country setting and 8 large fields of proposed events space with a huge amount of space for parking and off street entrance access for vehicles attending any event preventing any road blocks on busier events. We are looking to use the space for events such as classic car shows / folk festivals / horse shows / private events / drive in cinema / weddings / regulated live music events with stages , bar areas and chill out zones.

The bar areas will be contained in the event space in the bottom fields with SIA registered security and site safety managers on site at all times.

As discussed with Swale council at Swale house we have dedicated the larger event to be seasonal and will be held within the months of June / July and August

The rest of the year will be smaller more contained private events with lower capacity.

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

8000

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

☐ Yes

☒ No

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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.

Continued from previous page...

WEDNESDAY

Start End
Start End

THURSDAY

Start End
Start End

FRIDAY

Start End
Start End

SATURDAY

Start End
Start End

SUNDAY

Start End
Start End

Will the exhibition of films take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Open Air Drive in Cinema , audio on FM transmitter

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

June / July / August Only

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Christmas / Fireworks night / Easter / St Patricks Days etc

Continued from previous page...

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

☐ Yes ☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

Section 10 of 21

PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

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.

Continued from previous page...

SUNDAY

Start 12:00

End 23:00

Start

End

Will the performance of live music take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Live amplified music such as bands / dj's / commentators

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

The events are planned to run in the 2 bottom fields the main event space will be located by the lake used as a VIP area

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Fireworks night events and Halloween fright nights could potentially fall on a week day

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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.

Continued from previous page...

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Amplified music such as bands / dj's / commentators

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

The events are planned to run in the 2 bottom fields the main event space will be located by the lake used as a VIP area

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Fireworks night events and Halloween fright nights could potentially fall on a week day

Continued from previous page...

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

☐ Indoors

☐ Outdoors

☒ Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State 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.

Continued from previous page...

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes ☒ No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start 12:00

End 00:00

Start

End

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.

TUESDAY

Start 12:00

End 00:00

Start

End

WEDNESDAY

Start 12:00

End 00:00

Start

End

Continued from previous page...

THURSDAY

Start 12:00

End 00:00

Start

End

FRIDAY

Start 12:00

End 00:00

Start

End

SATURDAY

Start 12:00

End 00:00

Start

End

SUNDAY

Start 12:00

End 23:00

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

☐ Indoors

☐ Outdoors

☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

☐ On the premises

☐ Off the premises

☒ Both

If the sale of alcohol is for consumption on
the premises select on, if the sale of alcohol
is for consumption away from the premises
select off. If the sale of alcohol is for
consumption on the premises and away
from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

In the on site bar / restaurant and at the planned events

Continued from previous page...

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Fireworks nights / halloween events / winter gardens /

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

Name

First name

Dave

Family name

Whiteoak

Date of birth

dd / mm / yyyy

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

Personal Licence number
(if known)

Issuing licensing authority
(if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☒ Electronically, by the proposed designated premises supervisor
- ☐ As an attachment to this application

Reference number for consent
form (if known)

Continued from previous page...

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

None of the above are planned to happen during any of our events

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start 12:00

End 00:00

Start

End

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.

TUESDAY

Start 12:00

End 00:00

Start

End

WEDNESDAY

Start 12:00

End 00:00

Start

End

THURSDAY

Start 12:00

End 00:00

Start

End

FRIDAY

Start 12:00

End 00:00

Start

End

SATURDAY

Start 12:00

End 00:00

Start

End

Continued from previous page...

SUNDAY

Start 12:00

End 23:00

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Events are planned to take place in the event space in the lower fields, it will only be seasonal for the larger events June / July / August and smaller / private events March / April May and September / October / November

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 18 of 21

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

TO PROMOTE ALL FOUR LICENSING OBJECTIVES WE WILL KEEP:

Strong management controls and effective training of all staff so that they are aware of the premises license and the requirements to meet the four licensing objectives with particular attention to:

1/ no selling of alcohol to underage people

2/ the prevention of crime and disorder

3/ no violent and anti-social behavior

4/ no harm to children

- Operating Schedule providing the hours of operation and licensable activities during those hours.

- Designated event supervisor confirmed it is obligated to be in day-to-day control of the premises, to provide good training for staff on the Licensing Act (Training Record), to make or authorise each sale

- Clear "Challenge 25" information to prevent the supply of alcohol to under-age drinkers.

- CCTV system installed across the site with recording option available

As a licensed premises we know that it is necessary to carry out our functions or operate the events with a purpose of promoting these objectives. We stand by our word and will support these objectives through their operating schedules and other measures

(including staff training and qualifications, policies, and strategic partnerships with other agencies).

b) The prevention of crime and disorder

Prevention of Crime and Disorder

Effective communication is established and maintained between Video Illusions Ltd, the External Event Producer and relevant local authorities to ensure a positive action program for combating crime and disorder is in place. All security

Continued from previous page...

personnel operating will be SIA registered.

The Challenge 25/Think 25 proof of age scheme shall be operated on the event site at all times. All customers who appear under the age of 25 will be challenged to prove that they are over 18 when attempting to purchase alcohol. Acceptable forms of ID include a photo driving license, passport, or home office approved identity card bearing the holographic 'PASS' mark. If the person seeking alcohol is unable to produce an acceptable form of identification, no sale or supply of alcohol shall be made to or for that person.

All staff working on a bar or other outlet selling alcohol at the event shall be trained in the law about the sale of alcohol and must be over 18. Such training will include challenging every individual who appears to be under 25 years of age and to refuse service where individuals cannot produce acceptable means of identification, acceptable forms of ID and using the refusal log / register.

A refusals log / register will be kept at the premises, and made immediately available on request to the Police or an "authorised person". The log will record all refused sales of alcohol and include the following:

- the identity of the member of staff who refused the sale;
- the date and time of the refusal;
- the alcohol requested and reason for refusal;
- description of the person refused alcohol

c) Public safety

Public Safety

The safety of the public is the premises license holders number one priority. In addition, Video Illusions Ltd will liaise directly with individual Agencies should this be appropriate. The venue plans have, and event plans must, be developed to meet guidance under the Event Safety Guide (HSG 195) and Managing Crowds Safely (HSG154).

Internal and external lighting fixed to promote the public safety objective.

Well trained staff adherence to environmental health requirements.

Training and implementation of underage ID checks.

A log book or recording system shall be kept upon the premises in which shall be entered particulars of inspections made; those required to be made by statute, and information compiled to comply with any public safety condition attached to the premises license that requires the recording of such information. The log book shall be kept available for inspection when required by persons authorised by the Licensing Act 2003 or associated legislation.

All parts of the premises including all gate entrances, all fittings and apparatus therein, door hinges and notices, lighting, heating, electrical, air condition, sanitary accommodation and other installations, will be maintained at all times in good order and in a safe condition.

d) The prevention of public nuisance

Prevention of public nuisance

It is Video Illusion Ltd's intention to cause minimal nuisance to local residents as a result of any event. However, the arrival of several thousand people onto a rural site does have the potential for disruption, in particular noise. Video Illusions Ltd will work with the council, venue and local residents to ensure appropriate noise control levels are put into place so as to minimise noise leakage and nuisance to neighbouring properties.

CCTV System installed to monitor entrances, exits, and other parts of the premises in order to address the prevention of crime objective.

A clear and legible notice outside the premises indicating the normal hours under the terms of the premises licence during which licensable activities are permitted.

Clear and conspicuous notices warning of potential criminal activity, such as theft, that may target customers will be displayed.

Non selling of alcohol to drunk or intoxicated customers.

Custom will not be sought by means of personal solicitation outside or in the vicinity of the premises.

Prevention and vigilance in illegal drug use at the retail unit area.

Staff will be well trained in asking customers to use premises in an orderly and respectful manner

e) The protection of children from harm

"Challenge 25" sign which is a strategy that encourages anyone who is over 18 but looks under 25 to carry acceptable ID (a card bearing the PASS hologram, a photographic driving license or a passport) if they wish to buy alcohol. Well trained staff about requirement for persons' identification, age establishment etc.

Continued from previous page...

All the details provided in Training Record Book will be available in the site office at all times.

Log Book will be kept upon the premises all the time.

Policy on clearing glasses to minimise opportunities for children to access left-over alcohol

Have a clear policy for dealing with children on the premises, e.g. age, thresholds, supervision, expectations of adults, timings, etc

Staff should be easily identifiable (uniform or badge) and aware of safeguarding issues

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

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

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

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

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

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full birth** or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

Continued from previous page...

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

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

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

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

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

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

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £8700	£315.00
Band D - £87001 to £12500	£450.00*
Band E - £125001 and over	£635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500	£900.00
Band E - £125001 and over	£1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39000	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00

Continued from previous page...

Capacity 80000-89999 £56,000.00
Capacity 90000 and over £64,000.00

* Fee amount (£) 1,000.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name
Street
District
City or town
County or administrative area
Postcode
Country

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

☐ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name
* Capacity
Date (dd/mm/yyyy)

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/swale/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

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



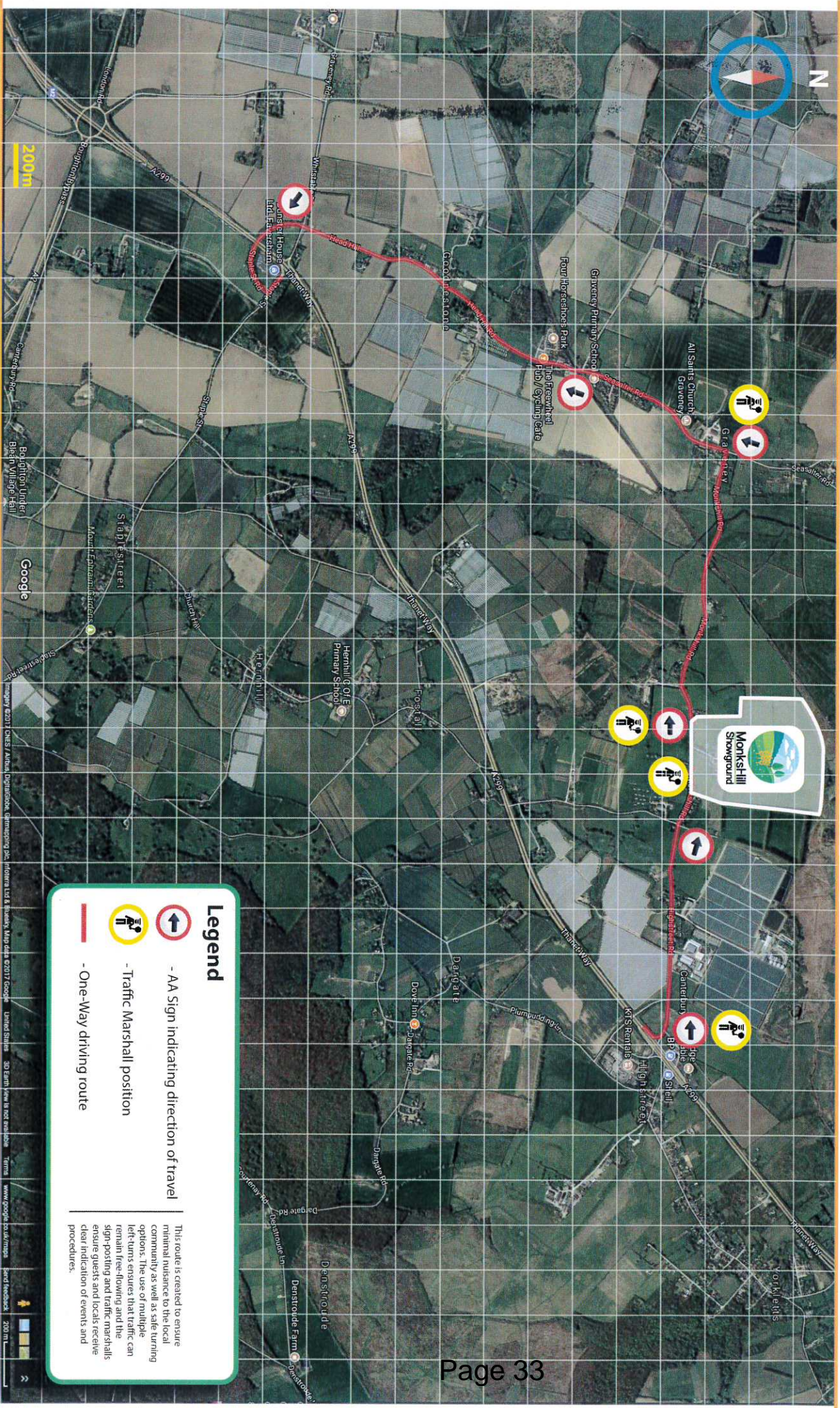
Monks Hill
Showground



[REDACTED]

Map 2: Off-Site Access Roads

Monkshill Road, Faversham
ME13 9EH



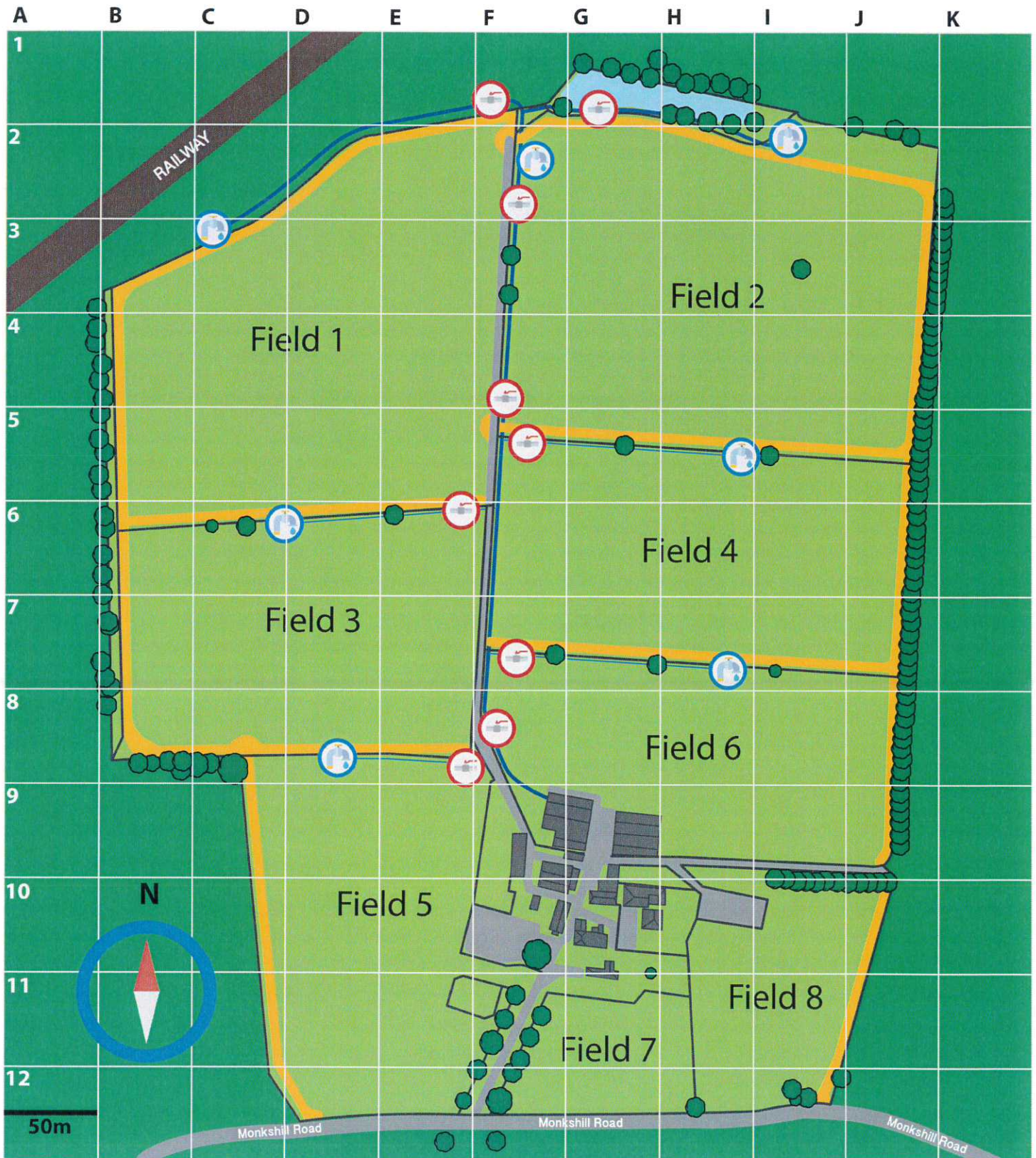


MonksHill
Showground

Map 3: Site Mains Water Distribution

Monkshill Road, Faversham

ME13 9EH



— 50mm MDPE Blue Mains Water Pipe

— 25mm MDPE Blue Mains Water Pipe



- Stand Pipe



- Isolation Valve



MonksHill

Showground

Information Pack

1. The first part of the paper discusses the importance of the study of the history of the world, and the role of the historian in the present day.

2. The second part of the paper discusses the importance of the study of the history of the world, and the role of the historian in the present day.

3. The third part of the paper discusses the importance of the study of the history of the world, and the role of the historian in the present day.

Contents

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*This document is intended as a guide for minimum compliance that must be exceeded. It forms part of the External Event Producer (EEP)'s agreement with the venue as condition of hire. Failure to follow the guidelines outlined in this document will result in forfeit of the hire period without refund.
For the purpose of this document, the External Events Producer is the Hirer.*

Section 1 - Quick Start

Background

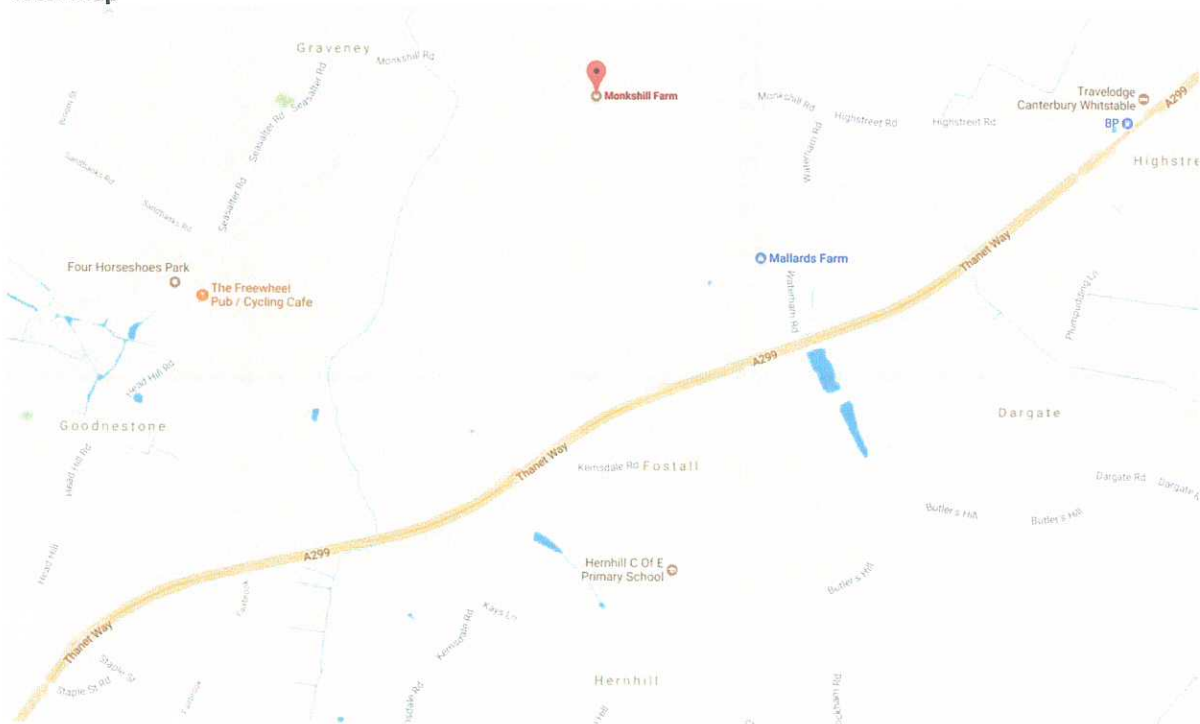
Monks Hill Showground is a 60-acre, 9,999 capacity site positioned between Faversham and Whitstable in the heart of Kent. It is available for dry hire to event organisers with basic facilities catered for, including the provision of potable water and basic electrical supply. The showground is run by Video Illusions Ltd in partnership with the land owners, and boasts a farm shop, restaurant and up-coming **glamping** pods alongside 8 large fields of events space.

Venue Address

The venue address is "Monkshill Showground, Monkshill Road, Faversham, ME13 9EH" and it is situated in the district of Swale in the county of Kent. The local council is Swale Borough Council.

GPS: 51.327212, 0.960386

Local Map



Contact Details

Venue / Site Manager: Dave Whiteoak, 07834455663, dave@videoillusions.net

Section 2 - Access

Site Map

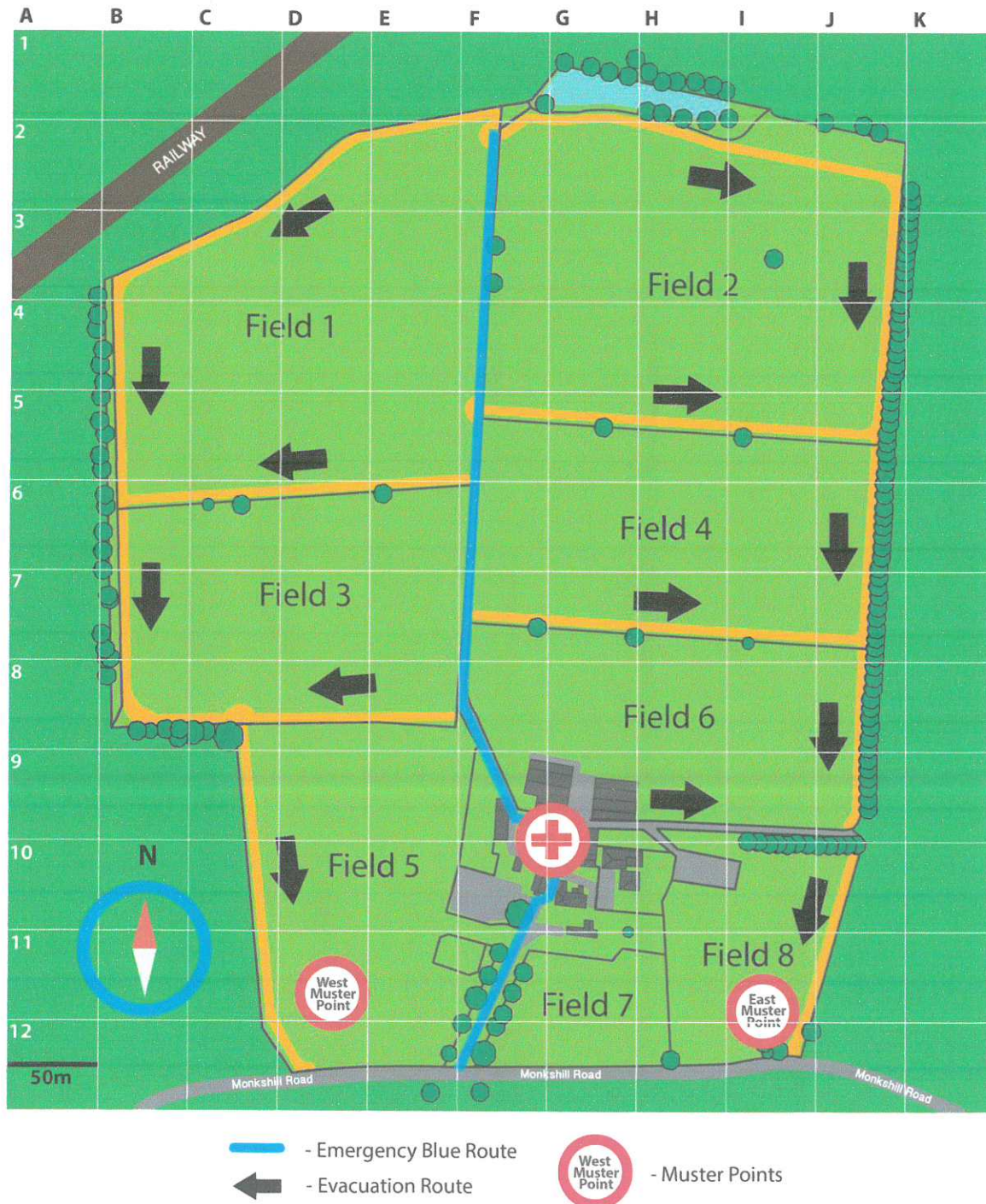


Vehicles on Site

There are roads surrounding each field which are suitable for heavy goods vehicles. Vehicles will stay on the roads wherever possible and will not drive above 5mph when in the events spaces. Vehicles will have their dipped headlights on at all times when the engine is running while on site. Vehicles will not use hazard lights and will indicate whenever changing direction.

Evacuation Procedures

All event management plans should follow the above evacuation routes to ensure continuity. It is expected that the EEP will choose one of the two muster points for their event and provisions must be made to ensure the central access road marked as the Emergency Blue Route is kept clear at all times.



Load-In

The External Event Producer will provide a build schedule to the venue management team prior to work commencing on site. This will include the expected delivery windows for all contractors and logistics teams and will ensure there is a steady flow of deliveries (rather than all arriving at once).

Section 3 - Facilities

Spaces: Fields 1 – 8

The showground is divided up into 8 main spaces, or fields (see venue map at the beginning of this document). Depending on the External Event Producers requirements, they may be hiring one or up to all of these event spaces. There may be other external event producers using other areas of the site simultaneously and so consideration should be made for adequate signage for deliveries and contractors to your area of the site to avoid any failed or incorrect deliveries.

Electricity

There is a small provision of electricity on site. Any persons attempting to attach to the venue electrical supply and energize it are expected to evidence a temporary power test and commission by a suitably qualified and experienced electrician. It is the responsibility of the External Event Producer to organise the inspection, testing and commission of all temporary electrical installations on site and to submit a power plan with loading calculations to the venue as part of their planning paperwork submission to the venue.



Medical

The venue has their own first aider when their staff are on site. The External Event Producer must provide a justified and evidenced provision of first aid for all aspects of their event and hire.

The nearest hospital is Kent & Canterbury Hospital, Ethelbert Road, Canterbury CT1 3NG

Security

It is the responsibility of the external events organiser to ensure that their event continues in a safe and structured manner which aligns with the licensing objectives laid out by the local council. The security contractors supplied by the External Event Producer are expected to reference the licensing objectives within their crowd management plan as well as justification on numbers of stewards and SIA personnel. The crowd management plan must be submitted to the venue prior to the commencement of any work on site by the hirer.

Toilets

The External Event Producer must show evidence of appropriate amounts of toilet and sanitation facilities for the expected amount of people at their event and during their build / break-down. For guidance figures, please consult The Purple Guide, the event safety guide. The venue does not have a provision of toilets suitable for event contractors to use and so it must be assumed there are no facilities available on site. Failure to provide adequate sanitation facilities for your event will result in the ceasing of the event until adequate provision is provided. This will be at the discretion of the venue management team.

Waste

The External Event Producer (EEP) will remove all waste and make good the event site they have used, as well as the immediate surrounding areas if they have been affected by the event. The EEP will ensure there is adequate temporary storage for refuse and it is unacceptable for rubbish, debris, off-cuts, excess, or any other materials to be stored outside of a container fit for purpose.

Inflatables

All inflatables on site will have a valid and in-date certification from PIPA or an equivalent governing authority on the safety of commercial inflatables. This must be available in physical form for inspection at any point while the inflatable structure is on site. Failure to have a certificate available for inspection will mean the inflatable cannot be inflated and cannot be used by any member of staff or public.

Fairgrounds

Similar to inflatables, any fairground rides must have an in-date and valid certification from ADIPS or an equivalent governing authority suitable for commercial fairground use, that includes the regular and documented inspection and testing of the equipment. This must be on site in physical form whenever the fairground rides themselves are on site.

Pyrotechnics/CO2

These must be operated by a suitably qualified and experienced individual. They must be planned and calculated by a qualified and experienced individual before they ever reach the site. That is to say it is not acceptable to manually adjust or otherwise modify an already-set feature once on site, without the submission of the updated paperwork, calculations and risk assessments that have come from a suitably qualified and experienced individual that is the named individual in charge of this department for the specific event.

Licensing

The venue license is available on request and outlines the licensing objectives that all events must comply with. Under no circumstances will any of these conditions be breached and the venue reserves the right to demand, for example, the turning down of audio, the ceasing of fireworks displays, the ending of an event early based on crowd dynamics or any other aspect that may lead to licensing objectives not being met.

We will not make individual exceptions to the licensing rules, so please don't embarrass both yourselves and us by asking for exceptions.



MonksHill

Showground

Venue Safety Management Plan

Introduction

Monks Hill Showground is a 60-acre site positioned between Faversham and Whitstable in the heart of Kent. It is available for dry hire to event organisers with basic facilities catered for, including the provision of potable water and basic electrical supply. The showground is run by Video Illusions Ltd in partnership with the land owners, and boasts a farm shop, restaurant and up-coming glamping pods alongside 8 large fields of events space.

Version Control

Author	Version	Date
Theo Smith	0.1 - Draft	04/11/2017

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The following are separate attachments:

Appendix A - Maps

Section 1 – Background

1.a. Venue Address, Area & Local Council

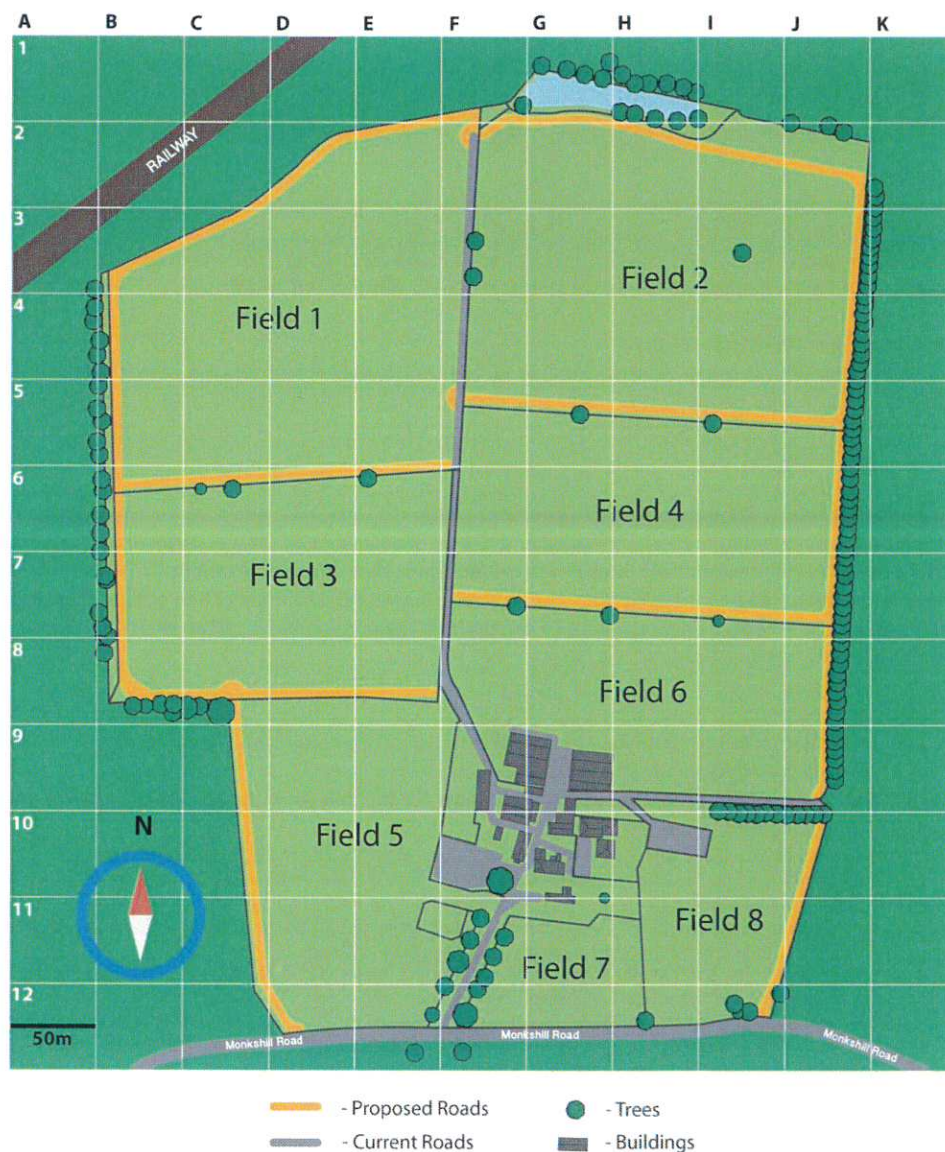
The venue address is "MonksHill Showground, MonksHill Road, Faversham, ME13 9EH" and it is situated in the district of Swale in the county of Kent. The local council is Swale Borough Council.

1.b. Venue Map



Map 1: On-Site Access Roads

MonksHill Road, Faversham
ME13 9EH



Created by Theo Smith | Issued 05/11/2017 | Version 1

1.c. Client Overview

Video Illusions Ltd are a privately-owned company run by Dave and Nick Whiteoak. They are an event production company specialising in video transmission and presentation with a base in Kent but working internationally with a wide range of clients. Video Illusions have partnered up with the venue owners to offer event production and an event space from Monks Hill Showground.

1.d. Roles & Responsibilities

Role	Company	Name	Responsibility
Venue Manager / Designated Premises Supervisor	Video Illusions Ltd	Dave Whiteoak	Overall strategic responsibility or premises license and safe operation of venue . Responsible for liaison with neighbours and responsible authorities, ensuring compliance with premises license and planning conditions including venue emergency procedure briefings
Safety Consultant	Camberall Ltd	Theo Smith	The Safety Consultant will provide advice and guidance as per both the Event Safety Guide and HSAW 1974 for the venue's overall safety planning. Event-specific consultancy will be required separately on a per-event basis.

Section 2 – Law

2.a. Main Legislation

This document and its attached appendices are provided as a guide for the proper compliance and obligations laid out in the Health & Safety at Work etc. Act 1974 and is not exhaustive. Both Individuals and Organisations still have their own responsibilities with regards to health and safety and licensing objectives and Video Illusions Ltd will take all reasonably practicable steps to ensure the health, safety and welfare of all employees and sub-contractors

2.b. The Health & Safety at Work etc. Act 1974

S.2 (1) "It shall be the duty of every employer to ensure, as far as is reasonably practicable the health, safety and welfare of all his employees" S3(1) "It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in his employment who may be affected thereby and are not exposed to risks to their health and safety"

2.c. The Management of Health & Safety at Work Regulations 1999

Regulation 3 (1) "Every employer (and self-employed) shall make a suitable and sufficient assessment of - : (a) The risks to the health and safety of his employees to which they are exposed whilst they are at work, and (b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct of him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions"

2.d. Company Mission Statement

- Video Illusions will create and maintain a positive health and safety culture which secures the commitment and participation of all employees and sub-contractors
- Video Illusions Ltd recognises that the legal requirements are the minimum standard to maintain and that all activities should develop on these processes.
- Adopting a planned and systematic approach to the implementation of the Company's H&S policy, to ensure:
 - the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risk to health;
 - arrangements for ensuring, so far as is reasonably practicable, safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees;
 - the maintenance of any place of work under the Company's control in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from these places of work that are safe and without such risks so far as is reasonably practicable; and
 - the provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work
- Identifying and assessing the risks associated with all activities of the Company with the aim of eliminating or controlling the risks, so far as is reasonably practicable.
- Allocating resources to meet the requirements of the Company's health and safety policy



2.e. Construction Design Management Regulations (CDM) 2015

CDM 2015 is a regulation that has been created in the construction phase of the event to protect people involved in this phase from harm and anyone that their works may affect. This is achieved through proper planning and co-ordination of project, to make sure competent people are in the correct roles and there is a rigid communication system to make sure a safe system of work is implemented and maintained at all times throughout the project.

The construction phase is the period during the build and the de-rig period of the event. The construction site includes any place where construction work is being carried out to which the workers have access, but does not include a workplace within the site which is set aside for purposes other than construction work.

Application

These Regulations apply in Great Britain; and to premises and activities outside Great Britain to the Health and Safety at Work etc. Act 1974 (Application outside Great Britain) Order 2013(b).

Notification

A project is notifiable in the following circumstances:

- Last longer than 30 working days and have more than 20 workers (contractors) working simultaneously at any point in the project, or
- Exceed 500 person days
- Where a project is notifiable, the client must give notice in writing to the Executive as soon as is practicable before the construction phase begins.

The notice must contain the following:

- Contain the particulars specified in Pre-production information
- Be clearly displayed in the site office where it can be read by any worker engaged in the construction work; and
- If required periodically updated as a live document on site during the construction phase.

Application for Domestic Clients

Where the client is a domestic client the duties in regulations 4(1) to (7) and 6 must be carried out by:-

- The contractor for a project where there is only one contractor
- The principal designer where there is a written agreement that the principal designer will fulfil those duties; the designer in control if not assigned will automatically take control of the pre-production phase

The principal contractor for a project where there is more than one contractor; the contractor in control of the construction phase if not assigned will automatically take the role of Principal Contractor.

CDM Roles and Responsibilities

Under CDM 2015, organisations or individuals can be one or multiple duty holders for a project. The different duty holders and their responsibilities under CDM are summarised below.

Client- Event-Dependent

A client is defined as anyone for whom a production / live event that includes 'construction' work is carried out. They hold the overall responsibility of the project.

Proportionate to the scale of the construction and the risks involved, a client's main duties (functions) include:

- Make suitable arrangements to ensure that, so far as reasonably practicable, work is carried out safely
- Ensure there is proper cooperation and coordination between those involved in the planning, design and management of construction work
- Holds the overall responsibility for planning the project/ event
- Appointing a Principal Designer (PD) and Principal Contractor (PC), and ensure they carry out their duties
- Ensure suitable documentation is drawn up in the planning phase – the Construction Phase Plan
- All relevant information is prepared and provided to all duty holders
- Ensure suitable welfare facilities are available throughout
- Notified to HSE if construction work lasts longer than 30 working days and has more than 20 workers simultaneously or exceeds 500 person days



Principal Designer (PD)- Event-Dependent

A PD is defined as someone who arranges for or instructs persons under their control to prepare or modify designs relevant to the construction, maintenance and use of a structure. A PD's main duties include:

- Liaise directly with the Client and other CDM duty holders throughout all phases
- Coordinate the pre-construction phase
- Involvement in the design of the structure and the risk associated with the design
- Passing relevant information onto duty holders during planning
- Ensure accidents are reported to enforcing authorities and brought to the attention of the venue

Principal Contractor (PC)- Event Dependent

A PC is defined as the organisation (or person) who plans, manages and monitors the construction phase and coordinates matters relating to health and safety during the event build and break down to ensure that, so far as reasonably practical, the work is carried out without risk to health and safety.

A PC's main duties include:

- Produce and update as required a suitable and sufficient Construction Phase Plan for the project, or make arrangements to do so
- Responsible for the planning, managing, monitoring and coordinating at all phases of the build / de-rig of structures on site
- Apply the general principles of risk prevention to the build and breakdown of the event by eliminating or controlling risks so far as is reasonably practicable
- Ensure everyone working onsite receives appropriate site specific health and safety information via a suitable site induction – including site rules, medical, fire and emergency procedures
- Reasonable steps are taken to prevent unauthorised access
- Workers are consulted and engaged in securing their health and safety
- Suitable welfare facilities are in place

2.f. Duties of Operations Manager

The Operations Director has the responsibility for the implementation of the Company's Health and Safety policy. Additionally, Dave Whiteoak and a number of designated crew bosses (names tbc on each show) will supervise various phases of show builds and de-rigs, and have delegated responsibility for the implementation of the policy at an operational level during those times.

All on site staff are responsible to these people for matters pertaining to health and safety within their areas of accountability.

Responsibilities include, but are not restricted to:

- Ensure health and safety, site rules and regulations are a major consideration when planning the Event
- Production and circulation of site maps
- Co-ordinate and manage all contractors during build phase
- Liaison with all staff during event times
- Ensure staff under their control, including freelance workers and contractors, are competent and fully aware of any potential hazards
- Making sure all sub-contractors have received all site specific information and site rules
- Ensuring all aspects of build are safely installed and are placed in accordance with pre-approved site plans
- Reporting of any incidents/accidents onsite
- Ensure adequate medical provisions are in place and that all workers are aware of provisions
- Ensure Personal Protective Equipment required is suitable and worn by all employees; and by all persons deemed to be at risk
- Monitor all plant and work equipment to ensure it is operated in a safe manner and any fitted safety devices are used in the correct way
- Inform all persons on site of emergency procedures/protocols and bring the emergency fire routes and evacuation areas to their attention
- Maintain good housekeeping in order to reduce the risk of trip/slip hazards and fire risks
- Making sure all sub-contractors have received all site specific information and site rules
- Check contractor compliance with the Company's method statements and risk assessments
- Maintain vigilance of fire hazards in the workplace at all times onsite
- Ensuring any incident or accident is appropriately reported, logged and investigate



2.g. Duties of Contractors

Contractors have the following responsibilities and duties:

- All work activities must be undertaken as per contractor's risk assessment and carried out as per method statements, any work carried out that is deemed to be unsafe or unsatisfactory by the Production Management Team will be terminated immediately. (See Management of Health and Safety at Work Regulations 1999, regulation 3)
- The provision of a safe working environment without risks to health and with adequate facilities and arrangements for welfare at work
- The provision and maintenance of safe plant
- The provision of safe systems of work
- The safe use, handling and storage of hazardous materials / equipment
- The provision of information, instruction, training and supervision
- The maintenance of the workplace in a safe condition and the provision of safe entrances and exits
- The preparation of a written statement of Policy on Health and Safety
- The provision of information to any person supplied by you or to you by an employment agency, before that person starts work, as to any occupational qualifications or skills that person must have in order to work safely
- This information must also be given to any agency who must pass this information to its employees who will work for the client or employer
- To ensure they make reference to and apply any relevant information given to them by the Producer concerning any hazards associated with the work and premises
- To ensure they comply with any instructions given by the Event Management Team on health and safety matters.

Section 3 – Site Rules

3.a. General Responsibilities

It is a condition of attendance on site that all staff and contractors follow the rules laid out in this document. This is to ensure the minimum level of compliance required for the events space in line with UK law.

3.b. Contractors

It is the responsibility of the contractor to ensure that a safe system of work is used at all times and that the proposed system takes into account the safety of anyone affected by the operation. The proposed system should be provided to Dave Whiteoak for discussion with others at the contractor's operations meetings. All work activities must be undertaken as per contractor's risk assessments and carried out as per method statements.

3.c. Safety Briefing

All staff and contractors must attend the Safety Briefing prior to all works commencing which will be conducted by the Producer/ Production Management Team. The Safety Briefing will include site rules, general working arrangements and requirements, the fire/ emergency procedures and reporting procedures

3.d. PPE

All staff will maintain and ensure the use of Personal Protective Equipment (PPE) relevant to their task(s). All contractors and suppliers will maintain and ensure the use of PPE relevant to their task as identified in their site specific method statement and risk assessment. Non-compliance could result in the removal from site.

All staff conducting work activities externally will wear a minimum of steel toe cap footwear and high visibility vests during any loading, unloading and movement of vehicles. Where work is being conducted overhead a hard hat shall be worn at all times.

3.e. Smoking, Alcohol & Drugs

Smoking is only permitted outside any buildings and in designated areas, usually within the vicinity of exterior ashtrays. Contractors are not permitted to consume alcohol or take drugs (including certain prescription medication) during the build, event and de-rig. Any person who is believed by the Producer/ Production Management Team to be intoxicated will be considered to be unable to carry out their duties safely and will be required to leave the premises.

3.f. Unauthorised Access

The site access to be controlled by the external Event Producer for build and de-rig, and by their designated security company for the live events. No Contractor or those in their control shall enter into any unauthorized area for any purpose whatsoever (emergency excepted) without first obtaining permission to do so from the external event producer, who in turn submits all their access requirements ahead of any build or event to Video Illusions Ltd. Visitors are prohibited from



entering the authorized or segregated areas for working unless accompanied by a member of Production Management team, or Security Personnel.

3.g.Segregation

All Contractors shall ensure that their equipment and material is left in a tidy and safe condition and is segregated from others, not left unattended and that clear access is maintained at all times.

3.h.Materials

All decorations, scenery, props, drapes and hangings brought onto site to be used for the duration of all functions must comply with relevant standards and should be maintained flame retarded. If any doubt exists about the flame retardant level of a material, then a test certificate to show compliance with the appropriate standard must be forwarded to the Health and Safety Consultant / Production Management team.

3.i.Waste

All waste must be collected and removed to a designated point to be advised. It is the responsibility of the Contractor to ensure that any waste generated by their operations is removed from site promptly following the conclusion of the installation / each event.

The Contractor is also responsible for ensuring that Controlled waste is collected and disposed in accordance with the Environmental Protection Act 1990.

3.j.Safety Equipment

All safety equipment located across the showground will remain un-tampered and unobstructed at all times, venue fire safety equipment includes call points, safety lighting and fire extinguishers

3.k.Storage of Equipment & Materials

All equipment & materials will be stored in agreed areas which will be included in the contractor's site map, and which in turn shall have no impact on any fire and / or evacuation routes. All contractors will also ensure that all equipment and surplus (hazardous) materials are returned to designated storage facilities at the end of each working shift

3.L.Accident Reporting & Investigation

All accidents, incidents and near misses must be reported without delay to the Event Producer. An accident book (BI 510) will be on site at all times. The Contractor is responsible for reporting incidents to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Accident reports shall be forwarded on to Video Illusions Ltd.

3.m.Medical Provision

In general, the site will have 1x venue first aider that can cover the venue staff and visitors as a first response.

Should someone suffer an injury during the build or de-rig the production team will be informed to assess the situation and call their own first aider (who will be an operational/production team member) to attend if required.

Should someone suffer an injury during the live event, event control will be informed to call the medical team provided by The external event producer. All accidents and incidents must be recorded and follow RIDDOR regulations at all times. Production Management and Production Management Team to monitor this at all times.

3.n.Manual Handling Operations Regulations (MHOR 1992)

Like all of the other legislation enacted in 1992, the Manual Handling Regulations are risk assessment based. Always try to move things mechanically whenever possible. If a trolley or other such device is not available, seek help. Two people or more sharing a load is much safer than trying to lift alone and will minimise the risk of injury.

When involved in the manual handling; the load, the individual's capabilities, task and environment condition should be assessed before carrying out the activity

3.o.Working at Height Regulations

- The working at height hierarchy must be followed at all times avoiding any work at height wherever possible
- When it is necessary to work at heights precautions must be taken to prevent a fall
- Where working platforms are provided, handrails and toe boards must be provided, scaffolding must be provided, and erected by a competent, trained person and must comply with all regulations
- Care must be taken to ensure that nothing can fall onto persons below
- Ladders must be of sound construction and of adequate length



- Whilst working at height, full body harnesses (where a risk assessment has identified the need for) attached to correct fall arresters/lanyards, must be worn. Body harnesses must be manufactured in accordance with BS5750, comply with EN361 and carry a CE mark. A rescue plan must be in place
- Whilst rigging machinery and equipment all chain locks and primary load bearing RSJs must be secured solidly and be of adequate SWL
- All employees and contractors must have, and comply with, current rigging certification
- All tools should be attached to person so far as reasonably practicable

3.p. Ladders

If the work to be carried out identifies ladders as the most suitable means of access then the ladders should be:

- In good condition
- Positioned at the correct angle to allow a 1:4 ratio
- Secure, to prevent slipping sideways or outwards
- Raised a sufficient height above the landing place or work platform
- Correctly positioned to prevent over-stretching
- Rested against a solid surface, or be a 'footed' A frame ZARGEE (or similar)

3.q. Animals

Bringing animals on to site as part of an event will require a separate risk assessment to be submitted to the venue by the external event producer. Reasonable steps must be taken to ensure animals are not exposed to any unreasonable levels of stress and that their individual requirements are taken into account. Animal cruelty is a crime. There will be adequate breaks for any animals on site and there will be a provision for accommodation, designate performance/interaction area, designated rest times, adequate provision of food and water and adequate shelter from the elements

3.r. Temporary Demountable Structures

- All structures must be provided by competent suppliers and will be constructed using manufacturers designed components
- All temporary structures and equipment installations will be designed and built/installed by suitably appointed contractors
- Full technical drawings, supporting calculations and any relevant test results will be made available before construction commences. All design loads shall be in accordance with the appropriate British Standards having regard to their location and use
- All main contractors shall submit a risk assessment and method statement before starting work
- The External Event Producer will ensure that contractors and site personnel follow safe working practices relating to the erection and construction of the structures
- All structures will be checked by a competent person and certified as being safe before they are used by providing a completion certificate to the Producer
- There must be suitable and sufficient means of access and egress at all stages during construction and break down
- On no account must the structural fabric of the temporary structure be used other than the intended designed purpose
- Any structure that creates a trip hazard will be clearly identifiable with markings on the outside of platform, to alert all persons in the change of level and location of the edge

3.s. Control of Substances Hazardous to Health Regulations (COSHH 2002)

If such substances are to be used, ensure that you use any substances (such as cleaning materials) in accordance with the manufacturer's recommendations.

Manufacturer and/or suppliers have a duty under the regulations to provide Hazard Data Sheets (HDS's or MSDS), which contain vital health and safety information.

Always read the packaging with any product and refer to the HDS / MSDS if necessary. Where a risk assessment has identified the need for greater control measures, Dave Whiteoak and the venue production team must be made aware prior to the substance going onto site.

3.t. Lifting Operations & Lifting Equipment Regulations (LOLER 1998)

All lifting equipment used must be suitable for the task and of adequate strength. All equipment must be marked with safe working loads and must be inspected daily when in use.

Lifting equipment must be operated by a competent person and therefore all operators must have received adequate training on the equipment to be used.

Policy and procedures:

- All employees or sub-contractors may only operate mechanical handling equipment if they have been fully trained in the operation of such equipment and hold a valid requisite license and have been granted permission to do so
- All equipment used must fully comply with all regulations relating to testing and examination and must be to the management's satisfaction
- All equipment must be in safe working order and operators will, prior to use, carry out a walk-around check
- All operators will be aware of ground/floor stability

3.u. Equipment Suspended At Height

All suspended equipment should be provided with a secondary means of protection i.e. a safety chain or wire bond

3.v. Welfare

Contractors who use the site welfare facilities at Monks Hill Showground (e.g. storage rooms, toilets, out buildings, etc.) do so at their own risk. Please ensure all facilities are kept clean and free of obstruction. All staff and guests will have sufficient access to toilet facilities. Water will be made available to all staff by the Venue Management Team.

3.w. Electricity at Work Regulations (1989)

These regulations require that precautions be taken against the risk of death or injury from electricity in work activities. All electrical 'systems' must at all times be of such construction as to prevent danger. All electrical installation work will be undertaken by competent persons.

As with all other relevant legislation, risk assessments will be carried out and recorded. As electricity carries a significant risk on each job, job specific risk assessments will record the element of risk. The following are general rules for all electrical work on site at Monks Hill Showground:

- Never work on electrical or conductors unless trained and authorised to do so. You must be thoroughly familiar with the work you are about to do, and if in doubt check with the person in charge
- Always de-energise equipment or conductors before attempting to work on or close to them. Where this is impracticable, precautionary measures such as the use of shrouded tools or insulating guards must be used in order to prevent accidental contact
- Regard all electrical conductors and equipment as being live unless you are certain they have been isolated and cannot be re-energised by another person without your knowledge

Except for authorised electrical maintenance personnel, all other contractors are forbidden to carry out any electrical repair work, modify any electrical equipment or improvise any electrical repair work, modify any electrical equipment or improvise any electrical extensions, lighting etc. All contractors working on electrical installations must follow the rules below:

- All portable tools, appliances and equipment will be earthed or will be double insulated
- Rubber insulating gloves and rubber soled shoes or boots will be worn when working on live electrical equipment. No work on live equipment will take place unless it is not possible to work otherwise
- In wet or damp conditions, earthed electrical tools and equipment will be used, and where practicable further protection will be provided, such as earth leakage circuit breakers (RCDs) and insulating protective clothing
- Metal ladders are prohibited for use in areas where contact may be made with live equipment or conductors
- Sufficient access and working space and suitable and adequate lighting will be maintained around all work areas where electrical work is taking place

These are the responsibilities of the designated competent person and any others who carry out electrical work:

- To ensure as far as possible that systems, plant and equipment for which they are responsible are designed, constructed, installed and maintained to ensure the maximum practical level of safety, and to take into account any special hazardous conditions such as wet, corrosive or flammable environments when selecting electrical equipment
- To ensure that maintenance and other work on or nearby any electrical system is carried out in such a way as not to give rise to danger
- To ensure that proper means of cutting off power and isolating equipment are made available in all appropriate cases
- In respect of work on electrical equipment, to ensure that adequate precautions have been taken to make and keep all dangerous electrical equipment and to ensure that there is no live working unless it is absolutely essential and the work cannot be done in any other way
- Where live working is essential, to observe all possible precautions in respect of insulation, barriers, restriction of work and person working, and other precautions to prevent danger



- To ensure as far as possible that adequate working space, access and lighting are provided whenever work is done at or near any electrical equipment
- To ensure as far as possible that all persons for whom they are responsible have the appropriate technical knowledge or experience for the work they are employed to do, or are being effectively trained and supervised in their work

3.x. Lone Working

Lone working is to be avoided. If lone working is unavoidable, adequate safeguards must be put in place, e.g. regular visits to ensure the safety of the operative.

3.y. Fatigue

An increased risk of accidents can occur if persons are allowed to work for extended periods of time without adequate rest periods. This causes mental and physical fatigue which results in errors of judgement which lead to accidents.

Mental fatigue is the most dangerous type of fatigue as it can result in errors of judgement. The risk assessments carried out by contractors will require taking account of the possible effects of fatigue, especially where employees operate machinery.

Dave Whiteoak and the Venue Management Team will ensure that all venue staff and contractors take regular scheduled breaks.

3.z. Safe Use of Mobile Elevating Work Platforms

Mobile Elevating Work Platforms can provide excellent safe access to high level work. When using a MEWP make sure that:

- Employees and subcontractors operating it are fully trained and competent.
- The work platform is provided with guard rails and toe boards or other suitable barriers.
- It is used on firm and level ground. The ground may have to be prepared in advance.
- Its tyres are properly inflated.
- Any outriggers are extended and chocked as necessary before raising the platform.
- A plan is in place ensuring it is known what to do if the machine fails when the platform is in the raised position.
- Safety harnesses with a restraint lanyard should be used for all boom lift or cherry picker MEWPs.

Do not

- Operate Mobile Elevating Work Platforms close to overhead cables or other dangerous machinery.
- Allow limbs to protrude into traffic route when working near vehicles.
- Move the equipment in the raised position unless the equipment is designed to allow this to be done safely (check the manufacturer's instructions).
- Some Mobile Elevating Work Platforms are described as suitable for 'rough terrain'. This usually means they are safe to use on some uneven or undulating ground but check their limitations in the manufacturer's handbook before taking them onto unprepared sloping ground.

Safe working loads (SWL)

- Each manufacturer states the maximum SWL and is usually stated in kg or by a silhouette or number of persons i.e. one person and equipment 120kg. The average person being approximately 90kg.
- The instruction manual which should be on the machine protected from the elements will state the SWL and the conditions under which these loads are to be used.
- Machines are intended to access personnel and their equipment to the work area in an elevated position and not for use as a crane goods lift or hoist.

Section 4 – Build-Phase Briefings

4.a. Safety Briefing

Before work starts a safety briefing will be given to all personnel working for and on behalf of Video Illusions Ltd. The Operations Manager will ensure that all key personnel are aware of all necessary requirements, for working onsite and the procedures to follow in the event of any specific emergency or incident.

4.b. Work to be carried out

The External Event Producer will monitor and supervise works to make sure the correct personal protective equipment (PPE) is been worn, and provided where required. When not in use all equipment must be correctly and securely stored away.

4.c. Sign offs

Once work is finished the External Events Producer will make sure the proper signoffs have been completed for all installations including stage and set. Heads of Department will ensure the event area is clear of all excess equipment and it is appropriately stored in the designated storage area. The Event-Specific Safety Advisor will also produce a sign off prior to the event commencing.

4.d. Staff & Contractor Accreditation

Accreditation will be issued to all staff and contractors upon arrival to site and prior to them commencing their duties. This is the responsibility of the External Event Producer.

4.e. Stage and Set Installations

All installations will be conducted by competent contractors. All installations will be signed off by the relevant Head of Department. All documentation will be kept securely onsite and made available upon request. Staging plans will be produced and all staging will have weight-loads calculated to ensure that any imposed loads are within the design parameters of the staging.

4.f. Communication on Build and De-Rig

The use of 2-way radios either licensed or unlicensed will be encouraged for all performances. It is the responsibility of the external event producer to organise an adequate license for the entirety of their use of the space, if required.

Section 5 – Live Event Protocol

5.a. Live Event Arrangements

This section looks at the obligations on External Event Producers laid out by the venue to ensure safe working practices. These conditions must be met for the successful use of the event space and any external contractor seeking to use the Monks Hill Showground must comply with these conditions alongside their own safety procedures. This ensures there is unity across events organisation, making the use of space more efficient.

5.b. Safety Briefing

All Heads of Department must attend the Safety Briefing prior to guest arrival on event day. This shall be conducted by a member of the Operations Management team. The safety briefing will ensure operations are correctly co-ordinated and any issues are effectively communicated. The fire and evacuation procedures shall be discussed in the safety briefing. It will be the responsibility of the Heads of Departments to pass relevant information onto their staff and contractors.

5.c. Toilet Facilities

There are minimal toilet facilities on site and it is therefore required that External Event Producers evidence the calculations they have made for the numbers of toilets they will bring on to site. These calculations and toilet numbers must be shared with the venue before the build phase and be agreed in writing by the venue. Failure to do so will result in the venue's refusal to open to the public on grounds of public safety. Calculations should be referencing The Purple Guide.



5.d. Command & Control

The use of two way radios will be encouraged throughout the entirety of any production. A co-ordinating event control operation should be facilitated by the event security team.

Under normal conditions, management of the event will be undertaken by the External Event Producer's Event Manager. The function of their Event Control is to oversee the smooth running of all aspects of the event and to deal with any Untoward Incidents that may arise. The ultimate authority for cancellation or suspension of the event will rest with Event Control, however it is anticipated that a team approach to decision making (comprised of Event Control and appropriate members of the Event Management Team dictated by the situation) will be employed both in normal, and emergency conditions.

It is expected that the External Event Producer will have their own clear and advanced control process which is advanced to the venue before the commencement of build phase. If this is not the case, the below acts as a framework for external contractors to work to.

Operation of Event Control during Normal Conditions

All management teams will relay key decisions to Event Control as a matter of course, throughout the event. Event Control will be continuously staffed by a representative of the Security team. Event Control will log all radio calls and manage deployments and responses as required.

Operation of Event Control during an Untoward Incident

An incident which has serious consequences to an individual, group of people or the Event Organisers. The incident may damage the reputation of the Event Organisers, attract press attention or result in litigation. The event continues to run under control of the External Event Producer's Event Manager and she decides what action should be taken. Her decisions as to what the on and off-site response should be will be made in close consultation with the Head of Security and if necessary, Police and other Emergency Services. The Event Management Team will respond to the incident and take the appropriate action. Management of the event would continue to be run by the Event Management Team, with regular communications between all parties via Control.

Operation of Event Control during an Emergency Situation

An emergency is a situation that poses an immediate risk to health, life, property, or environment. Most emergencies require urgent intervention to prevent a worsening of the situation, although in some situations, mitigation may not be possible and agencies may only be able to offer palliative care for the aftermath. The event continues to run under the direction of the External Event Producer's Event Manager, in consultation with the Police. Decisions about what on and off-site responses should be made will be reached in consultation with the Police. The Police, LAS and /or LFB and the Event Management team will respond to the incident and take appropriate action. The Operations Director, Head of Security and Police will, in consultation, decide whether or not to stop the event.

Operation of Event Control during a Major Incident

A major incident can be defined as any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or local Authority for: The initial treatment, rescue and transport of a large number of casualties. It is agreed that the Police take 'Primacy'. They take over control of the event and make decisions on how the incident should be dealt with. The Operations Director and her management team assist the Police in implementing their plan to deal with the incident. Event Control will work in support of the emergency services under the co-ordination of the Police. In such circumstances Event Control may be re-assigned by the senior Police Commander as the Forward Control Point unless it is compromised by the incident.

5.e. Security & Stewarding

Security will be provided and deployed to strategic positions, governed by the External Event Producer and their security contractor's Head of Security, to assist with the crowd management and control of the guests throughout the event. All staff will be uniformed and adequately identifiable.

5.f. Noise Management

As part of the premises license, noise management restrictions will be put in place. The venue will undertake an acoustic consultation with a specialist to determine the best structure to comply with the licensing objectives laid down by the local council.

5.g. Incident Reporting

An Incident Report Register will be maintained which will include the name and contact details of any security personnel and/ or member of staff/ guest involved in any incident. The exact detail and extent of the incident including date, time, location etc. and details such as anti-social behaviour will be recorded. The name and number of the police officer in attendance (if required) and details of any witness shall also be recorded.



5.h. Waste Management/Site Cleaning

Cleaning services will be provided by the External Event Producer, event waste transfer will also be carried out by the External Event Producer. The cleaning contractor will provide staff to clean the venue interior and exteriors, including the ingress and egress routes and the land immediately surrounding the venue space.

5.i. Pedestrian Arrival / Departure

The venue space is remote and away from public transport hubs. The public road outside the front is a country unmarked road with no pavement. This means the External Event Producer must show a plan for the safe conveyance of any guests or contractors they reasonably believe to arrive on foot to ensure both licensing objectives as well as safe traffic management.

5.j. Bars & Catering

The External Event Producer will collate all of the relevant paperwork including Gas Safe Certificates, Insurances, Risk assessments, Staff Training Records, COSHH Records, HACCP Records and details of their local authority food business registration details.

A challenge 25 policy will be in operation at all bars. All sales of alcohol will be made under the authority of the DPS in line with the licensing objectives.

5.k. Special Effects

Emergency stops will be installed at both the stage and front of house control positions for any special effects. These stops will immediately shut down all special effects if required. Any laser or Pyrotechnic installation must require a key for operation, which will be removed by the operator when the equipment is not in use or left unattended.

External Event Producers must evidence their sub-contractors' training and experience for all laser, fireworks or pyrotechnics and cryotechnics installations at all events.

5.L. Traffic Management

Off Site

A one-way system looping from the dual carriageway back onto the M2 that uses a combination of stewards and AA Road signs is included in the appendix below. This is to ensure there is no unnecessary burden placed on the local community or local emergency services. It is assumed most visitors and contractors will arrive in their own vehicles due to the location of the event space and as such a provision for one-way system has been undertaken. This is the venue's recommendation to any External Event Producers and each event will require a traffic management plan that has been formed in consultation with the venue and a traffic management professional.

On Site

The site is mostly farm land and its events-space use will be throughout the year at many different times of day and night. As such, clearly segregated areas for public vehicle access and site vehicle access must be established in the traffic management plan submitted by the External Event Producer and this must follow the following venue-specific conditions:

- Large-scale events of more than 100 vehicles expected must use a one-way system on and off site
- All events must have a public parking area that is physically separated from pedestrian and events arena spaces
- All events must have access routes for emergency services that remain clear and unobstructed at all times
- Large-scale events of more than 100 vehicles must evidence a traffic management plan for the surrounding area including the justified provision of stewards or event signage on public roads.

5.m. Fire Safety

The External Event Producer must create adequate fire risk assessments and provide fire fighting equipment appropriate to their event, covering all phases of the event. The venue provides adequate fire fighting equipment for an empty site with staff members, anything beyond this is the responsibility of the External Event Producer relative to their event requirements.

5.n. Medical & Welfare Provision

The External Event Producer's medical providers will deploy resources as outlined in their plan, which will be submitted to the venue before commencement of the build phase. The medical providers will also deploy one member of welfare staff to assist with any audience members who require non-medical assistance or need time to rest and recover.

The External Event Producers will be committed to ensuring that the welfare of potentially vulnerable persons is safeguarded through the following policy measures at their events:

- Identification of potentially vulnerable persons by bar staff and patrolling security and medical staff, these may be people who have become vulnerable through misuse of alcohol or drugs.



- Support for potentially vulnerable people by staff engagement, assessment and assistance (including for example, contacting relatives or friends while offering medical assistance and a quiet place of refuge within the venue).
- Provision of a 'safe' area where customers can rest away from any performance and related noise.

5.o. Disabled Facilities Provision

Any event-goers requiring special assistance will be identified and Personal Emergency Evacuation Plans agreed with the Event Management Team.

Section 6 – License

6.a. Venue License & Council Interaction

The Monks Hill Showground will potentially be staging events by external contractors that contain the following licensable activities:

- The Sale and Provision of Alcohol
- The Provision of Regulated Entertainment
- The Provision of Late Night Refreshment

The Management seek to actively engage in conversation with the local council and the local parish to ensure transparency and clarity of intention. This Venue Safety Management Plan is just one part of the compliance process for the venue to ensure licensing objectives are met and exceeded, and it is recognised that the regulation and compliance process is an ongoing, developing process for all involved.

Prevention of Crime and Disorder

Effective communication is established and maintained between Video Illusions Ltd, the External Event Producer and relevant local authorities to ensure a positive action programme for combating crime and disorder is in place. All security personnel operating must be SIA registered.

The Challenge 25/Think 25 proof of age scheme shall be operated on the event site at all times. All customers who appear under the age of 25 will be challenged to prove that they are over 18 when attempting to purchase alcohol. Acceptable forms of ID include a photo driving licence, passport, or home office approved identity card bearing the holographic 'PASS' mark. If the person seeking alcohol is unable to produce an acceptable form of identification, no sale or supply of alcohol shall be made to or for that person.

All staff working on a bar or other outlet selling alcohol at the event shall be trained in the law about the sale of alcohol and must be over 18. Such training will include challenging every individual who appears to be under 25 years of age and to refuse service where individuals cannot produce acceptable means of identification, acceptable forms of ID and using the refusal log / register.

A refusals log / register will be kept at the premises, and made immediately available on request to the Police or an "authorised person". The log will record all refused sales of alcohol and include the following:

- the identity of the member of staff who refused the sale;
- the date and time of the refusal;
- the alcohol requested and reason for refusal;
- description of the person refused alcohol

Public Safety

The safety of the public is the premises licence holders number one priority. In addition, Video Illusions Ltd will liaise directly with individual Agencies should this be appropriate. The venue plans have, and event plans must, be developed to meet guidance under the Event Safety Guide (HSG 195) and Managing Crowds Safely (HSG154).

Prevention of public nuisance

It is Video Illusion Ltd's intention to cause minimal nuisance to local residents as a result of any event. However, the arrival of several thousand people onto a rural site does have the potential for disruption, in particular noise. Video Illusions Ltd will work with the council, venue and local residents to ensure appropriate noise control levels are put into place so as to minimise noise leakage and nuisance to neighbouring properties.



Protecting children from harm

External Event Producers will be obliged to risk assess and clearly detail their process for accommodating minors safely.

Section 7 – Emergency Procedures

The following is the minimum an external event producer must comply with in order to run an event on Monks Hill Showground. These are provided as a framework for the External Events Producer to develop upon.

Having received notification of an incident or situation the notification will be passed to the appropriate team for action via Security Control. As all key personnel will be in communication via Control, all will be aware of problems as they arise and develop and will be able to give input, offer assistance or facilitate co-ordination as the situation dictates.

Operational Alert States

To assist in monitoring the event, it is intended to operate a three-tier system. When raising the alert state the relevant code words will be used to notify all radio holders.

GREEN Indicates that there is free flow both inside the venue and outside in the wider site, no problems reported.

AMBER Indicates unusually heavy pressure on entrances/exits, no free flow and areas of crowd density over 0.3 m² in particular areas or a threat, i.e. bomb threat, fire or crowd disorder.

RED This would be effective immediately where any Amber state was confirmed by Security / Safety Officer, or on advice of the Police, that the initial problem indicated as becoming uncontrollable or confirmed threat, fire, bomb, or structural collapse, were known.

7.a. General Fire & Evacuation Instructions

CONDITION AMBER

In the event that an Amber condition is declared, the Event Controller would activate the following:

1. Inform Head of Security of the incident. Inform all relevant parties of the exact area and nature of threat. Radio silence to all parties not involved in incident.
2. If necessary, ingress will be suspended and information given to waiting members of the audience in the entrance queues to prevent disorder.
3. Evacuation standby will be issued to all teams. The entrance door Supervisors to prepare to clear their areas in readiness for egress.
4. Where the situation is contained, Condition Green will be declared to all parties and a "stand down" given. All parties to resume normal duties and radio silence lifted. Where the situation is confirmed as serious by the Head of Security the action is escalated to Condition Red and a "stand-by to evacuate" is issued to all radio users.

DECLARING AMBER ALERT

The first message issued in this event will be:

"WILL THE TECHNICAL DIRECTOR'S REPRESENTATIVE PLEASE CONTACT THE EVENT OFFICE"

This is a warning that the alert evacuation procedure is on AMBER. All staff to stand by radios and wait further instructions.

CONDITION RED

The persons designated as being responsible for halting the show in an emergency will be: External Event Producer's Event Manager or Head of Security. When the incident is considered as very serious and has been confirmed as such, the External Event Producer's Event Manager and her management team assist the Police in implementing their plan to deal with the incident.

Event Control will work in support of the security team and emergency services under the co-ordination of the Police.

In such circumstances Event Control may be re-assigned by the senior Police Commander as the Forward Control Point unless it is compromised by the incident.

DECLARING RED ALERT

This message in this event will be:

"THIS IS AN URGENT MESSAGE. WILL THE TECHNICAL DIRECTOR'S REPRESENTATIVE PLEASE CONTACT THE EVENT OFFICE IMMEDIATELY, I REPEAT, IMMEDIATELY".



This is a warning that the alert state has gone to RED

1. All exits and entrances to be cleared and made ready for egress
2. Loud Hailers are deployed to assist with evacuation
3. Customers to be directed away from the threat and the incident area to be secured
4. RV points to be staffed to ensure swift direction of Emergency Services to the incident
5. Designated person(s) to halt the show and an agreed public announcement made to the audience
6. Security Controllers to receive direct instructions from Security Control
7. All Security staff to assist with evacuation, including artist evacuation from backstage if the alert state alters this will be communicated by Security Control to Security Staff and the Event Management Team via Radio.

The decision to evacuate people from the venue to a designated Safety Area, to be determined on site with respect to the incident, due to fire, structural collapse, bomb threat, public disorder or for any other reason will be taken by the Operations Manager after consultation with the Event Management Team.

Should evacuation be deemed necessary, the Operations Manager will direct the P.A. to announce the following message (or words to this effect) to the public:

"DUE TO UNFORESEEN CIRCUMSTANCES THE ORGANISERS REGRET THAT THE EVENT CAN NO LONGER CONTINUE. YOU ARE, THEREFORE, ASKED TO LEAVE THE VENUE IMMEDIATELY THROUGH THE NEAREST AVAILABLE EXIT. THANK YOU"

Prior to any announcement to the public being made, an immediate message will be given to ALL staff to rendezvous at designated exits. The Security Response Teams will assist in directing the audience to the nearest emergency exits. Security staff on duty inside the site will assist the public from those locations into the emergency evacuation areas as directed by the control room. They will also facilitate the arrival of the emergency services and ensure that they are directed to the location of the incident and are able to work without interference. They will work to prevent panic and take other action as appropriate.

Security and stewards will prevent any re-entry without specific permission from the main control room. This will only be forthcoming following consultation with the blue light services.

Members of the public will not be allowed to collect belongings until this has been authorised by Event Control (following consultation as above), if one part of the site is being evacuated care must be taken to ensure that this does not create crowd build up at another point in the site which may well still be operating.

Part Evacuation

Where CONDITION RED is declared within a controlled area i.e. bag search, the activities may or may not be halted so as to reduce the possibility of panic. However, the area will be severely restricted until CONDITION GREEN is declared. Persons within this area may be evacuated toward other areas of the site or venue. During any CONDITION RED no public admittance will be given to the overall site. Once the event site has been given GREEN status, full public admittance to the event will be given.

Full Evacuation

Once it has been decided that a full evacuation is necessary, it will be carried out as per agreed procedures. Emergency evacuation strategy should recognise empirical research into crowd psychology during escape from disaster i.e. t_1 (time to interpret) + t_2 (time to move)

7.b. Evacuation Routes

The External Event Producer must supply documentation covering the unlikely event of a full or partial evacuation, which details where security and stewarding staff should position themselves, where the muster point is and where the emergency blue route is, as well as all crew's individual responsibilities, for example technical crew turning on working lights and powering down any special effects or non-critical power supplies.

The head of security will meet the emergency services at the main entrance from the public roads and inform them of any injuries or persons requiring medical attention.

Security and Stewarding staff will remain within the muster area until the all clear or call to stand down has been given. This call will only be issued once the Officer In Charge has liaised with all concerned parties. Due to the large nature of the showground, it is acceptable to consider internal evacuation from other areas.

Additional instructions may be as follows:

- Security to assist with information points in the event of unruly patrons upset about full/part evacuation
- Direct any casualty information to Event Control.
- Vendors not in immediate danger are to remain in situ with their unit.



- Ensure no vehicle movement on site, with the exception of emergency services.
- No re-admission to the venue unless authorised by Local Authority and Event Control.
- All other staff to report for roll call, once directed to do so by Event Control
- Security to maintain / preserve evidence until Police are ready to take over affected area. (The security contractors should have a Crime Scene Preservation Policy)
- Security teams to be re-deployed to assist in other areas once roll call taken.
- Direct additional emergency services to the required areas where / when required.
- Maintain crowd control in muster / public RV points and reassure patrons

7.c. Show Stop / Emergency PA Announcement

On any event there will be a sound system that will be installed with the capability to make emergency announcements. The security supervisors for each area will have radios with noise control headsets and additionally the stage managers will have radios on separate circuits.

Should a show stop be required, the instruction will come from Event Control to the security supervisor who will then inform the stage manager to halt the show and make an announcement over the sound system.

Within the production team, a number of designated staff will be authorised to make immediate show stop decisions; however, all decisions must be made with reference and agreement from the Event Management Team.

In ALL cases, Event Control must be notified as to the action being taken, and will enact procedure accordingly.

In the event that the Head of Security receives instructions from the Event Control to evacuate, appropriate numbers of Security will be deployed to the areas to be evacuated and the teams on exits will be instructed to open the doors and ensure that any obstructions have been removed from the path of the crowd.

Music/shows will be curtailed, announcements will be made via the P.A. system and Security will direct the public towards the nearest exit and/or away from the danger area, the crowds will then be marshalled away from the entrances/exits or field gates to prevent these areas becoming bottlenecks.

The event security team will be responsible for evacuating and clearing the affected area

Show Stop Announcement:

"DUE TO UNFORESEEN CIRCUMSTANCES THE ORGANISERS REGRET THAT THE EVENT CAN NO LONGER CONTINUE. YOU ARE, THEREFORE, ASKED TO LEAVE THE VENUE IMMEDIATELY THROUGH THE NEAREST AVAILABLE EXIT. THANK YOU"

CODED MESSAGES REPORTING DETECTION OF A FIRE

Never use the word FIRE on the radios; it may cause alarm if overheard by the public.

The code word for a SMALL FIRE that does not require immediate fire brigade intervention is MR ASH. (This is a fire that can be dealt with by suitably trained staff immediately available using no more than one fire extinguisher).

The code word for a LARGE FIRE, i.e. a structure is MR PUDDING. The location of the incident must be given as precisely as possible. The Security for the area will immediately evaluate the situation and commence evacuation of the area affected and deploy any fire fighting equipment available at that location.

7.d. Reporting Detection of a Suspect Package

Never use the word BOMB on the radios; it may cause alarm if overheard by the public.

The code word for detection of a suspect package is MR CASE.

The precise location of the suspect package and as full description of it as possible must be given. Ensure that the notification is made as quickly as possible but do not use radio or mobile phone within 100m of package.

The External Event Producer's Events Manager and the Head of Security will evaluate the package and if necessary, escalate the situation to the Police. Ensure that the package remains under surveillance and is not disturbed until the appropriate authorities investigate.

When assessing a potential suspect package, staff should use the HOT protocol:

H – HIDDEN – Has the item been hidden from view? Has it been placed in a discrete location?

O – OBVIOUS – Is the package obviously suspicious? Are there signs of wires, tape, batteries, ticking etc?

T – TYPICAL – Is the object typical for its environment? Does it appear out of the ordinary?



Evacuation Radii For Suspect Devices

Briefcase 100m, Suitcase 200m, Car / Lorry 400m Security will assist in the egress of guests from the immediate vicinity and ensuring others do not enter the site. Security will then follow instructions from Police with regards to cordon distances.

7.g. Assembly Point

The assembly points for each event will be decided through the External Event Producer's risk assessments and Bespoke Event Management Plan, which forms an obligation as part of the dry hire conditions. Typically the assembly point will be Field 6, 7 or 8, with one of the other fields taken as the emergency blue route.

7.h. Nearest Hospital

In the event of any injuries being sustained within the event footprint, an appointed first aid facility will be present during the occupation of the site, provided by the External Event Producer. The nearest accident and emergency hospital is Kent & Canterbury Hospital, Ethelbert Rd, Canterbury CT1 3NG, UK, which is 11.3 miles or 21 minutes drive away.

References

- The Event Safety Guide – A Guide to Health, Safety & Welfare at Music & Similar Events, HSE, HSG195
- Gallowglass Health & Safety: Event Management Planning
- A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Five Steps to Risk Assessment: A step by step guide to a safer and healthier workplace, HSE
- Maintaining Portable and transportable electrical equipment, HSG107
- Management of Health & Safety at Work Regulations 1999, HMSO
- Safe use of lifting equipment. Lifting Operations and Lifting Equipment Regulations 1998, Approved code of Practice and Guidance, HSE
- Safe use of work equipment. Provisions and use of Work Equipment Regulations 1998, Approved code of practice & guidance, HS
- NASC Guidance Note SG40:00 – The use of Fall Arrest Equipment while erecting, altering and dismantling scaffolding, national access and scaffolding confederation
- Work at height regulations 2005, a brief guide,
- Construction, Design Management Regulations 2015; roles and responsibilities
- NEBOSH General Certificate in Occupational Safety and Health
- SIA & Level 3 Working as a Private Security Operative in the Executive Sector

Health and safety policy

This is the statement of general policy and arrangements for:		Video Illusions LTD (Name of company)
David Whiteoak (Name of Employer/Senior manager)		has overall and final responsibility for health and safety
David Whiteoak (Member of staff)		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	David Whiteoak, Director	Review Risk Assessments & ensure both office, warehouse and site work are tidy, organised and orderly
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	David Whiteoak, Director	On-site training and workshops on work systems and reporting measures
Engage and consult with employees on day-to-day health and safety conditions	David Whiteoak, Director	Daily face-to-face chats with employees on concerns, feedback and development opportunities
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	David Whiteoak, Director	First Aid trained and trained in site fire evacuation procedures. Site policy to be included in event safety management plan
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	David Whiteoak	Site Manager working across office, buildings and site in charge of site logistics, he will ensure equipment is functional based on working experience of such. He will ensure both employees and contractors are working in a safe manner
Signed: * (Employer)		Date: 01/11/2017

You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Main Office
First-aid box is located:	In working Vans & at Site Office
Accident book is located:	In working Vans & at Site Office

Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: Video Illusions Ltd

Date of risk assessment: 01/11/2017

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
All: Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, eg on spills.	All staff, supervisor to monitor Manager	From now on	01/11/2017
Office: Manual handling of paper, office equipment, etc	Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper.	Trolley used to transport boxes of paper and other heavy items when collecting deliveries etc. High shelves for light objects only	Remind staff that they should not try to lift objects that look or appear too heavy to handle.	David Whiteoak	From now on	
Office: Electrocutation (PAT Testing)	Staff & Visitors may be seriously injured through exposed or malfunctioning cables	Currently collecting new electrical equipment for the new office and ensuring cabling is held off the floor. Most equipment is a lower power draw on 240v 13A AC and double insulated. Earth connections have all been checked to be in place and functioning back to the main consumer unit	In line with new regulations a single PAT test of office equipment may be optimal, but because the equipment is not overloading any sockets and visible inspection reveals no damage, equipment falls inside being less than a year old	David Whiteoak	01/11/2017	01/11/2017
Office: Working at Height – filing on top shelves, putting up decorations, etc	Falls from any height can cause bruising and fractures	Suitably qualified handyman completes any work required at height with a step ladder available if required for others to access anything at height	No.	David Whiteoak		

Office: Repetitive-Strain Injury & Display Screen Equipment	All office staff engaging in extended periods of inactivity. Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor.	All staff are offered a separate monitor, choice of chairs, mouse and keyboard as well as a work environment including relaxed and frequent breaks with meetings being held in alternating areas of the office. Reassessment to be carried out at any change to work feature, eg equipment, furniture or the work environment such as lighting. Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. Shared workstations are assessed for all users. Work planned to include regular breaks or change of activity. Lighting and temperature suitably controlled. Adjustable blinds at window to control natural light on screen Noise levels controlled. Laptop users trained to carry out own DSE assessment for use away from office. When used at office, laptop should be used with docking station, screen, keyboard and mouse.	Supervisors to monitor to ensure staff continue to et breaks away from computer. Check that identified actions from assessments are followed up ASAP. Staff to be told that they are to inform their manager of any pain they have that may be linked to computer use. Remind laptop users to carry out regular assessment to avoid problems and identify any issues	David Whiteoak	01/11/2017	
At Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role, etc	Staff to understand their duties and responsibilities. Staff can currently talk to supervisors if they are feeling unwell or uneasy about any thing happening at work. There is a mutual respect across the office including an anti-bullying policy and open opportunity for staff to share any misgivings or misunderstandings.	No.	David Whiteoak		
Office & Buildings: Fire	If trapped, staff could suffer fatal injuries from smoke inhalation or burns	Working with the landlord's fire risk assessment there are fire detection units in place, fire extinguishers are available, building-wide evacuation procedures are an agreed policy across all companies present in the building and weekly checks of fire alarms ensure staff are reminded of policies and evacuation routes for both warehouse and for office building.	Ensure actions identified as necessary by the building fire risk assessment are completed	David Whiteoak	01/11/2017	
All: Lone Working	Staff could suffer injury or ill health while out of the office, eg. When visiting clients' offices or while working alone in the office	Staff writing visit details in the shared office diary and all staff contact numbers are shared across office. Staff not returning to the office after a visit will use application SLACK to update colleagues with their actions.	No.	David Whiteoak		

Buildings & Site: Falls from height	Staff could suffer severe or even fatal injuries if they fell whilst climbing racking/truss, while changing bulbs or fitting equipment, while erecting temporary demountable structures or falling from roof	All staff are given strict instructions to never climb racking, structures or truss and instead to use ladders, cherry pickers or tele-handler man-cages with restraint or fall-arrest harnesses in line with their training. Madge, operations manager has a copy of contractors' and staffs' qualifications on file and on-going review of activities and composure in situations is carried out by managers.	No.	David Whiteoak		
Buildings & Site: Manual Handling	All production staff could suffer from back pain if regularly lifting/carrying heavy of awkward objects	Forklift truck employed in warehouse with site deliveries carried out by multiple people to break up the loads and share the loads, alongside loading vehicles as close to equipment's final destination which is implemented via the production schedules. Where reasonably practicable plant is used in favour of manual handling	Training and induction video to outline all conditions of site work	David Whiteoak	01/11/2017	
Buildings & Site: Falling objects from racking and turning movements	Staff or any other person in the warehouse/on site may suffer serious injury if struck by falling object	Racking is designed to be suitable for the loads carried and has not been modified. Staff report any damage to racking, storage or stillages. Protective footwear is used by all entering warehouse or working on site during build phase.	Training and induction video to include necessity for protective footwear on site.	David Whiteoak	01/11/2017	
Buildings & Site: Operation of lift trucks, both MEWP & Counterbalance	Injuries such as fractures or at worst fatalities can be caused from, for example, vehicle crashing into other vehicles/objects, staff and visitors being hit, objects falling from them, trucks falling over, people falling from the vehicles, being crushed by masts/booms	All operators trained and competent for the use of the vehicle and proved training on record with company through operations manager. Drivers instructed to keep keys with them at all times. Gangways, aisles and access sufficient to enable vehicles to navigate effectively. Vehicles and pedestrians kept separate as much as possible through effective event design and keeping warehouse footfall to a minimum	Training an induction video to include all drivers to have their license on them at all times as well as a copy left with operations manager, use of vehicles is to be planned before driving and vehicles only used for defined work activities.	David Whiteoak	01/11/2017	
Site & Event: Noise	Staff might suffer permanent or temporary hearing damage from long-term exposure to loud music. All operations staff assumed to be at risk, particularly DJ, bar staff and security	Qualified sound engineer or system technician to run systems to appropriate volume for size of space in use and demands of project. Regular check of sound systems to ensure balance and proper control. Staff rotated between quiet and noisy areas. Quiet areas provided. Staff trained in noise risks and the protective measures needed. Staff considered to be particularly at risk identified and provided with ear plugs	Training and induction to include noise management awareness, opportunity to have ear defenders for at-risk staff, rotation of staff, checks of sound systems and responsibility of system technicians to regular volumes	David Whiteoak	01/11/2017	

Site & Event: Violence	Staff and public risk serious injury if assaulted or caught up in fighting	Staff trained to spot potential trouble makers and revert to on-site security or site manager immediately to enable attempts to diffuse situations through, in the first instance, dialogue. Adequate number of trained, SIA badged security staff. Information sharing with police for any events. Larger events necessitate 2-way radio system infrastructure to ensure clear access to security teams. Overcrowding not permitted in any area. Live bands and acts told not to encourage stage diving/crowd surfing/people on shoulders. Drinks not served to people obviously under the influence of either drink or drugs	Training and induction video to include company policy of report and observe for violent or aggravating actions, to include no overcrowding, live bands not encouraging stage diving, etc and people not being served drinks when clearly under the influence of either drink or drugs.	David Whiteoak	01/11/2017	
Site & Event: CO2 leakage	Staff risk potentially fatal suffocation injuries or burns	Adequate ventilation and storage of canisters – to always be stored upright and attached to a solid support away from vehicle movement and any mechanical functions.	Training and induction to include this as potential hazard and what it can do/how it presents	David Whiteoak	01/11/2017	
Site & Event: Pyrotechnics	Danger from fire, explosion, direct impact and panic	Not to be used without the permission of licensing authority, typically covered by an external and licensed contractor and only used by experienced and competent individuals. Installation of remove-trigger devices to be completed by certified individuals in line with a pre-agreed method statement	Training and induction video to include this as potential hazard and what it can do/how it presents	David Whiteoak	01/11/2017	
Site & Event: Lasers	Staff and public may suffer eye damage if used improperly	Not to be used without the permission of licensing authority, assessment of suitability of venue by competent person, full risk assessment and compliance with HSG publication HSG95	Training and induction video to include this as potential hazard	David Whiteoak	01/11/2017	
Site & Event: Smoke and fogs	Staff may suffer skin damage from handling dry ice. Fumes and mists can cause irritation to eyes, nose and breathing	Only trained workers have access to the hazers, fog machines and dry ice is typically designed out of event requirements where possible. When required, it is handled by competent individuals with prior experience and no more material is on site than required. Only workers trained in the risk of the products, use of them following safe systems of work made aware of the necessity of PPE such as gloves with dry ice and cleaning up spillages with hazer fluid	Training and induction video to include this as a potential hazard.	David Whiteoak	01/11/2017	

Chris Hills

From: GGPC Clerk <clerkggpc@gmail.com>
Sent: 17 April 2018 11:17
To: Chris Hills; Licensing Resource (SBC)
Subject: Monks Hill Farm

Good morning,

Graveney with Goodnestone Parish Council wishes to make representation with regard to the above licensing application. Our objections are as follows:

1. Traffic management problems on all approaches with severe congestion likely for long periods particularly on the largely single lane approach roads such as Waterham Road, Monkshill Road, Highstreet Road and Seasalter Road which are unsuitable for high volumes of traffic together with the additional hazard on queues forming on the A299.
2. On street parking is likely on all approach roads and privately owned land causing further problems for other road users and local residents who will also face restrictions in using these roads on event days thus impacting on their freedom of movement.
3. A significant increase in traffic driving through Graveney and Goodnestone with Seasalter Road and Head Hill Road unable to deal effectively or safely with the likely volume of cars and other event traffic, particularly in connection with the size and nature of these roads with tight bends and known accident black spots.
4. The problems with light pollution emanating from the event and car parking areas.
5. The problem with noise pollution emanating from the event areas, traffic using the local roads, and members of the public arriving at and leaving the site on foot.
6. Can Video Illusions Ltd and Mr Whiteoak demonstrate their experience in operating event sites of this nature and scale.
7. How would they control the under 18's from obtaining alcohol from others once on the site or members of the public bringing alcohol on to the site with them.
8. How would the security measures prevent unauthorised access around the perimeter of the site by members of the public.
9. We are concerned about the proposal to seek a licence to sell alcohol every day from 12.00 without there being any specific controls over the areas on the site where this could take place.

We believe these objections fall within all four of the licensing objectives.

I would be grateful if you could confirm receipt.

Many thanks,

Bex Ratchford
Parish Clerk

Chris Hills

From: Licensing Resource (SBC)
Sent: 01 May 2018 08:53
To: Chris Hills
Subject: FW: Monks Hill Farm, Monkshill Road, Faversham

From: smuteham@googlemail.com [mailto:smuteham@googlemail.com] **On Behalf Of** Hernhill Parish Council
Sent: 30 April 2018 19:28
To: Licensing Resource (SBC)
Subject: Monks Hill Farm, Monkshill Road, Faversham

Hello

I am writing on behalf of Hernhill Parish Council to register an objection to the proposed premises licence for Monks Hill Farm.

The Parish Council object to the application with consideration to the prevention of public nuisance in the immediate area which does not have the relevant infrastructure to protect the public and local residents from crime, anti-social behaviour and noise nuisance caused by the proposed activities of films, music and dance performances, alcohol and late night refreshments during the hours proposed in the licencing application. There are significant concerns for local residents about the volume of noise generated from proposed events at the site, causing disturbance to the quiet nature of the rural area, along with associated traffic noise from vehicles attending the proposed events. The location is rural and associated noise from the site can sometimes be heard as far away as Hernhill village centre and Seasalter, depending on weather conditions.

The Parish Council also object to the application with consideration to the protection of public safety, in particular the safety of people/vehicles accessing the site and the safety of local residents who use the roads around the site. The site is in a rural location with limited vehicle access and a lack of contingency routing for vehicles if the railway crossing is shut or the Thanet Way (A299) is blocked. There are concerns on how emergency/safety vehicles could access the site in the event of the railway or A299 being closed. The roads in the immediate area suffer badly from potholes and impact the width of driveable road surface for local residents. If additional vehicles are introduced on these roads (for attending events at Monkshill) then the increase in road traffic would adversely affect the condition of the roads causing long term concerns for local residents who use the roads on a regular basis.

The Parish Council has previously given information to Barbara Westmacott at KCC with concerns over the use of the site, in particular the vehicular access including the following comments, which can be considered in the objection to the licensing application.

- Railway crossing between Hernhill and Graveney. What would be the contingency route if the railway crossing was shut for either an emergency or scheduled engineering works?
- Condition of Highstreet Road, Monkshill is already in a very poor state near Waterham Business Park (heading towards Monkshill) and there are significant potholes/drainage issues which will only be worsened by an increased volume of traffic (fine if KCC have the budget to fix them.....but that's always an issue!)
- Consideration for when accidents/closures on the coastbound Thanet Way occur and the additional traffic that is then diverted through Monkshill/Graveney/Seasalter to get around such closures.
- Bridge weight limit (i think there is one?) for the bridge between Monkshill and Graveney, just after the railway crossing when driving away from Monkshill. Would only certain vehicles be able to use a route going in this direction and what would happen to larger/heavier vehicles...where would they go? It's a narrow bridge for 2 cars!

- Consideration for farm access/traffic in both Monkshill area and also Graveney. The rural roads are not wide and traffic blockages caused by non-local drivers who are not capable of driving appropriately on rural lanes may impede on farming activity. Prudent to check with the local farms perhaps?
- Graveney is the main access to Seasalter, which being a seaside location is busy in the summer. The roads to Seasalter are already busy on warm, sunny weekends without any extra events. Whilst the fact that the roads are busier is not a concern, trying to potentially implement a one way system may exacerbate the issue significantly.
- Graveney is heavily used as a cycle route and there are a significant number of cyclists using this, especially at weekends. This slows down the traffic greatly as overtaking is not often possible due to narrow roads with poor sightlines. There is often a trail of about 15 cars at a time in peak season, waiting to overtake. Again, this may increase any traffic issues relating to a proposed one way system.
- Turning off the Thanet Way on to Waterham Road by Mallards Farm would not be suitable as there is no slip so cars have to break on the dual carriageway to access the turning.....accidents?!

Sarah

--

Sarah Muteham
Clerk to Hernhill Parish Council
07740 706189

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Licensing Act 2003

REPRESENTATION FORM FROM OTHER PERSONS

This representation is made by other persons of the premises to be licenced as detailed below:

Your name	George Bull
Organisation name OR Name of body you represent	Myself
Postal Address	Seasalter Road, Graveney ME13
Email address	
Daytime contact number	

Name of premises you are making a representation about	Monks Hill Farm Showground
Address of premises you are making a representation about	Monks Hill Road, Faversham, ME13 9EH

Your representation must relate to one of the four licensing objectives (see note 4)



Are you registered to vote?

www.swale.gov.uk/all-about-voting

Licensing Objective	Yes/No	Please detail the evidence supporting your representation OR the reason for your representation. Please use a separate sheet of paper if necessary
Prevention of crime & disorder	Yes	Large numbers of visitors through Graveney, some on foot, would highlight opportunities for loitering and house burglaries. Traffic through Graveney already exceeds the 30mph speed limit in many cases and speeds in excess of 60mph have been measured.
Public Safety	Yes	<p>The road through Graveney to the proposed site is narrow and for most part there is no footpath, so that an increase in traffic would constitute increased danger to pedestrians and horse riders in the village. Visitors from Faversham would inevitably use the more direct through the village rather than via the Thanet Way and Monks Hill Road.</p> <p>Monks Hill Road itself is only single track so that congestion is inevitable which would affect traffic through Graveney and limit access by residents and emergency vehicles.</p>
Prevention of public nuisance	Yes	<p>Graveney is a quiet country location, especially in the evenings and night time.</p> <p>The proposed site is situated at the top of a prominent hill, so that loud open air music and fireworks would be heard for a great distance, including Whitstable, Seasalter, Graveney, Hernhill, Dargate, Yorklets and Goodnestone. Frequent concerts as proposed would severely disrupt the lives and sleep of many local people who like to sit outside on quiet evenings and do not wish to go to bed until after midnight, and then have to wait until the traffic leaving the site has ceased before they can get to sleep.</p> <p>Wildlife on the nearby RSPB sanctuaries and animals on farms would be affected,</p>



		<p>as would household pets that are troubled by noise and fireworks.</p> <p>The road through Graveney carries many large farm vehicles, especially in the summer months and evening times so that traffic increase would adversely affect productivity and safety.</p>
Protection of children from harm	Yes	<p>Graveney is on the National Cycle Route 1 from Sittingbourne to Canterbury via Faversham and Whitstable. This is a popular route for families with children on bicycles and an increase in traffic would increase risk both to them and child pedestrians in the villages.</p>

SIGNED:

DATED: 24 May 2018

NOTES:

1. If you do make a valid representation you will be invited to attend a meeting of the Licensing Sub Committee and any subsequent appeal proceeding. If you do not attend, the Committee will still take into consideration any representations that you have made.
2. This form **MUST** be returned within the Statutory Period, which is 28 days from the date the notice was displayed on the premises OR the date specified in the Public Notice in the newspaper.
3. Representations can only relate to the four licensing objectives:
 - i. Prevention of crime and disorder
 - ii. Public safety
 - iii. Prevention of public nuisance
 - iv. Protection of children from harm



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4. Your representation will be passed to the applicant, to allow them the opportunity of addressing your concerns. Your representations will be published in the report available to the Licensing Committee, which will be made public.
5. Please note that the name and address (excluding house number) of any person that has submitted a representation will ordinarily be disclosed to the applicant and are a matter of public record. Swale Borough Council is unable to accept or take in to account any anonymous representations.
6. Please return this form, when completed, to:
Licensing Section
Swale House
East Street
Sittingbourne
Kent
ME10 3HT
Or by Email to: licensing@swale.gov.uk



Are you registered to vote?

www.swale.gov.uk/all-about-voting

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INVESTORS
IN PEOPLE



Chris Hills

From: Licensing Resource (SBC)
Sent: 24 May 2018 09:01
To: Chris Hills
Subject: FW: License Objection - Monkshill Farm

From: Donna Waters [REDACTED]
Sent: 23 May 2018 16:59
To: Licensing Resource (SBC)
Subject: License Objection - Monkshill Farm

Dear Licensing Department

Re: Application by Dave Whiteoak
Premises: Monkshill Farm, Monkshill Road, Faversham, Kent, [REDACTED]

We are writing in objection to the above license application.

We live at [REDACTED] which is [REDACTED] to the left of the farm when looking at the entrance from the road.

We firstly want to highlight our disappointment and astonishment at the way in which this application has been managed. When the land owner, Guy Botting, first bought the farm he introduced himself to us explaining that it wasn't in his interest to upset or annoy his neighbours and he would keep us informed of any plans for the farm. Then in January 2018 we were surprised to receive a letter from an events management company, Video Illusions, stating that they were working with the land owner on "Monkshill Showground, a new events space" and they "were looking to build relationships" and "work with residents". We then heard nothing further so you can imagine our dismay when the first thing we knew about the above application was a post on Facebook by a concerned resident of Graveney, posting a picture of the application which they had seen posted at the end of Monkshill Road, almost at the junction of Seasalter Road. Having seen this we looked around the immediate vicinity and found the nearest notice some approx. 300 yards away from our property, going away from the farm and nothing in the opposite direction until opposite Monkshill Bungalow which is even further distance. It was only after speaking to the licensing officer on 8th May that a notice appeared opposite our property and on the farm board.

We have multiple reasons for objecting to this application. The negative impact granting any such license would have on our quality of life and disruption to it and our well-being. We choose to live in this rural location and undisturbed community, which is completely unsuitable for a venue that would require such a license.

The lands in question already houses a children's nurse, traffic to support such a license would significantly risk those children. The application would allow activities on any day of the week, at any time day and night.

The surrounding area and infrastructure is unsuitable for such a venue. The roads are often only wide enough for one vehicle and certainly not any large vehicles that would be required to set up and dismantle to support such events. In addition the road is often used to decant vehicles following issues on the Thanet Way, which often results in altercations and vehicles needing to reverse to allow others to pass. One such recent incident prevented us from reaching the local farm shop due to the volume of traffic and the lack of two way access. Any additional traffic from this application will only increase the frequency of such

incidence, on both the local roads and the Thanet Way, the main route to the SE Coast. The company are talking about up to 8000 people and associated access to the site. In addition the roads are not built for this type or volume of traffic, they regularly flood, have potholes which will increase with this traffic.

The farm is also unsuitable for the traffic this will involve. The entrance is single access and since the nursery took residence we have witnessed on a number of occasions lorries coming and going and not being able to enter or exit as a result of their size and the limited turning circle.

There are no local public transport options other than cars or taxis, so the 8000 people would generate a similar volume of traffic, not to mention the added issues with people trying to walk away from the venue, disruption the local resident, risking injury from passing vehicles and the unmanned level crossing or Thanet Way. The local community is largely farming so farm vehicles often go up and down the roads, so would not be able to pass other traffic on this scale.

The local area there is already Faversham Showground, which is underutilised but in a much better position for similar events with easy access from the Thanet Way and less disruption. Then there is Mount Ephraim that has one large event a year, which we hear from that distance so we are very concerned about the noise disruption and disturbance that this cause.

We haven't even broached that the land is not suitable for these events regularly flooding the fields and our property.

We look forward to your consideration

Kind regards

Donna and Mark Waters

Sent from [Outlook](#)

Chris Hills

From: Licensing Resource (SBC)
Sent: 03 May 2018 09:30
To: Chris Hills
Subject: FW: New Premises Licence for Monks Hill Showground - Objection

From: D M K Johncock [REDACTED]
Sent: 02 May 2018 21:52
To: Licensing Resource (SBC)
Subject: New Premises Licence for Monks Hill Showground - Objection

Dear Sir

We wish to raise an objection to the aforementioned application on the following grounds.

Prevention of Public Nuisance

We understand from the documents submitted by the applicant that the venue will be hosting large events on the site with the potential of up to 8000 visitors, given that this will be accompanied by amplified music coupled with a liquor licence from 12 noon until midnight at least 6 days a week and most weeks of the year gives us real grounds for concern.

This is a small, quiet rural community which is unequipped and unsuitable for the hosting of such events and the activity proposed is not commensurate with the location proposed. We feel that the noise pollution generated by this venue would be a constant threat to rural life and inappropriate to the demographic of the village community.

Public Safety

The proposal and scale of the development would generate unacceptable levels of traffic on rural roads especially given the capacity of the venue and the absence of public transport links which would necessitate access to the site by private cars. The road leading to the site is, in places, merely a single track road and not designed to carry such heavy traffic movements, moreover, there is no pavement along Monks Hill Road leading to the site which would pose an unacceptable safety risk to any pedestrians or cyclists using this route.

Given that this is a popular route off of Sustrans, National Cycle Route 1 and is subsequently heavily used by cyclists gives us grave concerns for public safety.

Prevention of Crime and Disorder

Again, given the scale of the vehicular movements and the fact that this is a premises with a licence to sell alcohol gives us real concern for the potential for drink driving offences which would be further exacerbated by the fact that the access and egress to the site can only be achieved via narrow un-illuminated rural roads which are unsuitable for such traffic volumes. In addition there is increased potential for speeding and unsafe driving offences

with the added prospect of a likelihood of a large amount of litter to be deposited thought the countryside enroute to the venue.

General Note

It is our opinion that the preposed venue is totally unsuitable for the activities detailed in the licence application and would be detrimental to both the local community and the environment.

A small rural community is not suitable for a development of this size and scale, the venue would not serve the local community and represents a commercial operation geared solely towards profit with no tangible positive benefits for the community in which it is located.

The environmental impact of such a scheme would be both large and detrimental to residents and to rural life, with this in mind we would assume that the authority would need to have carried out an "Environmental Impact Assessment" in relation to this application, we would be grateful if you could confirm if this has been done and also whether or not the development is fully compliant with any local planning regulations that would apply to the preposed site.

Yours Faithfully

Keith Beney and Delores Johncock

[REDACTED]
Seasalter Road
Graveney
Faversham
Kent ME13 [REDACTED]

Application for New Premises Licence – Dave Whiteoak, Monks Hill Farm, Monkshill Road, Faversham, ME13

I wish to object to the above application on the following grounds:

Prevention of crime and disorder – when a large number of outside visitors are introduced to a rural area, for the activities that are being applied for, there will be an increase in disorder and the potential for crime. The participants may be fueled by alcohol and will be moving late at night after mass entertainment events and will be moving in large numbers, using narrow lanes which will become congested to the point of gridlock.

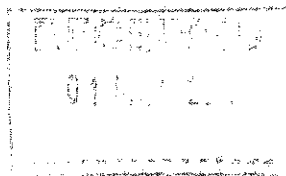
Public nuisance – public nuisance will occur because of the production of noise and light pollution in the open air, in a quiet rural area. I believe this nuisance would apply to the whole of Graveney and wider surrounding areas. It will also be at all hours of the day and night. The traffic entering and leaving the site will be bottle necked by the narrow lanes on to which the site fronts, and in the surrounding routes beyond the immediate site. Large numbers of vehicles will be using narrow, ill surfaced, unlighted and twisting lanes where vehicles cannot pass easily. Local business already cause some difficulties because any vehicles bigger than a modest car can only be passed at certain critical points. No one way system would be feasible, because of its interference in local business activity and local resident movement.

Public Safety – public safety will be jeopardised by the extraordinarily increased volume of traffic anticipated. As mentioned, all the roads around the site are small, restricted width and of uneven surface. There are frequent squeeze points and blind curves. The road through Graveney is a national cycle route (number 1) and takes substantial cycle traffic. There are few sections of pavement for pedestrians. The Graveney School would have difficulties at arrival and departure times. The bus service, which is invaluable to many residents, could not be diverted for a one-way system. The village has a high proportion of elderly residents and it is vital that emergency services have ready access at all times. The access from the A299 would be unable to handle the volume for such huge events. Any queuing for the site will rapidly spread back onto the A299 dual carriageway, and become a huge accident risk. Marshalling on the site and at its entry can not be sufficient.

Mr Malcolm Rogers, Seasalter Road, Graveney, Faversham ME13

27th April 2018

28 April 2018



Seasalter Road
Graveney
Faversham
Kent ME13

Licensing Officer
Licensing Department
Swale Borough Council
East Street
Sittingbourne
Kent ME10 3HT

Re: Proposed Activities at Monkshill Farm, Monkshill Road, Faversham, ME13 9EH

Dear Sir / Madam,

I am writing to oppose the licensing application made at the above address. The proposed development will severely and detrimentally impact the local area and, in particular Graveney village. My reasons for opposing are as follows:

1. The proposals for music and other events will create noise pollution in a village that is very quiet and in a very rural location.
 - a. The location is situated on a hill and noise pollution will be unavoidable due to its orientation.
 - b. The proposals to sell alcohol until midnight 7 days a week will result in noise and potentially more accidents when visitors leave the event due to the poor road system leading and from the location.
2. The location is on a narrow country lane and the applicant proposes to introduce a one-way road system during these events, taking all traffic along Seasalter Road through Graveney to the A299.
 - a. This would take all traffic past my house and restrict movement of our village and its residents which is unacceptable.
 - b. The location is just a short distance from the A299 and the traffic should enter and leave the location via that route, not take them through a much longer and more intrusive route via Graveney.
 - c. If the applicant feels this would impact their visitors then they should pay to improve the road leading from the A299 so that the impact is not extended beyond their area.
3. Based on your licensing application process it is evident that the applicant has not followed due process:

- a. I understand all local residents should have received a notice directly through their letter box. I live 1.1 miles from the location and have received nothing.
- b. I understand notices should be prominently displayed at regular intervals. I was not aware of this application until someone from our village saw a single notice posted on a fence which is in the middle of nowhere.
- c. The applicant has already posted details of their first event at the end of May, despite not yet having licensing approval.
- d. It is clear from these examples that the applicant has no intention of following the correct process. As a result, I have no confidence that any promises to monitor and restrict noise and traffic will not be upheld and that we will have a continuing battle with him to address the impacts that will be suffered as a result of his plans.

Based on these reasons I ask that you decline this application.

Kind regards,



Marie King

Chris Hills

From: [REDACTED]
Sent: 04 May 2018 14:42
To: Licensing Resource (SBC)
Subject: monks hill
Attachments: 123.docx

dear sirs

please think about this before you accept application, i have lived in [REDACTED]
for only 14 years, and in that short time you have let S&A HAVE MORE AND MORE POLY
TUNNELS AND LAND TO RUIN OUR AREA. The infrastructure of highstreet road is under to
much pressure with HGVS 24 HOURS A DAY now this person wants to add to this at all
hours. This is not a show ground it was a farm.
Please say no

mark Benham

Swale House, East Street,
 Sittingbourne, Kent ME10 3HT
 DX59990 Sittingbourne 2
 Phone: 01795 417567
www.swale.gov.uk

Licensing Act 2003

REPRESENTATION FORM FROM OTHER PERSONS

This representation is made by other persons of the premises to be licenced as detailed below:	
mark benham	
Organisation name OR Name of body you represent	
residents of hernhill	
Email address	
Daytime contact number	

Name of premises you are making a representation about	monks hill
Address of premises you are making a representation about	Monks Hill Farm Showground ???? monkshill road me13 9eh

Your representation must relate to one of the four licensing objectives (see note 4)

Licensing Objective	Yes	Please detail the evidence supporting your representation OR the reason for your representation. Please use a separate sheet of paper if necessary
Prevention of crime & disorder	yes	drunk and disorderly
Public Safety	yes	small road, quite area
Prevention of public nuisance	yes	noise very late at night
Protection of children from harm		

SIGNED: m benham

DATED: 04/05/2018

Chris Hills

From: [REDACTED]
Sent: 05 May 2018 21:35
To: Licensing Resource (SBC)
Subject: Fw: objection to Licence/change of use Monkshill farm ME13 9EH

On Saturday, 5 May 2018, 21:32, [REDACTED]

Mr & Mrs R S Wraight

[REDACTED]

Monkshill Road

Hernhill

Faversham

Kent

ME13 [REDACTED]

5th May 2018

Dear Sir/Madam,

We are writing to you regarding the change of use for the following property,

Monkshill Farm, Monkshill Road, Hernhill, Faversham, Kent, ME13 9EH.

Monkshill farm want to develop the site into an events showground and apply for various licences, ie provision of films, recorded music, dance, late night refreshment, and an alcohol licence, these licences cover the entire week.

As a resident of Monkshill Road, we are strongly opposed to this change of use, and their proposed ideas to make the road one way, to help with inevitable congestion problems , - they do not appear to have considered the local businesses, or the local residents or the fact that agricultural vehicles use this road every day.

During the harvest months there are huge agricultural vehicles carrying hay going up and down the road throughout the day , do they expect the tractors to use the Thanet Way? (due to them proposing the road be made one way).

Monksill Road , is in a very rural hamlet of Hernhill , a majority of the road is single lane, the road is already in a poor state of repair due to the traffic that currently uses it.

Monkshill Farm is one mile from the Thanet Way, when an accident occurs on the Thanet Way, the drivers divert around the problem by driving through Hernhill and Graveney, normally at speed, due to the drivers not knowing the local area, which in itself is dangerous, whenever this happens it causes congestion along the whole road, it is often at a standstill outside the school which is further down in the village.

At the Thanet Way end of Monkshill Road, there is an industrial estate of local businesses and also Large greenhouses, which employ seasonal workers, who are constantly walking up and down the road, there are no pavements or streetlights at any point along Monkshill Road, which is dangerous to pedestrians, if the traffic increases, due to Monkshill Farms events, this will not only endanger locals, but also and visitors to the events.

There would be increased traffic due to vehicles carrying equipments to these events, and Taxis and their proposed shuttle buses taking revellers home.

Due to a retail outlet being built just off the Thanet Way at Whitstable, the traffic is frequently backed up along the Thanet way, and has recently been right up to the BP Garage due to people turning off to go to Whitstable, this traffic understandably increases in the warmer months due to people visiting Whitstable.

All these points would make it extremely difficult for the emergency services to attend residents or properties along Monkshill Road, especially as Monkshill Farm want to change the road to One Way.

If they did this, and there was an accident, or fire or any other emergency are they going to send an ambulance or fire engine around the one-way diversion?

There is a railway crossing and a stone made single lane bridge along Monkshill Road, and we do not believe that the bridge would be able to cope with increased traffic.

There is also a small village school in Graveney, increased traffic, means increased pollution, and increased danger to those children, there is already enough traffic going through Graveney with The Proposed Cleve Hill site increasing in size.

There are also Wide load vehicles that travel through Graveney which take Large Static caravans to the holiday parks in Seasalter.

Monkshill Farm site is in an elevated position, the land is farmland, and is not suitable for this type of venue, most of it is sloping, due to its position any noise and light pollution will be magnified, it will travel widely, which will cause disturbance to locals, it will also further impact on conservation of this beautiful rural area, it may have an impact on crime figures, due to there being more visitors and alcohol consumption can sometimes lead to an increase in crime, there will be more rubbish, and more recycling. Where are they going to park 2000 or more cars?

Most of the properties along Monkshill Road have their own cesspits for waste water, How is Monkshill Farm going to cope with catering for 8000 visitors ?.

The Road constantly floods in one particular area, just down from the farm.

We would like to highlight, that there is already a perfectly adequate showground in Faversham, a couple of miles along the Thanet Way, Faversham showground is significantly underused, despite that fact that it is in a prime position, it has almost immediate access to the Thanet Way, the traffic can be diverted in and out of a number of different routes, it could be diverted over the Thanet way coast bound, or London bound, through Boughton, directly onto the A2, or the Brenley corner roundabout which is ideal for controlling traffic.

We feel that all these points are valid, and we ask you to consider them all, we also strongly believe that Monkshill Farm is not right site for such a showground.

Please confirm receipt of this email

Yours sincerely

Michaela & Robert Wraight

RECEIVED
21 APR 2011

Monkshill Road

Hernhill

Near Faversham

ME13

The Licensing Department

Swale Borough council

Swale House

East Street

Sittingbourne

Kent ME10 3HT

Dear Sir/Madam,

Re: Application for a new premises licence at Monkshill Farm, Monkshill Road, Faversham, Kent
ME13 9EH

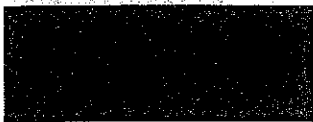
We would like to strongly object to this proposal. We have very big concerns regarding noise disturbance as we live very close to Monkshill Farm. We have children and are very concerned that allowing alcohol and music until midnight will affect our ability to sleep not only with the music but with people leaving the event after midnight. I have looked into the sound company (Video Illusions) wishing to run the events and some of their past events (in other locations) have been heavy metal bands where the volume is a huge concern of ours which would affect our quality of life. In addition, the traffic generation caused by these events would also cause noise disturbance late at night and early morning when big events are being set up.

Secondly, traffic generation, highway safety and road access would also be a big concern. Monkshill Road is not suitable to two-way traffic along its entire length. I am really concerned that we would have difficulty gaining access to our property at times when people are arriving to an event as this would cause queues along the road. Currently Monkshill road is used by farm machinery and any lorries coming down the road always cause a hold up. There was talk from the sound company of making the road a one-way system. This seems to be a ridiculous idea as it would mean residents driving all the way through Graveney before we could head into Whitstable where the children attend school etc.

Finally, the effect on nature conservation is also a big concern. These type of events will have an environmental impact due to increase in rubbish (including plastic cups) being left at the event and thrown from the cars attending. The land next to Monkshill Farm is owned by the RSPB. Surely noise disturbance will also be a big disadvantage to attracting the birds that the RSPB wish to protect.

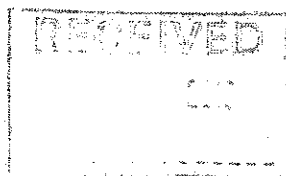
We would be really grateful if you would take our concerns into consideration when reviewing this case.

Yours sincerely



Mr and Mrs Newman

28 April 2018



Seasalter Road
Graveney
Faversham
Kent ME13

Licensing Officer
Licensing Department
Swale Borough Council
East Street
Sittingbourne
Kent ME10 3HT

Re: Proposed Activities at Monkshill Farm, Monkshill Road, Faversham, ME13 9EH

Dear Sir / Madam,

I am writing to oppose the licensing application made at the above address. The proposed development will severely and detrimentally impact the local area and, in particular Graveney village. My reasons for opposing are as follows:

1. The proposals for music and other events will create noise pollution in a village that is very quiet and in a very rural location.
 - a. The location is situated on a hill and noise pollution will be unavoidable due to its orientation.
 - b. The proposals to sell alcohol until midnight 7 days a week will result in noise and potentially more accidents when visitors leave the event due to the poor road system leading and from the location.
2. The location is on a narrow country lane and the applicant proposes to introduce a one-way road system during these events, taking all traffic along Seasalter Road through Graveney to the A299.
 - a. This would take all traffic past my house and restrict movement of our village and its residents which is unacceptable.
 - b. The location is just a short distance from the A299 and the traffic should enter and leave the location via that route, not take them through a much longer and more intrusive route via Graveney.
 - c. If the applicant feels this would impact their visitors then they should pay to improve the road leading from the A299 so that the impact is not extended beyond their area.
3. Based on your licensing application process it is evident that the applicant has not followed due process:

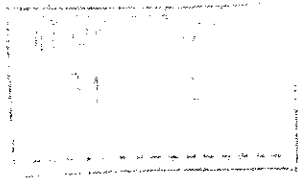
- a. I understand all local residents should have received a notice directly through their letter box. I live 1.1 miles from the location and have received nothing.
- b. I understand notices should be prominently displayed at regular intervals. I was not aware of this application until someone from our village saw a single notice posted on a fence which is in the middle of nowhere.
- c. The applicant has already posted details of their first event at the end of May, despite not yet having licensing approval.
- d. It is clear from these examples that the applicant has no intention of following the correct process. As a result, I have no confidence that any promises to monitor and restrict noise and traffic will not be upheld and that we will have a continuing battle with him to address the impacts that will be suffered as a result of his plans.

Based on these reasons I ask that you decline this application.

Kind regards,



Tom King



Faversham Road

Seasalter

Whitstable

Kent CT5



29th April 2018

Re Applicant: Dave Whiteoak Of Monks Hill Farm , Monkshill Road, Monkshill Nr
Graveney Kent ME13 9EH

To whom it may concern

I would like to make a very severe objection to the above application

After experiencing an evening last summer, when a music festival was held at Monks Hill Farm which lies directly opposite and in clear view of my home, I am horrified to be informed that Mr. Dave Whiteoak is applying for a licence to make this a permanent occurrence.

On this particular evening, running into the early hours of the morning, I could not only clearly hear the continual dreadful noise; vibrations could also be strongly felt from it. I had very little sleep that night.

Furthermore, if this application goes ahead it would ruin the peace and quiet which I have enjoyed since moving here approx 30 years ago.

In light of this, I would most strongly object to Mr Whiteoak receiving a licence for permission to be able to cause such a nuisance to all the inhabitants and visitors to Seasalter.

Yours sincerely,

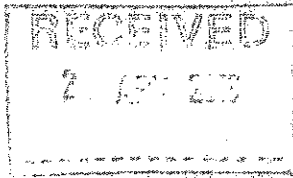


Mrs Sheila Hague

WALDENS

Of Seasalter

Caravan and Chalet Park



400 Faversham Road
Seasalter
Whitstable
Kent
CT5 4BW

Telephone: (01227) 272098
Fax: (01227) 266500

E-mail: waldensofseasalter@talktalkbusiness.net

Website: www.waldensofseasalter.co.uk

24th April 2018

Re Applicant: Dave Whiteoak of Monks Hill Farm, Monkshill Road,
Monkshill Nr Graveney Kent ME13 9EH

To whom it may concern

We would like to make a very severe objection to the above application.

We are a family run holiday park that has been trading in the same location for nearly seventy years. Our park has one hundred and twenty holiday homes, at any one time we can have over two hundred people in residence.

We pride ourselves on giving our owners a quiet environment from which to enjoy the delights of the local area.

Last summer, this peace and tranquillity was spoilt by a whole night of loud music, which resulted in a flood of angry complaints from our residents; many had no sleep at all. It was so severe that we found ourselves trying to locate the source of this horrendous and relentless noise, it was found to be on the premises relating to this application.

We can only assume that this was a trial for the farm before commencing a full application, furthermore if this application were to be successful, it would undoubtedly have a seriously detrimental effect not only on our own business but that of the whole local area.

Consequently, in light of this, we would very much appreciate being kept informed, in writing, at all developmental stages of this application.

Yours sincerely,

(Peter Hague)

Proprietors: JOHN HAGUE & SONS LTD
DIRECTORS: S HAGUE, P J HAGUE

REG. OFFICE: 23 Hockerill Court, London Road, Bishop's Stortford, Herts. CM23 5SB
V.A.T. NO 272 4924

Color Authorised dealer



Licensing Act 2003

PUBLIC NOTICE

Application for a New Premises Licence
Dave Whiteoak

Name of Applicant:

Monks Hill Farm, Monkshill Road,

Premises: Faversham, Kent ME13 9EH

Proposed Licensable activities:

Provision of Films : Thursday-Friday 18:00 - 00:00

Saturday - Sunday 12:00 - 00:00

Provision of Recorded Music and Provision of
Performances of Dance : Friday 15:00 - 00:00, Saturday
12:00 - 00:00, Sunday 12:00 - 23:00

Late Night Refreshment : Monday - Saturday 12:00 -
00:00, Sunday 12:00 - 00:00

Supply of Alcohol : Monday - Saturday 12:00 - 00:00
Sunday 12:00 - 23:00

Date to make representations by: 7th May 2018

The licensing applications can be inspected by appointment
with the Licensing Team between 10am and 4pm Monday
Friday. Any objections to this application must be made in
writing to The Licensing Department
Swale Borough Council, Swale House, East Street
Bridgingbourne, Kent, ME10 3HT

It is an offence knowingly or recklessly to make a
statement in connection with an application for a licence
which is false or misleading. A person who
makes a false statement is liable, on summary conviction,
to a maximum fine of £5,000.

Chris Hills

From: [REDACTED]
Sent: 06 May 2018 22:25
To: Licensing Resource (SBC)
Subject: Monkshill Farm ME13 9EH New Premises Licence
Attachments: Monksill Road.docx

Christina Hills Licencing Officer

Please find attached our letter of objection to the above.

Many Thanks

Yours Sincerly

Susan & Robert Wraight.

[REDACTED]
Monkshill Rd
Waterham hernhill
ME13 [REDACTED]

5/5/18

The Licensing Dept Swale Borough Council

Objection to Application for a new Premises Licence. Dave Whiteoak Monkshill
Farm Monkshill Rd ME139EH

Dear sir

Monksill Road , is in a very rural hamlet of Hernhill , a majority of the road is single lane, the road is already in a poor state of repair due to the traffic that currently uses it.

Monkshill farm want to develop their site into an events showground and apply for various licences, ie provision of films, recorded music, dance, late night refreshment, and an alcohol licence, these licences cover the entire week.

As a resident of Monkshill Road, we are strongly opposed to this change of use, and their proposed ideas to make the road one way, to help with inevitable congestion problems , - they do not appear to have considered the local businesses. At the Thanet Way end of Monkshill Road, there is an industrial estate and also Large greenhouses, which employ seasonal workers, who are constantly walking up and down the road, there are no pavements or streetlights at any point along Monkshill Road, which is dangerous to pedestrians, if the traffic increases, due to Monkshill Farms events, this will not only endanger locals, but also and visitors to the events.

Also due to a retail outlet being built just off the Thanet Way at Whitstable, the traffic is frequently backed up along the Thanet way, and has recently been right up to the BP Garage due to people turning off to go to Whitstable, this traffic understandably increases in the warmer months due to people visiting Whitstable.

All these points would make it extremely difficult for the emergency services to attend residents or properties along Monkshill Road, especially as Monkshill Farm want to change the road to One Way. If they did this, and there was an accident, or fire or any other emergency are they going to send an ambulance or fire engine around the one way diversion?

Monkshill Farm site is in an elevated position, the land is farmland, and is not suitable for this type of venue, most of it is sloping, due to its position any noise and light pollution will be magnified, it will travel widely, which will cause disturbance to locals, it will also further impact on conservation of this beautiful rural area, it may have an impact on crime figures, due to there being more visitors and alcohol consumption can sometimes lead to an increase in crime, there will be more rubbish, and more recycling. Where are they going to park 2000 or more cars?..

We would like to highlight, that there is already a perfectly adequate showground in Faversham, a couple of miles along the Thanet Way, Faversham showground is significantly underused, despite that fact that it is in a prime position, it has almost immediate access to the Thanet Way, the traffic can be diverted in and out of a number of different routes, it could be diverted over the Thanet way coast bound, or London bound, through Boughton, directly onto the A2, or the Brenley corner roundabout which is ideal for controlling traffic.

We feel that all these points are valid, and we ask you to consider them all, we strongly believe that Monkshill Farm is not the right site for such a showground.

Yours sincerely

Susan and Robert Wraight

Licensing Dept.
Swale Borough Council
Swale House
Bittingbourne.

Mrs A McKeeves

Waterham Road

Faversham

Kent

ME13

Monks Hill Showground

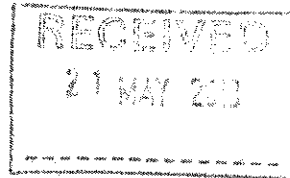
Dear Sir,

I would like to object to the request by Video Illusions Ltd for an alcohol license to sell alcohol everyday of the week. up at Monks Hill Farm.

This will encourage a big increase in traffic on unsuitable country lanes even as it suggested one way directions, & the encouragement of buses. This will make it very difficult for us living in the area to access our houses & for farm vehicles accessing fields. It will increase the number of drivers not used to narrow country lanes & passing lorries, who will drive too fast.

The noise of music encouraged at the events every weekend will be unbearable as the position on the hill it is impossible to reduce the sound with modern technology.

Yours



Monkshill Road
Waterham
Herrnhill
Faversham
Kent
ME13

16 May 2018

The Licensing Department
Swale Borough Council
Swale House
East Street
Sittingbourne
ME10 3HT

Dear Sir / Madam,

We the undersigned, [redacted]
to Monkshill Farm and strongly object to the proposed
Licensable activities at Monkshill Farm, for the following
reasons:-

1. Noise disturbance

Being in a rural environment, sound carries as there are no barriers to contain it. In still air, we can clearly hear the sound of trains passing through Gravney as if they were in our garden.

There have been 'rares' on Gravney marshes and on the farm itself, which have caused sleepless nights, so as you can no doubt imagine, we could certainly do without the proposed; seven days a week, late night disturbance potential of this unacceptable application.

Due to the proposed provision of alcohol and refreshments seven days a week, most days till midnight, there would be disturbance far beyond midnight, possibly into the early hours of the morning.

2. Traffic access

Monkshill Road, being a narrow potholed country road with limited passing places, is not suitable for the volume of traffic that this application would generate.

It is bad enough, that whenever there is an accident on the A299 Thanet Way or a problem at Brenley Corner, we are often unable to exit our driveway, due to the sheer volume of nose-to-tail traffic using Monkshill Road as a cutthrough to Faversham / Whitstable etc.

Yours sincerely,

MR BRIAN DAVISON

e

MRS JACKIE DAVISON

MIDKENT ENVIRONMENTAL HEALTH SHARED SERVICE
 MEMORANDUM

From: Julie Oates Environment and Street Scene	To: Licensing
Date: 1 st May 2018	Our Ref: 18/504031/GENLIC
License Application :	
Address: <u>Monkshill Farm Monkshill Road Hernhill Faversham</u>	

I have assessed the above application and **object** to the application as currently applied for on the grounds of the Prevention of Public Nuisance.

I have concerns that granting a 'umbrella' licence to cover all events held at the proposed showground, including the larger music events, could result in noise and disturbance unless carefully controlled. Anticipated problems include noise and disturbance from amplified music and sound, 'people noise', mechanical noise from generators, plant etc and also traffic noise and congestion in the surrounding area. The applicant has advised that 8 fields can be let separately or together as event spaces. This in itself could give rise to further problems as operators may try to compete with each other in terms of volume of music etc. In addition further problems could arise in the locality from visitors to the different events arriving at similar times.

All of these areas require specific controls to avoid unnecessary disturbance. Although not located in a particularly built up area, there are pockets of residential properties surrounding the site. The area is predominantly quite flat and open which will potentially result in noise (particularly bass tones) travelling for some distance.

The information provided by the applicant to deal with these issues is not very robust, which is disappointing bearing in mind the advice given at the earlier meetings. There is very little reference to controlling noise levels within the Venue Safety Management Plan. Section 5(f) makes some reference "As part of the premises license, noise management restrictions will be put in place. The venue will undertake an acoustic consultation with a specialist to determine the best structure to comply with the licensing objectives laid down by the local council."

There does not appear to be any definition contained within the application as to what constitutes a 'larger event' – ie: those events to be held in June, July or August (and various other special days throughout the year)? In addition there is no reference in the application or documents as to the anticipated number of event planned to be held at the venue. There needs to be a clear distinction as to what constitutes a smaller/private event and a larger event and also some indication as to how many events are planned each year.

The Code of Practice on Environmental Noise Control at Concerts provides some useful controls in terms of suitable Music Noise Levels (MNLs) and maximum levels of

bass/low frequency tones at surrounding residential premises and these should be reflected in any conditions attached to any Licence granted.

It may be more sensible from a control perspective for the 'larger events' (potentially concerts, festivals etc) over a certain capacity (to be agreed) to be subject to a bespoke Licence following an individual application. These larger events are the ones likely to have substantial entertainment and large attendance, and consequently may give rise to greater problems. By having specific conditions relating to specific events, there is inherently greater control by the Licensing Authority and other organisations over the event organiser. In addition, it could be quite time consuming for officers to deal with these individual larger events. If they fall under an 'umbrella' licence', there will be no financial remuneration for the time spent dealing with these events as the application fee has already been paid.

If the panel are minded to grant the application as it's been submitted, Environmental Protection would recommend that the conditions in Appendix 1 attached to this memo are considered in order to reduce some of the impact of the proposed activities.

Please contact me for further advice or information.

Regards

Julie Oates
Senior Environmental Health Officer

Appendix 1 – Suggested Conditions

1. The Premises Licence Holder shall notify the Local Authority (LA) of the date of any event with a capacity of xx people (number to be agreed) at least 3 months in advance of the event. This will enable a decision to be made as to whether to hold a meeting to discuss the event and any additional controls needed.
2. Each of the events referred to in 1. Above shall be subject to an individual Risk Assessment which must be submitted to the LA at least 8 weeks prior to the event date. The event shall not take place until the Risk Assessment has been formally approved.
3. At least 1 month prior to the event, properties within 1km radius of the site shall be notified of the event and given a telephone number of a responsible person who can deal with any complaints as they arise. This telephone number must be manned at all times during the event.
4. Music Noise Levels at agreed noise sensitive premises shall be as follows:
 - a. Between 09:00 and 23:00 the MNL should not exceed the background noise level by more than 15dB(A) over a 15 minute period. (Background noise levels are to be measured as an hourly LA90 over the last 4 hours of an event or for the duration of the event if scheduled to last less than 4 hours)
 - b. For events with music ending after 23:00, the MNL may be reduced further to a level to be agreed between the LA and event organiser.
 - c. A level of 70dB in either of the 63Hz or 125Hz octave frequency bands shall not be exceeded at any time.
5. The Premises Licence Holder or event organiser shall be responsible for monitoring MNLs at locations and at a frequency as agreed by the LA. MNLs must be adjusted accordingly to take account of any changes in sound propagation if levels in condition 4 are not being met.
6. The Premises Licence Holder or event organiser shall be responsible for monitoring MNLs following complaints by a member of the public/local resident and must adjust MNLs accordingly if they are found to exceed levels listed in condition 4.
7. Records of all monitoring are to be made available to the LA upon request.
8. Fireworks must not occur after 23:00 or in accordance with the timings in the Fireworks Regulations 2004. To minimise disturbance, the duration and frequency of fireworks must be kept as short as possible and the use of loud, explosive fireworks should be minimised.

Note: All measurements and monitoring referred to above must be undertaken in accordance with the guidance contained in The Code of Practice on Environmental Noise Control at Concerts)

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Chief Officer of Police Representation in relation to an application for grant of a premise licence made under Part 3 **Section 17** Licensing Act 2003 (S18 Licensing Act 2003)

Details of person making representation	
Name of Chief Officer of Police	Chief Superintendent Smith
Postal Address: (Divisional Headquarters)	Medway Police Station Purser Way Gillingham Kent ME7 1NE
E-mail address	licensing.north.division@kent.pnn.police.uk
Telephone Numbers:	
Licensing Co-ordinator	Geoff Rowley 01634 792733
Licensing Officers	
	Chris Hill 01634 792276
	Clare Cossar 01634 792411
	Diane Holroyd 01634 792343
Details of premises representation is about	
Name of Premises:	Monks Hill Farm
Address of premises:	Monks Hill Road Faversham ME139EH
Date application received by police	
Date representation sent to Licensing Authority	22/05/2018
<p>All representations must be made within 28 days of receipt of initial application</p> <p><i>The Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005. Part 4 Reg. 22.</i></p>	

The Chief Officer of Police has received an application for the grant of a premises licence made under the provisions of Section 17 Licensing Act 2003, and under Section 18 of that Act, asks the Licensing Authority to consider these representations in respect of: -

Prevention of crime and disorder	X
Public Safety	X
Prevention of public nuisance	X
Protection of children from harm	X

Is this a representation regarding the Designation of Premises Supervisor under S18 (9) Licensing Act 2003? No

If yes complete the appropriate statement:

Please give the reason for the representation and detail the evidence supporting it under the appropriate headings:

This is a new application for a premise licence for a 60 acre area of disused farmland – with the intention of using this land as a showground to run events.

The applicant has indicated that the site will comprise of a farm shop, restaurant, wedding venue and 8 large fields of proposed event space. The applicant has stated that the capacity of the site will be for up to 8000 people.

The applicant has applied for following:

Live Music

15:00 to 00:00 Friday

12:00 to 00:00 Saturday

12:00 to 23:00 Sunday

Provision of Films

1800 to 00:00 Thursday –Friday

12:00 to 00:00 Saturday – Sunday

Recorded Music

15:00 to 00:00 Friday

12:00 to 00:00 Saturday

12:00 to 23:00 Sunday

Performance of Dance

15:00 to 00:00 Friday

12:00 to 00:00 Saturday

12:00 to 23:00 Sunday

Late Night Refreshment

12:00 to 00:00 Monday – Saturday

12:00 to 23:00 Sunday

Sale of alcohol

12:00 to 00:00 Monday – Saturday

12:00 to 23:00 Sunday

The opening hours of the premises

12:00 to 00:00 Monday - Saturday

12:00 to 23:00 Sunday

It is clear that the applicant wishes to use the site of Monks Hill Farm for a variety of activities and events covered by the Licensing Act 2003. Within the operating schedule of the application the applicant has listed 'classic car shows, folk festivals, horse shows, private events, drive in cinemas, weddings and regulated live music events with stages. During meetings the applicant has stated that initially the likelihood is that only a small number of 'larger' events will be held in the first year or two. Despite this there is no mention in the application of the applicant willing to limit the number of larger events, the concern therefore is that the premises licence if granted could be taken advantage of.

Kent Police are clear that the smaller, low key events such as weddings and drive in cinemas do not cause great concern and could be a real asset to the area. The greater concern is in relation to the larger events that would likely have a far greater impact of the licensing objectives. An 8000 person event for example

will likely have a large impact on the roads and transport networks of the surrounding area. Access and egress to the site is obtained via country roads with no pavements. The licensing objectives of public safety and public nuisance are likely to be impacted.

As with any large event, particularly those that include the sale alcohol the risk of crime and disorder is clear. It is therefore disappointing to see what can only be described as the 'bare minimal' listed by the applicant in the steps taken to promote the licensing objectives, most namely the prevention and crime and disorder. The applicant has listed matters such staff training for those selling alcohol, the checking of age verification documents and the completion of refusal records. These although beneficial are more appropriate to conditions for a small shop or restaurant, not an event space with the capability of hosting events for up to 800 people at any one time. The applicant has made no mention in the license application for how security staff will be engaged at events, what notice period Kent Police (and other authorities) will be given prior to event taking place, how the venue will deal with drugs, or whether drinks will be served in plastic/polycarbonate vessels. These are all matters that I would reasonably expect an event management company to be considering and detailing, the fact that they have not causes Kent Police concerns.

The applicant has stated that a CCTV system will be installed to monitor entrances and exits and other parts of the premises to address the prevention of crime and disorder objective. Given the premises has been described as 60 acre site, I presently cannot understand how the applicant would implement this. I can only assume that the CCTV is intended for the restaurant and farm shop areas, and perhaps the main drive in routes.

Perhaps the applicant may wish to give consideration to splitting this premises licence application so that the restaurant and wedding space are licensed on one premises licence (which appears from the supplied documentation to be the main 'daily business') and then the event space is licensed separately on a second premises licence which can be more tailored to larger events.

In its current form the premise licence application in the opinion of Kent Police does not fully promote the licensing objectives. The application appears to be generic and not suitable for a premises the size of Monks Hill Farm. As such Kent Police are opposed the grant of this premises licence, however if the licensing panel decide to grant a licence, Kent Police seek the addition of a number of conditions to be added to the premises licence as detailed below.

Kent Police seek the attachment of the following conditions to clarify those proposed in the operating schedule, and assist in the promotion of the licensing objectives:

For any Event where the potential or anticipated attendance is greater than 500 people the following conditions apply (1-24).

1. The duration of an event shall not exceed 3 days in respect of any music event (these periods exclude any period for camping and set up or break down periods). Music events shall not exceed a cumulative total of 10 days during each calendar year
2. The Premises Licence Holder or their authorised representative shall attend Safety Advisory Group (SAG) meetings whenever an event to be held at the premises is on the agenda.
3. The Premises Licence Holder shall identify a competent event safety officer ('the Event Safety Officer') for all events and circulate their name to the Licensing Authority and Kent Police in order to provide a specific point of contact in relation to all matters pertaining to safety, before, during and after events. The Event Safety Officer must have the authorisation and an ability to act unhindered on any issues relating to safety.

Notice of Events

4. The Premises Licence Holder shall submit to Kent Police Licensing and the Licensing Authority a proposed calendar of events at the premises. This calendar shall be submitted annually in January detailing the events planned for the following 12 months. Any additions, amendments, or alterations to the calendar of events shall be notified to Kent Police, the Licensing Authority in writing (by letter, e-mail or fax) as soon as practicable.
5. For all events the period of notice to be given shall be 2 months prior to the proposed event unless the event is booked to take place less than 2 months ahead in which case the event would require special approval from both Kent Police and The Licensing Authority
6. The Licensing Authority or Kent Police may in their absolute discretion require the Premises Licence Holder to produce a specific Event Management Plan for any event at the premises.
7. Any Specific Event Management Plan required shall be submitted to the Licensing Authority and Kent Police no later than 2 months prior to the event in question or such other period as may be agreed between the Premises Licence Holder, Licensing Authority and Kent Police as appropriate
8. The Premises Licence Holder shall comply with the provisions of the Specific Event Management Plan at all times during the event to which it relates.

Security and People Management

9. The Premises Licence Holder shall ensure that a means of counting the public entering and leaving the premises through any/all of the entries or exits is in place. The nature of the systems of counting will be agreed with the Kent Police and the Licensing Authority. The Premises Licence Holder shall comply with the agreed system.

10. The Premises Licence Holder shall on request provide to Kent Police and/ or the Licensing Authority figures for pre-event ticket allocation, such information to be supplied within 24 hours of any such request.
11. The Premises Licence Holder shall maintain a register of all drugs found or seized within the premises and notify Kent Police of any such items as soon as practicable. Drugs will be kept within a secure storage facility.
12. The Premises Licence Holder shall at all times during the event maintain the minimum number of stewards / security staff as recommended in the events safety guide and as determined through the Event Management Plan
13. A written risk assessment will be completed to assess the requirement for searching as a condition of entry.
14. The Licence holder shall erect and maintain clear and prominent notices on the exterior of their premises advising patrons of any admission restrictions.
15. There will be a security policy that outlines clear instruction and understanding of the SIA door supervisors' responsibilities at the premises.

This policy will contain:-

- how door staff prevent overcrowding
- supervise the queue to ensure that it is managed in a way that avoids rowdy, unpleasant behaviour.
- A procedure for door staff engaged in searching persons as a condition of entry
- to ensure the dispersal of patrons from the curtilage and grounds of the licensed premise immediately after the end of licensable activities
- Prevent patrons from leaving the premises with open containers and bottles
- To provide evidence by written statement to police in any criminal investigation as and when required.

Sales of Alcohol

16. The Premises Licence Holder shall prepare and submit to the Licensing Authority and Kent Police no later than 1 month after the grant of the licence an Alcohol Management Plan. This plan shall include:
 - a. Details of staff training, recording of such training and arrangements to provide such records to Kent Police and Trading Standards
 - b. The manner in which the stewards / security staff will monitor the bars and the personal licence holder will enforce compliance with the Licensing Act 2003
 - c. Confiscation of alcohol in respect of anyone who appears to be under the age of 18
 - d. In respect of any open field event or marquee used in conjunction with such an event the sale of liquid refreshments, including alcohol only being made in polycarbonate containers, plastic bottles, plastic or waxed paper cups.
 - e. A requirement that any glass receptacle found in the possession of any person at any open air event or marquee used in conjunction with such an event will be confiscated
 - f. For any event with more than 2 bars the Premises Licence Holder shall ensure that there is a personal licence holder for each bar in operation in addition to the designated premises supervisor.

17. The Premises Licence Holder shall at all times comply with the provisions of the Alcohol Management Plan (either as submitted to or modified by the Licensing Authority and Kent Police in consultation with the Premises Licence Holder)
18. All liquid drinks will served in plastic or polycarbonate containers. All glass bottles will be decanted into plastic or polycarbonate containers.
19. All persons that sell or supply alcohol to customers must have licensing training.
 - Training should take prior to an event taking place.

Training must include:-

- a) Avoiding sales of alcohol or age restricted products to those under the age of 18.
- b) recognising customers who appear drunk and refusing sale or supply of alcohol
- c) knows the licensing objectives and have read and understood licence conditions
- d) can produce licences/certificates/permits relevant to the premises in the absence of licence holder/DPS

Refresher training should be repeated a minimum of every six months or earlier if required due to changes of legislation.

Training records must be kept on the premises and shall contain the nature, content and frequency of all training.

Records must be made available for inspection by Police, Police Licensing Officer and authorised officers from the Local Authority on demand either electronically or hard copy.

20. A written refusals book will be maintained at each bar or outlet where alcohol is provided or sold on the licence premises. This book will be bound and clearly marked. The following information will be recorded for every refusal:
 - a. The time of refusal;
 - b. The item refused;
 - c. Name or description of person refused the sale;
 - d. Reason for refusal;
 - e. Name of staff member making the refusal;

21. The premises licence holder or designated premises supervisor must keep an incident register.

Staff are to be trained to complete an incident book/records immediately after the incident but no later than the end of their shift.

The register must be kept on the premises and will detail

 - Day, date and time of incident
 - Nature of incident
 - Resolution
 - Each entry is to be checked and signed by the DPS/Licensee no later than 1 week after the entry has been made.

The register must be made available to Police, Police Licensing Officers and authorised officers from the Local Authority on demand either electronically or hard copy.

Noise Management

22. No amplified music is to be permitted unless a noise management plan, which has been agreed with the local authority and Kent Police, is in place. The noise management plan shall be periodically reviewed and or when significant changes occur in the operation, building or event type or following a complaint.

23. The Premises Licence Holder shall comply with the provisions of the Noise Management Plan at all times during the event to which it relates
24. The Licence holder shall erect and maintain clear and prominent notices displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

In relation to the restaurant and farm shop the following conditions shall apply:

25. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition.
- a. Cameras shall encompass all ingress and egress to the premises, fire exits and all areas where the sale and supply of alcohol occurs.
 - b. Equipment must be maintained in good working order, be correctly time and date stamped, recordings MUST be kept on the hard drive and kept for a period of 31 days and handed to Police upon reasonable request.
 - c. The premises licence holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format to the Police and Local Authority upon reasonable request.
 - d. In the event of technical failure of the CCTV equipment the premises licence holder or DPS must report the failure to the Police Licensing Officer within 24 hours unless the CCTV will be repaired before that time
(licensing.north.division@kent.pnn.police.uk)
26. All persons that sell or supply alcohol to customers must have licensing training.
- a. Training should take place within six weeks of employment and any new employees will be supervised until the training has taken place.
 - b. Refresher training should be repeated a minimum of every six months or earlier if required due to changes of legislation.
 - c. Training records must be kept on the premises and shall contain the nature, content and frequency of all training.
 - d. Records must be made available for inspection by Police, Police Licensing Officer and authorised officers from the Local Authority upon request either electronically or hard copy.



PC 12000 Chris Hill
PP. Ch. Supt Smith
North Division Area Commander

Date: 22nd May 2018

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Making Swale a Better Place

**LICENSING AUTHORITY:
SWALE BOROUGH COUNCIL**

Licensing Act 2003 Sub-committee Hearing Procedure

**Applications for New Premises Licences/Club Premises Certificates and Variations to existing
licences and certificates**

1. Introductions

The Chairman will request all those persons participating in the hearing to identify themselves or introduce them.

Members/Officers/Applicant and any representative/Responsible Authorities/any other persons (objectors)

2. Procedural Matters

The Chairman will:

- i) Confirm that all parties are aware of the sub-committee **hearing procedure** and that each party has a copy of the hearing procedure document.
- ii) Confirm that all sub-committee members have pre-read **all the papers** and any other documents contained in the report regarding the hearing.
- iii) Explain that the sub-committee will allow all parties to put their case fully and make full **submissions**, within a reasonable time frame. The procedure will be discussion led by the Sub-Committee and **questions** will usually be permitted.
- iv) Explain that where any person attending the hearing **behaves in a disruptive manner**, the sub-committee may direct that person to leave the hearing (including temporarily). If this happens, the person may give the sub-committee in writing any information which the person would have been entitled to give orally.
- v) Enquire whether any draft **conditions** have been agreed between the applicant and any of the other parties for the sub-committee to consider.
- vi) Enquire whether any parties request to have **any witness** give evidence at the hearing; and if so grant the request unless the request is unreasonable.
- vii) Invite the parties, where appropriate, to appoint a **spokesperson**.

3. The Hearing

- A) The Chairman will ask the legal advisor or licensing officer to briefly outline the application and all representations regarding the application.
- B)
 - i) Ask the **Applicant** (or their representative) to put forward their case opening remarks and evidence (including witnesses).
 - ii) **Allow** appropriate **questions** from any Responsible Authority and/or other person/members of the subcommittee
 - iii) Any points of clarification.
- C)
 - i) Ask **Responsible Authorities** (where applicable) to put forward their case. Opening remarks and evidence (including witnesses) by the officer representing the responsible authority (or their representative).
 - ii) Allow appropriate **questions** from :
the Applicant/other Responsible Authorities/other persons/member of the Sub-Committee.
 - iii) Any points of clarification.
- D)
 - i) Opening remarks and evidence by the **other person/s** (or spokesperson/representative).
 - ii) Allow appropriate **questions** from :
the Applicant, Responsible Authorities, each further other person and sub-committee members.
 - iii) Any points of clarification.
- E) **Closing Summary**

Responsible Authorities/Other Persons/The Applicant
- F) **End of Hearing**
 - i) The Chairman will ask the members of the sub-committee if they have any final questions for any party to the hearing.
 - ii) The Chairman will ask the legal advisor whether there are any further matters to be raised or resolved before the hearing is closed.
 - iii) The Chairman will bring the hearing to a close and shall declare that the sub-committee will retire, to private session, to consider the application.
 - iv) The Chairman will invite the legal advisor to remain with the sub-committee during its deliberations to provide any advice required.

G) **The Decision**

The Chairman shall declare in public session:

- i) The sub-committee's **determination** and indicate that all parties to the hearing will receive a copy of the written Determination Notice regarding the sub-committee's determination; and
- ii) that all parties may **appeal** against the sub-committee's decision within 21 days beginning with the day on which the appellant is notified of the Licensing Authority's written determination. Appeals must be lodged with the Magistrates' Court. Parties should be aware that the Magistrates Court may make an order with respect to costs on any appeal.
- iii) Formally close the meeting.

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