

Licensing and Regulatory Sub- Committee



Title	Agenda
Date	Wednesday 10 August 2022
Time	10.00am (briefing for Members at 9.30am)
Venue	Conference Chamber West West Suffolk House Western Way Bury St Edmunds, IP33 3YU
Full Members	Carol Bull Sara Mildmay-White Don Waldron
Substitutes	Robert Nobbs
Membership is drawn from the full membership of the Licensing and Regulatory Committee and is politically balanced as far as is practicable.	
Interests – declaration and restriction on participation	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
Quorum	Three Members
Committee administrator	Helen Hardinge Democratic Services Officer Telephone 01638 719363 Email helen.hardinge@westsuffolk.gov.uk

HEARING PROCEDURE

Pre-Hearing Matters

1. Declaration of Interests
2. Legal Advisor will introduce members of the Hearing Panel
3. Legal Advisor will ask those present to introduce themselves in the following order:
 - Applicant and any person representing or assisting them (Confirmation also should be given that copies of the relevant representations to be considered at the Hearing have been received);
 - The Officer of the Licensing Authority, the Committee Administrator and the Legal Advisor to the Hearing Panel;
 - Responsible authorities that have made a relevant representation;
 - Interested parties who have made a relevant representation (Interested parties should confirm whether a spokesperson has been nominated and, if so identify them);
 - In the event of a review hearing, the respondent.
4. The Legal Advisor will ask all parties to the Hearing whether they wish to withdraw their application or representation.
5. The Legal Advisor will ask the Officer of the Licensing Authority to report:
 - Any requests from a party to the Hearing for permission for a witness to appear in support of their representation. Any such requests will be determined by the Hearing Panel.
 - Any documentary or other information that a party to the Hearing wishes to present. If there is any such material, the Chair will ask all the other parties to the Hearing whether they consent to it being presented. If they agree, the material will be distributed. If not, the said material may not be distributed unless there are exceptional circumstances which in the Chair's opinion render it necessary and appropriate for the said material to be presented to the Hearing Panel. In this regard the Chair's decision will be final.
6. The Legal Advisor will invite the applicant or his representative to estimate the time required to present their case and ask questions of other parties to the Hearing. He will then ask the other parties to the Hearing whether they will require a longer period to present their representation and question the applicant. The Hearing Panel will determine the maximum period of time allowed for each party to put their case. This decision will be final.

THE HEARING

Immediately the pre-Hearing matters have been dealt with the Hearing will commence.

1. The Chair will ask the Officer of the Licensing Authority to summarise the matter under consideration.
2. The members of the Hearing Panel, the applicant, and those making representations may ask questions of the Officer of the Licensing Authority.
3. Starting with the applicant and, in the event of a review, concluding with the respondent, each party will exercise their rights within the identified maximum time, as follows:
 - Each party to present their case, including responding to any points of which the Licensing Authority has previously given notice, and call any approved witness or witnesses in support of their case.
 - If given permission by the Chair, and only through the Chair of the Hearing, each member of Sub Committee, office of the Licensing Authority or any party may raise questions of any other party or witness/witnesses.
4. Starting with the applicant and, in the event of a review hearing, concluding with the respondent, each party will be asked to sum up their case.
5. All those present, other than the members of the Hearing Panel, their Legal Advisor and the Committee Administrator, will be asked to leave the meeting to allow Members to determine the application.
6. All parties will be recalled. The Legal Advisor to the Hearing Panel will advise those present of any advice that has been provided during the determination. The Chair will then:
 - either announce the decision, together with the reasons for it if it is a Hearing in relation to an application for which the Licensing Authority may make its determination at the conclusion of the Hearing;or
 - advise all the parties that the Licensing Authority will make its determination within 5 working days, in which case notification of the determination will be sent out in writing (including the rights of appeal) to all relevant parties not later than 5 working days after the Hearing date.
7. In the event of the Licensing Authority making its determination at the conclusion of the Hearing the Chair will outline the rights of appeal. The decision and rights of appeal will also be confirmed in writing by the Officer of the Licensing Authority forthwith.
8. Nothing within Paragraph 6 above will preclude a Licensing Authority from making its determination at the conclusion of any Hearing, should the Hearing Panel so decide. It is entirely within the discretion of the Members of the said Panel whose decision in this regard will be final.

Agenda

Part 1 – public

Procedural matters

1. Election of Chair

To seek nominations for the election of Chair for this sub-committee meeting.

2. Apologies for absence

3. Substitutes

Any member who is substituting for another member should so indicate, together with the name of the relevant absent member.

4. Declarations of interest

Members are reminded of their responsibility to declare any pecuniary or local non pecuniary interest which they have in any item of business on the agenda, **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

The attached hearing procedure will be adopted in considering the undermentioned item:

5. Application for the Grant of a Premises Licence - Nowton Park, Nowton Road, Bury St Edmunds

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Report No: **LSC/WS/22/007**

Application for the Grant of a Premises Licence – Nowton Park, Nowton Road, Bury St Edmunds

Report No:	LSC/WS/22/007
Report to and date/s:	Licensing & Regulatory Sub-Committee – 10 August 2022
Cabinet Member:	Councillor Andy Drummond Portfolio Holder for Planning & Regulatory Services Tel: 01638 751411 Email: andy.drummond@westsuffolk.gov.uk
Lead officer:	Kerry Pryer Licensing Officer Tel: 01284 757120 Email: Kerry.pryer@westsuffolk.gov.uk

Wards impacted: **Horringer**

Recommendation: **It is recommended that, in determining the application with a view to promoting the licensing objectives in the overall interests of the local community, Members give appropriate weight to, the steps that are appropriate to promote the licensing objectives; West Suffolk Council's Statement of Licensing Policy; Guidance issued under section 182 of the Licensing Act 2003; the representations attached to this report, and any further relevant information presented to the Sub-Committee on the day of the hearing**

The steps may be:

- (a) Grant the licence, subject to such conditions as are consistent with the operating schedule accompanying the application, modified to such extent as the Authority considers necessary for the promotion of the licencing objectives**
- (b) Exclude from the scope of the licence any of the licensable activities to which the application relates, or**
- (c) Reject the application**

1. Background / Context

- 1.1 An application for the Grant of a Premises Licence, made under the Licensing Act 2003, was received and accepted by the Licensing Authority on 16 June 2022. The application form and associated plan and event management plan are attached as **Appendix A** and **Appendix B and C** respectively.
- 1.2 The application, made by HiFields Limited, proposes to trade as an event organiser. They currently run events at Nowton Park but due to it's growing attendance a Temporary Event Notice is no longer suitable. The application states that current events take place at weekends but they have included weekdays for flexibility in case new events are added to the calendar. Please refer to correspondence from applicant to residents at **Appendix D**.
- 1.3 The licensable activities proposed under the authorisation of a Premises Licence are as follows;
 - Exhibit Film (Outdoors)
Monday – Sunday 11:00 – 00:00
 - Provision of Live Music (Outdoors)
Monday – Sunday 11:00 – 00:00
 - Provision of Recorded Music (Outdoors)
Monday – Sunday 11:00 – 00:00
 - Perform of Dance (Outdoors)
Monday – Sunday 11:00 – 00:00
 - Supply of Alcohol (On sales)
Monday – Sunday 11:00 – 00:00
- 1.4 The Licensing objectives which must be actively promoted by the applicant/holder of any Premises Licence issued under the Licensing Act 2003 are as follows;
 - The Prevention of Crime and Disorder
 - Public Safety
 - Prevention of Public Nuisance
 - Protection of Children from Harm
- 1.5 A statutory 28-day consultation period started on 17 May 2022 and ended on 28 June 2022. This enabled Responsible Authorities and 'Other Persons' to make representations towards the application. 'Other Persons' includes any individual, body or business whether or not they live in the vicinity. Please note the consultation period was extended due to errors in the notices.
- 1.6 The details of the application were published in the local newspaper, displayed on the exterior of the premises, and advertised on the Council's website during the consultation period, as per the regulations.

- 1.7 No representations were received from any of the Responsible authorities. However, the Environmental Health Team discussed the application with the applicant and certain conditions were agreed which satisfied the Environmental Health Team under the Licensing Objective of Public Nuisance which included limiting the number of events to 10 per year (**refer to Appendix E**).
- 1.8 Local residents submitted representations, of which the applicant responded to some of their concerns (**please refer back to Appendix D**). Several withdrew their representation on that basis.
- 1.9 A total of thirty-one valid representations were received by the Licensing Authority from 'Other Persons' within the statutory time frame, resulting in the necessitation of this hearing. The details of the representations are attached as **Appendix F**. It should be noted that contained within these representations were lots of issues which do not fall within the criteria of the Licensing Objectives.

2. Proposals

- 2.1 Members should seek to focus the hearing on the steps considered appropriate to promote the particular licence objective or objectives that have given rise to the specific representation and avoid straying into undisputed areas.

3. Legal Compliance

- 3.1 The Sub-Committee may take any of the steps set out below, provided they are proportionate and appropriate for the promotion of the licensing objectives:
 - (a) Grant the licence, subject to such conditions as are consistent with the operating schedule accompanying the application, modified to such extent as the Authority considers necessary for the promotion of the licencing objectives
 - (b) Exclude from the scope of the licence any of the licensable activities to which the application relates, or
 - (c) Reject the application

A condition is modified where it is altered or omitted, or any new condition is added.

- 3.2 Each application should be considered on its own merits, having regard to the Council's Statement of Licensing Policy and the guidance issued under Section 182 of the Licensing Act 2003.
- 3.3 The decision may be appealed, by the applicant or any other party to the hearing, within 21 days of written notification of the determination made by the Sub-Committee. The Sub-Committee should state in reaching its determination those matters which it considered relevant, those matters which it did not consider as they were irrelevant, and its reasons for the decision.

4. Appendices

- 4.1 Appendix A – Application
- Appendix B – Plan of Premises
- Appendix C – Event Management Plan
- Appendix D - Applicant email response to residents
- Appendix E – Agreed conditions with Environmental Health
- Appendix F – Representations received

5. Background documents

- 5.1 Licensing Act 2003 - <http://www.legislation.gov.uk/ukpga/2003/17/contents>

Guidance issued under S.182 of the Licensing Act 2003 –
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705588/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_April_2018_.pdf

West Suffolk Council Statement of Licensing Policy –
<https://www.westsuffolk.gov.uk/Business/Licensing-and-regulation/Licensing/upload/WSC-Statement-of-Licensing-Policy.pdf>

Event Management Plans submitted by the applicant for events they previously operated at Nowton Park:

- FRÜHLINGSFEST - Saturday 23rd April 2022
- OKTOBERFEST - Saturday 30th October 2021

Both are available for inspection on request to West Suffolk Council

* required information

Section 1 of 21

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

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference		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? <input type="radio"/> Yes <input checked="" type="radio"/> 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	Thomas	
* Family name	Janes	
* E-mail	info@hifields.com	
Main telephone number	07515571540	Include country code.
Other telephone number		
<input type="checkbox"/> Indicate here if you would prefer not to be contacted by telephone		
Are you: <input checked="" type="radio"/> Applying as a business or organisation, including as a sole trader <input type="radio"/> 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?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note: completing the Applicant Business section is optional in this form.
Registration number	11240115	
Business name	Hifields Limited	If your business is registered, use its registered name.
VAT number	GB 339150505	Put "none" if you are not registered for VAT.
Legal status	Private Limited Company	

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

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

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21

NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

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

Continued from previous page...

Address

Building number or name

Street

District

City or town

administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth / /
dd mm yyyy

* Nationality [Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

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

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

Public park and event space.

Continued from previous page...

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

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

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

- Indoors
- Outdoors
- Both

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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Potential for film to be shown at events alongside main activities. Current events take place at weekends, but have included further days for flexibility and in case new events are added to calendar.

State any seasonal variations for the exhibition of film

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

n/a

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

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

n/a

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes
- No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes
- No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

Continued from previous page...

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

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End

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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End

SUNDAY

Start

End

Start

End

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

- Indoors Outdoors Both

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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Live amplified music to be played at events.

Current events take place at weekends, but have included further days for flexibility and in case new events are added to calendar.

State any seasonal variations for the performance of live music

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

n/a

Continued from previous page...

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

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

n/a

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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End

Continued from previous page...

SUNDAY

Start

End

Start

End

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

- Indoors
- Outdoors
- Both

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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Recorded amplified music to be played at events. Current events take place at weekends, but have included further days for flexibility and in case new events are added to calendar.

State any seasonal variations for playing recorded music

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

n/a

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

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

n/a

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes
- No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

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End

Continued from previous page...

WEDNESDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

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Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

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Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

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Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

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

- Indoors Outdoors Both

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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Potential for dance to take place at events alongside main activities.
Current events take place at weekends, but have included further days for flexibility and in case new events are added to calendar.

State any seasonal variations for the performance of dance

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

n/a

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

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

n/a

Continued from previous page...

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

[See guidance on regulated entertainment](#)

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

- Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

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

State any seasonal variations

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

n/a

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

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

n/a

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

Name

First name

Family name

Date of birth / /

Continued from previous page...

TUESDAY

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Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

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Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

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Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

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Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

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

n/a

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

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

n/a

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LICENSING OBJECTIVES

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

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

Continued from previous page...

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

I acknowledge the responsibility to plan, manage and monitor the licensable activities to ensure that all staff, participants and the public are not exposed to health & safety risks.

I intend to host safely, organised and delivered operations, working within statutory legislation and guidance such as the Health & Safety at Work Act 1974.

All employees will be reminded of their duty to take care to ensure everyone's health and safety and the potential impact of their acts or omissions.

b) The prevention of crime and disorder

Operate zero drugs policy on site.

An incident book will be maintained within which full details of all occurrences of disorder and refused alcohol sales at the premises will be recorded. The incident book will be kept on the premises at all times and will be made available for inspection if required.

c) Public safety

Draw up management plan including health and safety/risk assessment to prevent anyone being hurt or having an accident.

Ensure that there is no overcrowding (leading to an increased risk of violence or to the safety of people in the premises).

Undertake a fire risk assessment and recommend fire precautions/extinguisher requirements.

d) The prevention of public nuisance

During periods of regulated entertainment, the noise level will be limited at source to ensure that it does not cause a nuisance to residential properties in the vicinity.

A contact number will be presented to local residents should they have any noise or other complaints during periods of regulated entertainment and levels will be adjusted if necessary.

Noise levels will be monitored at site perimeter and recorded levels made available to the LA should they be requested.

e) The protection of children from harm

Ensure that the 'Challenge 25' policy is strictly adhered to and that all members of staff shall be trained regarding the sale of alcohol under this policy.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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

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

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

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

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- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

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

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

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

Continued from previous page...

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

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

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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

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

Continued from previous page...

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

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PAYMENT DETAILS

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

Premises Licence Fees are determined by the non-domestic rateable value of the premises. Please see https://www.westsuffolk.gov.uk/Business/Regulation_and_Licensing/Licensing/Alcohol_and_entertainment/premiseslicence.cfm for more information.

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

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

In all other cases, the premises shall be in Band A (i.e where NNDR does not apply) except where the premises is under construction, in which case it shall be in Band C.

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

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

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

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

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

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

100.00

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DECLARATION

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15).

* CHECKLIST

* I have made or enclosed payment of the fee.

* I have enclosed the plan of the premises clearly indicating the area in which the licensable activities will take place

* I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable

* I understand that I must now advertise my application and put up my blue notices

* I understand that if I do not comply with the above requirements my application will be rejected

Privacy Statement: West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Tel: 01284 763233. The Data protection Officer can be contacted at the same address. We are collecting your personal information in order to process your application under the Licensing Act 2003. Your data will not be shared with third parties unless used for Council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation. Your data will be kept for 7 years post licence expiry/surrender in line with our retention policy. You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer. Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113. If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence. For further information on our Data protection Policies please go to our website: How we use your information or email: data.protection@westsuffolk.gov.uk

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

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

* Full name

* Capacity

* Date / /
dd mm yyyy

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

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

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

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

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

OFFICE USE ONLY

Applicant reference number	<input type="text"/>
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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— NOWTON PARK EVENT SPACE

APPENDIX B

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HIFIELDS FESTIVAL

Event Management Plan

Saturday 27th August 2022

Revision A – June 2022

Revision B – July 2022

Author(s) Thomas Janes

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1. **Event Safety Policy**

The Event organiser acknowledges their responsibility to plan, manage and monitor this event to ensure that all staff, participants, and the public are not exposed to Health & Safety risks. We intend to produce a safely planned, organised, and delivered event, working within statutory legislation and guidance such as the Health & Safety at work act 1974 and within the spirit of the Purple or Green Guide.

All employees and volunteers will be reminded of their duty to take care to ensure everyone's health & safety and the potential impact of their acts or omissions. All reasonable precautions will be in place to minimise any negative impact to safety.

1.1 **Aim and objectives**

This plan is designed to bring together all of the individual organisations and agencies' plans involved in the event into one document to provide a complete integrated event management plan.

Its main objectives are:

- To facilitate the running of a safe and enjoyable event.
- To consider and plan for problems that may happen.
- Define trigger points at which emergency management may be implemented.
- To be a point of reference for all staff and the emergency services.
- To be a record of responsibilities, briefings, and incidents.

2. **Event Summary**

2.1 **Event dates**

Dates and Times	Date	Time (24 hour clock)
Arrival on site	22.08.2022	08:00
Event starts	27.08.2022	12:00
Event finishes	27.08.2022	23:00
Depart Site	01.09.2022	17:00

2.2 **Event location**

Site name: Nowton Park
Site address: Nowton Road, Bury St Edmunds Suffolk
Site postcode: IP29 5LU

2.3 **Event overview**

The event is a small scale, music and arts festival with a focus on supporting emerging artists, engaging communities in the arts, and allowing people to enjoy the outdoors as part of the festival experience. Hifields Festival is renowned as the starting point for a number of current artists.

The event programme consists of a wide range of art forms and activities including; live music, DJs, art installations, performers and street food.

Tickets are available for purchase online. Free tickets will be offered to local residents free of charge or discounted depending on the proximity of their premises to the site.

The event is relatively small compared to other festivals. It is marketed as a welcoming festival, featuring a mix of musical genres and styles focussed on exciting new UK and International artists.

The event is aimed at individuals of all ages and backgrounds. Using data from previous events and ticket sales to date, the management team expect the majority of attendees will be aged between 18 and 40 and will be resident in the Southeast of England.

Most attendees return year after year, and many new attendees hear about the event via word of mouth from those previous attendees. The audience at Hifields Festival has always been extremely amicable and compliant, with a friendly atmosphere onsite. The best feedback we receive each year is that the event feels like one big family by the end of the event.

Event capacity is 4999, but expected numbers are closer to 2000.

3. Event Staffing

3.1 Roles, responsibilities and contact details of operational staff.

Role	Name	Contact Mobile
Event Manager	Thomas Janes	07515571540
Deputy Event Manager	Bobby Luckings	07765303924
Health and Safety Manager	Tina Janes	07557665499
First Aid	Kevin Knight (PHES)	07983346302
Lead Fire Warden	Rob Cotton	07838920849
Lead Safeguarding Officer	Reflex Security	01733475540
Security Manager	Reflex Security	01733475540
Chief Marshall	Reflex Security	01733475540
Media Relations	Michael Tickner	07817631596
Welfare Manager	Antony O'Brien	07525091520
Production Manager	Silvana Martinez	07939027596
Noise Control	Ian (Pyramid Audio)	07976946692

3.2 Communications on site

All key staff will use radios or mobile phones to communicate. Signal is good across all networks at site, the expected crowd numbers will not affect signal. WiFi will be available to staff, therefore calls can also be made across this network.

3.3 Staff briefing:

A briefing will be carried out by Thomas Janes on the morning of the event by means of a team meeting including all staff and marshals. It will contain operating procedures, safety procedures, emergency/evacuation procedures and details of staff welfare.

Please see Appendices for further details.

4. Activities

The provision of regulated entertainment (to include live music, recorded music and activities of a similar description) and the provision of entertainment facilities (to include making music, dancing and facilities of a similar description): 12:00 on 27th August to 23:00 on the same day.

The sale by retail of alcohol for consumption on the premises: 12:00 on 27th August to 23:00 on the same day.

4.1 Firework and pyrotechnic management

Pyrotechnics to be installed, monitored and operated by experienced and qualified professionals (Pyramid Audio).

4.2 Fair rides and inflatables

Controllers must provide competent operators and co-operate with the event organiser. Controllers must be part of one of the following associations:

- Showmen's Guild of Great Britain (SGGB).
- Association of Independent Showmen (AIS).
- Society of Independent Roundabout Proprietors (SIRPS).
- Amusement Catering Equipment Society (ACES).

The amusement will be set up in a suitable location and a safe manner to avoid or reduce risks to the public and employees.

Controllers must have current insurance for all devices on site, operational device risk assessments and where relevant documentation to demonstrate that it is fit for use (e.g. valid test certificates such as ADIPS or PIPA certification or tags).

The controller must also have an emergency rescue and evacuation plan and contingency for mechanical and/or power failure.

Operators in immediate charge of a ride or attraction have a duty to conduct daily and running safety checks on the ride, and to operate it safely. They should be trained in their role so they can manage and run the ride safely in all conditions, including an emergency. They should also be trained in the evacuation of the ride in all foreseeable circumstances.

4.3 Live music, bands, shows and displays

Multi-genre DJ's playing recorded music, live music and performers.

4.4 Water-based activities

None.

4.5 Animals on site

None.

4.6 Camping on site

Staff only.

4.7 Fundraising

None.

4.8 Other activities

None.

5. Event Risk Assessments and Hazard Management

Please see Appendices for risk assessment and fire risk assessment.

6. Emergency Management

6.1 Emergency procedures

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

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

Green: Normal Operation

The event site is operating under normal circumstances. Green status incidents might require the assistance of onsite teams such as security, medical, power or marquees. The chain of command remains normal, with the production manager acting to co-ordinate the resolution of routine incidents.

Amber: Emergency Response

The event site is operating to resolve an actual or potential emergency situation. This might involve a fire, medical emergency or adverse weather conditions. Amber status incidents might require the emergency services to attend in addition to the assistance of onsite teams. The production manager will make the decision to seek their advice and/or assistance. The chain of command remains normal; the production manager

will be responsible for coordinating onsite resources and requesting the assistance of the emergency services. The production manager, or head of security will be responsible for making the decision to conduct a partial or full evacuation as part of the emergency response.

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

Red: Major Incident

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

The chain of command changes. The production manager will be responsible for supporting the controlling officer's decisions by; coordinating onsite staff and resources, providing information, recording incident details and assisting in an evacuation as necessary. If the situation can be resolved and the event can continue, control of the event will be transferred back to the production manager. If the situation requires the curtailment of the event, the decision is to be taken by the event organisers with the guidance of the controlling officer and the production manager.

The designated rendezvous point for emergency vehicles is shown on the site plan. The fire warden will meet emergency services here.

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

A show stop can be ordered by the production manager, head of security or event organiser at any time. The performers will be asked to leave the stage by the stage manager, and all sound will be cut except for one microphone for use by the stage manager who will make the following announcement: "Ladies and gentlemen. Owing to an incident (provide brief details) it has become necessary to temporarily stop the performance. We will restart the show as soon as possible, please remain where you are." Further details about whether or not the show will restart should be given as soon as possible.

Under an Amber site status, the production manager, or head of security in their absence, will be responsible for making the decision to conduct a partial or full evacuation of the site. The purpose of a full or partial evacuation is to move people away from actual or potential dangers to a place of safety.

A full or partial evacuation will be coordinated by the head of security. The production manager will assist by coordinating other event staff and resources as needed.

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

Cancellation (event not yet commenced):

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

Curtaiment (event commenced):

Curtaiment will usually follow an emergency incident as outlined in the event status section above. Following a decision to curtail the event, the head of security will instigate the event egress procedure and secure the site against re-entry. The police and local authority will be informed of the decision and a written statement will be circulated via emails, event website, social media channels and the press.

An emergency vehicle route will be created and kept clear to provide the best possible access to emergency vehicles in the event of an emergency.

The evacuation assembly point is shown on the site plan.

6.2 Suspicious packages

The HOT protocol will be used to inform judgement:

Is it HIDDEN?

Has the item been deliberately concealed or is it obviously hidden from view?

OBVIOUSLY suspicious?

Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?

Do you think the item poses an immediate threat to life?

TYPICAL Is the item typical of what you would expect to find in this location?

Most lost property is found in locations where people congregate. Ask if anyone has left the item.

Stewards are advised to not touch item, take charge and move people away to a safe distance (at least 100m) and out of site if possible.

Cordon off area, inform supervisor and contact police.

6.3 Bomb threat

Responsibility for the initial decision making remains with the management.

All bomb threats should be reported to the police and their subsequent advice followed accordingly. Police will assess the credibility of the threat at the earliest opportunity.

Venue options to manage the risk include:

- External evacuation.
- Internal or inwards evacuation ('invacuation').
- Decision not to evacuate or inwardly evacuate.

Please see Appendices for bomb threat protocols.

6.4 Fire precautions, equipment and procedures

Fire-fighting equipment is located: At all bars and at each stage.

Fire warden: Rob Cotton.

Fire risk assessment: See Appendices.

Specific hazards are: Gas canisters, fuel, re-fuelling generators, catering etc.

Fuel spillages will be dealt with by: Antony O'Brien.

If a fire breaks out: Upon spotting a fire, or being alerted by an attendee, any member

of staff or security can communicate this to the production office via radio. The production office can then dispatch fully briefed security response teams to deal with the incident, telephone the fire brigade and begin a partial or full evacuation. Evacuation assembly point: Shown on site plan.

6.5 Site safety

All emergency exits will be clearly denoted using the standard form of white lettering on a green background and displayed at a suitable height. Other points of interest will be clearly signposted such as the main entrance and first aid.

Anti-climb Heras fencing and steel hoarding will be used to enclose the site erected in line with the site plan, this will act as screening between the event site, non-event space/vehicular areas. This will be patrolled by SIA accredited security. Suitable safety barriers will be used in front of stages and to cordon off non-public areas, such as around generators, trip hazards and to form queue lanes. Front of Stage barriers will be used in our high capacity venues to ensure crowd safety.

6.6 Severe weather

Inclement Weather:

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

Wind:

Safe working wind loads for each temporary demountable structure will be provided by the supplying contractors to the production manager. If at any point the safe wind speed is likely to be exceeded the production manager will ensure appropriate action is taken. This could include evacuating and dismantling the structure if necessary.

Flooding & Wet Weather:

Shelter for all attendees is available in various places across the site and in marquees. In the event of localised flooding areas will be closed off. Signage will be available to warn of flooding and muddy areas.

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

Extreme Heat & Cold:

In the case of extreme heat (above 27C) staff will be briefed to verbally remind attendees of the need to keep hydrated, remain clothed and wear sunscreen. Sunscreen will be available in the first aid tent for anyone without their own. In extreme cold (below 10C) staff will be briefed to verbally remind attendees of the need to keep warm. Blankets will be available in the first aid tent for anyone who does not have enough clothing.

6.7 Incident reporting procedure

An incident book will be maintained and kept on site to record any incident and will be made available for inspection by the police or an authorised officer. Blue Motion are responsible for making report and talking to witnesses.

7. Welfare

7.1 First Aid

PHES will be on site for the duration of the event, on top of that all security staff and a number of staff are trained first aiders.

7.2 Lost and found child and vulnerable person procedure

A vulnerable persons area will be set up at the event.

If lost children, parents separated from their children, vulnerable adults or personal assistants of vulnerable adults arrive at other points or speak to a member of staff or steward they should be directed or taken to the collection point as appropriate.

The first aid team along with event organisers will ensure that all vulnerable persons are safe, looked after and only leave site once safe to do so or when the duty of care has been transferred to a suitable person.

Please see Appendix 6 for full protocol.

7.3 Safeguarding

Children aged 17 and under must be accompanied by an adult aged 18+ years at all times. Parents will not be allowed to drop children off and leave them for the day, they must be paying guests at the event and remain with their children at all times.

Attendees will also be asked for identification if attempting to buy alcohol from the bars onsite using the challenge 25 procedure.

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

7.4 Nursing parents and baby changing facilities

Baby changing facilities are available in toilets.

7.5 Equality

Disabled access toilets will be provided.

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

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

8. People Management

8.1 Security

SIA licensed security will be used in any positions where searching, refusal of entry, patrolling or intervention may be required and at the sites of all licensable activities.

Contractors details: Reflex Security Ltd - 01733475540

Dates and times on site: 27th August 11:00 - 00:00 28th August.

All security staff accreditation will be checked by means of searching the Register of Licence Holders.

Please see Appendix 1 for Security and steward location plan.

8.2 Crowd management

Stewards and volunteers will be used to assist with general information and monitoring of activity around the event site. This team will not replace or replicate the provisions of the SIA licensed security team; their purpose is to provide information to festival goers and a large network of eyes and ears around the event site.

A drugs amnesty box will be placed at the site entrance to offer customers, security staff and event stewards a place to safely and securely deposit any illegal substances found. This box will then be returned to the relevant authority after the event.

It is a condition of entry that each attendee is subject to a security search upon entry to the event site. Any persons found with illegal substances at entry searches will be refused entry and their name logged. Any evidence will be placed in a bag and stored in the drugs amnesty box.

Any contraband material found during searches will be confiscated. Contraband material includes drugs, weapons, glass bottles, fireworks, sparklers, excess alcohol, alcohol carried by under 18s, large sound systems, large gas canisters. There is a zero-tolerance policy to all of these items.

Crowd behaviour will be monitored by security staff and event organisers. Appropriate action will be taken to combat excessively rowdy or drunk behaviour including a verbal dialogue, recommendation to take time out in quiet space and as a last resort removal from the event.

The majority of tickets will be sold by pre-sale.

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

8.3 Performer management

Artist liaison will be managed by Gavin Clements (07752161821).

8.4 Lost property

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

9. Vehicle Management

9.1 Traffic management

All public traffic will use the Nowton Nursery entrance to enter the event car park.
All taxis, drop offs and buses will use the café car park entrance to enter the drop off zone.
All traffic once on site will be directed by site stewards and signs.
All traffic will exit site via the same access used for entry.

A pedestrian walkway from the car park and drop off area will be set out and cordoned to minimise the risk of a vehicle/pedestrian collision.
Please see site plan for further information.

No vehicular access to event site once event is underway.
A clear path into the event site for emergency vehicles will be maintained at all times.

Please see Appendices for traffic management method statement.

9.2 Road closures

None.

9.3 Car park closures

None.

9.4 Directional signage

There will be no signage on public highways.
The event site address and full directions are available on the event website and will be announced across social media before the event.
There will be full signage on site.

9.5 Public transport

A number of local taxi providers will be approached prior to the event to ensure they are aware of the event timings and location. Their telephone numbers will be published on the festival social media channels.

A number of bus routes run from local towns and train stations.

A free shuttle bus will operate from event close that will take attendees to the town centre of Bury St Edmunds where public transport is widely available.

9.6 Car parking

There is ample space at the event site to accommodate for expected attendee numbers and more. Parking will be managed by stewards to ensure available space is used effectively and that attendees only park in permitted locations.

There will be a designated taxi drop off/collection point located away from all pedestrian walkways and car park.
This area will be signposted, marked and under stewardship.

10. Technical Support

10.1 Temporary demountable structures (TDS)

To be provided and supervised by:
Scaffolding Erection Specialists Ltd – Jonathon Futter.
In Tents – Harry Sheen.

Marquees and staging will be erected and dismantled in line with method statement and relevant risk assessment.
Wind management plans will be reviewed should speeds reach 20mph and actions taken if necessary.
Marquees will be safety checked and signed off after erection by contractor ensuring compliance with the above.

10.2 Staging

To be provided and supervised by Pyramid Audio.

10.3 Electrics

Electrical installations will be managed and signed off by R.Cotton electrical contractors. They will comply with all statutory provisions and will be of adequate capacity, reliability and durability in accordance with the requirements set out in the Electricity at Work Regulations (1989). Most appliances brought on site are hired from reputable companies with PAT test certification.

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

On site electrician will be Rob Cotton.

10.4 Lighting

Temporary floodlights will be positioned in suitable areas around the event site and car park. Most site lighting will only be used towards the event close to provide a clear exit path.
Shown on site plan.

The event will start in daylight and the sunset time is predicted at 21:30.

10.5 Sound system

To be provided and supervised by Pyramid Audio.

10.6 Noise management policy

Residential property distance to the nearest stage – Less than 1km to residential property on Nowton Road.

- Any stage(s), marquee(s) / tent(s) or other structure(s) where live music will be provided shall be located in a position that is as far as reasonably practicable from the nearest residential properties.

- Any stage(s), marquee(s), tent(s) or other structure(s) where live music will be provided shall be located so as to not directly project sound towards the nearest residential properties.
- Suitably qualified / experienced sound engineers shall monitor noise levels across the site for the duration of the event and appropriate corrective action(s) shall be promptly taken if sound levels are found to breach the Music Noise Level below.
- The Music Noise Level (MNL) as measured at 1 metre from the façade of any noise sensitive premises shall not exceed 65 dB(A) over a 15 minute period up to 23:00 hours and shall not exceed 45 dB(A) over a 15 minute period after 23:00 hours.
- A copy of sound level monitoring results undertaken during the period of any event shall be provided to West Suffolk Council's Environmental Health team within 14 days if so requested.

10.7 Working at height

Where necessary contractors should comply with the HSE Working at Height Guide and comply with the Work at Height Regulations 2005 (WAHR).

Before working at height contractors must work through these simple steps:

- Avoid work at height where it is reasonably practicable to do so.
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

10.8 Health and Safety

All contractors employed for site build, during the event and for site breakdown should be fully complicit with The Health and Safety at Work etc Act 1974.

11. Communications Plan

11.1 Wider communication

The event website and social media channels will provide attendees with information relating to transport, terms and conditions of entry and general safety advice prior to and during the event.

Flyer drops will ensure local residents are aware of the event and timings.

As the site is relatively small in scale, loud hailers will be employed to communicate with the audience on the day of the event.

Stage PA systems will also be used where necessary.

11.2 Media

Any media statements or enquiries will be dealt with by Michael Tickner.

Professional photographers/videographers are employed to take pictures and record footage of the event.

12. Sanitary Facilities

12.1 Waste management

Bins will be provided across the event site for use by attendees. The refuse team will ensure bins across the event site are regularly emptied and the event site is kept clean of any discarded materials.

Attendees will not be allowed to leave the event with any cups or plastic bottles, helping to reduce any litter dropped outside of the event site. At the end of the event a full litter sweep will be conducted across the entire site and immediate surrounding areas.

No glass will be allowed into the event. Additional measures will be taken to reduce the amount, and types of materials coming onto the event site.

Larger industrial bins will be provided for the safe disposal of food waste.

12.2 Toilets

Provider's details: Brandon Tool Hire.

Public toilets are located in suitable locations around the site.

Portable toilets – 36no.

Urinals – 4no.

Disabled toilet facilities will be provided.

13. Catering and Hospitality

13.1 Food and drink

Food will be provided by fully licenced traders who possess gas and electric safety certificates, good food hygiene rating and relevant insurances.

See Appendices for list of vendors and contact details.

Staff will be provided with free water.

In addition to gas safety certificates traders will have the appropriate fire extinguishers and training.

Traders will bring only the minimum number of gas cylinders required for the event and these cylinders will be properly stored away from any ignition sources.

There will be a minimum of 3m spacing between vendors and these vendors will manage their own areas with regard to combustible waste. The use of petrol is highly flammable and not recommended at public events. Diesel generators only.

Free water will be available to all attendees.

13.2 Alcohol

The bars on site will be managed in accordance with The Licensing Act 2003 and all mandatory licensing conditions will be met. The bars will stock a wide range of products. Extremely cheap and excessively strong drinks will not be available. The following guidelines will be followed:

- Ensure that bar staff know that it is an offence to knowingly serve a customer who is drunk and that it is company policy not to do so.
- Ensure staff understand what is regarded as drunk e.g slurring speech, staggering about, unable to count out money for a drink.
- Inform drunk customers of policy on intoxication.
- Monitor this in practice and discipline staff who breach the policy.

Our designated premises supervisor will be Thomas Janes, licence number FH0733 issued by Forest Heath.

Bar operating times will be 12:00 on 27th August to 23:00 on the same day.

We will operate a 'Challenge 25' policy at all bars across site if there is any doubt about the attendees age.

A refusal book will be maintained and kept on site to record any refusal to sell alcohol and will be made available for inspection by the police or an authorised officer.

It is a condition of entry that each attendee is subject to a security search upon entry to the event site.

Any alcohol found during searches will be confiscated and appropriate action will be taken by the security team.

13.3 Drugs policy

We operate a zero-tolerance policy to drugs.

Anyone found with illegal drugs will be banned from the event and reported to the police. Anyone found to be asking for drugs or offering drugs will also be banned for life.

We will have drug disposal bins at event entrance so that attendees can deposit any drugs they may have with them.

14. Environmental Protection

14.1 Water

Wastewater, cleaning chemicals and cooking oil will be disposed of off-site.

14.2 Land

Attendees will not be allowed to leave the event with any cups or plastic bottles, helping to reduce any litter dropped outside of the event site. At the end of the event a full litter sweep will be conducted across the entire site and immediate surrounding areas.

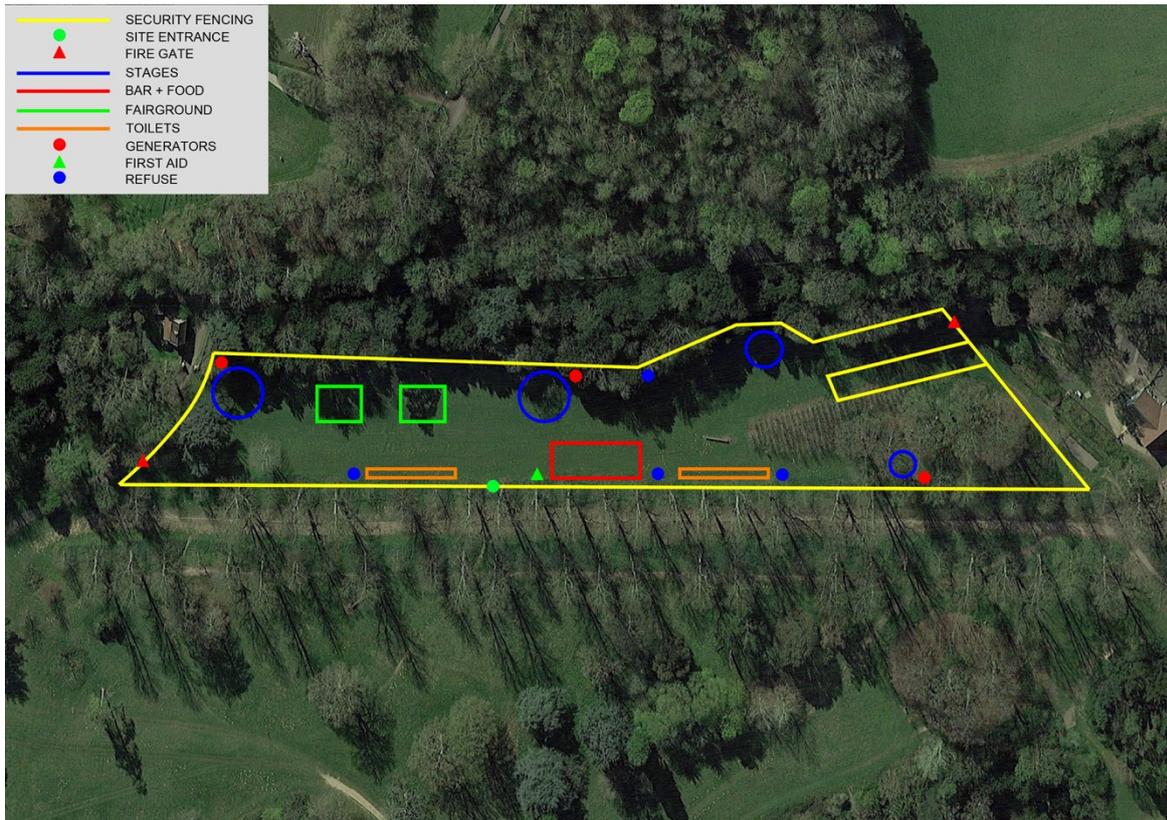
Contractors will use spill trays if refuelling of generators is required.

14.3 Air

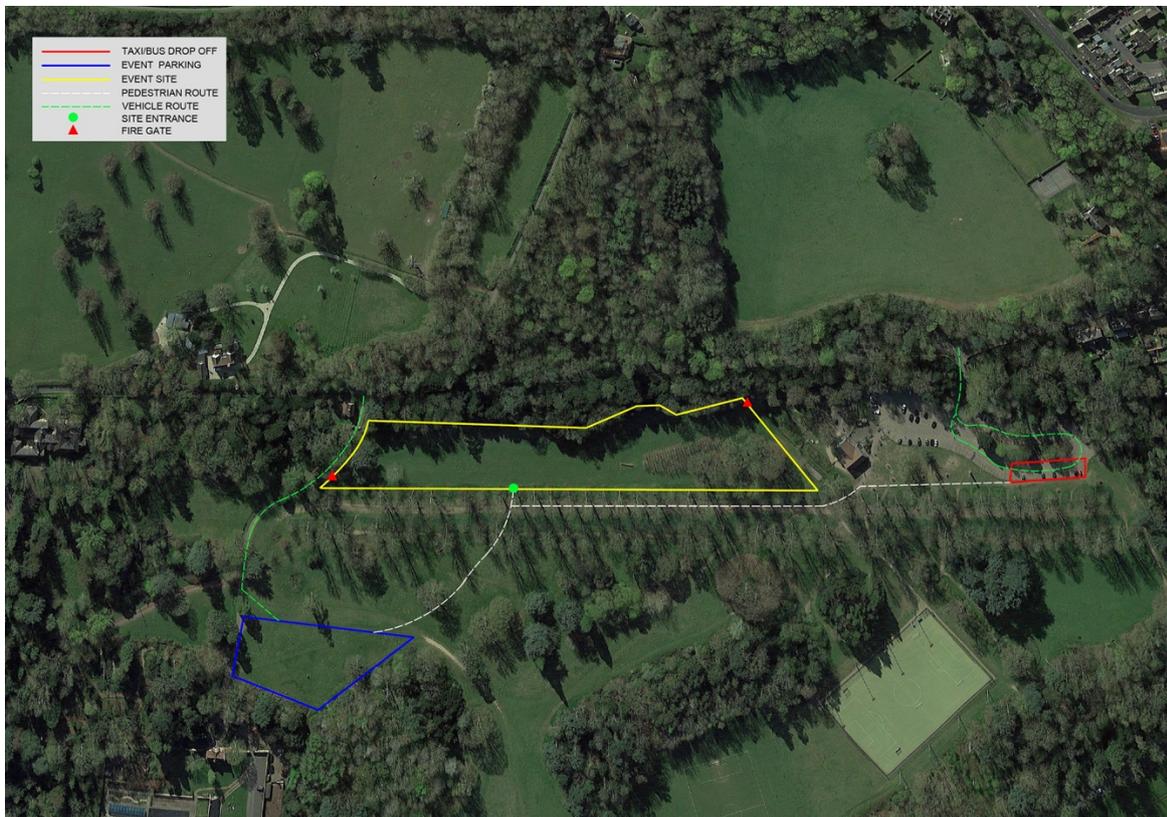
Electric appliances will be kept to a minimum. Lights will be turned off in all daylight hours, unless required for artistic purposes.

Generators will be the only sources of emissions on site and will be limited to the event open and close time.

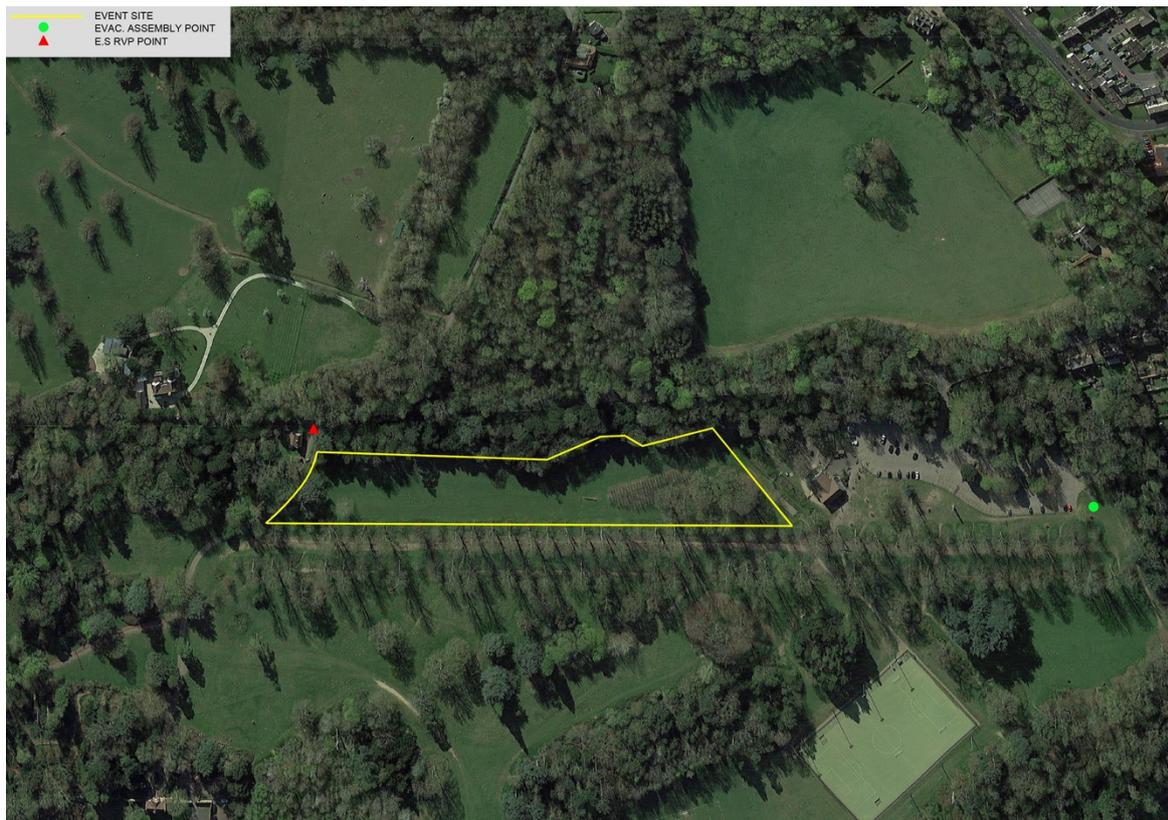
Appendix 1 – Location Map and Site Plans (to be updated)



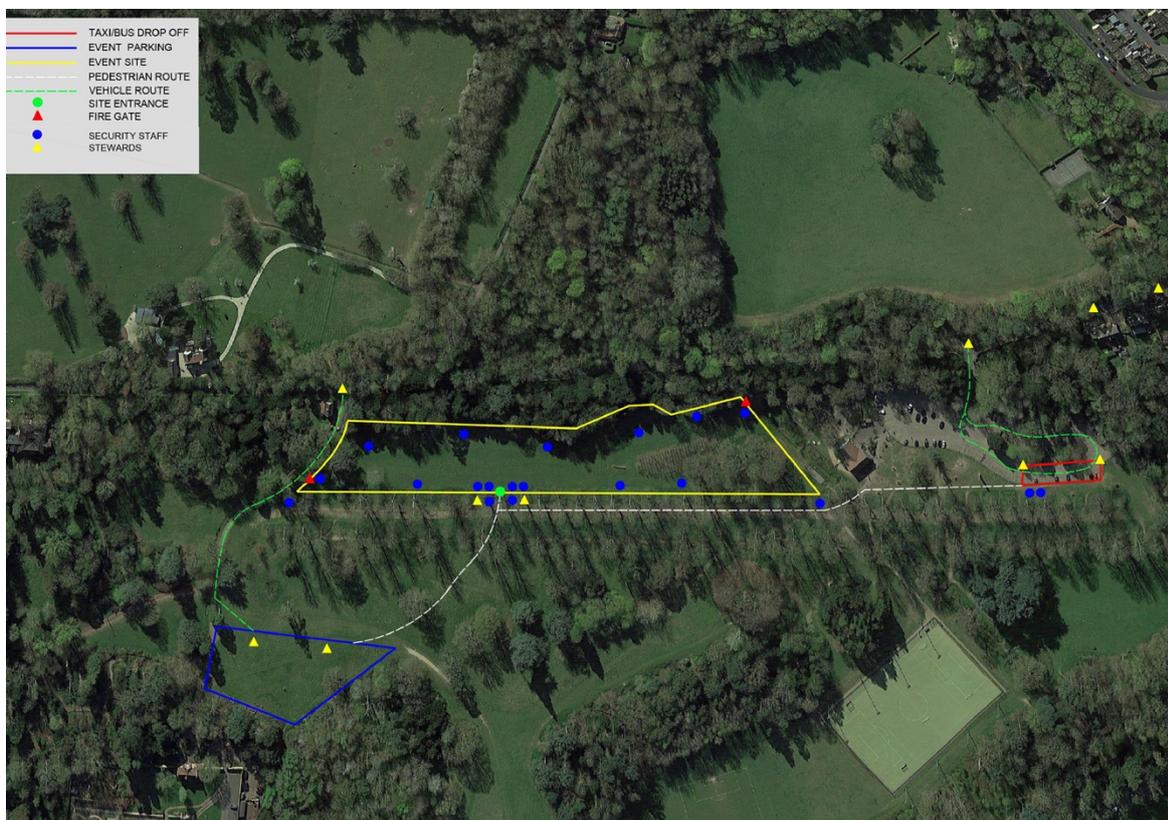
Traffic Management Plan



Emergency Services RVP and Evacuation Assembly Point Plan



Security staff and steward Plan



Appendix 2 – Event schedule

Date	Time	Activity	Notes (responsibilities, resources required etc)
22/08/22	08:00	Collect site access keys	
22/08/22	08:00	Access site	
22/08/22	09:00	Temporary structures delivered and set up (gazebos, marquees, staging etc)	
23/08/22	09:00	Toilets delivered and installed	
27/08/22	07:00	Traders arrive	
27/08/22	10:00	Briefing	
27/08/22	12:00	Open to public	
27/08/22	12:00	Schedule of activities – see separate form	
27/08/22	23:00	Event closes	
27/08/22	00:00	Traders off site	
30/08/22	12:00	Toilets collected	
30/08/22	12:00	Temporary structures taken down	
31/08/22	20:00	Event cleared – bins emptied, litter picked etc	
31/08/22	20:00	Depart site, secure site and buildings	

Appendix 5 - Bomb threat protocols

If you receive a telephone threat you should:

- Stay calm and listen carefully.
- All key information should be recorded.
- If practical, keep the caller talking and alert a colleague to dial 999.
- If displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended.
- If the threat is a recorded message write down as much detail as possible.
- If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice.
- Contact the supervisor upon receipt of the threat.

If the threat is delivered face-to-face:

- Try to remember as many distinguishing characteristics of the threat-maker as possible.

If discovered in a written note, letter or as graffiti:

- Treat as police evidence and stop other people touching the item.

If the threat is received via email or social media application:

- Do not reply to, forward or delete the message.
- Note the sender's email address or username/user ID for social media applications.

Preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after).

Appendix 6 – Lost child and vulnerable persons protocol

- A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents, guardian are.
 - If a child or vulnerable adult still appears to be lost they should be led to the collection point, where they will be encouraged to remain until they have been reunited with a parent or guardian.
 - The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents, guardians, personal assistant, brother etc names, where they last saw them and a description of their them. If the child is brought over by another adult, as much information as possible should be gained from them.
 - If a parent, carer, personal assistant is not located within 30 minutes, Security Control will inform the police.
-
- If a child/vulnerable person has been lost then a detailed description of the person and when/where they were last seen should be taken.
 - The information will be given to Security Control via 2-way radio, who will then organise a search.
 - If the missing person is not located within 30 minutes, Security Control will inform the police.

Appendix 7 Risk assessments

Health and safety risk assessment

This is the statement of general policy and arrangements for:		Hifields Festival 2022	
Thomas Janes (organiser):		has overall and final responsibility for health and safety.	
Tina Janes (supervisor):		has day-to-day responsibility for ensuring this policy is put into practice.	
Statement of general policy:	Responsibility of:	Statement of general policy:	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Event manager.	Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	Health and safety manager.	Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	
Engage and consult with employees on day-to-day health and safety conditions.	Health and safety manager.	Engage and consult with employees on day-to-day health and safety conditions.	
Implement emergency procedures – evacuation in case of fire or another significant incident. You can find help with your fire risk assessment.	Fire warden. Security/steward team.	Implement emergency procedures – evacuation in case of fire or another significant incident.	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Event manager.	Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	

Signed: * Thomas Janes.	Thomas Janes.	Date:	15/06/2022
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Health and safety law poster displayed at (location)	Information point.
First-aid box is located:	Blue Motion First Aid ambulance.
Accident book is located:	Information point.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Slips and trips.	Staff and visitors may be injured if they trip over objects.	General good housekeeping is carried out. All areas well-lit after dark. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.		All staff.	27/08/22
Electric shock.	Staff and visitors may be injured if they interfere with equipment.	Ensure that all generators and electrical equipment is safely and securely cordoned off. All electrical installations including lighting should be undertaken by a trained/competent person.		Electrical contractor.	27/08/22
Cuts or injuries.	Staff and visitors may be injured by glass drink bottles/steins.	Contraband material includes glass bottles will be confiscated on entry. There is a zero-tolerance policy for this item.		Health and safety manager. Security staff.	27/08/22
Overcrowding.	Public may be injured if tents become overcrowded.	Fully trained security staff will monitor and maintain safe numbers on site and in all tents. Tent capacities adequate to host all attendees.		Security staff.	27/08/22
Excess alcohol consumption.	Customers may consume excess alcohol.	Experienced bar staff will monitor and control sales to all customers who are purchasing alcohol in live with alcohol policy.		Bar staff. Security staff.	27/08/22
Transport.	Vehicular collision with pedestrian. Drink driving.	We will manage the car park in accordance with the following objectives: Provide adequate and safe provision for staff and visitors. Provide a safe and secure environment for users Provide unobstructed access, egress, loading and unloading for delivery vehicles. Car park will be manned by event stewards. There will be a designated taxi drop off/collection point located away from all pedestrian walkways and car park. This area will be signposted, marked and under stewardship.		Event manager. Stewards.	27/08/22

		No entry signs to notify pedestrians that it is not possible to exit the event site using the road on foot.			
Noise.	Staff might suffer permanent or temporary hearing damage from long-term exposure to loud music. All staff assumed to be at risk, particularly performers and bar staff.	Noise limiter fitted to sound system and performers informed. Regular check of sound systems to ensure balance/proper control. Quiet areas provided. Staff rotation between quiet and noisy areas. Staff considered to be particularly at risk identified and provided with ear plugs.		All staff.	27/08/22
Violence.	Staff and the public risk serious injury, if assaulted or if caught up in fighting.	Staff trained to spot potential troublemakers, defuse tense situations etc. Adequate number of trained, SIA badged security staff. Staff trained in procedures re-entry, queuing, searches etc. and signs displayed for public. Overcrowding not permitted in any area. Security staff aware of all exits.		Security staff.	27/08/22
Fire.	Staff and public may suffer serious, possibly fatal, injuries from smoke inhalation, burns, structural collapse.	Constant checks to ensure all control measures in fire risk assessment are in place. Please see fire risk assessment for full details.		Fire warden.	27/08/22
Manual handling.	Staff may suffer from back pain from carrying heavy or awkward objects including barrels of beer, speakers and other heavy items.	Make full and proper use of aids to lifting and carrying, such as trolleys, and lifting equipment Store heavy items between the shoulder and hip height. Where possible only store small, light items above shoulder or below knee height. Use the legs and knees to bend and lift - do not stoop or bend the back. Avoid tasks which require stretching or twisting. Ensure that regular rest breaks are taken where manual handling activities are repetitive to prevent the onset of fatigue.		All staff. Event manager.	27/08/22

		<p>Ensure that there are no sharp, hot or cold edges which could cause injury.</p> <p>Ensure that walkways are free from obstructions.</p> <p>Make full and proper use of personal protective equipment.</p> <p>Report any problems or concerns associated with manual handling operations to a responsible person without delay.</p> <p>Please see Appendices for full method statement.</p>			
Severe weather	Staff and public. Inclement weather including wind, flooding and wet weather, extreme hot and cold conditions.	<p>Inclement weather including wind, flooding and wet weather, extreme hot and cold conditions</p> <p>Wind: Safe working wind loads for each temporary demountable structure will be provided by the supplying contractors to the production manager.</p> <p>Flooding & Wet Weather: Shelter for all attendees is available in various places across the site. Emergency vehicle routes will be monitored and if necessary, made safe through the use of woodchip or temporary trackway.</p> <p>Extreme Heat & Cold: In the case of extreme heat (above 27C) staff will be briefed to verbally remind attendees of the need to keep hydrated, remain clothed and wear sunscreen. Sunscreen will be available for anyone without their own. In extreme cold (below 10C) staff will be briefed to verbally remind attendees of the need to keep warm.</p>		All staff.	27/08/22
Working at height.	Where necessary contractors and staff should comply with the HSE Working at Height Guide and comply with the Work at Height	<p>Before working at height contractors and staff must work through these steps: Avoid work at height where it is reasonably practicable to do so. Where work at height cannot be avoided, prevent falls using either an existing place of work that is</p>			27/08/22

	Regulations 2005 (WAHR).	already safe or the right type of equipment. Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.			
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Fire risk assessment

Premises Name:	Hifields Festival
Address:	Nowton Park Nowton Road Bury St Edmunds IP29 5LU
Premises Description:	Open air venue.
Hours of Business:	27/08/22 from 12:00 – 23:00
Max No. of persons at any one time:	4999 max.
Responsible Person:	Event manager. Fire warden. Head of security.
Contact Number:	07515571540
Venue Owner:	West Suffolk Council
Contact Number:	01284 757098
Assessment date:	15/06/2022
By:	Thomas Janes
Site contents:	3no. marquees. 1no. open air stages. 1no. beer tent. 5no. food/trader park. 5no. art installations. 2no. fairground ride.

Hazard Identification

Sources of Ignition	NA	Yes	No
Electrical installation regularly inspected?	X		
Electrical equipment PAT tested?		X	
Portable or fixed heating kept away from combustibles?	X		
Multipoint adaptors/ extension leads kept to a minimum?		X	
Electrical flexes safe from physical damage?		X	
Hot works permit procedure in force?	X		
Smoking Permitted at venue?		X	
Any processes that produce heat?		X	
Any other sources of ignition not mentioned above?			X
Sources of Fuel			
Safe storage of combustible materials?		X	
Flammable liquids kept on premises stored safely?		X	
Standard of housekeeping satisfactory		X	
Procedures to protect from arson in place?		X	
Any other sources of fuel not mentioned above?			X
Sources of O ²			
Any sources of oxygen other than air?			X

Sources of ignition comments:

- Catering area will be located away from tents and other equipment.
- Smoking not permitted inside any tent/marquee. Numbers in marquees will be restricted to safe amount.
- All electrical equipment will be hired from reputable companies and inspected to the relevant standard.
- All generators will be fenced off and located recommended distance away from tents/marquees.
- Diesel only generators will be used on site.
- If refuelling is required, then it will be undertaken with caution and by the appropriate person away from all sources of ignition. A person with appropriate training and suitable fire extinguisher(s) will be present.
- A spill kit will be used if refuelling is undertaken.
- No hot refuelling shall be undertaken.

Sources of fuel comments:

- Cleaning products and alcohol will be stored in pavilion away from customers and

under restricted access, cooking oils will be stored appropriately in locked storage, fuel required will be stored in appropriate locked container.

- Tents and marquees will be located safe distance from each other.
- Packaging materials, litter and waste products will be stored in appropriate bins away from sources of fuel and ignition.
- Vehicles in the venue or at car parks will be located in staffed car park safe distance away from festival site. Vehicles will not be permitted inside fenced area unless part of food trader stall.

Sources of O²:

- No further comment.

Means for Giving Warning

Fire Alarm and Detection System	NA	Yes	No
Does the venue have a means for giving warning in case of fire?		X	
Is the means for giving warning appropriate and does it meet the venue requirements?		X	
Is the alarm audible throughout the venue?		X	
Is the number and siting of call points satisfactory?	X		
Is the detection sufficient and appropriate for the venue needs?	X		
Are any detectors or call points obstructed?	X		
Are all employees aware of how to raise the alarm?		X	
Are employees trained on how to raise the alarm?		X	
Is the fire alarm system tested on a weekly basis?	X		
Is the fire alarm system serviced/maintained in accordance with BS 5839?	X		
Does the system have a battery back up?	X		

Fire alarm and detection system comments:

- The only practicable solution for people to raise an alarm at this open-air venue upon the discovery of a fire is to shout 'fire' or to use the manually operated device (air horn) that can be heard by everybody as this is the most effective means of providing a warning and directing the evacuation. Organisers/staff will be provided with a managed fire evacuation plan to facilitate this.
- Staff will communicate via a radio signal based system to alert of on the discovery of a fire.

Means of Escape

General	NA	Yes	No
Is there an alternative exit from all areas of the premises?		X	
Are travel distances acceptable?		X	
Are there any dead-end situations			X
Are all escape routes unobstructed and free from combustibles?		X	
Suitable arrangements in place for inner room conditions?		X	
Are escape routes adequately protected?		X	
Doors			
Are there sufficient exits of suitable size to allow egress for all occupants?	X		
Can all exits be immediately opened without the use of a key?	X		
Are all internal fire doors in good condition, fitted with appropriate devices and in working order?	X		
Are any internal doors wedged open?	X		
Are all automatic door fastenings fail safe open & provided with an override facility	X		
Signage			
Is the premises fitted with sufficient exit signage?		X	
Are all escape routes clearly identified?	X		
Does the signage comply with BS 5499?		X	
Are all doors fitted with appropriate label signage?	X		
Any external signage required?		X	
Are there adequate staff notices?		X	
Are illuminated exit signs required?			X
Lighting			
Is emergency lighting required?	X		
Are all escape routes adequately illuminated?	X		
Are additional emergency lighting luminaries needed?	X		
Does existing artificial lighting appear satisfactory?	X		
Do emergency lighting units appear to be charging?	X		
Is emergency lighting maintained and tested according to BS5266?	X		

Portable Fire Fighting equipment

	NA	Yes	No
Are additional extinguishers required?		X	
Are extinguishers correctly positioned?		X	
Are extinguishers appropriate to the risk & of sufficient capacity?		X	
Are fire blankets required?		X	
Are extinguishers obstructed?			X
Are extinguisher signs required?			X
Have extinguishers been serviced?		X	

General comments:

- All marquees, gazebos, tents and temporary structures should be of proven fire performance when being used on the premises for the event. Any flexible covering a structure should comply with the recommendations given in Appendix A of BS 7157.
- All marquee linings must be of inherently flame retarded fabric or durably flame retarded fabric when tested to British Standard 5438 Test 2A, 2B and a 10 second flame application in each case. Existing materials and structures manufactured to the previous British Standard 3120 continue to be acceptable.
- In order to demonstrate compliance with this standard, the marquee supplier must provide the relevant certification.
- Tents/marquees will be largely open sided and policed by event stewards.
- Multiple exit points through fencing will be available.
- All exits and gateways will be unlocked, maintained free from hazards and staffed by stewards.
- Occupants will be directed to all available exits so that their evacuation is without delay.
- An area will be identified as a designated place of total safety.
- The designated place of safety does not place people at undue risk from other sources.

Door comments:

- No accessible buildings on site.

Signage comments:

- Staff will direct all on site to exits and gateways in case of fire.

Lighting comments:

- No further comment.

Portable fire fighting comments:

- The appropriate number of fire extinguishers will be provided and located across the site in safe locations.
- Fire blankets will be located in food vans.
- Notices will be provided on extinguishers showing instructions on how to use any fire safety equipment and the actions to be taken in the event of fire. They will be positioned so that they can be easily seen and understood.

Emergency Action Plan

	NA	Yes	No
Is there a written site specific fire emergency action plan?		X	
Is the location of the fire assembly point specified on staff fire notices?		X	
Does the fire emergency action plan include details of the following:			
Action on discovering a fire		X	
How to raise the alarm		X	
Action on hearing fire alarm		X	
Procedure for alerting members of the public/visitors		X	
Evacuation procedure to reach the assembly point		X	
Location &, when appropriate, use of fire fighting equipment		X	
Importance of closing fire doors	X		
Isolation of machinery		X	
Reason for not using lifts (unless specifically designed for evacuation)	X		
Information on specific hazards in your premises		X	

Fire emergency action plan:

When fire is discovered:

- Activate the nearest fire alarm (horn).
- Notify the Fire Department by calling 999.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means:
- Voice.
- Radio.

Fight the fire only if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the site using the designated escape routes.

Assemble in the designated area in the furthest south westerly corner:

- Remain outside until the competent authority announces that it is safe to re-enter.

Supervisors must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.

- Coordinate an orderly evacuation of personnel.
- Provide the Fire Department personnel with the necessary information about the site.

Staff must:

- Ensure that all personnel have evacuated the venue.
- Report any problems to the supervisor at the assembly area.
- Assist all physically challenged personnel in emergency evacuation.

Staff Training

	NA	Yes	No
Are staff given information as to the contents of the Fire risk assessment?		X	
Are staff given written copies of the premises emergency action plan?		X	
Are staff given guidance on the following areas:			
Action on discovering a fire?		X	
How to raise the alarm?		X	
Action on hearing fire alarm?		X	
Procedure for alerting members of the public/visitors?		X	
Evacuation procedure to reach the assembly point?		X	
Location &, when appropriate, use of fire fighting equipment?		X	
Importance of closing fire doors?	X		
Isolation of machinery?		X	
Reason for not using lifts (unless specifically designed for evacuation)?	X		
Information on specific hazards in your premises?		X	
The requirements for any specific role such as a fire marshal?		X	
Are fire drills undertaken			X

Staff training comments:

All staff will receive basic guidance that will be given before the festival site opens and will:

- Take account of the findings of the fire risk assessment.
- Explain emergency procedures.
- Take account of the work activity and explain the duties and responsibilities of staff.
- Address the roles of staff
- Training will not be provided unless by the appropriately qualified person.

Appendix 8 Insurance

Insurance provided by Event Insurance Limited.

Appendix 9 Licences and permissions

The following licences have been applied for:

Licence or permission required for	Licence or permission required from	Applied (date)	Received (date)	Conditions of licence - summary (Ensure paperwork is in Event Control Folder)
Premises Licence	WSC	15/06/21		

The following licencing conditions have been agreed with the WSC Licencing Team and will be adhered to for the duration of this event (including setup/breakdown):

1. In respect of any events including the provision of live music noise reduction measures to prevent public nuisance shall be implemented as follows:
 - Any stage(s), marquee(s) / tent(s) or other structure(s) where live music will be provided shall be located in a position that is as far as reasonably practicable from the nearest residential properties;
 - Any stage(s), marquee(s), tent(s) or other structure(s) where live music will be provided shall be located so as to not directly project sound towards the nearest residential properties;
 - Suitably qualified / experienced sound engineers shall monitor noise levels across the site for the duration of the event and appropriate corrective action(s) shall be promptly taken if sound levels are found to breach the Music Noise Level below.
 - The Music Noise Level (MNL) as measured at 1 metre from the façade of any noise sensitive premises shall not exceed 65 dB(A) over a 15 minute period up to 23:00 hours and shall not exceed 45 dB(A) over a 15 minute period after 23:00 hours.
 - A copy of sound level monitoring results undertaken during the period of any event shall be provided to West Suffolk Council's Environmental Health team within 14 days if so requested.
2. Deliveries / collections either in advance of or after events shall only be carried out between 08:00 and 20:00 hours and with shall be undertaken with due care and attention at all times so as to prevent nuisance and disturbance to nearby residents. Traders and contractors e.g. production and break down after event close will be exempted from the time constraints of this condition but are still expected to have due care and attention at all times so as to prevent nuisance and disturbance to nearby residents
3. The Premises Licence Holder shall ensure that event staff, contractors, sub-contractors, vendors etc that arrive before 07:00 hours or depart after 23:00 hours conduct themselves in such a manner to avoid causing disturbance to nearby residents.

4. Any lighting installed in connection with events held under this Licence shall be positioned or screened in such a way so as to prevent obtrusive light such as sky glow, light spill or light intrusion that causes a nuisance to nearby residents.
5. Where within the control of the Premises Licence Holder, adequate waste and recycling receptacles for use by event guests shall be provided throughout the event area and in the local vicinity.
6. There shall be a zero-tolerance policy on antisocial behaviour and advice to this effect shall be publicised on any event website and / or social media and through any ticket booking system / process.
7. The number of required SIA security / stewarding personnel shall be risk assessed based on the size of the event prior to the event and the appropriate number of said personnel shall be present as per the risk assessment.
8. Prominent clear and legible notices shall be displayed at the exit(s) from events requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly.

Appendix 10 Emergency services contact details

Police – 999 emergency services.

Fire – 999 emergency services.

EDMS Medical – Mark Deer (07956489430).

Appendix 11 Public address scripts

Stage PA system, loud hailer.

Appendix 14 Signage required

Before event:

- Warnings.
- Publicity.

Day of event:

- Car park access and egress.
- Pedestrian access and egress.
- Emergency exits and arrows.
- Toilets.
- First aid.
- Lost and found children.
- Activities.
- Timetable of activities.
- Site map.
- Attractions.
- Meeting point.
- No entry/staff only.
- Warnings (uneven ground, pedestrians, steep slope, trees etc).
- Expected behaviour.
- Road closures and diversions.
- Location of drinking water.

Appendix 15 Incident forms

Please see incident report book.

Appendix 16 Method statements

A. Manual handling

The company will ensure the operations which involve manual handling are eliminated, so far as is reasonably practicable.

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonably practicable.

The task:

- Items should ideally be lifted from no higher than knee-height to no higher than shoulder height.
- When items are required to be lifted from above shoulder height, a stand or suitable means of access should be used.
- Items which are pushed or pulled should be as near to waist level as possible.
- Carrying distances should be minimised.
- Repetitive tasks should be avoided whenever possible.
- Avoid tasks which require twisting the body where ever possible.

The load:

- The load should be kept as near as possible to the body trunk to reduce strain and should be not of such size as to obscure vision.
- An indication of the weight of the load and the centre of gravity should be provided where appropriate. Unstable loads should be handled with particular caution.
- Ensure there is a secure hand hold, using gloves were necessary to protect against sharp edges or splinters.

The individual:

- The consideration must be given to age, body weight and physical fitness.
- Regard must be given to personal limitation, employees must not attempt to handle those which are beyond their individual capability. Assistance must be sought where this is necessary.
- Individuals undertaking lifting of carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

The working environment:

- There must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction.

Safe System of Work:

- Make full and proper use of aids to lifting and carrying, such as trolleys, and lifting equipment
- Store heavy items between the shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
- Use the legs and knees to bend and lift - do not stoop or bend the back.
- Avoid tasks which require stretching or twisting.
- Ensure that regular rest breaks are taken where manual handling activities are repetitive to prevent the onset of fatigue.
- Ensure that there are no sharp, hot or cold edges which could cause injury.

- Ensure that walkways are free from obstructions.
- Make full and proper use of personal protective equipment.
- Report any problems or concerns associated with manual handling operations to a responsible person without delay.

B. Traffic management

The access to the site for vendors and contractors will via Nowton Nursery entrance and then along the road. This route provides safe access to the event field where contractors and vendors can unload equipment and supplies safely.

All deliveries will be through this entrance.

There will be no deliveries on the day of the event

Access to the event car park will be via Nowton Nursery entrance, taxis and buses will utilise the café car park entrance for access. The car park is located 100m from the entrance.

If weather conditions are severe, the car park will have adequate trackways laid to ensure the car park remains accessible throughout the event and ground conditions are not affected. Off road site vehicles and heavy duty 4x4's will be on-site during the duration of the festival to act as the emergency response and towing vehicles.

All traffic will exit site via the same access used for entry.

Ample spaces for cars will be provided for.

From the car park, pedestrians will be directed to a designated path to the main entrance.

No vehicles will be allowed on site, outside the designated car parking area.

No road closures will be necessary.

The car park will be managed by site stewards. These stewards will be responsible for the safe parking of vehicles and ensuring that pedestrians enter the event space safely and as soon as possible.

A clear path into the event site for emergency vehicles will be maintained at all times.

There will be a charge for parking on site.

C. Working at height

Before working at height contractors and staff must work through these steps:

- Avoid work at height where it is reasonably practicable to do so.
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

Safe System of Work:

- Do not work alone.
- Only trained/competent personnel to work at heights.
- Do not access in inclement weather conditions.
- Use ladders for access only and not to work off.
- Portable ladders over 6.0M should not be used.

- Portable ladders must be restrained to prevent ladder slip or movement.
- Ladders must extend above the exit landing by at least 1.0M.
- Fixed ladders above 3.0M should include fall protection.
- When climbing ladders, 3 points of contact must be maintained at all times.
- All tools and accessories to be securely tethered to workmen.

Appendix 17 Contractors documents (to be updated)

Event Name	Oktoberfest	Date	October 20
Location	Newmarket	Event organiser	Deutschfest
Assessor	R.Cotton		

Method Statement for the erection of on site lighting:

R.Cotton Electrical have been instructed for the supply of lighting and other on site electrics, this will involve the positioning of vehicles on site or adjacent for the safe and convenient unloading of lighting and associated equipment. The equipment relating to the on site activities will be manually transported to the build site where it will be laid out prior to installation. The lighting and associated equipment will then be installed in line with the manufacturer's guidelines. Following the event the lighting will be disassembled and removed from site.

Section 1 - Identify hazards - consider all the activities associated with lighting erection and tick the relevant boxes.

1	Power cables (at height and underground)	<input checked="" type="checkbox"/>	8	Working at height	<input checked="" type="checkbox"/>	15	Cable runs	<input checked="" type="checkbox"/>
2	Pedestrian movement	<input checked="" type="checkbox"/>	9	Fall of objects	<input checked="" type="checkbox"/>	16	Other structures	<input checked="" type="checkbox"/>
3	Vehicle movement/ Traffic routes	<input checked="" type="checkbox"/>	10	Vibration/ Noise	<input checked="" type="checkbox"/>	17		
4	House keeping	<input checked="" type="checkbox"/>	11	Personal injury from tools	<input checked="" type="checkbox"/>	18		
5	Trip/ slip	<input checked="" type="checkbox"/>	12	Fuel leak or spill (gas, diesel)	<input checked="" type="checkbox"/>	19		
6	Weather conditions	<input checked="" type="checkbox"/>	13	Lone Working	<input checked="" type="checkbox"/>	20		
7	Manual handling	<input checked="" type="checkbox"/>	14	Electrical Equipment	<input checked="" type="checkbox"/>	21		

Section 2 - Who may be at risk – tick the boxes of all relevant persons at risk?

Employees	A	Contractors	C	General Public	E
Site Staff	B	Visitors	D		

Section 3 - Risk controls – For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section (future improvements can be made on site and added to this risk assessment).

Hazard no.	Who is at risk	Risk level			Existing controls	Future improvements
		High	Med	Low		
1	A		<input checked="" type="checkbox"/>		Visual site inspection for overhead cables, client asked for site specific information.	
2	B,C,D,E			<input checked="" type="checkbox"/>	Use banks man when reversing/ positioning vehicles. Stick to designated walkways when carrying equipment to and from build site where applicable. Diligence when crossing public rights of way.	
4	A,BC,D,E			<input checked="" type="checkbox"/>	Keep work area free from unnecessary trip hazards, all equipment not in use to be kept tidy in a single location.	
5	A		<input checked="" type="checkbox"/>		Identify areas that could cause slips or trips on access or egress from the build site and in the build site itself. Minimise risk by removing trip hazards whenever possible and use access ramps whenever required.	

6	A		✓		Staff trained in manual handling, Staff self-evaluation in the comfortable ability to lift an item. Use additional man power or lifting aid to facilitate a comfortable lift wherever needed.	
7	A		✓		Staff trained in working at height, minimise the requirement of working at height by the use of ropes and pulleys whenever necessary.	
8	A		✓		Use of PPE during installation of any equipment such as lighting, safe unloading of vehicle using man on the vehicle when required.	
9	A			✓	Use of PPE when using noisy or vibratory tools.	
10	A			✓	Use PPE, exercise care.	
12	A			✓	Loan working is for minor deliveries and staff will have mobile phone.	
13	A,B,E,D,E			✓	Ensure breakers are in use for electrical appliances and cables do not pose a trip hazard.	
15	A,B,E,D,E			✓	Run cables along edge of marquee, if crossing a walkway use cable covers.	

Prepared By (Name):	Rob Cotton	Position:	Director	Signature:	Rob Cotton	Date:	October 2020
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Approved for Use By (Name):	Rob Cotton	Position:	Director	Signature:	Rob Cotton	Date:	October 2020
R/A Review Date	October 2021	This risk assessment is valid until the review date. It will also be reviewed following any changes which may affect the identified safe systems of work.					



Certificate of Employers' Liability Insurance^(a)

(The requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form)

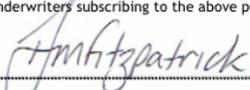
Policy No: CEQ412228/2021
UMR: B6022PK21RQ466F1X

1. Name of policy holder: Mr Oliver Costello
2. Date of commencement of insurance policy: 00.00hrs on: 28/07/2021
3. Date of expiry of insurance policy: 23.59hrs on: 27/07/2022

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies^(b); and
2. (a) the minimum amount of cover provided by this policy is no less than GBP 5,000,000 ^(c); or

Signed on behalf of those Lloyd's Underwriters subscribing to the above policy (Authorised Insurers)


..... Signature

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Note: The information below this line does not form part of the statutory certificate. Those Underwriters at Lloyd's on whose behalf this certificate is issued require the following information to be entered by the issuing intermediary:

Name and address of issuing intermediary: Commercial Express Quotes Limited, B1 Custom House, The Waterfront, Brierley Hill, Dudley, DY5 1XH

Authorised Insurers: Ascot Underwriting Limited
20 Fenchurch Street, London, EC3M 3BY
Issuing intermediary's reference:
B6022PK21RQ466F1X
(if different from the Policy Number stated above)
NMA2838 (28/01/1999)

Cambridge Burger Co



→ [Back to search results](#)

→ [Search this local authority area](#)

→ [Search all data](#)

Address

Private address: registered with East
Cambridgeshire local authority
CB8

Business type

Mobile caterer

Date of inspection

Event Organisers Schedule

Certificate Policy Number: CEQ412228/2021
Insured: Mr Oliver Costello
Product: Outside Caterer
Period of Insurance: Commencing 00:00:00 on the 28/07/2021 to 23:59:00 on the 27/07/2022

Liability	Limits of Indemnity
Section A - Employers Liability	£10,000,000
Section B - Public Liability:	£10,000,000
Section C - Products Liability:	£10,000,000

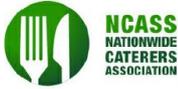
IMPORTANT NOTICE - Please check this policy very carefully

This insurance is subject to the information detailed in this document. The Insured should carefully review the contents of the Certificate (including its attached schedule, endorsements and proposal / statement of facts). If any of the information set out therein is incorrect, the insured must notify the Commercial Express or the insurer. Failure to do so may invalidate the insurance provided.



Signed in Brierley Hill, West Midlands for and on behalf of those Underwriters subscribing to this certificate

COPY FOR EVENT ORGANISERS



FOOD SAFETY RISK ASSESSMENT

FOR

Avalon bloodstock

Membership Number **29839**

Responsible Person - **oliver costello**

Food Types	Equipment	Creation / Next Renewal Date
Bacon, BBQ / Hog Roast / Rotisserie, Beef, Bread, Burgers, Chips / Fries, Coffee, Festivals, Pulled Pork, TV / Location Catering, Wedding Caterer	Bains Marie, Chip Warmer / Skittle, Coffee Machine, Cool Boxes, Extractor Hood, Freezer, Fridge, Fridge (drinks), Fryer (deep fat all types), Generator, Griddle, Hot Water Heater (plumbed in), Knives and chopping boards, LPG Gas Cylinder, Microwave, Refrigerated Display Counter, Water Boiler	Creation: 19/Jul/2021 Next Renewal Date: 19/Jul/2022

This Hazard Analysis is based on HACCP principles in order to comply with The Food Safety and Hygiene (England) Regulations 2013 and similar regulations in Wales and Scotland.

All hazards have been defined as either Control Points (CP's) or Critical Control Points (CCP's). The hazards shown as CCP's require particular attention and monitoring as they represent the biggest risk to public health & safety.

The Analysis has two parts:

- The process flow diagram
- An analysis for each of the hazard highlighted by the process flow diagram from the point of purchase through to handing to a customer

Any questions related to this assessment should be addressed to the owner in the first instance

This should be inserted in Section 1 of your Due Diligence Folder



NCASS
NATIONWIDE
CATERERS
ASSOCIATION



**City &
Guilds**
Accredited

Jasvinder Lal

NCASS FOOD HYGIENE LEVEL 3

This is to certify that the above named has completed an online course in the following subjects: Supervisory Management, Food Safety, Microbiology, Hazards, Pest Control, Temperature Control, Cleaning, Contamination Control, Applying & Monitoring Good Food Safety Measures, Quality Control Contributing to the Food Safety Training of Others, Legislation.

Date Completed 13/Feb/2020
Valid Until 13/Feb/2023
Course Centre Online

Cert No. 5144175

R Fox (Director)
On behalf of the association

PDF COPY
From NCASS



Sums Insured Property Schedule

Address of property to be insured:

5 Horsham Road, Crawley, RH11 7AY

Business Description: Outside Caterers

Material Damage

Portable Catering Equipment:	£10,000
Theft cover of Portable Catering Equipment from unattended motor vehicle or trailer:	Yes
Section 1 - Money:	£5,000
Section 2 - Stock in Trade:	£5,000
Section 3 - Business Interruption:	£20,000
Section 4 - Stock Deterioration following Refrigeration Breakdown:	£5,000
Excess:	£100

Liability

Section A - Employers Liability:	£10,000,000
Section B - Public Liability:	£10,000,000
Section C - Products Liability:	£10,000,000
Excess:	
Public/Products Liability:	£250

Special Conditions

Oxygen Clause 114 - EIRE Extension

Interested Party

None

IMPORTANT NOTICE - Please check this policy very carefully

This insurance is subject to the information detailed in this document. The Insured should carefully review the contents of the Certificate (including its attached schedule, endorsements and proposal / statement of facts). If any of the information set out therein is incorrect, the insured must notify the Commercial Express or the insurer. Failure to do so may invalidate the insurance provided.

BUS DROP OFF

CAR PARK

THIS

WAY

PUBLIC CAR PARK

**HIFIELDS
ENTRANCE
ONLY**

HIFIELDS

EXIT

ONLY

HIFIELDS

THIS

WAY

**NO ACCESS
TO EVENT
POSSIBLE**

**TAXI
DROP
OFF**

**PLEASE
DO NOT
CLIMB
TREES**

**IF YOU DO YOU WILL BE
REMOVED FROM THE EVENT**

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Appendix D

Email – applicant response to residents

We currently host two events each year at Nowton Park (German food and drink festivals) and have been doing so since our first event in 2018.

The premises licence application has been submitted because these events have been enjoyed by the BSE community and have grown in attendance, therefore the TEN is no longer suitable. On top of that, our summer music event that we have been hosting in Cambridgeshire for the past seven years will also attract more attendees than a TEN will permit.

We plan to utilise the premises licence for these three events each year.

Although we currently have no plans to do so, the reason that we have included additional days/hours on the application is to offer flexibility should we wish to host another event which may perhaps take place during the week, such as a country fair, fun run or exhibition of sorts, that could potentially include a bar or music. This flexibility is also the reason for the whole park being included as the premises.

Every event that we plan to host is subject to a successful application being made and then approved by WSC, therefore the likelihood of permission being granted to host an event every day or week is nil.

We also produce an event management plan and attend a safety advisory group workshop for every event that we host at Nowton Park to ensure that the event will be run safely and that licensing objectives are met.

We hope that this eases any concern that the residents may have with regards to the premises licence application.

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Appendix E

Agreed conditions with EH

Dear Licensing,

I have considered the above application and on behalf of the PSH & EH team can confirm I have **NO REPRESENTATIONS** to make based on the email trail below, most notably the conditions agreed to by Tom Janes, Director for Hifields Limited, the Premises Licence applicant.

For ease of reference and copying to any licence granted the agreed conditions are as follows:

1. This Premises Licence shall only authorise a maximum of ten (10) events that include any licensable activity (the sale / provision of alcohol and or the provision of regulated entertainment or late night refreshment), whether these are provided individually or in combination with any other licensable activity.
2. The Premises Licence Holder shall apply for and gain permission from West Suffolk Council's Parks team for any use of the land covered by this Premises Licence in accordance with the normal rules and regulations for using Council-owned land.
3. In respect of any events including the provision of live music noise reduction measures to prevent public nuisance shall be implemented as follows:
 - Any stage(s), marquee(s) / tent(s) or other structure(s) where live music will be provided shall be located in a position that is as far as reasonably practicable from the nearest residential properties;
 - Any stage(s), marquee(s), tent(s) or other structure(s) where live music will be provided shall be located so as to not directly project sound towards the nearest residential properties;
 - Suitably qualified / experienced sound engineers shall monitor noise levels across the site for the duration of the event and appropriate corrective action(s) shall be promptly taken if sound levels are found to breach the Music Noise Level below.
 - The Music Noise Level (MNL) as measured at 1 metre from the façade of any noise sensitive premises shall not exceed 65 dB(A) over a 15 minute period up to 23:00 hours and shall not exceed 45 dB(A) over a 15 minute period after 23:00 hours.
 - A copy of sound level monitoring results undertaken during the period of any event shall be provided to West Suffolk Council's Environmental Health team within 14 days if so requested.
4. Deliveries / collections either in advance of or after events shall only be carried out between 08:00 and 20:00 hours and with shall be undertaken with due care and attention at all times so as to prevent nuisance and disturbance to nearby residents. Traders and contractors e.g. production and break down after event close will be exempted from the time constraints of this condition but are still expected to have due care and attention at all times so as to prevent nuisance and disturbance to nearby residents

5. The Premises Licence Holder shall ensure that event staff, contractors, sub-contractors, vendors etc that arrive before 07:00 hours or depart after 23:00 hours conduct themselves in such a manner to avoid causing disturbance to nearby residents.
6. Any lighting installed in connection with events held under this Licence shall be positioned or screened in such a way so as to prevent obtrusive light such as sky glow, light spill or light intrusion that causes a nuisance to nearby residents.
7. Where within the control of the Premises Licence Holder, adequate waste and recycling receptacles for use by event guests shall be provided throughout the event area and in the local vicinity.
8. There shall be a zero-tolerance policy on antisocial behaviour and advice to this effect shall be publicised on any event website and / or social media and through any ticket booking system / process.
9. The number of required SIA security / stewarding personnel shall be risk assessed based on the size of the event prior to the event and the appropriate number of said personnel shall be present as per the risk assessment.
10. Prominent clear and legible notices shall be displayed at the exit(s) from events requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly.

ENDS

Rep 1

Our attention has been drawn to a recent application by Hifields Limited which has no system reference and with all the applicant's details blacked out. It is for a premises licence for outdoor activities for the provision of films, live amplified music, recorded amplified music, performance of dance and the supply of alcohol for consumption on the premises.

The premises appears from the submitted plan to be a good proportion of the outdoor space of Nowton Park owned by West Suffolk Council up to the boundary with Sicklesmere Road to the east, the boundary of properties on Plovers Way to the north and part of the boundary with Nowton Road. The requested start date is 15th July, 2022 but there is no end date.

Hifields are applying for the licence from 11 am to midnight 7 days a week but also states that the hours the premises are open to the public is 24. Presumably because a licence has been applied for more than 500 people are expected to be attending the events and/or because they want to finish at midnight not 11 pm. Because Hifield are already promoting an event on 27th August, 2022 at Nowton Park we are assuming this is the type of event they are wanting a free reign to hold in the future.

We are writing to register our objection to the granting of this licence in the format requested as we think it totally inappropriate for the location and which we believe will create a Public Nuisance based on the following:

1. **Environmental danger** - Newton Park is owned by West Suffolk Council and managed for recreation, leisure and nature conservation. There is something for everyone to enjoy with walking routes, an arboretum which features trees from all around the world, as well as beautiful wildflower meadows and ponds full of wildlife and in spring is renowned for the carpet of daffodils that bloom beneath the trees on the Lime Avenue. A lot of these areas are included in the plan and from the description on the website for the August event it says you can "get lost in the endless woods, frolic with the fairies in the meadows and dance with friends, old and new, until the moon lights the way home". Surely this will cause damage to the environment that we are trying to take care of and cause distress to any wildlife.
2. **Loss of public amenity** - presumably as this is a ticket only event the general public will be denied access to the whole area shown on the plan every time an event is held and for the whole of the time the application is for. As they appear to be included in the plan, they would also lose access to the car park, toilets and refreshments potentially 7 days a week from 11 am to midnight.
3. **Interference with the lives, property or common rights of the general public** - we have great concerns about disturbance to the local residents of Plovers Way, The Curlews, Nowton Road, Sicklesmere Road,

the Hardwick Estate and further into town and out to Nowton village not only during the proposed 13 hours of the event but afterwards when people are leaving either on foot, taxi or by own vehicle as there is no public transport available at night. Overflow parking is likely to be a big issue in residential roads nearby with ensuing noise again potentially 7 days a week from 11 am to midnight and beyond once off the premises. The noise from the activities for such a long time together with the additional noise from the participants will severely impact on the lives of the local residents and the general public who may be coming to enjoy the normal amenities of the park.
All the above are out of the control of the organisers.

We also have concerns for Public Safety based on the following:

1. Provision of alcohol and the potential for illicit drugs of various types to be consumed and the potential effects on the general public and local residents when out of the control of the organisers.
2. Offensive behaviour by those attending the event when the general public may be enjoying the remaining space in the park available to them along with children and vulnerable adults. As Hifields state on their website it was founded by a group of friends who wanted to create a place to dance together without inhibitions - presumably these are not local residents and therefore are likely to be only concerned about their own enjoyment and not the beauty of Nowton Park and the town and its people.

We request the Committee to seriously consider all the implications above and refuse this application.

Rep 2

Many thanks for your prompt and detailed reply to our concerns about the recent planning application placed by Hifields a limited company who are in essence asking for a license to be agreed for 365 days 11am-00 for the whole of Nowton Park .Whilst we understand that they would not put `events `on everyday the complete flexibility deeply concerns us .We wish to make an objection on the grounds of public nuisance .The festival has been advertised using a smoke screen of art and making memories in a magical setting -if you are able to look at the acts that are headlining and their music this does seem a complete contrast to what is being promoted. The organisers urge people to continue the fun at the after party at Verve nightclub in Bury town centre. This would involve a huge number of people walking through residential areas late at night which we feel is definitely not appropriate in a built up area and extremely likely to cause a public nuisance at the very least.

We already have a number of events at the park which are generally held for charity ,they have music ,what we tend to find is the music stops early ,it is loud and the bass very prominent so we often have to move inside, but the fact that these are infrequent and for charity means they can be tolerated. The company state they want the flexibility in the license in case they may want to run a `fun run, country fair, or an exhibition of sorts` once again, we are not naive, they are a company who by their own admission wanted somewhere to `dance together without inhibitions `there is no mention of wanting to host any of these type of events, we feel it is just

another way of being able to hold more festivals. Also, even if they did, such events do not run until midnight and would therefore not need the licensing hours they are requesting, they are also already being run at Nowton Park in the day usually for charity.

Once again we urge you to reject this application on the grounds of public nuisance at the very least. We are certainly not killjoys, but Nowton Park with its wildflower meadows and wildlife, close to residential areas is not an appropriate place for a festival of this nature to be held.

Rep 3

I was surprised on reading of the above application on your website to hold outdoor music concerts with dancing and film shows in Nowton Park in Bury St Edmunds. More especially on any day until 12 midnight !!

This includes selling alcohol. Many young families will be deterred from using the park.

As we live reasonably close to the normally peaceful and beautiful park we are worried about the damage and noise that could destroy this wonderful amenity.

Extra traffic and parking could also be a problem. For the sake of thousands of neighbours and users please refuse this application.

Rep 4

Thank you for your email of 8th July and for clarifying certain matters. We have noted that HifiFields wishes to hold other events such as craft fairs. These would be similar in terms of impact to the events that already take place in Nowton Park and would be subject to a TEN License. However, HifiFields is also holding an outdoor music festival in August and this event is of an entirely different nature. We do not feel that it is reasonable to include the outdoor music event along with daytime events and are therefore opposing the granting of a Premises License to HifiFields Ltd. Such a license would doubtless encourage HifiFields to run similar events (they have already stated their wish to have flexibility with regards to holding events in the future), with music and alcohol available for an extended period of time during the night. It could also set a precedent for other events organizers to apply for such licenses.

One point we would like to make is the lack of reasonable notice of this Premises License application. We walk around the park every morning and have only seen two small notices, one at calf height. The font on the notices is very small. The notices will have been missed by many users of Nowton Park.

Also – considering HifiFields are selling tickets for the event in August, we would like to understand from the Licensing Committee what type of license has been granted for this. If a TEN license isn't suitable – what license do HifiFields have for this event?

In your email, you state that we should make our representations based on the Licensing Objectives. We have put our concerns below in relation to the summer music event and any other similar type of event HifiFields plan to hold in the future. It is the open-ended nature of the Premises License that is of greatest concern. We therefore still wish to make a representation against the granting of a Premises License to HifiFields Ltd.

The prevention of crime and disorder

I have viewed photographs online of the previous event held by HifiFields Ltd in Cambridgeshire in 2021, it has the appearance of a rave, or a 'mini-Glastonbury'. The attendees all look to be young people. My understanding is that the summer music event planned in Nowton Park in August will be similar. Provision of alcohol for up to thirteen hours at these events will increase the risk of crime and disorder. At outdoor music events, illicit drugs are commonplace and are out of the control of the organizers, despite their best efforts. Excessive alcohol consumption and use of illicit drugs is in itself a crime. Such consumption will put both concert attendees and local residents at risk of further crimes, as well as being potentially very damaging to the environment. For example, traces of MDMA and cocaine were found in the river on the site of the Glastonbury festival this year. Attendees leaving the site in vehicles may be over the safe alcohol limits for driving and may be under the influence of illicit drugs.

The prevention of public nuisance.

Alcohol consumption and drug use for a prolonged period risk causing a public nuisance and may give rise to anti-social behaviour to local residents, with the potential for property being damaged. In addition, there will be excessive levels of noise for at least the duration of the event and at the end when attendees will be leaving the site. There will be noise from pedestrians, probably some drunk or drug driving and residential areas will inevitably be used as overflow car parks. There will be considerably more traffic in the area before and after the event. This does constitute a public nuisance to residents in Nowton Village, Nowton Road, Sicklesmere Road, Plovers Way, The Curlews and the Nowton and Hardwick estates who will be seriously impacted by these types of events.

Public safety

As mentioned above, public safety will be affected by the number of people attending this event in a fairly small area, a significant number of who will have been drinking excessively and possibly consuming illicit drugs. Anti-social behaviour is a risk not just in regards to public nuisance but also threatening behaviour to local residents. During the event, a large part of Nowton Park will be unavailable to other users which represents a loss of a public facility that is normally open to all. Additionally, the detritus and possible drug paraphernalia left at the site will present a considerable risk to people, including children who are using the park.

The protection of children from harm

As the residential areas mentioned above are home to families with children, and the park is enjoyed by children, all the risks mentioned above apply to children. The noise levels of late night outdoor events will have a negative effect on children's sleep.

For these reasons we are opposed to West Suffolk Licensing Department granting HifiFields a Premises License which will permit them to run outdoor music events alongside their other proposed events, without having to make separate applications each time.

Rep 5

PREVENTION OF CRIME AND DISORDER	We are concerned about noise, traffic, parking, possible alcohol and drug use, littering and other disorder in and around the park, which would be difficult to police adequately. Although the licensing application shows a limited area of the park involved, the Hifields website encourages ticket holders to “get lost in the endless woods, frolic with the fairies...dance without inhibitions” which seems to encourage uninhibited behaviour without any guidance to observe boundaries.
PREVENTION OF PUBLIC NUISANCE	Local residents are already subjected to noise from music and traffic on a small number of days per year and extending this to potentially every day until midnight will substantially increase disturbance to residents in Nowton Road, Mayfield Road, Bury Park Drive, Plovers Way and the elderly care facilities of Stradbroke Court and Nowton Heritage Centre. Hifield are also selling tickets for people to move on to Verve Nightclub in Bury until 3am, after the park event closes at midnight. This seems to encourage footfall and traffic late at night which would create dangers and nuisance.
PROTECTION OF CHILDREN FROM HARM	The park is not without danger particularly if intoxicated. Trees and ponds could be a hazard. There is already a problem with beer cans, bottles and other litter. Events such as Hifields might attract drug use and the danger of drug paraphernalia being found in a public park and childrens playground must be considered.
PUBLIC SAFETY	There is public danger from natural hazards in the park and from traffic particularly when some visitors may be intoxicated and driving late at night.

Rep 6

I strongly object to the above application for a license.

I have lived in Fox and Pin Lane for 30 years and have been able to enjoy the natural qualities and tranquillity of Nowton Park.

I am aware of the events that currently take place which obviously impact me, particularly from loud music, loudspeakers and traffic coming in and out of the village. I would strongly object to any further events of this nature particularly with alcohol and events that continue in to the late evening.

It is worth considering the purpose of Nowton Park - a natural environment which supports a very diverse ecosystem which could be disrupted by these sorts of events. It is an area where people can walk, sit quietly in contemplation, enjoy family time in beautiful surroundings away from the bustle of everyday life and enjoy the flora and fauna of the park.

The very essence of the park would be destroyed if this license is granted.

Rep 7

Licensing Objective	Reason for Representation
Prevention of Crime & Disorder	Nowton Park covers almost 200 acres; residents are extremely concerned that it will be difficult to control anti-social and possible drunken behaviour over such an extensive area. An alcohol licence from 1100 to 0000 hours, seven days a week, may encourage excessive consumption of alcohol, ultimately leading to crime and disorder. In addition, it is envisaged there would be an increase in litter, defecation, and illegal overnight camping. There has recently been a serious sexual assault committed within the Park; the vast area the Park covers makes policing very difficult. If there is an increase in crime and disorder, this would definitely deter the residents of Nowton from visiting and enjoying the Park.
Prevention of Public Nuisance	The present licence is tolerated by residents, as there is a restriction in days and finishing times of events. The effects on the adjacent care home, schools and local residents, if they were subjected to such a broad and late finishing licence, potentially being subjected to noise/music every day of the week until 0000 hours, would be intolerable and totally unfair to

	the residents of Nowton, which is a village in a rural area at the heart of which is Nowton Park, whose gates presently close at sunset, thus giving residents some respite.
Protection of children from harm	There is a children's playground and Nursery within the Park and numerous activities are organised throughout the year specifically for young children. If there is an increase in the number of events, resulting in an increase in people visiting the Park, possibly consuming alcohol from 1100-0000 hours, this might be reasonably considered as a risk to young children and may very well deter parents and children from visiting the Park.
Public Safety	The Parish Council is concerned that with the additional vehicles and pedestrians created by a 7/52 1100-0000 hours licence, and limited parking, it is inevitable that vehicles and pedestrians will spill onto Nowton Road, which is a fairly narrow road without a footpath. The potential for accidents in this area is, therefore, considerable. There are also two unfenced ponds within the Park, which might pose a danger to anyone under the influence of alcohol.
Further Comments	The present licence appears perfectly adequate for the number of events being run – to go from five days between June and September, to all year Monday to Sunday 1100-0000 hours is not, we believe, in the local public interest and Nowton Parish Council strongly objects and opposes this application in its present blanket form.

Rep 8

Having read the information above I would like to object to the license application on the basis that if the application were successful it would represent a public nuisance. The reason for this is that I believe that the current temporary events notice framework places a limit on the number of attendees of a given event while granting this license will remove such a limit.

As the applicant correctly states Nowton Park, and the events that are organised therein, make a valuable contribution to the life of the people of Bury St Edmunds. However larger events will implicitly attract people from outside of our community and these larger numbers, and the fact that they are less familiar with the unique environment at Nowton Park, would represent a public nuisance. My evidence for this is that during one of the recent larger events in Nowton Park there was insufficient parking and as a result we had cars parked in Fox and Pin Lane, blocking the access to our property.

Nowton Park is a unique and valuable facility which is ideal for smaller events aimed specifically at the local community. It does not however have the infrastructure for larger events and as a result these events have the potential to be a public nuisance. Rejecting the application and retaining the current TEN framework would appear to provide a good balance between the worthy endeavours of the applicant and the need to ensure larger events do not become a public nuisance.

Rep 9

Such a wide-ranging license, if granted, would allow the applicant permission to hold events on any day chosen which would not allow time for the Council to organise sufficient resource needed to properly supervise such events.

A possible solution to this would be for the applicant to submit a temporary license for one event only.

The planning application map shows the permissible area backing on to residential properties in Plovers Way.

This represents a possible public nuisance as attendees have access to the rear of these properties.

Furthermore, areas normally reserved for walking are also included in the permissible area and I have concerns that young people under the influence of alcohol and other substances will not have due respect for such areas or the local community that uses them on a daily basis: 'Dancing with the fairies' as quoted on the event flier, rarely occurs under the influence of just a beer, after all and attendees to the event will apparently be coming from all over the country.

I strongly object to this application for the stated reasons and would ask the committee to reject, with the recommendation for application of a temporary, conditional license.

This license should bear caveats limiting the accessible areas and detail a thorough risk assessment and method statement to prevent or mitigate safety concerns.

Given the obvious 'rave' nature of the event, steps should be taken to ensure the safety of young people present, especially in light of current strategies to prevent 'spiking' of drinks.

It is my opinion that should any form of license be granted for such an event at Nowton Park, PCS first aid and environmental health officers must be in attendance in sufficient numbers to ensure:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm.

Rep 10

I would like to object to the licensing application made by Hifields for Nowton Park. I am objecting on the basis of public nuisance as it's too close to residential housing and the noise it will recreate will make it a public nuisance. Also I believe crime and disorder will be an issue as the music which is being played is garage or acid music etc associated with increased crime and disorder to fuel drugs. I believe it's a public safety issue also as there's very small children living by this proposed rave area and they will be at risk due to the clientele visiting this rave event. and we need to protect them from harm. It's also a public safety and crime and disorder issue too as there's lots of elderly folk (already told me they are worried) who live near this proposed site of licence and they are worried about being alone with all these people playing loud music and taking drugs and potential break ins to property during this event. I fear drugs will be freely available at this site as 1 of the bands is promoting drugs with a hit singing about a spliff a day.

Rep 11

The sale of alcohol from 11.00 - 00.00 may result in rowdy disorderly behaviour within the park which would not be welcome when families are present, and on leaving an event create a disturbance along Nowton Road and the local area. As residents in Nowton Road we can vouch for the loud singing and shouting by those who leave the park on foot after an event, particularly late at night. All events in the park generate additional traffic and we are concerned for the safety on the road late at night. Please note that there is no street lighting past Plovers Way.

Hifields Music has already planned an event on 27th August. This is a bank Holiday weekend when the park is used extensively by families. Hifields website states that the last entry to their event is 5pm, so alcohol will no doubt be sold and music played before this time when families will be present and may have some to the park to enjoy a peaceful day out.

Hifields publicity promotes 'getting lost in the woods and frolicking with the fairies'. We would like to raise safeguarding issues as children play in the woods and it must be recognised that drugs could be a potential danger too.

It is a concern that with the current dry weather conditions discarding cigarette ends on the ground could be a fire hazard.

Hifields website offers after party tickets for Verve nightclub, thus causing further noise and disturbance in the town centre late at night.

Nowton Park is a peaceful country park visited and enjoyed by people of all ages. It has a children's play area, a maze and benches throughout the park for quiet contemplation and relaxation and is popular with dog walkers. The playing of loud music in a quiet neighbourhood is most unwelcome, it spoils the peaceful nature of our lovely environment.

Nowton Park is unsuitable for the purpose of dance and music festivals. We therefore strongly object to Hifields being given a licence to play music and sell alcohol on 27th August and at any other time of the year in Nowton Park.

Rep 12

We write to register our objection to the granting of a 12 month premises licence to Hifield Ltd of 12 Clover Way, Red Lodge, IP28 8TB, which would give Hifield permission to use a very great amount of space in Nowton Park for various types of entertainment and to sell alcohol for consumption in the park for up to 13 hours a day on any of the seven days of the week.

As nearby residents, we have concerns on several counts:

The Prevention of Crime and Disorder

We feel that with the opportunity to purchase alcohol over a considerable period of time during an event, the potential for general disorder among less responsible adults is a cause for concern. Sadly, it is a fact that music and dance events such as those proposed by Hifields, do present the opportunity for drug use among some, adding to the potential for disorder and perhaps crime. We would like to know what security measures would be in place, as there is relatively easy access to the rear of the properties in Plovers Way, and indeed buildings within the park itself once the general public have left and facilities such as the cafe are unmanned. As the evening draws on, we are deeply concerned that it would be difficult for ticket holders to be prevented from wandering through the parts of the park outside the entertainment area and disturbing residents and wildlife alike, and possibly doing damage and harm.

Public Safety

Large events usually mean a high volume of traffic arriving and leaving during the day and evening. Nowton Road is essentially a country lane and we worry that pedestrians may be at risk on the narrow path leading towards Nowton Park, not least those attending an event on foot and leaving late at night when the street lighting is inadequate.

The Prevention of Public Nuisance

It is not clear from the application exactly where the event(s) would be held and therefore how intrusive the noise would become. As the licence could allow music to be played from 11am until midnight on any day of the week, potentially this could cause great nuisance and distress to nearby residents, not just in Plovers Way, The Curlews and other surrounding streets, but those living in Nowton Court Retirement

Village also. As previously mentioned, there would be a high volume of traffic arriving during the day and evening, and leaving late at night, causing more disturbance. Experience of previous events in the park suggest that the volume of traffic would undoubtedly result in plenty of cars parking in nearby estate roads, causing unrest among residents who sometimes find themselves unable to access their own property .

As the proposed entertainment appears to be quite wide ranging, we are concerned that use of the park amenities would be reduced, to the detriment of people just coming along to enjoy the quiet and the space of the country park and who may not be aware of a music event prior to their arrival. We are fortunate indeed to have a country park so close to the town and think by it's very nature, that all parts should be open at all times to all people. Other events such as 'Race for Life' do take place occasionally but the application by Hifield Ltd is worryingly open ended.

In one part of the application, there is indication that refreshments will not be served late into the evening but in another part it clearly indicates that Hifield Ltd is applying for an application to serve alcohol until midnight and we would strongly object to alcohol being served until this late hour and up until the event finishes. Not least, this could lead to guests driving illegally.

The Protection of Children from Harm

One should not make unreasonable assumptions about the actions of others but we are disturbed about potential drug use and abuse at such events. Given the freedom the park offers to visitors, we feel there may be a danger to children (and possibly adults too) visiting the park in ensuing days and picking up discarded needles and drug paraphernalia, an occurrence that must be avoided at all costs.

In conclusion, we trust the Licensing Committee will give due consideration to our concerns and consider rejecting the application.

Rep 13

As a resident of Plovers Way I was very concerned to learn of the Hifield music festival to be held in Nowton Park on August 27th.

This is likely to be a large ,and noisey event attended by mainly young people I appeal for the license to be withheld thus helping to mitigate the risk to law and order and prevention of a public nuisance

Rep 14

We strongly oppose the application of Hifields Ltd. We are residents of Plovers Way, a residential area adjacent to Nowton Park.

Nowton Park is a place where visitors can walk freely, appreciating the peace and quiet and enjoying the scenery and wildlife around them. On the West Suffolk Council website, Nowton Park is advertised as a place for nature lovers with bird feeding areas, ponds, wildlife meadows not to mention the great variety of birds that can be seen and heard. Amongst park regulations is the wording "Do not disturb wildlife". How can wildlife not be disturbed by the music and other entertainment. "Pick up litter" another regulation – just imagine what the area would look like to visitors taking a walk the next morning. If members of the general public took their

amplification equipment and disturbed the peace and quiet of the park from 11am to midnight on any day they so wish, those people would soon be asked to stop. Nowton Park is a public space and a great asset to the town. Visitors come from near and far to visit it. It would be off-putting if visitors arrive expecting to enjoy the tranquillity of the park only to be confronted with loud music and drinking and other associated noise.

We have no objections to the very few charity events that are held on Nowton Park as profits go to worthy causes so we make no complaint about the music and associated noise coming from the park on those occasions. The noise emitted at these events sometimes means that we cannot enjoy sitting or working in our garden and have to close all windows as sound penetrates into the house. If the application by Hifields Ltd was successful, on any day that Hifields so wish, residents could suffer this disturbance from 11am till 12 midnight. We understand the events would be held on the far side of the park but this does not allay our fears. Sound travels. Abbey Gardens is 1.2 miles (as crow flies) from Plovers Way but music and singing at events there, can on occasion be clearly heard here. Amplification of bass is becoming more and more powerful. Plovers Way is used by many motorists as a place for free parking and for pedestrians passing through on way to and back from visiting Nowton Park. Having an alcohol licence to midnight presents serious concern about noise disturbance and a potential for anti-social behaviour as people, attending an event, return to their cars especially if they are fuelled by drink and possibly worse. There are many night clubs in Bury which are open where people can go if they wish to drink and socialise. Nowton Park must not be used for such events. Hifields Ltd seems to be commercially orientated – not the proper use for a Council run country park adjoining a residential area.

Rep 15

Prevent Public Nuisance

We would like to resubmit a representation on the grounds of prevention of public nuisance

The park is adjacent to residential areas and we are concerned about the noise and disruption that would occur late into the evening.

The application covers the whole area of the park which would be very near to houses especially in Plovers Way, The Curlews and Nowton Village.

We hope you take our concerns into consideration when making your decision

Rep 16

We are emailing to register our objection to the application for a new premises license by Hifields Limited, Nowton Park, Bury St Edmund's, IP 29 5 LU. The basis of our objection is prevention of public nuisance, the prevention of crime and disorder and public safety.

Our objection to the application is based on the following concerns:

The location borders quiet residential housing, Nowton Court retirement village, is extremely close to a quiet housing estate, Nowton village and other residential properties in the area and will soon include the 1200 properties due to be built between Sicklesmere Road and Rushbrooke Lane.

The late night 365 days of the year licence covering live music and alcohol sales will have a very negative and intrusive impact on the residents in Plovers Way, the Curlews, Fox & Pin Lane, Breckey Ley, Nowton Road, Sicklesmere Road, Nowton Estate, Nowton Retirement Village, Nowton village and possibly also impact on Sicklesmere, Great Whelnetham and Little Whelnetham in terms of noise, sleep deprivation due to the music, drunken people leaving the venue, excessive noise, fighting, antisocial behaviour, a constant stream of traffic into and out of the park/event at the start and finish of the event, vehicles using their horns for various reasons including trying to let pedestrians in the road know they are there.

Depending whereabouts within the park an event is located the residents bordering that part of the park will be disturbed by the noise from the setting up and the setting down of the event, constantly running generators to power the event, excessive vehicle movement by the event organisers at the start and finish of the event and possibly by event staff/security staying overnight in that area of the park. These residents will then be disturbed by the event itself which we have covered in the paragraph above.

The local road structure struggles when large events happen at the park that have a start time eg race for life, motor show and previously the country fayre and visitors abandon their vehicles in the local area as its quicker to walk the final part than wait in a long tailback. So parking for the events will need to be well organised and managed timely and correctly so the residents of Plovers Way, the Curlews and other residential streets don't encounter badly and dangerously parked non resident vehicles which could impede large emergency service vehicles getting to their destination possibly resulting in loss of life or property.

If an event is held in the walled garden and vehicle exit at the end of the event is via the nursery gates then it needs to be ensured that this exit is not used by pedestrians. In the past after an event in the walled garden we have encountered inebriated pedestrians leaving the park via the nursery gates walking toward Bury on the narrow, unlit country road in the dark (not daylight hours) both in the road and on the uneven banks. This action is not expected by drivers who use this road and due to no fault of the driver/ drivers could result in a serious or even fatal accident.

Should this licence be given the go ahead the extra events in the park will naturally increase the amount of pedestrians, cyclists and traffic in the area resulting in more noise, more vehicle speeding and extra vehicle pollutants in the air which will be damaging to the local population and wildlife. The footpath along Nowton Road leading to the park is well used by pedestrians, cyclists, families with pushchairs and wheelchair users, is right beside the road and fairly narrow so not ideal and safe, especially at extra busy times.

Extra events taking place in the park will have a detrimental ecological effect on the flora & fauna and ecosystem that has built up over the years and is well managed by the park rangers and volunteers. During licensed events the damage is likely to be higher.

We dont have any objections to the amount of events both licensed and unlicensed involving pre recorded or live music that have taken place in the past but strongly object to a license being granted for them to take place every day of the year and until midnight. Should this license be approved it will have a detrimental effect on a

lot of local residents lives, probably also impacting on the saleability and prices of properties.

Rep 17

I wish to make an objection to the licencing application made by Hifields Ltd for music and alcohol events in Nowton Park. I live nearby so have a personal interest. This park is a much loved local facility for families, runners and walkers, nature lovers and dog walkers. It also has residential homes very close to it, along Plovers Way, The Curlews, Nowton Road and Sicklesmere Road, as well as the care home on Nowton Road. It is not suitable for noisy or late night events. The Hifields website suggests 19 headline bands and a further 21 acts will be performing at an event on the 27th August this year.

I submit my objections under the headings you have asked for:

1. Prevention of crime and disorder

The Hifields advert on their website for an event on the 27th August also pushes a post event night in Bury St Edmunds town centre. There is a big risk that people who have drunk excessively during the afternoon and evening will walk to Bury, noisily, or will drive when being unfit to do so. The advert even hints that drugs will be acceptable.

2. Prevention of public nuisance

It will certainly impact on the many nearby houses, because of the noise, and on regular park users because of the noise and the lack of plentiful parking. There will be a terrible impact on all the wildlife in the park, including a rich bird life, rabbits, foxes, hedgehogs, moles and deer.

3. Public safety

The advert from Hifields suggests heavy drinking and even worse are expected and encouraged.

I hope this application is rejected.

Rep 18

LICENSING OBJECTIVE	REASON FOR REPRESENTATION
PREVENTION OF CRIME AND DISORDER	LATE NIGHT DRINKING IN OPEN SPACES OFTEN LEADS TO DRUNKENESS AND NOISE. CLOSE ACCESS TO LOCAL GARDENS COULD LEAD TO ILLEGAL ACCESS/BURGLARY
PREVENTION OF PUBLIC NUISANCE	AS ABOVE - FOR LOCAL RESIDENTS UNWELCOME NOISE, ON ANY DAY FROM 11-00 AM TO MIDNIGHT

Rep 19

As a resident of Nowton Estate in Bury St Edmunds I wish to object to this application which gives great cause for concern.

If this application was approved there could be a huge detrimental effect to the Park and surrounding area. At present the Park is a tremendous amenity for the local and wider public, enabling us all to enjoy the natural world in a safe and beautiful environment. The number of events currently held at the Park seem to me to be quite sufficient. They do impinge on residents but whilst the noise and increase in traffic are frustrating they are bearable knowing they are occasional events. Any increase in the frequency of these would in my opinion cause untoward disturbance to both the wildlife in the Park, the users of the Park and the wider residential area.

As well as the noise from entertainments at the Park we have occasional events at the Haberden rugby ground which can also be heard. I feel that noise pollution is one of the greatest causes of stress in the modern world.

I would ask the Authority to take into account the potential damage caused to the wildlife of the Park as well as the effects of noise pollution and traffic pollution and refuse this application accordingly.

Rep 20

LICENSING OBJECTIVE	REASON FOR REPRESENTATION
PREVENTION OF CRIME AND DISORDER	<p>The park has already been the location of a recent sexual assault and with the wooded areas and places away from the main site it is easy for further assaults to take place unwitnessed.</p> <p>With the route out of the park leading through country lanes or out on to an estate there is a very likelihood of either drunk driving as people head to their next destination or drunken behaviour and vandalism. They are encouraging 'get lost in the woods' and 'we like dance on cars', drunk or high people will take that literally.</p>
PREVENTION OF PUBLIC NUISANCE	<p>The noise from the park alone during these events can carry, at an event that is advertising as a rave/drum n bass event then it is going to be even louder. This will disturb people for some distance around park.</p> <p>With an elderly residential home on site, a number of dementia residents included this will prove an upsetting time.</p> <p>The car parking will no doubt see people overflow on to neighbouring streets and when exiting I can see a large number of very loud people on the roads as the paths leading out of the park are too narrow for vast numbers.</p>
PROTECTION OF CHILDREN FROM HARM	<p>The park is used by a large number of children during the day. With events running from 11am to Midnight they are going to be around to witness all behaviour and language.</p> <p>Drunk people will find play areas hard to resist and the wooded areas. Discarded bottles, vomit and faeces will be an even higher risk to them the following day as the park is so big that I doubt any clean up crew they hire will cover it all.</p>
PUBLIC SAFETY	<p>The park is a wide area with a lot of wooded sections that take you out of view of the public, as well as a number of ponds.</p> <p>As a Mum, and having been to festivals of varying sizes, I am concerned that there is a high risk of assaults, be them theft or sexual as people take advantage of people wandering away from the main arena.</p> <p>There is also a high risk of people ending up in the ponds as they don't take in their surroundings due to intoxication.</p> <p>After other events I and neighbours have had to clean up debris including human waste.</p> <p>The roads will also become a serious hazard.</p> <p>For many people residential to the area the opportunity for events to occur 365 days a year will cause considerable stress to them, their children and pets.</p>

Rep 21

We write to register our very strong objection to the above application for an entertainment and alcohol licence. We urge the Council NOT to grant this application. We are local residents who live on Nowton Road and within earshot of the loud music that emanates from the Park on festival nights. Like very many other Bury residents we love going to the park for its freely accessible peace, natural environment, wildlife and space. We feel it is the right of the majority and of the wildlife already there, not to have this freedom damaged by the interests of a few.

So we are amazed and dismayed to see the proposal to extend the present occasional festival to enable music and entertainment including outdoors entertainment, cinema and alcohol consumption every day from 11.00am and evening up to midnight in the Park. Our objections are for the following reasons:

1. Nowton Park is a publicly owned haven of wildlife and peace. It is the only such place in Bury St Edmunds and it is enjoyed by local people, families and children and dog owners. This proposal if enacted, which we desperately hope it won't be, would have a severe impact on the wildlife and on this piece of natural environment which we all want and need to protect.
2. Besides noise pollution – affecting birds and wildlife, there will inevitably be rubbish pollution from entertainment every day and evening.
3. This proposal would add to the traffic pollution by increasing the volume of traffic on Nowton Road – about which there is already strong local feeling and a campaign group has been set up of which Councillors and the police are aware.
4. The access road to Nowton Park – Nowton Road, on which we live is already dangerous with traffic travelling too fast and several accidents have occurred. An increased volume of cars going to and from the entertainment at the park as now proposed will significantly add to the dangers of pedestrians and cyclists and residents like ourselves trying to get in and out of our driveways. There is a school near the park with children needing to cross the road to access the sports centre and families who already struggle to cross the road on foot without being mowed down by cars travelling too fast and in too great a volume for a residential road.
5. Our right to peace as people living nearby, in a residential area – would be severely adversely affected. We already tolerate the occasional festival. To be expected to tolerate festival music and noise all day every day up to midnight is simply unacceptable.
6. Continuous entertainment, noise and drinking is out of character for the Nowton Park area.
7. Providing entertainment in the Park will draw customers away from existing businesses in Bury St Edmunds town centre. The already existing music and entertainments and alcohol venues in the town centre struggle to survive (as we know from closures) and they need this business and pay business rates for it. Why should they lose out to a business that is presumably to pay no business rates and have no premises costs – since it is freeloading on public land?
8. The proposal will encourage drink – driving. There is limited public transport to the park and none in the late evening. The main means of access will be motorbike and car. To be encouraging alcohol consumption at a place where revellers then have to make their own way home by private transport inevitably will mean potential accidents caused by drunken drivers.
9. There is limited car parking in the park and the increased number of cars resulting from this proposal will reduce parking availability for families with children and for the disabled and the elderly who need to use the car park to access the park. Will the car park opening time be extended beyond dusk and what are the consequences of that e.g availability to traveller communities?
10. The proposal includes outdoors cinema which as well as causing noise pollution will result in light pollution affecting wildlife.
11. Furthermore, the local cinemas are already struggling for survival as is the local Film Society. The competition from another cinema which is not going to be paying the same costs and rates as the town cinemas is unwelcome and it is unfair competition.
12. Once again, it will diminish the town centre by drawing people away from the centre.

PLEASE do not agree this licence application. Please think of ordinary residents who own and use and live near to this park and think of the impact on the town centre and existing town centre businesses. Think of the impact on wildlife and the

importance of preserving the natural environment. Think of the impact on people with disabilities and families with young children and the elderly trying to find a space in the small car park in order to exercise their right to continue to enjoy Nowton Park as it is now – not as an unwanted extension of the town centre. Thankyou.

Rep 22 [REDACTED] – same template as [REDACTED]

We write to register our very strong objection to the above application for an entertainment and alcohol licence. We urge the Council NOT to grant this application. We are local residents who live on Nowton Road and within earshot of the loud music that emanates from the Park on festival nights. Like very many other Bury residents we love going to the park for its freely accessible peace, natural environment, wildlife and space. We feel it is the right of the majority and of the wildlife already there, not to have this freedom damaged by the interests of a few.

So we are amazed and dismayed to see the proposal to extend the present occasional festival to enable music and entertainment including outdoors entertainment, cinema and alcohol consumption every day from 11.00am and evening up to midnight in the Park. Our objections are for the following reasons:

1. Nowton Park is a publicly owned haven of wildlife and peace. It is the only such place in Bury St Edmunds and it is enjoyed by local people, families and children and dog owners. This proposal if enacted, which we desperately hope it won't be, would have a severe impact on the wildlife and on this piece of natural environment which we all enjoy, want and need to protect.
2. Besides noise pollution – affecting birds and wildlife, there will inevitably be rubbish pollution from entertainment every day and evening.
3. This proposal would add to the traffic pollution by increasing the volume of traffic on Nowton Road – about which there is already strong local feeling and a campaign group has been set up of which Councillors and the police are aware.
4. The access road to Nowton Park – Nowton Road, on which we live is already dangerous with traffic travelling too fast and several accidents have occurred. An increased volume of cars going to and from the entertainment at the park as now proposed will significantly add to the dangers of pedestrians and cyclists and residents like ourselves trying to get in and out of our driveways. There is a school near the park with children needing to cross the road to access the sports centre and families who already struggle to cross the road on foot without being mowed down by cars travelling too fast and in too great a volume for a residential road.
5. Our right to peace as people living nearby, in a residential area – would be severely adversely affected. We already tolerate the occasional festival. To be expected to tolerate festival music and noise all day every day up to midnight is simply unacceptable.
6. Continuous entertainment, noise and drinking is out of character for the Nowton Park area.
7. Providing entertainment in the Park will draw customers away from existing businesses in Bury St Edmunds town centre. The already existing music and entertainments and alcohol venues in the town centre struggle to survive (as we know from closures) and they need this business and pay business rates for it. Why should they lose out to a business that is presumably to pay no business rates and have no premises costs – since it is freeloading on public land?

8. The proposal will encourage drink – driving. There is limited public transport to the park and none in the late evening. The main means of access will be motorbike and car. To be encouraging alcohol consumption at a place where revellers then have to make their own way home by private transport inevitably will mean potential accidents caused by drunken drivers.

9. Will the Park's car park gates be left open beyond the present dusk closure time? There be additional pressure on daytime car parking space for young families and the disabled and for elderly people needing to park there to access the park.

10. The proposal includes outdoors cinema which as well as causing noise pollution will result in light pollution affecting wildlife.

11. Furthermore, the local cinemas are already struggling for survival as is the local Film Society. The competition from another cinema which is not going to be paying the same costs and rates as the town cinemas is unwelcome and it is unfair competition.

12. Once again, it will diminish the town centre by drawing people away from the centre.

PLEASE do not agree this licence application. Please think of ordinary residents who own and use and live near to this park and think of the impact on the town centre and existing town centre businesses. Think of the impact on wildlife and the importance of preserving the natural environment. Thankyou.

Rep 23

I wish to support the wealth of objections to the application from HIFIELDS LTD to you for the above licence.

Traffic volume and noise, drunkenness and noise from the venue, light pollution at night and drivers departing over legal drink drive limit. Also possibility of extra local street parking with all the negative aspects that brings. Please do not let the desire to make money be allowed to ruin a beautiful natural park

Rep 24 [REDACTED] – same template as [REDACTED]

We write to register our very strong objection to the above application for an entertainment and alcohol licence. We urge the Council NOT to grant this application. We are local residents who live on Nowton Road and within earshot of the loud music that emanates from the Park on festival nights. Like very many other Bury residents we love going to the park for its freely accessible peace, natural environment, wildlife and space. We feel it is the right of the majority and of the wildlife already there, not to have this freedom damaged by the interests of a few.

So we are amazed and dismayed to see the proposal to extend the present occasional festival to enable music and entertainment including outdoors entertainment, cinema and alcohol consumption every day from 11.00am and evening up to midnight in the Park. Our objections are for the following reasons:

1. Nowton Park is a publicly owned haven of wildlife and peace. It is the only such place in Bury St Edmunds and it is enjoyed by local people, families and children and dog owners. This proposal if enacted, which we desperately hope it won't be, would have a severe impact on the wildlife and on this piece of natural environment which we all enjoy, want and need to protect.

2. Besides noise pollution – affecting birds and wildlife, there will inevitably be rubbish pollution from entertainment every day and evening.
3. This proposal would add to the traffic pollution by increasing the volume of traffic on Nowton Road – about which there is already strong local feeling and a campaign group has been set up of which Councillors and the police are aware.
4. The access road to Nowton Park – Nowton Road, on which we live is already dangerous with traffic travelling too fast and several accidents have occurred. An increased volume of cars going to and from the entertainment at the park as now proposed will significantly add to the dangers of pedestrians and cyclists and residents like ourselves trying to get in and out of our driveways. There is a school near the park with children needing to cross the road to access the sports centre and families who already struggle to cross the road on foot without being mowed down by cars travelling too fast and in too great a volume for a residential road.
5. Our right to peace as people living nearby, in a residential area – would be severely adversely affected. We already tolerate the occasional festival. To be expected to tolerate festival music and noise all day every day up to midnight is simply unacceptable.
6. Continuous entertainment, noise and drinking is out of character for the Nowton Park area.
7. Providing entertainment in the Park will draw customers away from existing businesses in Bury St Edmunds town centre. The already existing music and entertainments and alcohol venues in the town centre struggle to survive (as we know from closures) and they need this business and pay business rates for it. Why should they lose out to a business that is presumably to pay no business rates and have no premises costs – since it is freeloading on public land?
8. The proposal will encourage drink – driving. There is limited public transport to the park and none in the late evening. The main means of access will be motorbike and car. To be encouraging alcohol consumption at a place where revellers then have to make their own way home by private transport inevitably will mean potential accidents caused by drunken drivers.
9. Will the Park's car park gates be left open beyond the present dusk closure time? There be additional pressure on daytime car parking space for young families and the disabled and for elderly people needing to park there to access the park.
10. The proposal includes outdoors cinema which as well as causing noise pollution will result in light pollution affecting wildlife.
11. Furthermore, the local cinemas are already struggling for survival as is the local Film Society. The competition from another cinema which is not going to be paying the same costs and rates as the town cinemas is unwelcome and it is unfair competition.
12. Once again, it will diminish the town centre by drawing people away from the centre.

PLEASE do not agree this licence application. Please think of ordinary residents who own and use and live near to this park and think of the impact on the town centre and existing town centre businesses. Think of the impact on wildlife and the importance of preserving the natural environment. Thankyou.

Rep 25

I hope this is an acceptable method of declaring my opposition to the application by Hifields Ltd for entertainment license in Nowton Park, Bury St Edmunds.

I am not against these events per se but the infrastructure, ie the roads and pavements, must be greatly improved. Therefore my objection is on the grounds of safety and public nuisance which MUST be considered.

Traffic volume
Footfall
Noise pollution

Traffic volume on roads around Nowton Park would increase significantly.

Street lighting along Nowton Rd goes off at 11.30pm. This will further impact all of the below for late night events.

During the sugar beet harvesting season large vehicles, tractors, trailers and lorries use this road at all times. These large vehicles take up most of the road space and day to day vehicles have to navigate their way along the road so as not to have a collision. A higher volume of traffic around Nowton Park, daytime and nighttime will exacerbate this.

Nowton Rd is a busy road and dangerously narrow in places. The corner where Nowton Rd and Mayfield meet is unsafe and there have been a numerous accidents there in the last few months and years.

Traffic heading back towards town from Nowton Park have to navigate this corner.

The road from this corner to Nowton Park, and indeed from the opposite direction, is narrow with verges deteriorating due to vehicles being driven on the edges.

The road from the park taking you towards Sudbury as well as being narrow also has a number of bad bends. Traffic using the junction from this direction onto Sicklesmere Rd (the main route to Sudbury) would increase as would traffic coming from town because of the events. Impatience and poor judgment of speed could lead to further accidents.

People using the park when there is a large event, ie races for life, will park in the nearby streets. While this is not illegal there have been many counts of inconsiderate parking on Bury Park Drive.

Parking in front of driveways and garages, this has been something I have experienced and I am aware of it happening to other nearby residents, is a common occurrence. As is people parking within the Highway Code recommended 10m of a junction and on the actual junction of Bury Park Drive and Nowton Rd itself.

The safety of pedestrians going to and from events must be taken into account. They are at risk of, heaven forbid, assault or being injured by traffic. Quite a few years ago when my son was perhaps 4/5 we were walking to the park when a driver struck my husband on the wrist with the car wing mirror. Had that been my son it would have struck his head.

At the end of events people will, naturally and quite rightly too, be happy and talking with each other. The noise levels of them talking will be higher than normal, more so if alcohol is involved to shouting levels. This will disturb residents, babies, young

children, elderly and everyone between, along Nowton Rd and other surrounding Nowton estate streets.

There is also the likelihood that there will be instances of criminal damage of private property. Also accidental damage by people falling over, losing balance or because of good natured messing around, into gardens.

Or indeed stolen.

Alcohol will increase the likelihood of people being sick, on the pavements, the roads or into private gardens.

Those who park their cars in the surrounding streets will further that noise pollution with car doors opening closing, engines starting, radios and music from the cars.

It is not just local residents who who will be affected by these events. Entertainment businesses in town, restaurants, pubs and clubs will be affected by these events.

All these points must be taken into consideration must be taken into consideration for these events.

Thank you for taking this into consideration.

Rep 26

Please accept this as a strong objection to the Licencing proposal by Hifields limited, to name Nowton Park as a premise for 365 day a year events.

I cannot think what the arguments for this proposal are, but I assure you the arguments against it are stronger.

These sort of events incommode residents no end and this company are proposing to do the all year round!? I cannot imagine what the benefits to the people of Bury will be when events are already successfully run at several professional venues around town. Outdoor cinema is already run locally at national trust property, Ickworth House and the Abbey Gardens. Dance, concerts and theatre all have venues in the Apex, Theatre Royal and outdoors at the Abbey Gardens, not to mention pop up events at say the cathedral (beer fest) and Cricket club (outdoor Shakespeare next week). I do not have issue with these sorts of one off events.....my issue is giving a private company carte blanche to run as many events as they want throughout the year in a green area put aside for the public to enjoy nature and green space. Nowton Park is not fit for this purpose, it has not the infrastructure to be an event venue and if it were to be made so, it would no doubt be at the tax payers expense with no benefit to them as they can't afford to visit the events put on by money making private firms!

Current event days are few and I've not an objection to the current arrangement if it brings an amount of income to support the park rangers in their care for the park and it's natural beauties and wildlife. It's one of the few places my children enjoy going, that is FREE OF CHARGE! With the cost of living increases, it's getting harder for families to find things to do that are a modest cost. I can see large areas of the park being closed to the public on event days, causing disruption, car park areas

being closed to families, litter and irrevocable damage to wildlife and green areas of the park WHICH IS ITS PURPOSE....TO BE A GREEN SPACE!

Parking is already at a premium for residents and even a one off event like Race for Life, we struggle with inconsiderate parking from people walking to the event. There are very few public transport links to the park and none at night that could assist in traffic using Nowton road (where there are already accidents with vehicles driving too fast!) and the Mayfield Road loop.

I have a right to sit in my garden in an evening and not be disturbed by noise (& light!) pollution from events! These events were not common when I moved here and have been becoming more prevalent....the chatter from the recent Octoberfest event could be heard in my garden and I live 0.3 miles away....there are residents much closer I know who were disturbed by drunkenness, increased traffic and (inconsiderate) parking on their roads and blocking access to their properties and the music late into the evening! And this was in April when we didn't want to be enjoying our gardens at night.

Events such as cinema and live music can already be staged in many fine existing venues in and around Bury. This sounds like a money making private venture who are looking to cash in on a space not currently being used often (with reason), when they should perhaps be seeking to licence at existing venues more fit for purpose and where events will not cause damage to the 'venue', It's wildlife, restrict the public from enjoying areas of the park or incommode local residents.

Rep 27

As Nowton Village residents, we have only very recently been made aware of the above licence application for Nowton Park.

We are opposed to the granting of a new alcohol licence to Hifields Ltd. for more and larger events throughout the year from 11.00 to midnight 7 days a week.

Our concerns and comments are listed below;

1. Traffic and parking;

Vehicular access is from the narrow Nowton Road and causes congestion; there is limited hard surface parking and previous event visitors have used the neighbouring residential roads and verges to park. (one event last year caused considerable damage to the grassed area alongside the service road for Nowton Park Nursery - a difficult to negotiate mud bath for regular walkers, and a bit of an eyesore in the beautiful park!) Pedestrian access is possible from the town side of the park, but it is dangerous to walk from the other direction - no pavement, straight road, fast traffic, no street lighting. Concern for those consuming excess alcohol before leaving an event!

2. Crime and disorder. Public Safety.

We have seen evidence of substance misuse and alcohol abuse in one quiet area of the park. (discarded equipment, empty bottles and human waste/excrement) There is little security in the park at the best of times, with easy access from all directions. Hopefully any grant of licence would ensure better security to protect those properties both in the park and on the perimeter.

There are two unfenced ponds within the park; a danger to children and those under the influence of alcohol?

3. Noise.

We live about 3/4 mile from the Park, and can always hear when events are on. Generally these are in the daytime, but to increase the possibility of and number of events throughout the year until late at night, with loud music, extra noise levels from an increased number of participants is not a good one!

Basically, we are more than happy with the licence as it stands and are opposed to any change.

Nowton Park is a beautiful environment which is appreciated and enjoyed by all for walking, sports activities, environmental and other outdoor activities, and we should prefer it not to be developed to become a large, licensed event area. It would not be in the public interest

Rep 28

We are fortunate to live close to Nowton Park, a greatly valued asset to the local and wider community.

We have lived here for ten years and are, therefore, well aware that the park is occasionally used for public events. These cause a nuisance to us and our neighbours both by the noise generated at these events and the increased volume of traffic. On some occasions, the traffic disruption has been considerable and additional nuisance has been caused by people choosing to park on nearby roads rather than in the park. There is also a degree of nuisance caused by the fact that the events, their preparation and clearing away reduce the free access that the community usually has to a publicly owned and publicly financed open space.

However, we (like most of our neighbours) have made no objection to these events because although they cause nuisance they only take place from time to time and, are often (but not always) for charitable purposes. We also know that if they are events that require a licence that a specific application will have been made and carefully considered before being granted.

The application now under consideration could allow an unacceptable level of noise, traffic congestion and lack of access to public open space for a considerable part of each and every day of the year. This is an unacceptable level of public nuisance.

We therefore urge that this application be rejected.

Rep 29

I'm writing as [REDACTED] to register my objection to the above application which could allow an unacceptable level of traffic congestion, noise, antisocial behaviour, inconsiderate and or dangerous parking, and a lack of access to public open space at Nowton Park.

Nowton Park is used by families, dog walkers, and residents on West Suffolk to enjoy peace and quiet, wildlife and wildflower meadows. The park is adjacent to residential areas. Noise will be generated late into the evening, and events will increase the possibility of antisocial behaviour and crime and disorder - therefore posing a risk to public safety. I am also concerned about car parking, as events in Nowton Park

frequently result in indiscriminate parking on nearby residential roads and around junctions where visibility is very limited.

This is an unacceptable level of public nuisance.

Rep 30

We have just been made aware of the application for use of Nowton Park and would like to object very strongly.

The park is right next to a residential area with young children as residents. The noise after children's bedtime is unacceptable. The noise volume at current events is already very disturbing at least as far as Bury Park Drive and Victory Close and to have more of such events is not acceptable. It is a disturbance of the peace. It also is a park for a reason! How many places are there to go for a lovely walk in the peace and quiet? Good for our well-being – we don't need more noise, more cars and neither does the wildlife – which cannot have a voice, but is one of the reasons that people come to Nowton Park to see the kestrels, buzzards, barn owls. It should not become an entertainments venue for profit. The traffic is already a huge problem and has not been addressed by the council as yet. As residents for over 30 years, please do not let this application go through,

I would also like to say that it is disappointing that, after speaking to some residents they are unaware of the application and I do believe that if every resident had had a note put through their door you would have had many more objections!

Rep 31

We are writing to object to the entertainment and drinks licence application that Hifields Ltd have submitted to the Council.

As local residents living on the edge of Nowton park we strongly urge West Suffolk Council to oppose this application on the following grounds:- 1. An alcohol and entertainment licence from 11.00am to midnight 7 days a week with the accompanying noise, light and traffic pollution goes against everything that a public facility such as Nowton park is designed for. That is green space, peace and tranquility to be enjoyed by the local community.

2. A drink and entertainment licence granted to this company will inevitably increase the volume of traffic on Nowton road along with the increased likelihood of serious accidents due to drinking and driving.

3. As a local resident we already tolerate amplified music and increased traffic most weekends during the summer. These events though are often in aid of charities and other good causes which we fully support. The idea that Hifields Ltd. be granted an entertainment and drinks licence seven days a week to make a profit from a public owned park at the expense of the very essence of what this facility has to offer to the local community .

4. Nowton park is the natural habitat of a vast array of wildlife whose very existence would. be endangered through light and noise pollution encroaching on their environment.

We therefore strongly urge the council to oppose this application