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County Hall
Rhadyr
Usk
NP15 1GA

Friday, 19 May 2017

Notice of meeting

Licensing and Regulatory Sub Committee

Tuesday, 23rd May, 2017 at 3.00 pm,
County Hall, The Rhadyr, Usk, NP15 1GA

AGENDA

Item No	Item	Pages
1.	Apologies	
2.	Declaration of Interests	
3.	Temporary Event Notice, Cwm Cayo Farm, Gwehelog, Usk	1 - 58

Paul Matthews
Chief Executive

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

Sub Committee Members to be confirmed

Public Information

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Welsh Language

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with 5 days notice prior to the meeting should you wish to speak in Welsh so we can accommodate your needs.

Aims and Values of Monmouthshire County Council

Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

People Are Confident, Capable and Involved

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

Our County Thrives

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

Our Values

- **Openness:** we aspire to be open and honest to develop trusting relationships.
- **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

Nodau a Gwerthoedd Cyngor Sir Fynwy

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

MONMOUTHSHIRE COUNTY COUNCIL REPORT

SUBJECT: Temporary Event Notice, Cwm Cayo Farm, Gwehelog, Usk

DIRECTORATE: Regeneration, Environment and Resources

MEETING: Licensing & Regulatory Sub-Committee

Date to be considered: 23rd May 2017

DIVISION/WARDS AFFECTED: Usk

1. PURPOSE:

- 1.1 To consider a Temporary Event Notice under the Licensing Act 2003 for a field at Cwm Cayo Farm, Gwehelog, Usk. This application has been made by George Thompson of Triplicity Ltd, 30 Richmond Road, Montpellier, Bristol, Avon, BS6 5EW.

2. RECOMMENDATION(S):

- 2.1 It is recommended that members consider and determine the notice, on the basis of the information provided. Members are able to:-
- Approve the notice / or
 - Issue a counter notice which will refuse the notice

3. KEY ISSUES

- 3.1 A Temporary Event Notice has been submitted for a field at Cwm Cayo Farm, Gwehelog, Usk by George Thompson of Triplicity Ltd, 30 Richmond Road, Montpellier, Bristol, Avon, BS6 5EW to Monmouthshire County Council on 15th May 2017.

The notice has been made for the event to start on the 1st June 2017 and end on the 5th June 2017 for the following activities:-

Sale of Alcohol

02/06/17 – 12:00hrs – 02:00hrs

03/04/17 – 10:00hrs – 02:00hrs

04/05/17 – 10:00hrs – 00:00hrs

Performance of Music

02/06/17 – 12:00hrs – 03:00hrs

03/06/17 – 10:00hrs – 03:00hrs

04/06/17 – 10:00hrs – 00:00hrs

A copy of the notice is attached to this report as **Appendix A** and the location map as **Appendix B**.

- 3.2 The premises is an open field set in a rural location 2.5 miles north of Usk. The event will consist of 3 small music stages, 1 bar, art exhibition area, craft workshops, performing arts area, market place, therapy/massage area and food stalls. The general age of attendees to our events is very varied and ranges between 18-60. Parents are permitted to bring their children and there are policies in place for this and usually child numbers are small.
- 3.3 The applicant states that the event is to be run in accordance with a detailed Event Management Plan (EMP), Event Safety Risk Assessment (ESRA), Triplicity Noise Management Plan (NMP) and Triplicity Noise Survey with sound check map. These are attached as **Appendix C**.
- 3.4 The applicant has a statutory duty to send copies of the Temporary Event Notice to Heddlu Gwent Police and Environmental Health 10 working days prior to the event. The Police and Environmental Health are able to object to the notice within 3 working days from the following day the notice was received. No other party is able to make a representation on a Temporary Event Notice. The notice was submitted on line and as such the Licensing Section forwarded the notice to the statutory consultees.
- 3.5 An objection to the notice was received from the Environmental Health officer Ami Lawton which states the event would undermine the prevention of public nuisance. The objection is as follows:

With regards to Triplicity's proposals for 2017 at this site, we have issued guidance and the latest version of their Noise Management Plan submitted has agreed that they will comply with this guidance. However I am not convinced this will be achievable based on the rural location, the type of music planned being house and dance music, and the proposed finish time of 03:00 on the Friday and Saturday night.

The proposed site is in a rural location with potentially very low background noise levels during late night hours. I suggest that the background levels after midnight could potentially drop to the low 20 decibel region.

The guidance this section gives to organisers of large scale open air events is based on guidance given in the Code of Practice on Environmental Noise Control at Concerts 1995. This provides that for events continuing or held between the hours of 23:00 and 09:00 the music noise level should not be audible within any noise sensitive premises with windows open in a typical manner for ventilation. In recognition that the test of inaudibility will very much rely on the sensitivity of an individual's hearing, this section typically advises that it will be accepted that this measure has been met if the music does not exceed the background level at the boundary of any dwelling by more than +5dB LAeq 1 minute or exceed 35dB LAeq 1 minute , whichever is the lower.

At the proposed location I would consider a limit after 23:00 to be based on the background +5 dB which would potentially be very low given the rural location. I suggest that such limits would make the event not practical after 23:00 given the music output that the Festival would want in order for the event to be a success from their perspective. I note that the application finish times are well in excess of 23:00 with 03:00 hours requested on the Friday and Saturday nights and 00:00 on the Sunday night.

On consideration of these factors in my opinion there is the significant potential for the key Licensing Act 2003 objective 'prevention of public nuisance' not to be met and on this basis I therefore object to this application.

3.4 The applicant has responded to the objection with the following:

I spoke with Ami earlier & regardless of the stated facts that we will adhere to the restrictions set by her she still felt that she would have to make an objection.

We have taken all appropriate measures and gone beyond what's required in our efforts to reassure you of our willing and competence:

- We have reduced the length of amplified music by 1 night
- Further reduced by 1 hour each night
- Reduced both our day time and night time levels significantly
- Carried out predictions on & off site - this was not an easy or cheap task & shows extreme willing to achieve our goal of zero complaints.
- Added extra off site monitoring times

Her objection is strongly based on negative experience of past events who did not adhere to their Noise Management Plan, had no Residents Complaint Line and by the sounds of things completely ignored any sound restrictions.

We are not this previous event. And we should not be punished because of others actions. Ami herself said this to me, yet here we are.

We have met the guidance given in the Code of Practice on Environmental Noise Control at Concerts 1995. Again as Ami states in her objection:

"we have issued guidance and the latest version of their Noise Management Plan submitted has agreed that they will comply with this guidance."

So, she issued guidance, we agreed to meet her guidance. And yet she is still making an objection.

I definitely want to go forward with a meeting at Licensing Sub Committee.

I've already repeatedly expressed our competence in Sound Management and really cannot understand Ami's objection.

Here is a small list of other UK festivals & their cut off times that all take place in extremely rural and quiet areas, with neighbours, but that with decent sound management continue to be successful year in year out. I have been involved in sound at all of these festivals previously (except One Tribe).

Noisily Festival - (Leicestershire) - 5am
Shambala Festival - (Northamptonshire) - 5am
Glastonbury Festival - (Somerset) (The smaller stages which are more similar to our event) - 6am
Secret Garden Party - (Cambridgeshire) - 5am
No Man's Land Festival - (Sussex) - 5am
One Tribe Festival - (Cheshire) - 24hrs

This is a ridiculous amount of stress in the run up to a highly organised & well produced event. Unnecessary and a waste of all of our time. We've agreed to stick to the regulations set by Ami, and will do, yet she is still objecting. This whole process makes no sense?

3.5 The Environmental Health Officer has responded to the above:

The key factor in the decision reached to object to this proposal is that I am not convinced the levels agreed to in the Noise Management Plan submitted by Triplicity will be achievable based on the rural location, the type of music planned being house and dance music, and the proposed finish time of 03:00 on the Friday and Saturday night.

I would be prepared to consider any modifications proposed by Triplicity with regards to substantially earlier finish times, any proposals regarding play lists and the nature of music played after 23:00, possible reduction in stages after 23:00.

3.5 The applicants response is as follows:

I am willing to discuss further changes. Hence asking what the changes need to be.

Unfortunately I cannot further convince Ami that the levels are achievable (even though they 100% are & we will) & her opinion is based on previous events terrible behaviour.

I don't know how to react to:

"I would be prepared to consider any modifications proposed by Triplicity with regards to substantially earlier finish times, any proposals regarding play lists and the nature of music played after 23:00, possible reduction in stages after 23:00."

I have already done this. I ask please can any further guidance from Ami be direct and quantifiable as otherwise I feel this exchange could go back and forth while I poke in the dark to try and achieve what is wanted. (We have already done this).

Please tell me exactly what you want specifically & then we can discuss further.

3.6 Environmental Health have responded with:

I have tried calling you this morning but there was no answer and no facility for me to leave you a message

The crucial factor in this application from an Environmental Health and noise control perspective is the finish times. Secondly is that the location is extremely rural in nature so the later into the night the event goes, the quieter the background levels will become and therefore the more difficult it would be for you to adhere to the noise levels set in the guidance issued.

I would be happy if the music finished at midnight and there was no amplified music after 23:00. The reason for this is because I don't feel the location is fit for purpose for this sort of event. Proposed levels are going to have to be so low that I am unable to see how you can adhere to them whilst still achieving your customer entertainment factor for this type of event with this type of music.

I understand that this may not be changes you feel that you can make and that the event has already been advertised with tickets sold. Unfortunately these are not factors I am able to consider from an Environmental Health perspective.

4. REASONS:

4.1 In making its decision, the Sub Committee is obliged to have regard to:-

- The Licensing Act 2003
- National Guidance
- Council's own Licensing Policy and
- All representations made and evidence presented

4.2 The determination of an application for a Temporary Event Notice under Section 105 (1)-(3) of the Licensing Act 2003 states:-

(1) This section applies where an objection notice is given in respect of a temporary event notice.

(2) The relevant licensing authority must-

(a) hold a hearing to consider the objection notice, unless the premises user, the chief officer of police who gave the objection notice and the authority agree that a hearing is unnecessary, and

(b) having regard to the objection notice, give the premises user a counter notice under this section if it considers it necessary for the promotion of the crime prevention objective to do so.

(3) The relevant licensing authority must-

(a) In a case where it decides not to give a counter notice under this section, give the premises user and the relevant chief officer of police notice of the decision, and

(b) in any other case-

(i) give the premises user the counter notice and a notice stating the reasons for this decision, and

(ii) give the relevant chief officer of police a copy of both of those notices.

4.1 In section 7.28 – 7.40 of the Guidance issued under section 182 of the Licensing Act 2003, the Secretary of State regarding how the Licensing Authority should deal with objections is attached as **Appendix D**.

- 4.2 Section 7.39 of the Guidance states that Section 105 of the 2003 Act is clear that a licensing authority must hold a hearing to consider any objections from the police or Environmental Health unless all parties agree that a hearing is not necessary. The applicant and objector have not come to an agreement and therefore the hearing will go ahead.
- 4.3 Should members determine that the Temporary Event Notice be refused, the applicant has a right of appeal against this decision to the Magistrates. However, should members determine that the notice be allowed to proceed, disregarding the Environmental Health Officer (EHO) objection, then the right of appeal is afforded to the EHO.
- 4.4 Section 14.4 of Monmouthshire County Council's (MCC's) Licensing Policy states relevant representations will be taken as those that relate to the fundamental principles of the Licensing Act, any organisation or individual wishing to objection to any application will therefore need to state whether they are doing so on the grounds of:
- The prevention of crime and disorder
 - Public Safety;
 - The prevention of public nuisance
 - The protection of children from harm
- 4.4 Section 22 of MCC's policy also states that the Licensing Authority recommends that anyone wishing to submit a Temporary Event Notice, particularly where this involves the provision of regulated entertainment, gives as much notice to the Authority as possible, to ensure that proper advice can be given and any anticipated issues resolved in a planned and timely manner. A period of at least 10 weeks is recommended for this process, and a longer consultation period should be considered for larger events. Whilst notice can legally be submitted with 10 working days or a late notice in 5 working days prior to the event taking place, a period of 10 weeks is recommended for larger events.
- 4.6 2.24 of MCC's policy recommends that contact be made with the Events Safety Advisory Group and this was duly carried out on the 4th April 2017 however no application was submitted to the Licensing section for regulated entertainment or alcohol sales.

However, the policy is a guidance document and is not statutory function. Monmouthshire County Council's Policy further stipulates that each application has to be treated on it's own merit and that the licensing authority should support licensees on a wide range of entertainment activities to promote the cultural benefit of the community.

5. RESOURCE IMPLICATIONS:

5.1 Nil

6. CONSULTEES:

Heddlu Gwent Police
Local Authority Environmental Health

7. BACKGROUND PAPERS:

Licensing Act 2003

Guidance issued under Section 105 of the Licensing Act 2003

Monmouthshire County Council's Statement of Licensing Policy dated 7th January 2015

8. AUTHOR:

Samantha Winn

Licensing Officer

CONTACT DETAILS:

Tel: 01633 644221

Email: samanthawinn@monmouthshire.gov.uk

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

Your reference 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

Family name

E-mail address

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

Business name If your business is registered, use its registered name.

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

Legal status

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 9

APPLICATION DETAILS (See also guidance on completing the form, general notes and note 1)

Have you had any previous or maiden names?

- Yes No

Your date of birth / /
dd mm yyyy

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

Correspondence 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

Continued from previous page...

Additional 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	<input type="text" value="triplicityfestival@gmail.com"/>
Telephone number	<input type="text" value="07845099302"/>
Other telephone number	<input type="text"/>

Section 3 of 9

THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). (See also guidance on completing the form, note 2)

Does the premises have an address?

- Yes No

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	<input type="text" value="Cwm Cayo Farm"/>
Street	<input type="text" value="Gwehelog"/>
District	<input type="text"/>
City or town	<input type="text" value="Usk"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="np15 1hs"/>
Country	<input type="text" value="United Kingdom"/>

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

- Neither Premises licence Club premises certificate

Location Details

Provide further details about the location of the event

Rural location 2.5 miles North of Usk.

Open Grass fields and clearings in wooded area.

Decent hardstanding road runs throughout the site.

Continued from previous page...

Good access from Public Highway.

Seperate Car Park, Camping & Live in Vehicle areas.

Good Water Supply.

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below (see also guidance on completing the form, note 3)

Please see attached Site Plan which clearly shows the licensed area the TEN applies too.

Describe the nature of the premises below (see also guidance on completing the form, note 4)

Open Grass fields and clearings in wooded area.

Decent hardstanding road runs throughout the site.

Good access from Public Highway.

Seperate Car Park, Camping & Live in Vehicle areas.

Good Water Supply.

Describe the nature of the event below (see also guidance on completing the form, note 5)

The event will consist of 3 small music stages, 1 bar, art exhibition area, cafe, craft workshops, performing arts area, market place, therapy/massage area and food stalls. The general age of attendees to our events is very varied and ranges between 18-60. Parents are permitted to bring their children, we have policies in place for this and usually child numbers are small.

We strive to manage our events in such a manner as to cause minimum disruption to local residents and ensure that all appropriate controls are in place to make the event an enjoyable experience for all involved. Local residents who would like to attend our events can do so as our guest by prior arrangement.

The event is to be run in accordance with a detailed Event Management Plan (EMP), Noise Management Plan (NMP) and a Traffic Management Plan (TMP).

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LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises (see also guidance on completing the form, note 6):

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment
- The giving of a late temporary event notice

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

(see also guidance on completing the form, note 8)

Event start date / /
 dd mm yyyy

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Event end date / /
 dd mm yyyy

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

(see also guidance on completing the form, note 9)

SALE OF ALCOHOL 02/06/2017 - 12:00 - 02:00 03/06/2017 - 10:00 - 02:00 04/06/2017 - 10:00 - 00:00 PERFORMANCE OF MUSIC 02/06/2017 - 12:00 - 03:00 03/06/2017 - 10:00 - 03:00 04/06/2017 - 10:00 - 00:00

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers (see also guidance on completing the form, note 10)

Note that the maximum number of people cannot exceed 499.

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both (see also guidance on completing the form, note 11):

- On the premises only
- Off the premises only
- Both

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RELEVANT ENTERTAINMENT (See also guidance on completing the form, note 12)

Continued from previous page...

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

SALE OF ALCOHOL

02/06/2017 - 12:00 - 02:00

03/06/2017 - 10:00 - 02:00

04/06/2017 - 10:00 - 00:00

PERFORMANCE OF MUSIC

02/06/2017 - 12:00 - 03:00

03/06/2017 - 10:00 - 03:00

04/06/2017 - 10:00 - 00:00

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PERSONAL LICENCE HOLDERS **(See also guidance on completing the form, note 13)**

Do you currently hold a valid personal licence? Yes No

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PREVIOUS TEMPORARY EVENT NOTICES **(See also guidance on completing the form, note 14)**

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice? Yes No

Have you already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before; or Yes No

b) Begins 24 hours or less after the event period proposed in this notice?

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ASSOCIATES AND BUSINESS COLLEAGUES **(See also guidance on completing the form, note 15)**

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? Yes No

Continued from previous page...

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or Yes No
- b) Begins 24 hours or less after the event period proposed in this notice?

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

- Yes No

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:

- Yes No

- a) Ends 24 hours or less before; or
- b) Begins 24 hours or less after the event period proposed in this notice?

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CONDITION (See also guidance on completing the form, note 17)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

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.

This formality requires a fixed fee of £21

DECLARATION (See also guidance on completing the form, note 18)

* The information contained in this form is correct to the best of my knowledge and belief

* I understand that it is an offence:

- * (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and
- * (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both

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

Continued from previous page...

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	<input type="text" value="GEORGE THOMPSON"/>
Capacity	<input type="text" value="EVENT ORGANISER"/>
Date	<input type="text" value="13"/> / <input type="text" value="05"/> / <input type="text" value="2017"/> dd mm yyyy

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/temporary-event-notice/monmouthshire/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.

OFFICE USE ONLY

Applicant reference number	<input type="text" value="Triplicity Festival"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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George Thompson

The licensing section is dealing with this matter:

Tel. No./Ffôn: 01633 644221

Fax No. 01633 644878

E-Mail: samanthawinn@monmouthshire.gov.uk

Our Ref./Ein

Cyf:

Your Ref./Eich

Cyf:

Date: 19th May 2017

Dear Sir

RE: APPLICATION IN RESPECT OF A TEMPORARY EVENT NOTICE UNDER THE 2003 ACT – TRIPLICITY

The Council has received an objection to your application for a temporary event notice. Under the provisions of the Licensing Act 2003, the authority must hold a hearing if a representation is made, unless all parties are in agreement that a hearing is not necessary. On this occasion no agreement has been reached with the objector who wishes to proceed with the representation.

As such a report has been drafted outlining the nature of this objection, which will be brought before the Sub-Committee. I have enclosed this report for your attention and a copy will also be forwarded to the objector as per the guidelines outlined in the Licensing Act 2003.

The procedure for the hearing before the Sub-Committee is also enclosed. To assist you further at this hearing can you please ensure the following:-

(a) Either you or a representative of your choice may address the Sub-Committee in support of your application. If you intend to be represented you should ensure that you also attend, in order that members of the Sub-Committee and other parties present may seek information directly from you.

(b) In the interest of a fair hearing we will endeavor to send to you a copy of any other documents or information which will be placed before the Sub-Committee prior to that hearing. However, the Chair of this Sub-Committee has the right to consider any relevant admissible written evidence.

(c) If any documentation is being brought to the Sub-Committee in support of your application e.g. references, please let the Licensing Officer know in advance in order for copies to be made and handed to Committee Members and Responsible Authorities/Interested Parties before the meeting starts.

The Licensing and Regulatory Sub-Committee will consider your application on the 23rd May 2017 at County Hall, Rhaydr, Usk, Monmouthshire, NP15 1GA.

It would be very helpful if within the next 4 days you confirm whether or not you will be attending. If you attend you should report to Reception on the ground floor at 14.50hrs at the latest. The meeting will start at 15.00hrs. However, you should be prepared for a delay for which I apologise but it is difficult at this stage to assess with any certainty at what precise time your application will be considered.

If you do not attend the meeting and no good reason for non attendance is given, the Committee have the right to either deal with the application in your absence or defer it to another meeting.

If you need any further information on the procedure, please telephone Mrs Samantha Winn on 01633 644221.

Yours sincerely,

Mrs Samantha Winn
Licensing Officer

LICENSING ACT COMMITTEE PROCEDURE

The Chair will introduce members of the Panel and Officers present, and explain the procedure to be followed.

1. The Chair will identify those persons or representatives entitled to address the hearing and to submit questions, including any nominated representatives. In appropriate cases, and subject to applicable regulations or government guidance, the Chair will propose a time allocation of **up to a maximum of 10 minutes for the initial address and up to a maximum of 10 minutes for summing-up** (Rule 11). **This time allocation shall be on the basis of equality for all parties. However, this is a guidance time and the chair must ensure that sufficient time is given to ensure a fair hearing.**
2. The Licensing Officer will present his/her statement of facts, summarising:
 - The facts of the Application before the Panel
 - Any objections or representations made by Responsible Authorities.
 - Any representations made by Interested Parties.
 - Those sections of the government guidance and Licensing Policy document applicable to the case.
 - The statement of facts/report will not contain a recommendation.
3. If the Applicant is not present, the Panel may either:
 - Proceed with the hearing in the absence of the Applicant, or
 - Where it considers it necessary in the public interest, adjourn the hearing to another date (Rule 20).
4. The Chair will invite the representatives of the Responsible Authorities who have made objections or representations to address the Panel and submit relevant evidence. The Chair will then invite any questions from the Applicant & Interested Parties and finally from the Panel.
5. The Chair will invite Interested Parties who have made relevant representations to address the Panel. Any such address must relate to the representations submitted to the Licensing Officer prior to the hearing and may not introduce new representations or evidence. The Chair will then invite any questions from the Applicant and the Responsible Authorities and finally from the Panel.
6. The Panel will consider any relevant admissible written representations lodged by Responsible Authorities or Interested Parties not present at the hearing. The Chair may, if he/she considers it appropriate, adjourn the hearing for a period to facilitate this. The Chair (advised by the Legal Adviser) will remind the Panel of the weight to be attached to such evidence.
7. The Chair will invite the Applicant or his/her representative to address the Panel and submit the relevant evidence. The Chair will then invite questions from the Responsible Authorities and Interested Parties and finally from the Panel.

8. The Chair will invite in the following order:
- The Responsible Authorities present who have made objections or representations.
 - Those Interested Parties present who have made representations.
 - The Applicant.

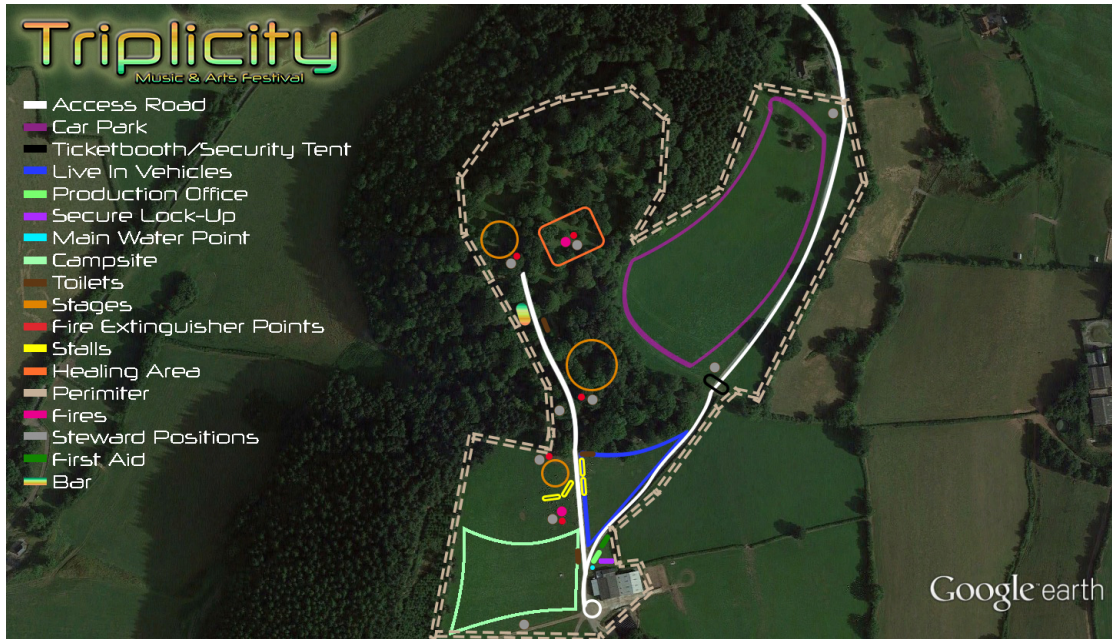
To respectively sum up their cases.

9. If the proceedings are in the opinion of the Chair being disrupted by the behaviour of any person attending the hearing, the Chair may (as an alternative to adjourning the hearing) require that person to leave the hearing and may:

- (a) refuse to permit that person to return to the hearing,
or
- (b) permit him/her to return only on such conditions as the Chair may specify.

But such a person may, before the end of the hearing, submit to the Panel in writing any information which that person would have been entitled to give orally had he/she not been required to leave.

10. The Panel will retire to consider the application and make their decision without any other person being present, save that:
- The Panel may ask the Legal Adviser to join them at any time to advise on any legal issue arising out of the hearing.
 - When the Panel have reached their conclusion they will invite the Legal Adviser and the Committee Clerk to join them for the purpose of recording and reporting their decision and the reasons for it.
12. The Panel will return to the hearing room and the Chair will announce the decision of the Panel including the reasons for it and any conditions imposed. This Rule will apply save where (pursuant to the Licensing Act 2003) the Panel's decision may be, and is, deferred.



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Triplicity Music & Arts Festival **Event Management Plan (EMP)**

1st - 5th June 2016, Festival Site, Cwm Cayo Farm, Gwehelog, Usk, NP15 1HS.

General ethos

The event will consist of 3 small music stages, 1 bar, art exhibition area, cafe, craft workshops, performing arts area, market place, therapy/massage area and food stalls. The general age of attendees to our events is very varied and ranges between 18-60. Parents are permitted to bring their children, we have policies in place for this and usually child numbers are small.

We strive to manage our events in such a manner as to cause minimum disruption to local residents and ensure that all appropriate controls are in place to make the event an enjoyable experience for all involved. Local residents who would like to attend our events can do so as our guest by prior arrangement.

The event is to be run in accordance with a detailed Event Management Plan (EMP), Noise Management Plan (NMP) and a Traffic Management Plan (TMP).

Crowd Management

Tickets to the event are limited to 1500. We will have approximately 120 crew (including security and stewards), 100 artists, 150 guests and 50 vendors. Numbers will not exceed 1900 total.

Entry to the event is by purchase of a ticket only which can be obtained from Ticketbooth ticket agency and the AccessAllAreas Ticket Shop. Each attendee will be required to produce their ticket upon entry and a valid ID is required to gain access. This will be closely monitored by S.I.A. registered security staff.

Upon entry all ticket holders will be issued with a wristband and this must be produced upon request by security personnel or a steward. If any person is found not to be wearing a wristband they may be asked to leave the event and if required transport will be provided to Newport Train Station when appropriate.

Wristbands will be of different bright colours to distinguish between those persons over and under 18 years of age. These bands will be easily visible in subdued lighting. General ticket holders will wear an orange wristband and persons under the age of 18 will wear a green wristband.

SIA licensed security will monitor numbers present at the event by using a "clicker device" and comparing this to our list of ticket holders. There will be limited tickets for sale at the event thus keeping the arrival of non-ticket holders to an absolute minimum.

Camping and Live in Vehicles

There will be separate areas for tents and live in vehicles. Tents will not be permitted in the live in vehicle area and vice versa.

Attendees will not be permitted to park their cars next to their tents unless by prior arrangement. All cars must be parked in the designated car parking field and camping equipment carried into the campsite.

Special permission has been granted for disabled persons to park their vehicle next to their tent in the disabled access area.

Camping will be permitted in designated areas only. Attendees will not be permitted to camp in the car parking field or sleep in their vehicles.

Crew camping will be separate from general camping (See attached site plan).

Live in vehicles will not be permitted to move once they are in position without first notifying event control. With the exception of new arrivals there will be no vehicle movement in the event field between 1800hrs and 0600hrs.

Fire lanes will be maintained in both general camping and the live in vehicle area.

Division of areas will be carried out using posts and marker tape which will then be removed once camping areas have been occupied.

Fire extinguisher points will be clearly identified and illuminated at night in both general camping and the live in vehicle area.

Disposable barbecues and portable cooking appliances are not permitted in the general camping area.

Stewards will carry out regular patrols of the live-in vehicle area and general camping areas.

Sound levels and disturbance controls

A noise management plan (NMP) will be in place for the duration of the event and a copy forwarded to the Monmouthshire Council Environmental Health Department for approval no later than 6 weeks prior to the event.

The premises licence holder will comply fully throughout the duration of the license with the noise management plan. All alterations (prior to and during the event) to the noise management plan outlined will be made where practicable in conjunction with Monmouthshire Council's Environmental Protection Team.

Attendees will not be permitted to bring their own sound systems into the event or play music in the car parking field. This will be monitored by S.I.A. security staff.

Parking, access and traffic management

The first field is to be utilised for car parking (See attached site plan). This will ensure that the route into event field from the road is kept clear for emergency access. Cars will be parked in rows facing downhill so in the event of poor weather exit is not restricted.

Upon arrival to the event a steward will guide vehicles off the public road and directly into the holding/parking field, attendees will then be directed to an appropriate parking location prior to security checks. All stewards will be fully briefed and managed by a level 2 spectator safety qualified member of staff.

A 5mph speed limit will be in force on site for the duration of the event.

Stewards will monitor the car park gate at all times and vehicle access to the venue will be restricted with no entry or exit between 0000hrs and 0600hrs, unless by prior arrangement or for emergency vehicle access.

Fire lanes around the perimeter of the event, live-in vehicle area and general camping will be maintained and kept clear at all times.

There will be no vehicle movement in the event field between 2200hrs and 1000hrs without prior arrangement. Any vehicle movement will be accompanied by a steward wearing a high visibility vest and a 5mph speed limit will be maintained.

Attendees are encouraged to car share so as to cause minimum disruption to local residents and for ecological reasons. A shuttle bus will also be provided from Newport train station on the first and last day of the event to encourage people to use public transport.

The AA will be contracted to erect directional signs.

See traffic management plan (TMP) for further information.

Security and Stewarding

There will be a minimum of 8 S.I.A registered security on site at all times. Where ticket sales exceed 600 S.I.A. registered security will be employed at a ratio of 1-75. Security will carry out random searches upon entry into the festival site. Prohibited items are listed in our terms and conditions, these include the following:

1. Illegal drugs/substances
2. Legal highs
3. Alcohol
4. Weapons

5. Fireworks
6. Smoke canisters or similar items
7. Nitrous Oxide
8. Disposable barbecues

Vehicle checks will be carried out in a designated area prior to entering the festival site from the car park. Any prohibited items found will be confiscated and held in a secure storage container. Attendees will be permitted to collect any confiscated items when leaving the event.

If any person is found to be carrying illegal drugs/items the person/s will be held at the security tent and the police notified if appropriate. All illegal drugs/items will be confiscated and an amnesty bin will be present at the entrance.

In addition there will be 18 stewards who will be in radio contact at all times when on duty and 2 members of staff qualified in level 2 spectator safety who will take supervisory roles. All stewards will be briefed on the following:

1. Checking areas to make sure they are safe (wet floors, emergency exit routes are clear, suspicious packages etc.)
2. Contingency and Emergency procedures
3. Patrolling of the perimeter fence and notifying security of trespassers
4. Incident reporting procedures
5. Monitoring entry of under 18's to the bar and stage areas outside of permitted hours
6. Location of first aid tent/equipment, fire extinguishers, etc.
7. Lost child policy

For identification purposes security and stewarding staff will be issued with high visibility clothing. Different coloured vests/jackets will be used to distinguish between S.I.A. registered staff and event stewards. These vests/jackets will be removed when not on duty. Security will wear black high visibility jackets and stewards will wear green high visibility vests.

S.I.A registered staff and event stewards will not drink alcohol whilst on duty.

Stewards must report to the steward manager prior to starting their shift. If it is suspected that a steward is under the influence of alcohol or any other substance that may affect their ability to carry out their shift in a safe and effective manner, they will not be permitted to carry out their shift and any deposit paid will be retained.

The following measures will be in place for the prevention of crime and disorder:

1. 24 hour S.I.A. registered security has been arranged for the full duration of the event.
2. S.I.A. registered security will be on site at all times and will be in direct radio contact with event organisers and stewards.
3. Alcohol will not be sold to minors or any person who is showing signs of intoxication.

4. Stalls selling drug paraphernalia will not be permitted on the event site.
5. A zero tolerance policy in respect to the selling and use of drugs and novel psychoactive substances (legal highs).
6. Stewards will be briefed to report any suspicious activity to a member of the security team who will then act accordingly.
7. The retail of alcohol will solely take place from the bar. The bar will be managed by a Bar Manager holding a personal licence and 2 bar supervisors.
8. Stewards will not address any person/s with regards to suspicious or unlawful activity. If a member of security is not available the police should be contacted on 101 or in the event of an emergency on 999. The incident details, name of the event and location details should be given.

The nearest manned police station to the event is:

2 New Market Street,
Usk,
Gwent,
NP15 1AT

01291 672017

The sale of alcohol

There will be 1 bar at the event which will be managed by the designated premises supervisor who holds a personal licence. The supply of alcohol will only be authorised by a person who holds a personal licence.

This person will be responsible for the sale of alcohol which will only be available within the following periods:

1. Friday 1st May 2015 between 1200 and 0400
2. Saturday 2nd May 2015 between 1200 and 0400
3. Sunday 3rd May 2015 between 1200 and 0000

The sale of alcohol will be closely monitored and all laws will be abided to. Extra care will be taken not to sell alcohol to anyone under the age of 18, and the bar will be operating a "think 25" system where if a customer looks under 25, they will be required to show a valid ID. The only acceptable forms of ID will be a passport, photo driving licence, government approved pass card and military I.D. bearing a photo and date of birth.

Alcohol will be served from the bar only. No mobile dispensing of alcohol will take place at the event.

Persons under the age of 18 are not permitted into the bar areas at any time unless accompanied by a parent or guardian.

There will be a SIA registered member of security located at the bar during licensed hours.

Stewards will monitor the festival gate at all times and vehicle access to the venue will be restricted with no entry or exit between 0000hrs and 1000hrs, unless by prior arrangement or in an emergency, in order to help reduce the risk of drink driving.

The bar staff will all be experienced and briefed on the law, and will not serve anyone who is already intoxicated.

All drinks will be dispensed into 25cl and 50cl plastic festival cups. No glass will be used.

Free potable water will be available at the bar during bar opening times.

Food Concessions

We will have approximately 6 food stalls on site. Each catering operation should have a nominated responsible person, who has the duty of ensuring that the operation is safe, and that other employees are trained in accordance with their duties and aware of their responsibilities.

Food concessions are required to provide the following prior to trading:

1. Food Safety Management Plan
2. Food Hygiene Rating Information
3. Health and Safety and Fire Risk Assessments
4. Public Liability Insurance
5. Employers Liability Compulsory Insurance
6. Gas safety certification for appliances if using LPG

Levels of hygiene and cleanliness should conform to guidelines and current legislation.

Monmouthshire County Council Environmental Health may attend site to carry out checks on all food concessions prior to trading.

Food concessions must provide their own containers for fresh water, grey water and food waste.

Grey water and food waste must be taken to the waste management point at regular intervals.

Bins should be provided for public use and emptied at regular intervals.

If trading after dark sufficient lighting should be provided.

The roof coverings and walls of any structures should be manufactured from flame-retardant materials that meet the requirements of BS5438 and marked accordingly. Tents or marquees should be made of easy-to-clean material linings and, where required, ceilings.

Low level recorded background music only is permitted at all stalls between the hours of

1200hrs and 0400hrs.

All stall holders must be on site no later than 1800hrs on Wednesday 30th May to attend the crew briefing which will take place at the production office.

Food stall trading hours will be:

- Midday Thursday – 0400hrs Friday
- 1000hrs Friday – 0400hrs Saturday
- 1000hrs Saturday – 0400hrs Sunday
- 1000hrs Sunday – Midnight Sunday

The provision of safe and clean drinking water

The existing mains water supply will be utilised for the duration of the event. Bottled water will also be available from at each of the bars.

The landowner will communicate with the water supply company to ensure all permissions are granted and notifications made for connection to the public supply.

Two drinking water taps will be provided in the event field (see attached site plan). These will be clearly identified and illuminated at night.

All equipment and pipework used for temporary extension of the public supply will be chlorinated using procedures outlined in BS 8558:2011 and BS 8551:2011.

Fire Control Measures

A full fire risk assessment will be carried out and submitted to the local fire authority no later than 6 weeks prior to the event for approval.

Contingency and Emergency Planning

Medical Emergency

All members of SIA registered security will be first aid qualified and will be in radio contact with stewards located at regular points throughout the venue. If any steward, crew member or member of security encounters a medical emergency they should immediately inform the medical tent on radio channel 4.

A fully equipped first aid kit and water will be located at the first aid tent. Stewards are to be fully briefed on the signs of fatigue, dehydration and excessive alcohol consumption.

Fully trained and qualified staff will be located on site at all times. The first aid tent will be clearly identified.

We will employ Hardcore Medical to provide professional medical cover for the duration of the event. Two medical staff will be on duty at the first aid tent at all times. The first aid tent will have sufficient heating, lighting and will be clearly sign posted.

We will also provide a general welfare tent, volunteers in this tent will have a basic first aid qualification.

In the event of medical emergency the nearest hospital is:

Maindiff Court Hospital
Ross Road
Abergavenny
NP7 8NF
01873 735500

In minor cases the casualty may be driven to the hospital. In the event of an emergency a steward or member of security must immediately notify event control, event control will then call 112 or 999 and give the operator the details of the emergency and the location of the event which is:

Festival Site,
Cwm Cayo Farm,
Gwehelog,
Usk,
NP15 1HS

All stewards/security personnel will be briefed on emergency procedures and access routes.

Adverse weather conditions:

Hardcore Road runs all through the site.

Cars parked facing downhill to ensure easy exit in adverse weather.

A tractor will also be on site to assist any vehicle that has become stuck. Vehicle

movement will be limited in adverse weather conditions.

Event crew will be on-site from Saturday 27th May. If adverse weather conditions force the event to be cancelled all ticket holders will be notified no later than 1800hrs on Wednesday 31st May. Ticket holders will be contacted by email and social media sites.

If at any point during the event adverse weather conditions could cause temporary structure collapse and the structure has to be evacuated the music will be immediately switched off and security will shout the following “DANGER! PLEASE LEAVE THE TENT IMMEDIATELY AND FOLLOW THE STEWARDS INSTRUCTIONS”

Stewards will then escort attendees to a safe area at least 25m away from any unsafe structure.

Site evacuation:

All stewards, crew and security will be fully briefed on their roles and responsibilities if the site requires evacuation. Security will clear designated areas within the site and stewards will escort ticket holders to the designated safe area.

The designated safe area is in the CAR PARK. (See site layout plan) This will be illuminated at night. All stewards and security will wear high visibility vests and carry torches at night.

Incident Reporting:

All stewards will be briefed on actions to be taken if they witness an incident, an unsafe condition or find a lost child. Stewards will work in pairs and will have one radio between them. They will be in direct communication with the production office at all times. An event incident log book will be held in the production office and all incidents logged by event control.

Radio communications:

All production crew, stewards and security will be in contact with the production office. The following code words will be used for relaying sensitive messages to the event control.

Event control will be located in the production office.

Code Words	Emergency
Mr Leggit is in the car park	Site evacuation recommended
Miss Rose is in the (state area)	Fire in the stated area
Mr Cross is in the (state area)	Medical emergency in stated area
Miss Black is in the (state area)	Suspicious package in stated area
Delivery for Peter at the production office	Lost child is being taken to the production office

Radio Channel	Group
1	Event Control
2	Security
3	Stewards
4	Medical
5	Welfare
6	Sound Control
7	Stage Managers
8	Markets Manager
9	Facilities Manager
10	Bars Manager
11	Generator Crew
12	Landowner
13	Artist Liaison

All stewards will be issued with a card showing the above code words and radio channels.

Actions on discovering fire:

If any steward, crew member or member of security discovers a fire they should immediately inform the production office on radio channel 1 using the above radio code. The following actions should then be taken:

1. Move attendees away from danger and secure the area.
2. If in an area where music is being played inform the stage manager who should immediately turn off the music.
3. Use an appropriate fire extinguisher to extinguish the fire if safe to do so. Do not put yourself or others at risk.
4. If the fire cannot be immediately controlled evacuate the area. If inside a temporary structure security should shout "FIRE, FIRE, FIRE.... PLEASE LEAVE THE TENT IMMEDIATELY AND FOLLOW THE STEWARDS INSTRUCTIONS"
5. Do not stop to collect personal personal belongs.
6. Call 999 and ask for the Fire Service. Give the following information:

- Type of fire
 - Location within the event
 - Event location (Festival Site, Cwm Cayo Farm, Gwehelog, Usk, NP15 1HS)
7. Once the temporary structure or area is cleared security members should also make there way to the nearest safe area.
 8. Do not re-enter the structure or area until the fire service have arrived.

Key Decision Making Personnel

Beth Goodenough (Event Control)	07746759317
George Thompson (Organiser/Artist Management)	07845099302
Asia Cats (Production Manager)	07979144807
Darren Nailer (Organiser/Art Exhibiton)	07585689880

Child Safety

Some parents choose to bring their children to the event due to it's fun and relaxed atmosphere.

Persons under the age of 18 years old are not permitted to buy event tickets. Event tickets must be purchased by a parent or guardian who agree when purchasing the ticket that children under 18 years old will be supervised at all times.

The following actions will be carried out in the event of a person under the age of 18 arriving at the event unsupervised :

1. The person(s) should be held at the production office and made comfortable.
2. Contact should be established with a parent or guardian via telephone if necessary.
3. Transport is to be provided when appropriate to the nearest public transport links.

Any parent or guardian who wishes to bring a child aged 10 years or under to the event must register the child through our website and provide full contact details. A secondary emergency contact for a friend or relative who is not at the event must also be provided. A file (Accompanied Persons File) containing the full contact details and registration number of any attendee who has bought a minor to the event is to be kept at the production office. All event staff will be made aware of the location of the accompanied persons file during the staff briefing. The staff briefing will take place at the production office at 1800hrs on Wednesday 31st May.

In the case of a child separated from his/her parent/guardian a lost child policy will be in place.

The child will be held at the production office in the company of a DBS checked member of staff along with another member of staff (2 people minimum). The child's parents/guardian will then be contacted using wristband information or information held in the "Accompanied Persons" file.

No child shall be released into the care of an adult without first carrying out full identification checks.

Children will not be permitted to leave the event site either by themselves or with an adult without first being identified by security staff.

Upon entry into the event each child under the age of 10 years old will be issued a wristband with an identification number and telephone number of their parent/guardian.

A full briefing of all event staff including security and stewards will take place at 1800hrs on Wednesday 31st May at the Alternative Stage.

The following measures shall be in place to protect children:

1. Children must be accompanied by the responsible parent/guardian at all times.
2. The following information will be held in the "Accompanied Persons" file for all attendees who are responsible for a person under the age of 18:
 - Full name and residential address
 - Relationship
 - Contact telephone number
 - Next of kin
 - Alternative contact telephone number for somebody who is not at the event.
 - Vehicle registration details
3. In the event of a lost child a DBS verified member of staff will accompany the child at the production office along with another staff member.
4. Children are not permitted to be left unattended at the children's entertainment tent at any time and must be accompanied by the responsible parent/guardian.
5. The photography of children is not permitted without the prior consent of a parent or legal guardian.
6. Children under the age of 18 will not be allowed into the bar areas at any time unless accompanied by a responsible parent or guardian.
7. Children under the age of 18 will not be permitted into the bar areas after 2100hrs.
8. Children will not be permitted into the music tents after 0000hrs.
9. Children will not be permitted to leave the event site either by themselves or with an adult without first being identified by security staff.

Public Safety

A suitable and sufficient documented event safety risk assessment will be undertaken and submitted to the licensing authority no later than 7th April 2017.

An event safety risk assessment will be in place to manage following hazards:

1. Medical Emergency
2. Electrical Danger
3. Lost Children
4. Hearing Damage
5. Collapse of Structures:
6. Movement of Vehicles
7. Slips, Trips and Falls
8. Food Poisoning
9. Fire Safety
10. Gas Safety
11. The use of lasers and other special effects
12. Public Disorder
13. Working at height
14. Water Safety

A fire risk assessment will be completed and submitted to the fire authority no later than 6 weeks prior to the event.

£2,000,000 public liability and £10,000,000 employers liability insurance will be in place for the full duration of the event. All tent companies, performers, food vendors, therapists, P.A. hire and stage hire companies are required to hold personal public liability insurance.

Any accidents, incidents or near misses are to be recorded in the daily log book which will be located at event control in the production office. The following information should be recorded:

1. Description of Accident/Incident/Near miss.
2. Date and time.
3. Name, age and contact details of persons involved/witnesses etc.
4. Immediate actions carried out and by whom.
5. Further actions required.
6. Where appropriate photographic evidence should be recorded.

Litter/Waste Control

The following litter/waste control measures shall be in place:

1. There will be a dedicated waste management point.
2. Triplicity operates a “leave no trace” policy. Upon entry into the event all attendees will be given a black bag for general waste and a green bag for recyclable materials. Attendees will be given a token upon entry which will be used to claim back £3 from the waste management point in exchange for their full bags.
3. In addition to general waste bins, recycling points for glass, metal, plastic and food waste will be located at various points in the event field.
4. Bins will be emptied at regular intervals and taken to the waste management point where the contents will be sorted into recyclable and non recyclable containers.
5. Stewards will conduct litter sweeps of the event field and check external areas on a regular basis
6. Alcoholic Drinks will be served in re-usable plastic cups for which there will be a £2.00 deposit, ensuring drinks can and bottle waste is kept to a minimum.
7. All glass bottles will be decanted.
8. All litter will be removed from site using a professional waste management company.
9. All waste water will be collected and disposed of off site.

Contact Telephone Numbers

Residents Complaints Line	07708911125
Beth Goodenough (Event Control)	07746759317
George Thompson (Organiser/Artist Management)	07845099302
Asia Cats (Production Manager)	07979144807
Darren Nailer (Organiser/Art Exhibiton)	07585689880
Daniel Stramrood (Premises Supervisor/Bars Manager)	07825869498
David Main (Healing Area)	07962148396
Ash Carvell (Stage Manager)	07984838079
Lou Fleming (Welfare/First Aid Manager)	07765208129

???	(Police Licensing Officer)	01633645747
Police and Ambulance		112 or 999
District Hospital		01873 735500
Amy Lawton	(Environmental Health/Noise Management)	01633748363
Ian	(Element 5/PA contractor)	07944430306
Chris Rann	(Lead Licensing Officer)	01873735420

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Triplicity Music and Arts Festival 2017 Event Safety Risk assessment

Date of Assessment -

Version - 001

Review Date -

Assessment carried out by - George Thompson

Hazards Identified?	Who is ask risk and why?	Measures in place to reduce the risk?	What further action is necessary?	Action by who?	Action by when?	Done
Workplace transport	Staff and attendees risk serious or possibly fatal injuries if struck by a moving vehicle.	1.Tractor/forklift to be operated by experienced and competent persons only. 2.A 5mph speed limit will be in place within the event field, access route and the car parking field at all times. 3.Heavy loads will not be moved after dusk. 4.If a vehicle is to move at night it will be escorted by a steward wearing a high visibility vest and carrying a powerful torch. 5.All trader vehicles must be onsite no later than 1800hrs on Wednesday 30 May. 6.All vehicles entering & exiting the event field must use the hard starring road.	1.Arrange for servicing of toilets and collection of waste only between the hours of 1200hrs and 1600hrs when the public are on site. 2.Prohibit all other vehicle movements other than emergency services when the public are on the site. 3.Contact contractor companies and request arrival times. 4.Inform staff when contractor vehicles will be arriving.	R.Clover R. Clover R. Clover		

Pedestrian/ Vehicle conflict	Staff and attendees risk serious or possibly fatal injuries if struck by a vehicle in the car park or on the public highway.	<ol style="list-style-type: none"> 1.Car parking to be controlled by stewards. 2.All stewards to be fully briefed on parking procedures. 3.Car park will be lit at night. 4.Taxi/Bus drop off point provided within the car parking field. No drop off on the public highway. 5.Attendees discouraged from walking on the public highway. 6.Signage and lighting provided to warn other road users of event. 7.No vehicles except for emergency vehicles are permitted to enter or leave the site between 0000hrs and 0600hrs. 	<ol style="list-style-type: none"> 1.Contact local coach hire companies to arrange a shuttle bus from Newport train station. 2.Contact local taxi companies to inform them attendees may travel by bus to Usk. 3.Consult on transport plans with Local Police Authority and County/Council Highways authority. 4.Contract the AA to erect event directional signs. 	<p>A.Cats</p> <p>A.Cats</p> <p>G.Thompson</p>		
Slips, Trips and Falls	Staff and attendees risk injury due to a slip or trip.	<ol style="list-style-type: none"> 1.Flooring in marquees and other structures laid by a competent person. 2.Steps, changes in level and other tripping hazards fenced if not in use. 3.Temporary lighting provided to walkways, toilets and general areas in use by crew and attendees after dark. 4.Marquee pegs protected by foam and guy ropes etc highlighted in public areas 	<ol style="list-style-type: none"> 1.Remove all farm equipment from area that could be a trip hazard. 2.Identify any pot holes in the campsite and event field. Fill will soil and compact. 			
Collapse of Structures	Staff and attendees risk serious or possibly fatal injury if fixed structures collapse.	<ol style="list-style-type: none"> 1.Stages and marquees to be erected by a competent person/contractor. 2.Contractor(s) to provide sign off certificates for all structures. 3.Daily checks made on all structures by a competent person. 	<ol style="list-style-type: none"> 1.Check weather forecast daily for approximate wind speeds. 2.Check with temporary structure provider(s) the maximum wind speeds that structure can withstand safely. 3.Make contingency plans to enable closure of structure in adverse weather conditions. 	<p>A. Cats</p> <p>G. Thompson</p> <p>G. Thompson</p>		

Hearing Damage	Crew and attendees may suffer permanent or temporary hearing damage from exposure to loud music.	<ol style="list-style-type: none"> 1.Ensure the event equivalent continuous sound level (Event Leq) in any part of the audience area does not exceed 100 dB (A), and the peak sound pressure level does not exceed 140 dB. 2.Warnings provided in advance to attendees and by signage at the entrance to stages. 	<p>Provide free ear plugs at the production office.</p> <p>Produce a Noise Management Plan for approval by local authority</p>	<p>A.Cats</p> <p>G.Thompson</p>		
Medical Emergency	Staff and attendees at risk if no emergency first aid available.	<ol style="list-style-type: none"> 1.First aid cover will be provided at the welfare tent for the duration of the event 2.Two welfare staff members and one first aid qualified staff member will be present at the welfare tent at all times. 3.The medical team will be in radio contact with the production office and security at all times. 4. Hardcore Medical in attendance with 3 EMT's on site at all times. 	<ol style="list-style-type: none"> 1.All stewards, security, first aid staff and welfare staff briefed on actions to be taken in a medical emergency. 2.Consult on plans for medical emergency cover with local NHS Ambulance Trust. 	L. Fleming		
Lost children	Children and parents can become separated	<ol style="list-style-type: none"> 1.All staff and stewards made aware of the Lost Child policy. 2.Accompanied persons file to be kept in production office detailing contact information for parents/guardians. 	<ol style="list-style-type: none"> 1.Check DBS status of person(s) to take responsibility for lost children at the event. 2.Identification wristbands issued to children under 10 years old upon entry.. 	<p>A.Cats</p> <p>A.Cats</p>		
Performers	Staff and attendees may suffer serious injury from coming into contact with performers spinning objects such as staffs, poi and juggling.	<ol style="list-style-type: none"> 1.Performances of poi/staff spinning will take place in designated areas at set times. 2.Performances will not be carried out inside tents. 3.A minimum distance of 10 meters will be maintained by the audience during performances. 4.All performers will be experienced and hold valid public liability insurance. 	<ol style="list-style-type: none"> 1.Check public liability insurance of all performers prior to performances. 	A.Cats		

Adverse Weather	Staff and attendees may suffer injury from debris and unstable structures in high winds. Risk of slips and fall in muddy conditions.	1.The maximum windspeed of all temporary structures will be provide by contractors 2.Gazebos will not be permitted in the campsite or live in vehicle area. 3.Daily checks of all temporary structure moorings will be carried out. 4.Areas of high footfall will be covered with suitable material to stop area becoming excessively muddy of water logged.	1.Check with temporary structure provider(s) the maximum wind speeds that structure can withstand safely. 2.Contact hire company to arrange rubber matting or aluminium trackway for gateways. 3.Confirm with landowner that sufficient straw is available for areas of high footfall if required.	R.Clover G.Thompson		
Spread of Disease	All staff, attendees and contractors.	1.Antibacterial handwash outside all toilet areas. 2.Toilets to be kept clean at all times.	1.Ensure toilet hire company provide these services	R.Clover		
Electrical Danger	Staff and attendees may suffer serious or possibly fatal injuries due faulty electrical equipment or installation.	1.All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current device. 2.All generators, distribution boxes etc to be fenced and away from public. 3.A qualified and competent person shall inspect all temporary electrical installations. 4.All electrical equipment to be PAT tested.	Contractors and performers and traders will be contacted by email to remind them that any portable appliances need to be PAT tested.	R.Clover		
Fire Safety	Staff and attendees risk serious or possibly fatal injuries from smoke inhalation or burns	A full fire risk assessment has been completed, submitted and approved by the local fire authority.	1.Fire authority will complete site walkthrough prior to the event starting. 2.Stewards and security to check fire exits and keep exits clear during performances. 3.Fire extinguishers delivered to site.	L.Fleming G.Thompson		

Gas Safety	Staff and others risk injury from fire and explosion if gas appliances not properly maintained and used.	<p>1.Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a “Gas Safety Register” approved contractor. Compliance certificates to be kept on food stall.</p> <p>2.Food vendors to be reminded of the need to ensure staff changing LPG cylinders are trained to do so.</p>	<p>Make arrangements to check food vendors are complying with gas safety requirements.</p> <p>Send LPG risk assessments to all traders for completion.</p> <p>Traders safety briefing</p>	<p>E.Noorduijn</p> <p>E.Noorduijn</p> <p>E.Noorduijn</p>		
Lasers and other special effects	Staff and attendees may suffer eye damage if used improperly.	<p>1.Assessment and suitability of venue by a competent person.</p> <p>2.Lasers to be installed and operated by staff who have completed an LVR laser safety training course and exam.</p> <p>3.Lasers will be mounted a minimum of 3 meters above floor level.</p>	Carry out checks to ensure installed equipment meets the safety requirements.	G.Thompson		
Food poisoning	Staff and the attendees at risk if they consume food prepared in unhygienic conditions.	<p>1.Food traders required to bring copies of their employees food hygiene training certificates.</p> <p>2.Food traders required to bring copies of their food safety management system.</p>	<p>1.Submit a list of food traders to the licensing authority 2 weeks prior to the event.</p> <p>2.Environmental Health Department to be granted access upon request to inspect food stalls.</p>	E.Noorduijn		
Public Disorder	Staff and the attendees risk serious injury, if assaulted or if caught up in incidents of disorder.	<p>1.Security staff and stewards trained to spot potential causes of public disorder.</p> <p>2.Adequate number of trained, SIA badged security staff will be present on site at all times.</p> <p>3.Control of numbers at event particularly in performance areas and marquees.</p> <p>4.Alcohol will not served to any person who appears to be intoxicated.</p> <p>5.No glass is permitted at the event. All glass bottles will be decanted at the bar.</p>	<p>1.Attendees notified that glass is not permitted at the event.</p> <p>2.Under 18's to be issued an orange wristband to identify them to bar staff.</p> <p>3.Alcohol to be sold from bars only.</p> <p>4.Consult with the local Police on security plans.</p>	<p>G.Thompson</p> <p>A.Cats</p> <p>E.Meade</p> <p>G.Thompson</p>		

Working at height	Staff and attendees risk serious injuries or death if they fall from height.	<ol style="list-style-type: none"> 1. Stages and marquees to be erected by a competent person/contractor. 2. Where possible suitable platform towers to be used for any work carried out at a height over one meter. 3. All work at height assessed on an individual task basis. 4. Suitable step ladders, in good condition are to be provided. 5. If using a step ladder the manufacturers guidance must be followed and the step ladder held secure by a second person. 	<p>Order suitable access equipment from local hire company.</p> <p>Equipment stored correctly when not in use and checked prior to use.</p>	G.Thompson		
Manual Handling	Staff suffer injury such as back pain from handling heavy and/or awkward objects.	<ol style="list-style-type: none"> 1. All work involving manual handling assessed on an individual task basis. 2. Persons to work in pairs to lift heavier objects. 3. Aids to manual handling including a tractor/forklift and trolleys will be available for use. 				
Water Safety	Staff and attendees risk serious injuries or death by drowning in the river and/or lake.	<ol style="list-style-type: none"> 1. Pond in wooded area is fenced off. 2. Pond will be well lit at night. 	Arrange and contract temporary fencing around pond.	R.Clover		
Deadfall in trees	Staff and attendees at risk of injury from falling wood.	<ol style="list-style-type: none"> 1. Whole wooded area will be thoroughly checked by a qualified tree surgeon prior the event. 2. Any Branches that are either dead and in danger of falling in high winds will be removed. 		H. Inkpen		

Triplicity Festival of Music and Arts

Noise Management Plan

Date	June 2nd - 4th 2017
Address of premises	Festival Site, Cwm Cayo Farm, Gwehelog, Usk, NP15 1HS
Maximum numbers	499
Soundchecks	approx 11.00
Start / finish time	Friday : 12:00 - 03:00 Saturday: 10:00 - 03:00 Sunday: 10:00 - 00:00
Organisers	George Thompson (07845099302)
Noise Control	Andrew Cornforth (07895331296)
Sound contractor	Element 5
Plan Author	George Thompson

MEASUREMENTS TAKEN WITH A CLASS 2 DB METER OR EQUIVALENT AND RECORDED.

THE EVENT WILL BE RUN IN ACCORDANCE WITH THE FOLLOWING:

Identified noise sensitive properties shall be pre-leafleted with information regarding the event, including start & finish times, an invite to attend and a dedicated residents telephone number (Tel: **07375742004**) that can be called prior or during the event hours.

No less that 2 weeks prior to the event a communications exercise shall be undertaken to ensure that all reasonably practicable steps are undertaken to ensure that all properties within a 5 mile radius of the site are notified of the event, and are provided with contact details of the dedicated residents telephone line. "Reasonably practicable steps" would be the placing of an advert in local newspapers / newsletters which are circulated within 5 miles of the site, liaising with all parish councils within the 5 mile radius mentioned above, and / or other similar measures which are able to be evidenced.

Two off-site monitoring locations to be established to the satisfaction of the Council's Environmental Protection Team. (51°43'42.9"N 2°53'37.5"W across the valley to the east & 51°43'40.8"N 2°54'29.9"W to the west)

A log book shall be established to record the details of all sound level monitoring taken throughout the course of the event.

Design of the site layout and positioning of the sound systems shall be in such a way to contain noise and minimise the noise impact of the event.

Baffles will be placed behind sound systems to reduce low frequency pollution.

FOH will be approximately 15m in front of the main PA speakers for each stage.

Music noise dB levels to be measured (average over 5 minute periods) at FOH and monitoring points during soundchecks with results recorded. The sound source used for the test shall be the same character to the music likely to be produced during the event.

Soundssystem to be equipped with necessary limiters and compressors to ensure no sharp peaks in noise levels or possibility of levels going higher than those established in soundcheck.

Music noise dB levels will be measured and recorded at FOH and monitoring points during event (average over 15 minute periods).

The Music Noise Level measured over a 15 minute period (LAeq, 15min) at the boundary of any noise sensitive premises shall not exceed 10dB over ambient \approx 55dB(A) during the daytime (defined as between the hours of 09.00 and 23.00) on any day. At all other times the music noise level shall not exceed +5dB LAeq 1 minute over ambient or 35dB LAeq 1 minute (whichever is the lower) at the boundary of any noise sensitive premises.

We have visited the site with a sound system to gain accurate late night predictions of sound level. Results and a detailed report are available on request. We established the Noise Sensitive Properties (NSP) and further proved that we can run at a suitable late night level with a decent level at FOH and off site.

Acoustic calculations as follows:

500m to Noise Sensitive Property = -30dB(A) drop.
Worked out from: Decibels of Change = $20 \times \log(\text{distance } 1 / \text{distance } 2)$
We measured a 37dB attenuation (drop) to the most sensitive property we visited.

Strawbale wall = -15dB(A) drop
From pervious experience & Case Studies.

Total = -45dB to -52dB drop

Therefore:

FOH Daytime =

55dB (MAX level at boundary of NSP)
+
45dB (Drop caused by Distance & Baffles)
= 100dB (107dB by our measurements)

FOH Nighttime =

+5dB over ambient or 35dB (whichever is lower) (MAX level at boundary of NSP)
+
45dB (Drop caused by distance & Baffles)
= 70dB (77dB by our measurements) - 80dB (87dB by our measurements)

Noise levels during the event shall be **continually** monitored inside the licensed area to ensure the noise criteria specified in the premises license conditions and the noise criteria agreed in the noise management plan are not exceeded.

Measurements outside the licensed area shall be routinely taken to ensure the noise criteria specified in the premises licence conditions and the noise criteria agreed in the noise management plan are not exceeded.

During the course of the event, a noise monitoring system shall be in place. As a minimum, sound level measurements shall be taken at 11:00, 13:00, 15:00, 17:00, 19:00, 21:00, 23:00, 24:00, 00:00, 01:00, 02:00 on each day of the event from the pre-identified noise monitoring locations. This will ensure that atmospheric conditions do not have any effect on our off site levels. As each system is limited the level FOH will not be able to increase beyond the maximum levels set for daytime and nighttime levels. Parameters to be recorded for this monitoring - in the noise monitoring log book - shall include date, time, a sketch map showing the monitoring location in relation to the site, weather conditions, wind direction, wind speed, LAeq 15min, and any other observations.

Additional observations shall also be made around the perimeter of the site at similar intervals, and other locations in the general area. Associated parameters to be recorded in the noise monitoring

log book shall include date, time, a sketch map showing the monitoring location in relation to the site, weather conditions, wind direction, wind speed, and any other observations.

If any instances of exceedance with noise limits are noticed as a result of this or any other monitoring, remedial action shall be taken immediately to achieve compliance, and the details of this action recorded in the log book.

Access will be granted to officers of the licensing authority to all areas of the site relevant to an investigation of music noise levels, to include front of house and monitor sound mixing positions. Upon the reasonable request by officers of the licensing authority and at any time during the event, the sound operator shall temporarily adjust the configuration of the amplification system to reduce either broadband sound levels or sound levels within a particular octave band. Thereafter the applicant shall agree with the officer a music noise level to achieve compliance with noise limits. Where necessary the noise level of any noise source found to be excessive by an officer of the licensing authority shall be immediately reduced to a level acceptable to the officer.

All other potential sources of noise throughout the site shall be monitored and regulated in accordance with the Noise Management Plan.

A competent person will be in attendance throughout event to monitor and control sound system levels on each stage.

To minimise noise after the 03:00 finish attendees will not be permitted to bring their own music systems into the event or play music in the camping field. This will be monitored by SIA licensed security staff.

Communications on site will be as follows:

Dedicated residents telephone line (Tel: 07375742004) to be manned, charged and with reception at event office for duration of event. All complaints to be recorded and investigated accordingly. Sound levels will be monitored and recorded at the façade of the property and our noise control will liaise with the resident as required. Action will be taken to reduce levels where exceedances are identified, and all details of the complaint shall be recorded in the noise monitoring log book.

Complaints line will be received in the site office, who will have continuous open communications with Andrew Cornforth (BA in live music /sound technology awarded university of plymouth. 16 years as a live sound engineer, 8 as an event organiser) & his equally qualified and experienced team, who have authority to turn down all site noise levels and a designated crew to travel off site and monitor dB levels.

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Event:	Triplicity Festival 2017
Location:	Cwm Cayo Farm, Gwehelog, Usk, NP15 1HS (51.72846,-2.90267)
Date of Survey:	2 nd May 2017
Date of Event:	1 st - 5 th June 2017

Background Noise Assessment + Noise Attenuation Survey

The following report is produced by Andrew Cornforth for Triplicity Festival.

The aim of the survey is to establish background noise levels for the event location and neighbouring preoperties, and to establish the 'real world' signal attenuation over the distances and topographical features of the landscape.

For the puropses of the survey, a soundsystem (the same to be used during the event) was installed at the site of the event, playing programme material at a level close to the desired output for the event. Levels were then measured at a distance of 15m from the speakers in the direction of the projected sound, in order to gain a reference. Measurements were also recorded at each of several loaction close to the boundaries of neighbouring properties, both with and without programme material being played, in order to approximate the attenuation and to establish what increase in noise levels were present over the existing ambience of the environment. Measurements were also taken when no programme material was being played.

Using these figures we are able to establish baseline levels to consider as maximum front-of-house levels for both day and night-time.

EXTRA CONSIDERATIONS

SURVEY CONDITIONS.

The survey was conducted on a warm, sunny day. with little to no wind (0-1 beaufort scale). Measurements were taken between 7pm and 9pm on Tuesday 2nd May.

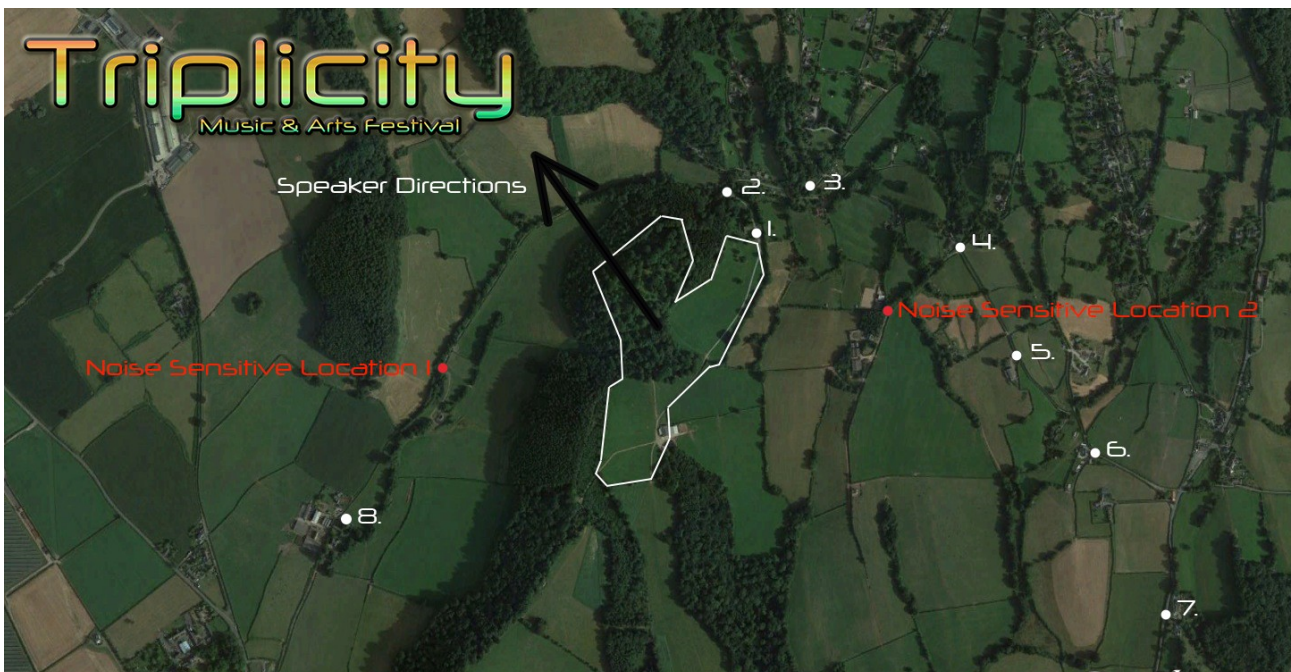
While the lack of wind is very convenient for obtaining a fairly neutral picture of sound propagation from the site, It should be noted that during the event, weather conditions may not be the same. In most cases, sound will carry best in still conditions, so any baselines established here will accommodate most variances in possible conditions. There are however certain edge cases, such as a slow steady breeze in one direction, that could cause sound to

carry further. Off-site teams will need to be aware of this, and be prepared to implement any necessary reduction in output from the event should these situations arise.

AMBIENT LEVELS

The measurements taken indicated that background levels were similar across all the measured locations, with A-scale averages of between **42-46dB** at the time of the attenuation survey, and 48-52dB earlier in the day (perhaps due to traffic or agricultural machinery) and a C-scale averages **58-60dB**. It is worth noting that traffic on the main roadway during these hours was infrequent but regular and caused peaks of up to **73dB** (A).

LOCATIONS



RECORDED MEASUREMENTS

Location	A-Scale			C-scale ¹		
	avg ²	max	att ³	avg	max	att ³
Front of House @ 15 m	85dB	96.7dB	n/a	100dB	109.6dB	n/a
1	45dB	50dB	40db	65dB	70dB	35dB
2	45dB	50dB	40dB	58dB	65dB	42dB
3 cross roads	48dB	53dB	37dB	58dB	62dB	42dB
4	44dB	73.2dB ⁴	41dB	57dB	61dB	43dB
5 great house farm?	42dB	73.3dB ⁴	43dB	58dB	62dB	42dB
6	45dB	52dB	40dB	57dB	61dB	43dB
7	45dB	54dB	40dB	56dB	61dB	44dB
8	45dB	55dB	40dB	57dB	60dB	43dB
NSL 1	48dB	58dB	37dB	67dB	72.8dB	33dB
NSL 2	45dB	48dB	40dB	66dB	75dB	34dB

NOTES

Locations 1 to 8 all showed levels about the same as the ambient levels recorded previously, some levels measured are lower than those recorded previously, and this can only be because the ambient level dropped in the meantime. The readings concur with the empirical observation that while the music could be heard (quietly in the distance), other sources in the natural soundscape were contributing more significantly to the overall level. As such the impact on these neighbouring properties at the testing level could be described as negligible, certainly in the A weighted scale. On the same scale, the property identified as most sensitive (NSL1) showed an increase over ambient levels of only 2-3dB

SENSITIVE PROPERTIES IDENTIFIED:

The properties identified on the map (NSL1 and NSL2) were revealed to be the most sensitive of those we surveyed, with a measured attenuations of 33dB and 34dB respectively.

Since the nearest of these dwellings is 500m, the expected attenuation is approximately -30dB;

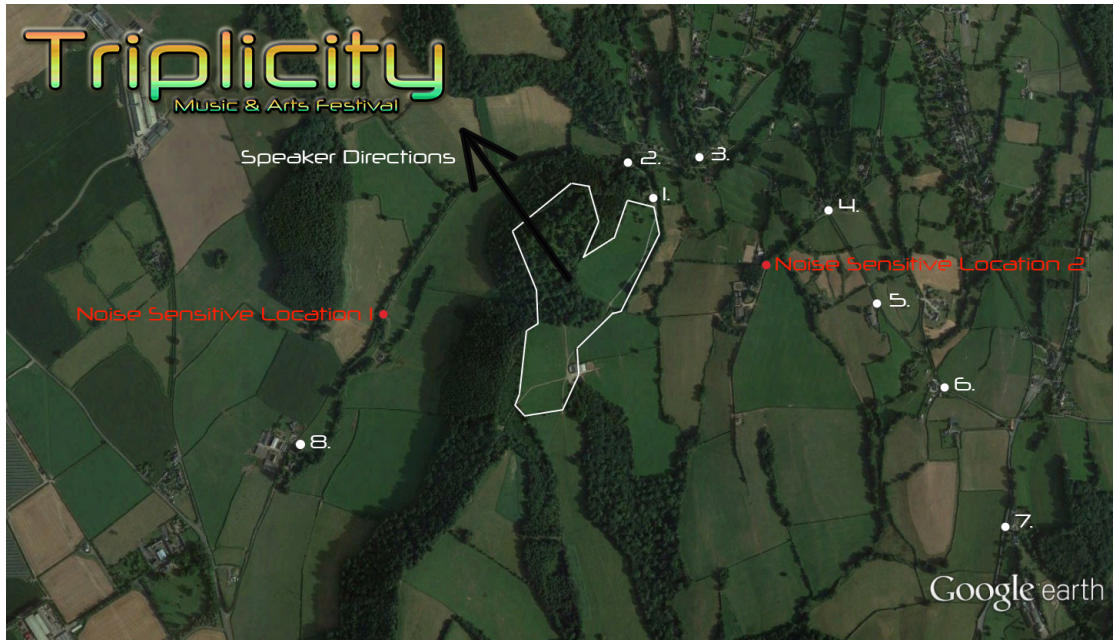
$$\Delta L = 20 \cdot \log\left(\frac{500m}{15m}\right) = 30.45 dB$$

- 1 LA_{EQ} measurements are by definition measured using an A-weighted scale. C-weighted measurements are included here for completeness.
- 2 Avg sound levels were measured over 10 minutes at each location, using meters that record their readings to memory, these were then graphed by computer, and an integral calculus function applied to give an 'area under the graph' average constituting an LA_{EQ}10min reading
- 3 Attenuation (reduction in level) found by subtracting measured level from FOH readings.
- 4 High peak reading caused by traffic on the road.

However, because of the slight altitude differences and other factors the recorded attenuation was slightly higher, at 37 and 40 dBA.

CONCLUSIONS AND SUGGESTED APPROACH

Working on the basis of a 30dBA drop in level to the boundary of the most sensitive properties, and therefore allowing some additional headroom, the proposed baseline levels for FOH would be 85dBA daytime and 65dBA at night. However, to factor in the proposal by the organiser to use a straw-bale wall, these levels could be higher. Optimally 100dBA daytime and 80dBA nighttime. This assumes that the placement of such noise mitigation measures and the thickness/density is enough to result in -15dB damping to the most sensitive properties. The effectiveness of these measures will be verified in situ, before the use of these higher levels is considered, With further measurements taken during the event to ensure that we remain within current UK guidelines for this type of event. Additional measurements of the background levels at night need to be obtained in order to ensure that the calculations hold.... we are currently assuming for night time that the ambient levels are approx 30dBA, which our event may exceed by 5dBA



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Who can give a temporary event notice?

Personal licence holders

- 7.23 A personal licence holder can give a TEN at any premises on up to 50 occasions in a calendar year. This limit is inclusive of any late TENs given in the same year. The use of each TEN must of course observe the limits described above, including the limit of 12 TENs in respect of each premises in a calendar year.

Non-personal licence holders

- 7.24 The 2003 Act provides that any individual aged 18 or over may give a TEN to authorise the carrying on of all licensable activities under the Licensing Act 2003, whether or not that individual holds a personal licence. Such an individual will not, therefore, have met the requirements that apply to a personal licence holder under Part 6 of the 2003 Act. Where alcohol is not intended to be sold, this should not matter. However, many events will involve a combination of licensable activities and the 2003 Act limits the number of notices that may be given by any non-personal licence holder to five occasions in a calendar year (inclusive of any late TENs in the same year). In every other respect, the Guidance and information set out in the paragraphs above applies.

Role of the licensing authority

- 7.25 The licensing authority must check that the limitations set down in Part 5 of the 2003 Act are being observed and intervene if they are not (see paragraph 7.15). For example, a TEN would be void unless there is a minimum of 24 hours between events notified by the same premises user, or an associate or someone who is in business with the relevant premises user in respect of the same premises. This is to prevent evasion of the seven day (or 168 hour) limit on such events and the need to obtain a full premises licence or club premises certificate for more major or permanent events. In addition, for these purposes, a TEN is treated as being from the same premises user if it is given by an associate.
- 7.26 Where the application is not within the statutory parameters described earlier, the licensing authority will issue a counter notice to the premises user.
- 7.27 Where the TEN is in order, the relevant fee paid and the event falls within the prescribed limits, the licensing authority will record the notice in its register and send an acknowledgement to the premises user (which may be given electronically). The licensing authority must do so, no later than the end of the first working day following the day on which it was received (or by the end of the second working day if it was received on a non-working day), unless an objection notice is received beforehand from the police or EHA on the basis of any of the four licensing objectives (see paragraphs below).
- 7.28 If the licensing authority receives an objection notice from the police or EHA that is not withdrawn, it must (in the case of a standard TEN only) hold a hearing to consider the objection (unless all parties agree that this is unnecessary). The licensing committee may decide to allow the licensable activities to go ahead as stated in the notice. If the notice is in connection with licensable activities at licensed premises, the licensing authority may also impose one or more of the existing licence conditions on the TEN (insofar as such conditions are not inconsistent with the event) if it considers that this is

appropriate for the promotion of the licensing objectives. If the authority decides to impose conditions, it must give notice to the premises user which includes a statement of conditions (a "notice (statement of conditions)") and provide a copy to each relevant party. Alternatively, it can decide that the event would undermine the licensing objectives and should not take place. In this case, the licensing authority must give a counter notice.

- 7.29 Premises users are not required to be on the premises during the event authorised by the TEN, but they will remain liable to prosecution for certain offences that may be committed at the premises during the period covered by it. These include, for example, the offences of the sale of alcohol to a person who is drunk; persistently selling alcohol to children and allowing disorderly conduct on licensed premises.
- 7.30 In the case of an event authorised by a TEN, failure to adhere to the requirements of the 2003 Act, such as the limitation of no more than 499 being present at any one time, would mean that the event was unauthorised. In such circumstances, the premises user would be liable to prosecution.
- 7.31 Section 8 of the 2003 Act requires licensing authorities to keep a register containing certain matters, including a record of TENs received. There is no requirement to record all the personal information given on a TEN.

Police and environmental health intervention

- 7.32 The system of permitted temporary activities gives police and EHAs the opportunity to consider whether they should object to a TEN on the basis of any of the licensing objectives.
- 7.33 If the police or EHA believe that allowing the premises to be used in accordance with the TEN will undermine the licensing objectives, they must give the premises user and the licensing authority an objection notice. The objection notice must be given within the period of three working days following the day on which they received the TEN.
- 7.34 Where a standard TEN was given, the licensing authority must consider the objection at a hearing before a counter notice can be issued. At the hearing, the police, EHA and the premises user may make representations to the licensing authority. Following the hearing, the licensing authority may decide to impose conditions which already apply to an existing premises licence or club premises certificate at the venue, or issue a counter notice to prevent the event going ahead. As noted above, there is no scope for hearings in respect of late TENs and if objections are raised by the police or EHA in relation to a late TEN, the notice will be invalid and the event will not go ahead.
- 7.35 Such cases might arise because of concerns about the scale, location, timing of the event or concerns about public nuisance. However, in most cases, where for example, alcohol is supplied away from licensed premises at a temporary bar under the control of a personal licence holder, (such as at weddings with a cash bar or small social or sporting events) this should not usually give rise to the use of these powers.

Modification

- 7.36 As noted above, the police or EHA (as “relevant persons”) may contact the premises user to discuss their objections and try to come to an agreement which will allow the proposed licensable activities to proceed. The TEN can be modified (for example, by changing the details of the parts of the premises that are to be used for the event, the description of the nature of the intended activities or their duration). The other relevant person has to agree for the modification to be made. There is no scope under the 2003 Act for the modification of a late TEN.

Applying conditions to a TEN

- 7.37 The 2003 Act provides that only the licensing authority can impose conditions to a TEN from the existing conditions on the premises licence or club premises certificate at the venue. The licensing authority can only do so:
- if the police or the EHA have objected to the TEN;
 - if that objection has not been withdrawn;
 - if there is a licence or certificate in relation to at least a part of the premises in respect of which the TEN is given;
 - and if the licensing authority considers it appropriate for the promotion of the licensing objectives to impose one or more conditions.
- 7.38 This decision is one for the licensing authority alone, regardless of the premises user’s views or willingness to accept conditions. The conditions must be notified to the premises user on the form prescribed by regulations.

Hearings to impose conditions

- 7.39 Section 105 of the 2003 Act is clear that a licensing authority must hold a hearing to consider any objections from the police or EHA unless all the parties agree that a hearing is not necessary. If the parties agree that a hearing is not necessary and the licensing authority decides not to give a counter notice on the basis of the objection, it may impose existing conditions on the TEN.

Duty of premises users to keep and produce TENs

- 7.40 Where a TEN is not prominently displayed at the premises, the police and licensing officers have the right under sections 109(5) and (6) of the 2003 Act to request the premises user (or relevant nominated person who has the TEN in their custody) to produce the TEN for examination. If the police do not intervene when a TEN is given, they will still be able to rely on their powers of closure under the Anti-social Behaviour, Crime and Policing Act 2014³.

³ For further guidance on the closure power under the 2014 Act, please refer to www.gov.uk/government/uploads/system/uploads/attachment_data/file/352562/ASB_Guidance_v8_July2014_final__2_.pdf

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