



LICENSING AND GAMBLING SUB COMMITTEE

REPORT BY LICENSING MANAGER

DATE OF MEETING: 26th July 2019

1. APPLICATION DETAILS

<u>Applicant</u>	<u>Premises / Location</u>	<u>Application Type</u>
Mr Jonathan Price Gelli Farm Gelli Lane Trinant NP11 3AZ	Gelli Farm Gelli Lane Trinant NP11 3AZ	Temporary Event Notice 3 rd & 4 th August 2019 (13.00 to 23.30)

1.1 Application for Temporary Event Notice

The authorising of Permitted Temporary Activities under the Licensing Act 2003 is facilitated by the giving of a Temporary Event Notice (TEN). The system is intended to give a 'light touch' approach to deliver the provision of 'one off' events including the sale of alcohol or other licensable activity. (A TEN can also facilitate the extension of licensable activity at licensed premises).

The system includes a series of checks and balances to ensure that appropriate controls are in place to protect communities under the criteria of the licensing objectives.

Provided that the applicant meets all statutory criteria, the service of a Temporary Event Notice must be accepted by the Licensing Authority and the event be permitted.

Only the Chief Officer of Police and the “local authority exercising environmental health functions” (“Environmental Health Officer”) have the authority to make representations in respect of a Temporary Event Notice and such representations can only be made in respect of the promotion of the Licensing Objectives.

In the circumstances of this application, the Chief Officer of Police and Environmental Health Officer have notified the Licensing Authority of relevant objections.

The Licensing Authority having agreed the relevance of the objections, have served an Objection Notice on the applicant, which requires a hearing by this Sub-Committee.

The service of the Objection Notice means that the Temporary Event Notice is now invalid and to proceed with the event as indicated would result in the applicant potentially being liable for prosecution. This hearing will determine whether the event, as per the Notice will be able to proceed.

1.2 Licensable Activities

Licensable activities are detailed as

- The sale by retail of Alcohol;
- The provision of Regulated entertainment
- The provision of late night refreshment

to take place at Gelli Farm, Gelli Lane, Trinant, NP11 3AZ on 3rd and 4th August 2019 between 13.00 and 23.30hrs.

1.3 Deregulated Entertainment

Members are reminded that under the recent deregulation provisions, live music, recorded music & dancing are now permitted between 08.00 and 23.00 without need for a specific authorisation when a licence for sale or supply of alcohol is in place.

1.4 Relevant Considerations

Local Policy; **Appendix 1**

National Guidance; **Appendix 2**

1.5 Relevant Representations

As indicated previously, only the Police and Environmental Health Officer (EHO) acting in their capacity as a Responsible Authority are able to make representations on this type of application.

1.5.1 Police

Gwent Police have objected to the TEN on the basis that it would undermine the four licensing objectives namely the Prevention of crime and disorder, Public Nuisance, Public Safety and protection of children from harm. Their comments are reproduced for Members information as **Appendix 3**.

1.5.2 Environmental Health Officer (EHO)

The Environmental Health Officer (EHO) has objected to the TEN on the basis that the event would undermine the prevention of public nuisance licensing objective, the comments of the EHO are reproduced for Members information as **Appendix 4**.

1.6 Observations on Objections

The Police have expressed concern that the applicant Mr Price knew little about the proposed event due to takes place on a field at his farm. Given the limitations of the Temporary Event Notice i.e maximum of 499 persons which includes performers and staff at event, the Police have raised the concerns in respect of –

- Ticket sales and advertising connected to the event.
- Age Range of Attendees, Age verification and whether children will be present.
- Event Security.
- First Aid provision.
- Drug Awareness issues.
- Car Parking and Transport arrangements.

The Police make reference to such events being notified and considered by the Event Safety Advisory Group (ESAG). The Police indicate that there are number of questions that would need to be addressed ahead of the event and that they require further information.

The Environmental Health Officer having reviewed the application share the concerns of Gwent Police and raise their own concerns regarding –

- Plans to mitigate any adverse noise impacts on the nearby residential vicinity.
- Absence of an event plan
- Failure by the applicant to contact the EHO to discuss the event.
- Insufficient information as to how licensing objectives will be promoted.

A copy of the Temporary Event Notice (TEN) is reproduced for Members information as **Appendix 5**.

1.7 Operating Schedule

The service of a TEN does not require the applicant to prepare an operating schedule. However, Responsible Authorities are able to impose a condition on a TEN, if such conditions exist on a relevant Premises Licence or Club Premises Certificate. However in the absence of such permission, as is the case in this instance the Licensing Authority therefore has no discretion to impose conditions on the TEN.

1.8 Applicant Response

Following the objections raised by the Police and Environmental Health Officer, the applicant forwarded an e-mail on the 20th July 2019 to the Licensing Authority, attaching

a number of documents including an Event Safety Advisory Group (ESAG) Notification, a risk assessment, stewarding plan, traffic management plan, fire risk assessment, emergency plan, details of food and drink vendors, toilet and stage hire information and 'The Pit' Site layout plan. These are reproduced for Members information as **Appendix 6**.

1.9 Further Responsible Authority Comments

The response by the applicant has resulted in further queries from Police and Environmental Health Officer. These have been reproduced for Members information as **Appendix 7** and **Appendix 8**.

At the time of preparing this report, no further clarification has been provided by the applicant and therefore the objections of the Responsible Authorities remain.

1.10 Licensing Assessment

The Sub-Committee is obliged to determine this application with a view to promoting the licensing objectives which are:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance;
- The protection of children from harm

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

- National Guidance
- Council's own licensing policy, and
- All representations made and evidence presented

Statutory Power - Licensing Act 2003. This is a Council function which is delegated to this committee to decide.

1.8.1 Paragraph 29.6 of the Caerphilly CBC Licensing Policy details expectations in respect of Submission of TEN's. *'It is expected that notice givers will endeavour to notify the Council, Police and Environmental Health sufficiently in advance of the date of the event to enable discussions between all parties to ensure a safe and successful event. Conditions may only be attached to a notice where the TEN is in respect of a premises that has the benefit of a premises licence or club premises certificate. Only such conditions as are relevant to the proposed event may be impose.'*

1.8.2 Paragraph 9.12 of Statutory Guidance advocates that *'Each responsible authority will be an expert in their respective field, and in some cases it is likely that a particular responsible authority will be the licensing authority's main source of advice in relation to a particular licensing objective. For example, the police have a key role in managing the night-time economy and should have good working relationships with those operating in their local area5. The police should usually therefore be the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective. However, any responsible authority under the 2003 Act may make*

representations with regard to any of the licensing objectives if they have evidence to support such representations. Licensing authorities must therefore consider all relevant representations from responsible authorities carefully, even where the reason for a particular responsible authority's interest or expertise in the promotion of a particular objective may not be immediately apparent. However, it remains incumbent on all responsible authorities to ensure that their representations can withstand the scrutiny to which they would be subject at a hearing.'

- 1.8.3 Paragraph 7.35 of Statutory Guidance states '*Such cases might arise because of concerns about the scale, location, timing of the event or concerns about public nuisance – even where the statutory limits on numbers are being observed. The premises user who signs the form is legally responsible for ensuring that the numbers present do not exceed the permitted limit at any one time. In cases where there is reason to doubt that the numbers will remain within the permitted limit the premises user should make clear what the nature of the event(s) is and how they will ensure that the permitted persons limit will not be exceeded. For example, where notices are being given for TENs simultaneously on adjacent plots of land it may be appropriate for door staff to be employed with counters. In each case it is important that licensing authorities and relevant persons can consider whether they believe that the premises user intends to exceed the 499 person limit, or will be unable to control or know whether the limit will be exceeded. Where the planned activities are likely to breach the statutory limits or undermine the licensing objectives, it is likely to be appropriate for the police or EHA to raise objections.'*

1.9 **Recommendation**

In view of information already received, the following recommendations are set out below, in the event of there being a need for them to be reconsidered in light of any additional information provided. Nevertheless, this is a matter for the Sub Committee to determine in the light of the foregoing, together with information it considers relevant.

- 1.9.1 It is considered that the authorising of the Temporary Event Notice as per the application would be contrary to the prevention of crime and disorder, public safety, public nuisance and protection from children from harm licensing objectives. The respective positions of the Police and Environmental Health Officer has been forwarded to the applicant, however until the applicant clarifies the position to the satisfaction of both Responsible Authorities, it is not considered that any amendment to the Temporary Event Notices would change their objections.
- 1.9.2 The Police and Environmental Health Officer indicate that there is currently a lack of information surrounding the event and licensable activities to be authorised. It is noted that the applicant is not the event organiser and the applicant appears to be largely unaware of the detail relating to the event to be held. So much so that the Police and Environmental Health Officer still have concerns and limited confidence in the management capability of the applicant for the TEN which will potentially compromise the Licensing Objectives for the prevention of crime & disorder, public nuisance, public safety and protection of children from harm. Being mindful of the obligation of the Licensing Authority to consider the licensing objectives in the exercise of its functions, it

is recommended that the Temporary Event Notices be refused and a formal Counter Notice be issued under the provisions of S.105, accompanied by the reasons for the decision.

1.9.3 Should members determine that the Temporary Event Notice be refused, the applicant has a right of appeal against this decision to the Magistrates Court; should Members determine that the Temporary Event Notice be allowed to proceed, disregarding police objection, then right of appeal is afforded to the Chief Officer of Police.

Background Papers: These are attached to this report.

Date of this report: 19th July 2019

Author: Lee Morgan

Local Policy Considerations

29.1 Temporary Event Notices (TENs) permit the carrying on of licensable activities at premises, which are not authorised by a premises licence or club premises certificate. No authorisation by the Council is required in respect of these events, as a TEN is a notification by the premises user to the Council.

29.2 There are standard or late TENS. Standard notification must be submitted to relevant authorities (Environmental Health in respect of the prevention of pollution and harm to public health and the Police) at least 10 working days prior to the event not including the day of giving notice or the day of the event.

A late TENS may be given between 9 and 5 working days prior to the event, not including the day of giving notice and the day of the event. Where representations are received in respect of a TENS from the relevant authorities in respect of a standard TEN the matter will be placed before a committee of the Licensing Authority, however, representations relating to late TENS will result in the notification being rejected without recourse to a hearing before a sub-committee.

29.6 It is expected that notice givers will endeavour to notify the Council, Police and Environmental Health sufficiently in advance of the date of the event to enable discussions between all parties to ensure a safe and successful event. Conditions may only be attached to a notice where the TEN is in respect of a premises that has the benefit of a premises licence or club premises certificate. Only such conditions as are relevant to the proposed event may be imposed.

National Guidance

2.1 Licensing authorities should look to the police as the main source of advice on crime and disorder. They should also seek to involve the local Community Safety Partnership (CSP).

7.2 The system of permitted temporary activities is intended as a light touch process, and as such, the carrying on of licensable activities does not have to be authorised by the licensing authority on an application. Instead, a person wishing to hold an event at which such activities are proposed to be carried on (the “premises user”) gives notice to the licensing authority of the event (a “temporary event notice” or “TEN”).

7.3 The TEN must be given to the licensing authority in the form prescribed in regulations made under the 2003 Act. The form requires the user to describe key aspects of the proposed event, including the general nature of the premises and the event, the licensable activities intended to be carried on at the proposed event, including whether they will include any relevant entertainment as defined in Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 (i.e. displays of nudity designed to sexually stimulate any member of the audience including, but not limited to, lap dancing and pole dancing). Under the 2003 Act ‘premises’ can mean any place. Events authorised under a TEN will therefore not always be in a building with a formal address and can take place, for example, in public parks and plots within larger areas of land. In all cases, the premises user should provide a clear description of the area in which they propose to carry on licensable activities, including whether the premises are, for example, an open field or a beer tent. Local authorities and “relevant persons” (see below) may wish to make enquiries where appropriate to satisfy themselves of the exact location for where a TEN is being given.

7.6 The police or EHA (“relevant persons” for the purposes of TENs) may intervene to prevent such an event taking place by sending an objection to the licensing authority, which the licensing authority must consider on the basis of the statutory licensing objectives and decide whether the event should go ahead. A relevant person may also intervene by agreeing a modification of the proposed arrangements directly with the TENs user (see paragraph 7.36). If a relevant person sends an objection, this may result in the licensing authority imposing conditions on a TEN but only where the venue at which the event is to be held has an existing premises licence or club premises certificate. When giving a TEN, the premises user should consider the promotion of the four licensing objectives. The licensing authority may only otherwise intervene if the statutory permitted limits on TENs would be exceeded (see paragraphs 7.15-7.22).

7.10 The police and EHA have a period of three working days from when they are given the notice to object to it on the basis of any of the four licensing objectives.

7.28 If the licensing authority receives an objection notice from the police or EHA that is not withdrawn, it must (in the case of a standard TEN only) hold a hearing to consider the objection unless all parties agree that this is unnecessary. The licensing committee may decide to allow the licensable activities to go ahead as stated in the notice. If the notice is in connection with licensable activities at licensed premises, the licensing authority may also impose one or more of the existing licence conditions on the TEN (insofar as such conditions are not inconsistent with the event) if it considers that this is appropriate for the promotion of the licensing objectives. If the authority decides to impose conditions, it must give notice to the premises user which includes a statement of conditions (a “notice (statement of conditions)”) and provide a copy to each relevant party. Alternatively, it can decide that the event would undermine the licensing objectives and should not take place. In this case, the licensing authority must give a counter notice.

7.29 Premises users are not required to be on the premises during the event authorised by the TEN, but they will remain liable to prosecution for certain offences that may be committed at the premises during the period covered by it. These include, for example, the offences of the sale of alcohol to a person who is drunk; persistently selling alcohol to children and allowing disorderly conduct on licensed premises.

7.30 In the case of an event authorised by a TEN, failure to adhere to the requirements of the 2003 Act, such as the limitation of no more than 499 being present at any one time, would mean that the event was unauthorised. In such circumstances, the premises user would be liable to prosecution.

7.32 The system of permitted temporary activities gives police and EHAs the opportunity to consider whether they should object to a TEN on the basis of any of the licensing objectives.

7.33 If the police or EHA believe that allowing the premises to be used in accordance with the TEN will undermine the licensing objectives, they must give the premises user and the licensing authority an objection notice. The objection notice must be given within the period of three working days following the day on which they received the TEN.

7.34 Where a standard TEN was given, the licensing authority must consider the objection at a hearing before a counter notice can be issued. At the hearing, the police, EHA and the premises user may make representations to the licensing authority. Following the hearing, the licensing authority may decide to impose conditions which already apply to an existing premises licence or club premises certificate at the venue, or issue a counter notice to prevent the event going ahead. As noted above, there is no scope for hearings in respect of late TENs and if objections are raised by the police or EHA in relation to a late TEN, the notice will be invalid and the event will not go ahead.

7.35 Such cases might arise because of concerns about the scale, location, timing of the event or concerns about public nuisance – even where the statutory limits on numbers are being observed. The premises user who signs the form is legally responsible for ensuring that the numbers present do not exceed the permitted limit at any one time. In cases where there is reason to doubt that the numbers will remain within the permitted limit the premises user

should make clear what the nature of the event(s) is and how they will ensure that the permitted persons limit will not be exceeded. For example, where notices are being given for TENs simultaneously on adjacent plots of land it may be appropriate for door staff to be employed with counters. In each case it is important that licensing authorities and relevant persons can consider whether they believe that the premises user intends to exceed the 499 person limit, or will be unable to control or know whether the limit will be exceeded. Where the planned activities are likely to breach the statutory limits or undermine the licensing objectives, it is likely to be appropriate for the police or EHA to raise objections.

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

Restricted When Completed

HEDDLU GWENT POLICE**OBJECTION NOTICE - TEMPORARY EVENT NOTICE****S. 104 LICENSING ACT 2003**

Where a chief officer of police who receives a copy notice under subsection (1) is satisfied that allowing the premises to be used in accordance with the notice would undermine one or more of the licensing objectives, he must give a notice stating the reasons why he is so satisfied (an "objection notice")-

- (a) to the relevant licensing authority, and
- (b) to the premises user.

The objection notice must be given no later than **3 Working Days** after the chief officer of police is given a copy of the temporary event notice under subsection (1).

Date TEN Received: **12/07/2019**

(Must be at least 10 working days before event for TEN, 5-9 working days for Late TEN)

Time TEN Received: **09:40**

Location of Event: **Gelli Farm, Gelli Lane, Trinant, Gwent , NP11 3AZ**

Date of Proposed Event: **3rd August 2019**

Premises User Name and Address: **Jonathan Price of Gelli Farm, Gelli Lane, Trinant, Gwent , NP11 3AZ**

Circumstances to Objection to the undermining of the Licensing Objective(s):

The above application was received by Gwent Police on 12th July 2019. Gwent Police formally object to this event taking place on the grounds of all 4 Licensing Objectives, namely **Prevention of Crime & Disorder, Public Nuisance, Public Safety & Prevention of Children from Harm.**

Whilst a TEN has been submitted, at this moment in time the applicant does not know enough information surrounding the event which he says is a live band and DJ event hosted by Dan Newman.

The applicant was contacted by PC7 Allen on 12th July 2019 as more information was required about the proposed event.

The applicant was very honest and explained how he did not know much about the event and that he was applying on behalf of the event organisers.

PC7 Allen requested the applicant speaks with the organisers and that they provided more information. A deadline of Monday 15th July was agreed and PC7 Allen provided two contact numbers to the applicant.

The applicant has not supplied any further information.

It is recommended that the Event Safety Advisory Group (ESAG) is informed of such an event.

The concerns of Gwent Police are as follows:

Tickets-Is the event ticket only? Are they selling tickets on the gate?

Restricted When Completed

Restricted When Completed

Age range- Is it over 18's? Are children allowed to the event? What is the ratio of children and adults? If children are allowed access, what time do they need to leave?

Security- The applicant has stated that the event will have 7 first aid trained and fully licensed security staff on site at all times. How did they come up with the figure of 7? Manned guarding can be broken down into 5 different types of security activity each have their own corresponding licence issued by the SIA.

Are the security guards SIA registered? How many SIA guards will be working?

First Aid- How many trained first Aiders will be present that are not Security staff?

Will there be an area set aside for people to be treated if necessary?

If it is just the 7 Security staff that are first Aid trained, what happens if they are treating someone with an injury or illness and disorder breaks out?

Searching- Will they be searching the customers upon entry? Are there male and female security staff?

Drug Awareness- Will there be amnesty bins? If so, what are they planning on doing with these bins?

What will they do if they find drugs, fake identification or weapons?

Age verification- There needs to be more information on the TEN application in relation to the ID of minors who may try and gain access and purchase alcohol as well as the prevention of proxy sales.

Are they adopting a Challenge 21 or 25 at the bar? What forms of Identification will they be accepting? Are people allowed to bring their own alcohol into the event?

Advertising- How is the event being advertised? If it's through social media how are they planning on managing the numbers that attend?

Large numbers- They can have up to 499 people at the event and the applicant has stated this number on the application form, how will they monitor this?

Car parking- What provisions are in place? Will Safety stewards be present in the car parking area? Access for emergency services?

Animals- What is happening with the animals that live on the farm?

Public Transport- The area is remote so very little public transport. How would the customers get home if they had been drinking alcohol? Will local taxi numbers be provided to the people attending the event in advance?

The application states that there will be music playing via a band or DJ between 1300 hours and 23:30 hours. The stage, lighting and sound system will be provided by a company called 'production audio'.

More information needs to be known about the size of the stage and the noise monitoring equipment that they will be using. When will they be setting up and removing the equipment?

There are a number of questions that need to be answered before this event can take place. It would be irresponsible and dangerous for the applicant to allow the event to go ahead without further information.

At this time Gwent Police believe that the event organiser and the applicant should attend ESAG to address the above concerns and any other concerns that may arise in the interim from the other responsible authorities.

Many thanks,

Authorising Officer: PC 7 Allen
Gwent Police Licensing & Harm Prevention
Ystrad Mynach Police Station

TEN
1(2012)



RESPONSIBLE AUTHORITY – Temporary Event Notice Objection Notice

RESPONSIBLE AUTHORITY (Please delete as applicable) - Pollution Control

Your Name	Abbie Brown
Job Title	Environmental Health Officer
Postal and e-mail address	browna2@caerphilly.gov.uk
Contact telephone number	01443 831147

Name and Address of Applicant:	Jonathan Price Gelli Farm, Gelli Lane, Trinant, Gwent, NP11 3AZ
Location	Gelli Farm, Gelli Lane, Trinant, Gwent, NP11 3AZ
Proposed Event Date	3 August 2019

Which of the four Licensing Objectives does your representation relate to?	Yes Or No	Please detail the evidence supporting your representation or the reason for your representation.
The prevention of crime and disorder	No	
Public safety	No	
The prevention of public nuisance	Yes	<p>The Pollution Control Team is of the opinion that the event has the potential to undermine the licensing objective "Prevention of Public Nuisance".</p> <p>Following the review of the application, it is unclear how the applicant plans to appropriately mitigate against adverse noise impacts on the nearby residential vicinity.</p> <p>The farm area is 17 acres, with no indication of where the event will be taking place.</p> <p>The absence of an event plan raises concerns as there is no information provided to suggest the location of sound equipment, orientation of speakers, position of a stage.</p> <p>A telephone call was made to the applicant on 15 July at 11:04 and an answerphone message left to request a call back to further discuss the application.</p> <p>To date, no contact has been made to discuss</p>

		<p>the application with the pollution control team.</p> <p>The content of the application, does not allow this responsible authority to appropriately consider the impacts on residential amenity as the distance from residential receptors will have a direct impact on whether the event is suitable for the location in mind.</p> <p>In addition, the applicant has provided any detail on how he intends to promote this licensing objective throughout the duration of the event.</p> <p>Therefore, the concerns raised by Heddlu Gwent Police are shared by this responsible authority in the objection notice dated 16 July 2019 and as a result object to the event taking place.</p>
The protection of children from harm	No	

N.B If you make a representation you will be expected to attend the Licensing Sub-Committee and any subsequent appeal proceeding.

Signed: A.Brown

Date: 17/07/2019

Please return this form to: Licensing Section, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG. **This form must be returned within the Statutory Period.**



Caerphilly
Temporary Event Notice
Licensing Act 2003

For help contact
licensing@caerphilly.gov.uk
 Telephone: 01443866750

*required information

Section 1 of 9

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

Music event Aug 2019

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

Are you an agent acting on behalf of the applicant?

Yes No

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

Applicant Details

* First name

Jonathan

* Family name

Price

* E-mail

[REDACTED]

Main telephone number

[REDACTED]

include country code.

Other telephone number

[REDACTED]

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

Are you:

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

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

Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Section 2 of 9

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

Have you had any previous or maiden names?

- Yes No

* Your date of birth

/ /

Applicant must be 18 years of age or older

National Insurance number

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

Place of birth

Correspondence Address

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

- Yes No

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

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

Additional Contact Details

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

- Yes No

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

E-mail

Telephone number

Other telephone number

Section 3 of 9

THE PREMISES

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

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

* Does the premises have an address?

- Yes No

Address

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

- Yes No

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

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

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

- Neither Premises licence Club premises certificate

Location Details

* Provide further details about the location of the event

The event will take place on our 17 acre farm, in which we live, the event will take place in one of our fields

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

The event will only take place in one field of our farm and will be restricted to this one field.

Continued from previous page...

Access to and from the event will be via our fields.

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

The premises is where we live, we also run a horse riding business from the premises.
The premises is a 17 acres farm with very little surrounding houses.

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

The event will be a music event, the music will be supplied via bands and DJs, the event will be a day and evening event and will be partly funded by 'big ideas wales', the proposed start time is 1pm and finish time 11:30 pm.
There bar and alcohol will be supplied by a company called 'prestige hire and the event will have 7 first aid trained and fully licensed security staff on site at all times.

Section 4 of 9

LICENSABLE ACTIVITIES

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

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

(See also guidance on completing the form, note 7).

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

(See also guidance on completing the form, note 8).

Event Dates

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

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

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

Event start date

03 / 08 / 2019
dd mm yyyy

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

Event end date

04 / 08 / 2019
dd mm yyyy

Continued from previous page...

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

1300 hrs to 23:30 hrs

(see also guidance on completing the form, note 10)

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers

499

Note that the maximum number of people cannot exceed 499.

(see also guidance on completing the form, note 11)

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

(see also guidance on completing the form, note 12):

- On the premises only
 Off the premises only
 Both

Section 5 of 9

RELEVANT ENTERTAINMENT (See also guidance on completing the form, note 13)

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

There will be music playing via a band or DJ between 1300 hrs and 23:30 hrs
The stage, lighting and sound system will be provided by a company called 'production audio'

Section 6 of 9

PERSONAL LICENCE HOLDERS (See also guidance on completing the form, note 14)

Do you currently hold a valid personal licence? Yes No

Section 7 of 9

PREVIOUS TEMPORARY EVENT NOTICES (See also guidance on completing the form, note 15)

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

Continued from previous page...

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

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

Section 8 of 9

ASSOCIATES AND BUSINESS COLLEAGUES (See also guidance on completing the form, note 16)

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

- Yes No

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

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

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

- Yes No

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

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

Continued from previous page...

Section 9 of 9

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

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

PAYMENT DETAILS

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

This formality requires a fixed fee of £21

DECLARATION (See also guidance on completing the form, note 19)

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

* I understand that it is an offence:

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

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

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

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

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

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

OFFICE USE ONLY

Applicant reference number	Music event Aug 2019
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) Next >

Event overview

Name of the event*

16'an half men the open air

Event type (e.g. Circus, agricultural show, fun day)*

Music Event

Is the event being held on council premises or land?*

No

Event location*

Gelli Farm, Blackwood, NP23 3AZ

Event date*

03 Aug 2019

Start time*

14:00

Finish time*

23:00

Date and time arriving on site*

10:00 03/08/19

Date and time of departure from site*

23:59 03/08/19

Anticipated number of people attending per day*

200 - 499

Maximum number of people expected on site at any one time?*

450

Organiser details

Name of organisation*

16'an half men

Name of event organiser*

Daniel Newman

Contact address (including post code)*

Daytime telephone number*

Evening telephone number*

Mobile number*

Email address*

Contact telephone number of the day of the event*

Please give details of any previous experience the organiser has in running such an event*

I previously hosted an outdoor music event in Blaenau Gwent last year. In the last 3 years I have also hosted over 30 club nights in Blaenau Gwent, Cardiff and Bristol. When I was a youth worker I also hosted DJ workshops for young people to attend too as well as family day workshops with a range of activities. I also study live events in university and have volunteered at many musical events in providing sound and lighting.

Event details

Please provide a description of event*

A 18+ music event featuring a line-up of local DJ's alongside a fully licensed bar, food & refreshments. Tickets will cost £15 and will only be available online. This event is strictly ticket only.

Will there be an entrance fee?*

Yes

Will your event involve any display of Fireworks?*

No

Will any of the following take place at the event?*

Sale of alcohol

Late night refreshments (hot food and/or hot drinks between 11pm and 5am)

Performance of dance

Live music

Caerphilly County Borough Council - Event Safety Advisory Group (ESAG)

Notification of a proposed event

Please complete this form if you are planning to hold an event within the county borough of Caerphilly. This information supplied will be used to provide details of events to the partners who make up the ESAG and helps us to assess who needs to contact you and what advice to give you to help you run your event safely.

Some general guidance on holding an event is available in our [Event Planning Guidance \(PDF\)](#).

This form will take anything from 5 minutes to 30 minutes to complete and depends on the type of event. There is a **SAVE** button at the bottom of the page which you can use to save a part completed form and return to it later. You will need an email account to do this.

Documentation

Throughout this form you will be asked to provide various documentation. Where possible, please upload this information in electronic format. The **maximum file size for uploads is 1MB**.

If you do not have the document in electronic format, or the files are too large to upload, please send the information by post to *Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach. CF82 7PG.*

Please clearly mark each document with your name, the event name and date, and the unique reference number which will be provided to you when you submit the form.

You will need to have the following information prepared and to hand when completing this form:

- Risk Assessment
- Public Liability Insurance
- Fire Safety Risk Assessment
- Emergency Plan
- Venue and Site Plan
- Details of food and drink caterers
- Waste management arrangements
- Stewarding arrangements including stewarding plan
- Communications during the event
- Temporary structures including structural drawings
- Toilet and water facilities
- Electrical systems
- Special effects to be used
- Child safety including Child Safety Policy
- First aid provision including first aid certificates
- Highways affected including Traffic Management Plan

Click NEXT to continue

- Recorded music
- Films
- Plays
- Indoor Sporting Events
- Boxing or Wrestling
- The sale of goods or services
- Inflatables (such as bouncy castles)
- Fair rides/children's rides
- Zorbing
- Bungee jumping
- Outdoor sporting events
- Flying model aircraft/drones
- Animals (including reptiles)
- Beauty treatments/regulated treatments (such as acupuncture, tattooing etc.)
- Charitable collection boxes
- Other (Please provide details below)

Please provide details of the entertainment to be held and the type of items you intend to sell at the event*
 There will be DJ's performing live sets throughout the day. The fully licensed bar will sell a range of alcoholic drinks and there will also be a burger van and ice cream van selling different foods and refreshments.

Does the event have a history of problems of being unsupported by the ESAG?*

No

Has the event previously prompted enforcement action?*

No

Risk assessment

An assessment of the hazards and associated risks for all aspects of the event must be undertaken and recorded where necessary. A copy of the specific risk assessment for the event is mandatory.

Please upload

Risk Assessment.odt

Alternatively, please forward by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, CF82 7PG or by email to EHAdmin@caerphilly.gov.uk.

I will send

Nothing selected

Please send at least 8 weeks prior to the event so that we can consider and support the event.

Catering arrangements

Will there be catering at the event?*

Yes

Will hot or cold food or drink be supplied as part of your event?*

Hot food

Hot drinks

Cold food

Cold drinks

Hot food will be available from*

14:00:00



Hot food will be available until*

22:59:00

Will any of the food be 'on sale' during the event?*

Yes

All food and drink traders must be registered with their home (local) authority under the requirements of the food hygiene regulations and may require Street Trading Consent. Please provide details about each trader below and indicate if traders have access to a potable water supply (clean, uncontaminated and suitable for drinking) to facilitate hand washing, washing of equipment and food preparation.

Name of trader*	Contact details*	Local authority*	Food Hygiene Rating Score*	Potable water supply? *
Hugh Morgans Catering		Blaenau Gwent	5	Yes
Missy Moo's Whippy		Blaenau Gwent	4	Yes

Waste Management

Please provide details of waste management including litter bins, waste bins, collection arrangements and details of the collection company*

There will be 5 waste bins altogether. There will be 3 inside the pit, 1 at the parking area and 1 at the drop-off/pick-up bay. There will be volunteering marshalls to help ensure that any waste is deposited throughout the day. Once the event is finished the event organizers and marshalls will do an extensive clean-up of the whole site to ensure there is no waste left upon the site.

Public Liability Insurance

Public Liability Insurance is mandatory for events held on the public highway or CCBC land and is strongly recommended for all events.

Have you arranged Public Liability Insurance?*

Yes

Please upload a copy of your policy

Alternatively, please forward by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed. CF82 7PG or by email to EHAdmin@caerphilly.gov.uk.

I will send

By Email

Please send at least 8 weeks prior to the event so that we can consider and support the event.

Stewards

Will you be using stewards*

Yes

How will any emergencies be communicated to stewards?*

Radio or mobile


Will you be using a security company?*

Yes

Name and address of security company *

JME Security & Events LTD

Contact name and telephone number*


Is there a stewarding plan outlining training, identification, siting, numbers and communication? (Plan should include

positions and numbers of stewards e.g. Pit area (if stage), entrance/exit, vehicle parking areas, patrols etc.)*

Yes

Please upload

Stewarding Plan.odt

Alternatively, please forward by post to Environmental Health, Caerphilly County Borough Council, Ty Pontllanfraith, Pontllanfraith, Blackwood, NP12 2YW or by email to EHAdmin@caerphilly.gov.uk.

I will send

Nothing selected

Please send within 6 weeks of the event so that we can consider and support the event.

Communications

Will radios be used?*

Yes

Temporary structures

Will temporary structures be erected such as stages, dance platforms or marquees?*

Yes

If yes, please provide details of the type, size, capacity and means of ensuring stability

Type*	Capacity*	What will it be used for?*	Supplier/Designer/Installer*	Method of securing*
Outdoor Stage	N/A	Platform for DJ's	Stage Events UK	Trailer

Attach detailed structural drawings from the Supply/Building Company where appropriate

Tempoary Stage Dimensions.jpeg

67511096_487046862047658_1581922135419387904_n.jpg

67403135_487046832047661_446035755303698432_n.jpg

Alternatively, please forward by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed. CF82 7PG or by email to EHAdmin@caerphilly.gov.uk.

I will send

Nothing selected

Please send at least 8 weeks prior to the event so that we can consider and support the event.

Welfare facilities

Will toilets be provided?*

Yes

Male toilet facilities

Number of WCs*

8

Number of urinals*

8

Number of hand wash basins*

8

Female toilet facilities

Number of WCs*

8

Number of hand wash basins*

8

Disabled toilet facilities

Number of WCs*

1

Number of hand wash basins*

Drinking water

Will drinking water be provided?*

- Bottled water
 Mains water
 Private water supply
 No drinking water will be provided

Electrical systems

Will temporary electrical systems be used?*

Yes

The electrical system for the event must be installed by a competent person. Provide details below of the person installing the system and how the electrical system is protected and made safe.*

The sound-system and lighting will be hired from Production Audio based in Bristol.

Buzz: [REDACTED]

Will emergency lighting be provided?*

Yes

Will generators and/or transformers be used?*

Yes

Will RCD's be used?*

Yes

Special Effects

Will any special effects be used such as lasers, strobe lighting, smoke etc.?*

Yes

Which of the following will be used?*

- Lasers
 Strobe lighting
 Ultraviolet light
 Pyrotechnics
 Smoke
 Fog Machines
 Other

Please give details of the company providing this equipment*

Production Audio: [REDACTED]

Please upload the risk assessment undertaken by the company.

Alternatively, please forward by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG or by email to EHAdmin@caerphilly.gov.uk.

I will send

By email

Please send at least 8 weeks prior to the events so that we can consider and support the event.

Child Safety Policy

Do you have a child policy in place?*

No

Do you have persons who have had a Disclosure and Barring Service check (DBS)?*

No

Do you have a post allocated for lost children?*

No

Do you have a PA announcement system at the event?*

Yes

Disclosure and Barring Service (DBS)

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS).

CRB checks are now called DBS checks and act to reduce the risk of abuse by ensuring that those who are unsuitable are not able to work with children and vulnerable adults. If you or your staff will be in direct contact with children or vulnerable adults at your event we recommend that you complete a disclosure application form available from:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

First Aid

Please provide details of the arrangements for the following including the name of the organisation(s) providing these facilities.

First aiders*

12 SIA/First Aid trained stewards

First aid post*

0

Ambulances*

0

Paramedics*

0

Please upload first aid certificates

Alternatively, please forward by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed. CF82 7PG or email to EHAdmin@caerphilly.gov.uk.

I will send

By Email

Please send at least 8 weeks prior to the event so that we can consider and support the event.

Fire Safety

Have you prepared a fire risk assessment for the event if relevant?*

Yes

Please upload

Fire Risk Assessment.odt

Alternatively, please forward by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed. CF82 7PG or email EHAdmin@caerphilly.gov.uk.

I will send

Nothing selected

Please send at least 8 weeks prior to the event so that we can consider and support the event.

Further information on fire safety is available at:

<http://www.communities.gov.uk/publications/fire/firesafetyassessment>

<http://www.communities.gov.uk/documents/fire/pdf/158379.pdf>

<http://www.southwales-fire.gov.uk>

Highways

Is the event held on public highway?*

No

Will you require a local embargo to ensure that works are not carried out on the highway during the event?*

No

Will the highway need to be temporarily closed?*

No

Will the footway need to be temporarily closed?*

No

Will your event have an impact on the normal flow of traffic?*

Yes

Download a road closure request form and procedure (PDF)

If your event will have an impact on traffic flow please provide a traffic management plan (diagram/map) indicating position of traffic signs, barriers, marshals, etc.*

Traffic Management Plan.odt

Alternatively, please forward by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed CF82 7PG or email to EHAdmin@caerphilly.gov.uk.

I will send

Nothing selected

Please send at least 8 weeks prior to the event so that we can consider and support the event.

Please give details of any car parking arrangements and the estimated number of vehicles attending the event each day*

There will be dedicated stewards and volunteering marshals to help guide traffic between 2 sections being the parking area & drop-off/pick-up bay. At the drop-off/pick-up bay there will be 2 stewards ensuring that the flow of traffic is smooth and that all vehicles are at the bay for only a very short section of time just to allow participants to leave the vehicles and enter the site. Anyone who has got a parking ticket or wishes to park will be guided down to the parking area where they'll be met by another 2 stewards. Parking tickets will cost £5 online but can also be paid for from the stewards at the parking area for an extra £5. Parking is limited to 100 and this will be kept recorded by a clicker. It will be informed on social media that parking is limited and to avoid disappointment it will be advised to purchase parking tickets online ahead of the event. Having tickets costing an extra £5 on the day is intended to ensure this happens. Although parking is limited to 100, we expect no more than 50 to actually want to park and instead most participants will be getting dropped off at the drop-off/pick-up bay. Volunteering marshals will help ensure vehicles maintain the path intended to reach the appropriate destination.

Emergency Planning

As event organisers you will have the prime responsibility for the safe operation of the event. In the worst case scenario the event organiser may be required to manage an emergency incident until relieved by the emergency authorities who will have primacy over the incident management once on site. Therefore, you may be required to have in place effective arrangements in the event of a major emergency incident occurring.

Ideally an Emergency Plan should:

- Outline the response by the event organiser to a declared major emergency incident;
- Outline the communication procedures between the event organiser, key personnel and the responding agencies;
- Explain the alerting procedures should a major emergency occur;
- Identify the communications systems to be used during the event; and
- Identify the emergency roles and responsibilities of key personnel.

Has an emergency plan been produced?*

Yes

Please upload*

Emergency Plan.odt

Alternatively, please forward by post to Environmental Health, Caerphilly County

Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed. CF82 7PG
or email to EHAdmin@caerphilly.gov.uk.

I will send

Nothing selected

Please send at least 8 weeks prior to the event so that we can consider and support the event.

Does your event emergency plan include arrangements for:*

- Identification of key decision making personnel
- Stopping the event
- Identification of emergency routes
- Holding areas: performers/audience
- Coded 'stand down' and 'alert' messages
- Script of public address announcements
- Rendezvous points for emergency services
- Ambulance loading points and triage area
- Secure traffic routes to hospitals
- Identify communication links with emergency services during the event (for larger events)
- None of the above

Venue and site design

A site plan, depending on the type of event and/or route is mandatory

Please upload

Colour Key Site Plan.odt

Contents of site plan should include (where applicable):

- Entry and exit points
- Stage
- Perimeter fencing
- Mixing and delay towers
- Seating arrangements
- Sanitary accommodation
- Stairways and ramps
- Lost property
- Slopes
- Meeting point
- Disabled viewing areas
- Lost children
- First Aid
- Public telephones
- Location of stewards
- Emergency access/egress routes
- Animal pens/enclosures
- LPG/Fuel Storage
- Car parks
- Waste storage
- Potable drinking water stand pipes
- Water bodies, e.g. Lakes, ponds, rivers, moats

- Fairground attractions
- Food halls/mobiles
- Generator locations
- Refrigerated vehicle park
- Video screens
- Control Centre

Alternatively, please forward by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG or by email to EHAdmin@caerphilly.gov.uk.

I will send

Nothing selected

Please send at least 8 weeks prior to the event so that we can consider and support the event.

Other information and supporting documentation

Please provide any other information you feel is relevant to this application

Supporting documentation

Please ensure that you have included all relevant documents as part of this application.

If not attached with this application, they must be posted or emailed at least 8 weeks before the event in order for the group to consider and support the event.

Environmental Health
 Caerphilly County Borough Council
 Penallta House
 Tredomen Park
 Ystrad Mynach
 Hengoed
 CF82 7PG
 Email: EHAdmin@caerphilly.gov.uk

Required documents (where relevant)*

- Risk Assessment (Section 5)
- Fire Safety Risk Assessment (Section 17)
- Public Liability Insurance (Section 11)
- Site Plan (Section 20)
- Emergency Plan (Section 19)

Other documents you may need to provide

- List of food and drink traders and contact details (Section 6)
- Stewarding Plan (Section 9)
- Traffic Management Plan (Section 18)
- Route (run/walk/cycle/parade)
- Technical drawings of temporary structures (Section 11)
- First Aid Certificates (Section 19)
- Event Insurance (Mandatory for some events)

Upload any other documents here (where relevant)

Stewarding Plan.odt

List of Food & Drink Traders.odt

Traffic Management Plan.odt

Other Important Information.odt

Further Information

You may wish to discuss your proposals with the appropriate services as part of your planning process:

- Ambulance Service - 01633 626262
- South Wales Fire and Rescue Service - 01443 232500
- Gwent Police Traffic Management - 01633 642276
- Gwent Police Force Planning Team - 01633 645747
- CCBC Licensing - 01443 866750
- CCBC Health and Safety (Private events) - 01443 811304
- CCBC Food Safety - 01443 811304
- CCBC Environmental Protection Team - 01443 815588
- CCBC Building Control - 01443 866779
- CCBC Highways - 01495 235147
- CCBC Emergency Planning - 01443 811363/364
- CCBC Parks - 01495 235461
- CCBC Tourism - 01443 866234

Form submission

Thank you for completing this form. If we require any further information, a member of the ESAG group will contact you.

The Pit Site Layout Plan

Colour Key:

RED: Stage, Sound-system & Lighting

SKY BLUE: Portaloo's (8 Unisex)

ORANGE: Fully Licensed Bar

YELLOW: Milly Moo's Ice Cream Van &

Morgan's Catering

GREEN: Entrance & Exit Point

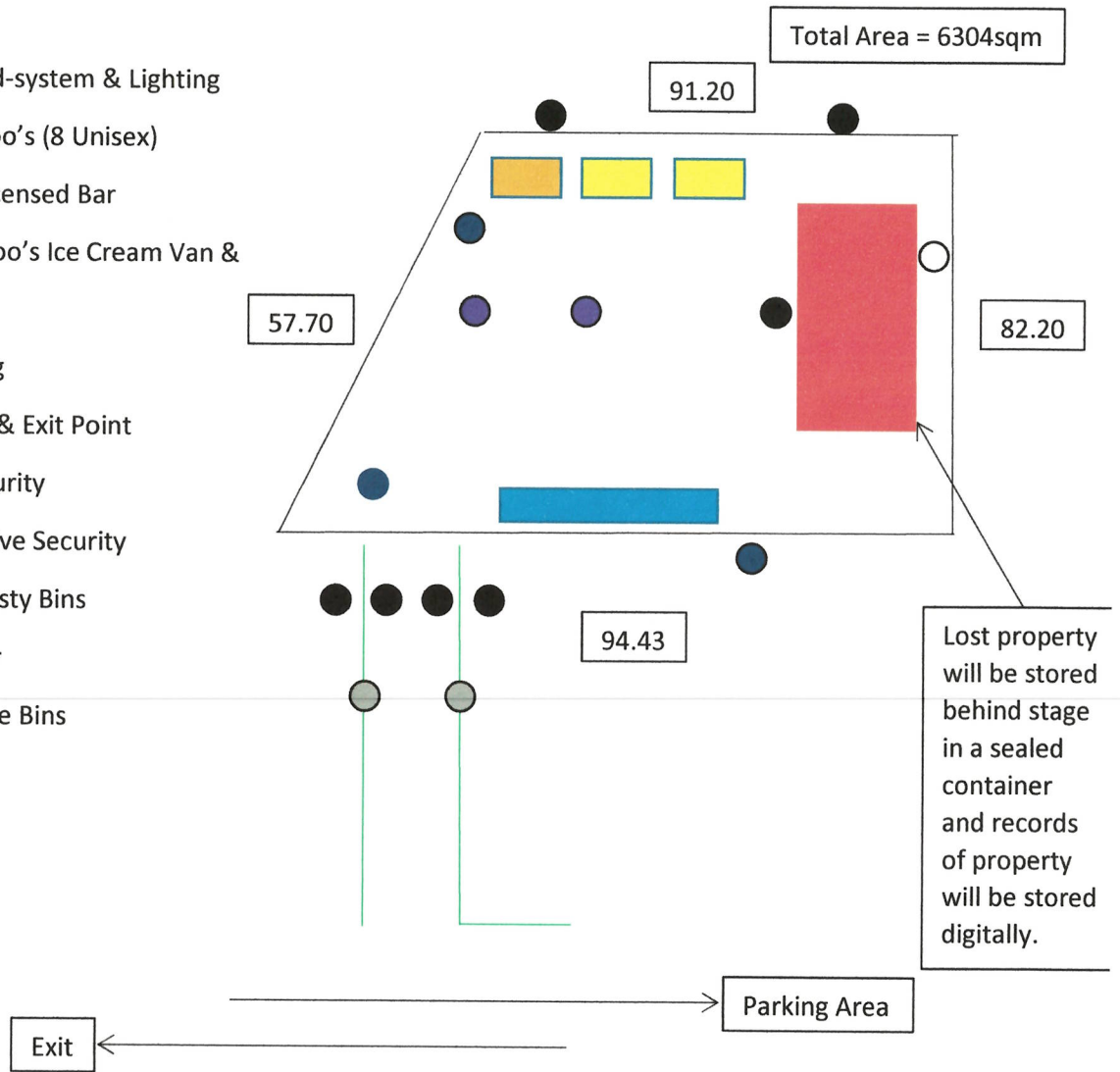
BLACK: Static Security

PURPLE: Responsive Security

GREY: Drug Amnesty Bins

WHITE: Generator

DARK BLUE: Waste Bins



Emergency Plan

The event organisers, myself (Daniel Newman) & Ross Davies would immediately inform the head of security (Jamie Edwards) via radio or mobile about the emergency and HOS would then contact the appropriate emergency services needed in accordance for what was required. HOS would then organise all stewards to evacuate participants to a safe area allowing emergency services a quick and safe entrance to deal with any emergencies. If the suggested pathway intended is indeed blocked for any reason, there is a 2nd entrance to the pit/site which can be unlocked in need of emergency. We also have a PA system and microphone on stand-by so we can announce anything needed upon the system for it to be then broadcasted to all participants at the event.

Fire Risk Assessment

In case of a fire, the event organisers myself (Daniel Newman) & Ross Davies would inform the HOS immediately and the HOS would then co-ordinate stewards and volunteers to evacuate all participants to the nearest fire assembly point which is seen below as image 1. The next point of action would be to call 999 immediately and ensure all roads leading up to the fire are clear and safe.

Image 1:



Pathways

To ensure all participants can leave the event safely, all pathways within the site must be clearly lit in case of a fire or not. In some of the pathways there are already lights fitted to illuminate them, however, we will input battery operated fairy lights across some of the forestry and barriers/fences to make it very clear to walk through. Image 2 below shows one of the proposed lights to help illuminate one of the pathways intended for participants to walk through.

Image 2:



List of Food & Drink Traders

Fully Licensed Bar: Prestige Tent & Bar Hire

Number: [REDACTED]

Ice Cream Van: Missy Moos Whippy

Owner: Iain O' Hara

Hygiene Rating: 4

Number: [REDACTED]

Burger Van: Hugh Morgan's Catering

Hygiene Rating: 5

Number: [REDACTED]

20-1028030

20-1028030

20-1028030



Other Important Information

Sound & Lighting Company: Production Audio

Number: 0733995918

Stage Hire: Stage Events UK

Number: 0787530560

Portaloo Company: Brandon Hire

Number: 0726148391

1991

1992

1993

Risk Assessment

What if more people show up?

Upon all social media platforms and outlets it'll explain that this event is very strict ticket only. Anyone without a ticket WILL NOT be permitted entry to this event. We will also have 12 fully SIA/First Aid trained security on hand to deal with any issues or problems.

Extreme weather conditions?

Extreme Heat Scenario;

- Designated shaded areas
- Free bottled water
- Free sunscreen
- Warning upon social media about weather and how to stay cool and hydrated
- First aid trained responsive security to look out for warning signs

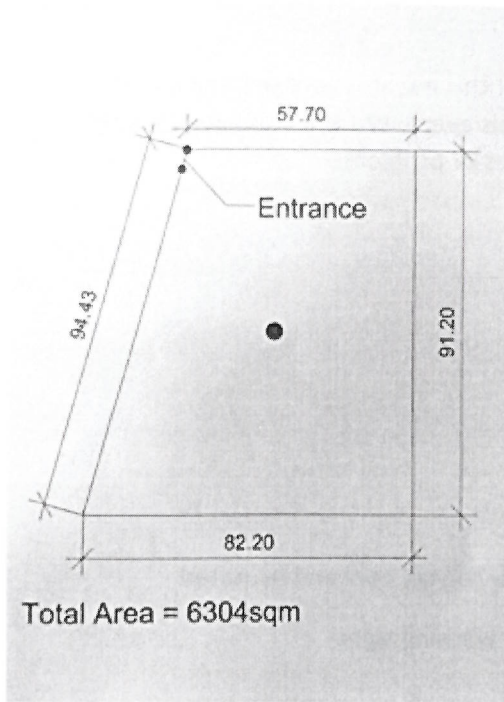
Extreme rain scenario;

- Change in stage/tent to have a covered tent rather than an outdoors stage
- Warning upon social media about weather and how to dress appropriately
- Postponing or fully cancelling the event upon social media and refund the tickets online

Size of the field to hold 499 persons?

The dimensions for the main field are depicted below as diagram 1 and indicates a total area of 6304sqm which will allow us to accommodate 499 persons very easily. Because of added bar staff, security, DJ's, sound, lighting & stage staff, photographers/videographers we are limiting ticket sales to a maximum of 430.

Diagram 1:



Potential underage trying to enter the event?

We will have full ID checks upon the entrance points where the security will be doing their stop checks for drugs and weapons. Anyone found under the age limit or do not have a substantial clarification of ID will not be permitted entry as this is an 18+ event. Only passports and driving licenses will be eligible for entry. There will also be ID checks upon the fully licensed bar. On all social media outlets we will send the message that this is a strictly 18+ event and that even though you may have bought your ticket you will not be allowed entry if you are underage or do not have the correct ID. It will also be urged for all participants to bring along their ID to avoid disappointment at entry.

Will the generator be exposed to participants?

The generator will be kept behind the stage and enclosed. Only people with granted permission will be allowed entry backstage such as the DJ's, security, photographers/videographers and sound, stage & lighting staff. These people will be given special lanyards and wristbands so they can be clearly identified by the security. Only security will be able to grant permission to anyone being allowed backstage. There will be one static security member behind the crowd control barriers at all times, while there will be responsive security guards monitoring the perimeter.

Lost and found property?

At the end of the event a full extensive clean-up will be made to ensure there is no rubbish left upon the premises by the event organiser and volunteering marshalls. If any valuables are found they will be kept behind for a maximum of 48 hours and posted upon the social media event for anyone to claim. If they're not claimed within this time they'll be handed over to the police. All valuables that are found during the event will be kept in a sealed container backstage.

What happens if someone injures their-selves or has an accident?

We will keep a digital log book to report any accidents that happen during the event. We will also have 11 fully trained SIA/First Aid security on hand to deal with any problems that happen during the event. I and Ross Davies will also get full public liability insurance for the event. Any serious accidents will result in us calling 999 immediately and security will make sure the entrance path to the event is fully clear of participants so the ambulance/police service can make a quick entrance and exit.

Is alcohol permitted at the event?

Although alcohol will be sold during the event, no alcohol will be allowed to be brought in by participants. Anyone found with alcohol will have to discard it before entering the event itself. On the social media event we will also explain that there is strictly no alcohol permitted onto the grounds.

How will we enforce a strict drugs & weapons policy?

We will maintain a very strict drugs and weapons policy throughout the event. Anyone found with drugs or weapons will be immediately escorted from the event and will be handed over to the police. We will have 2 drug deposit amnesty bins either side leading up to the entrance to the event and this will give participants the opportunity to deposit any drugs they have on them before they get stop searched by 2 male and 2 female fully SIA/First Aid trained security. Upon social media outlets we will state the consequences of being found with any substances or weapons and how these situations will be handled. We will also put out on social media outlets that there will be stop searches before entering the event and that there'll be security monitoring the grounds throughout the event. 6pm is strictly last entry and as soon as it becomes 6pm the drug amnesty bins will be handed over to the police. The amnesty bins will also be fully secured to the fencing leading up to the entrance point ensuring they can't be stolen and will be overlooked by security.

Stewarding Plan

Security Company: JME Security & Events LTD

Head of Security: Jamie Edwards

Number: [REDACTED]

From JME Security & Events LTD we're hiring 11 stewards to be present from 1pm-12pm on the 3rd August 2019. We've hired stewards to arrive an hour before and an hour after the event starts/finishes to ensure stewards are clear of the provided plan for the rest of the day alongside ensuring all participants leave safely. There will be a mix of stewards; 7 male/4 female. All of these stewards are fully SIA & first aid trained also. Some have basic first aid and some have intermediate. This mixture will be evenly spread across the site. There will also be volunteering marshalls present to help guide traffic through to the parking area and process of waste management.

Stewards Locations

Parking/Drop-off & Pick up Areas: 2 Static

North Fence: 2 Static

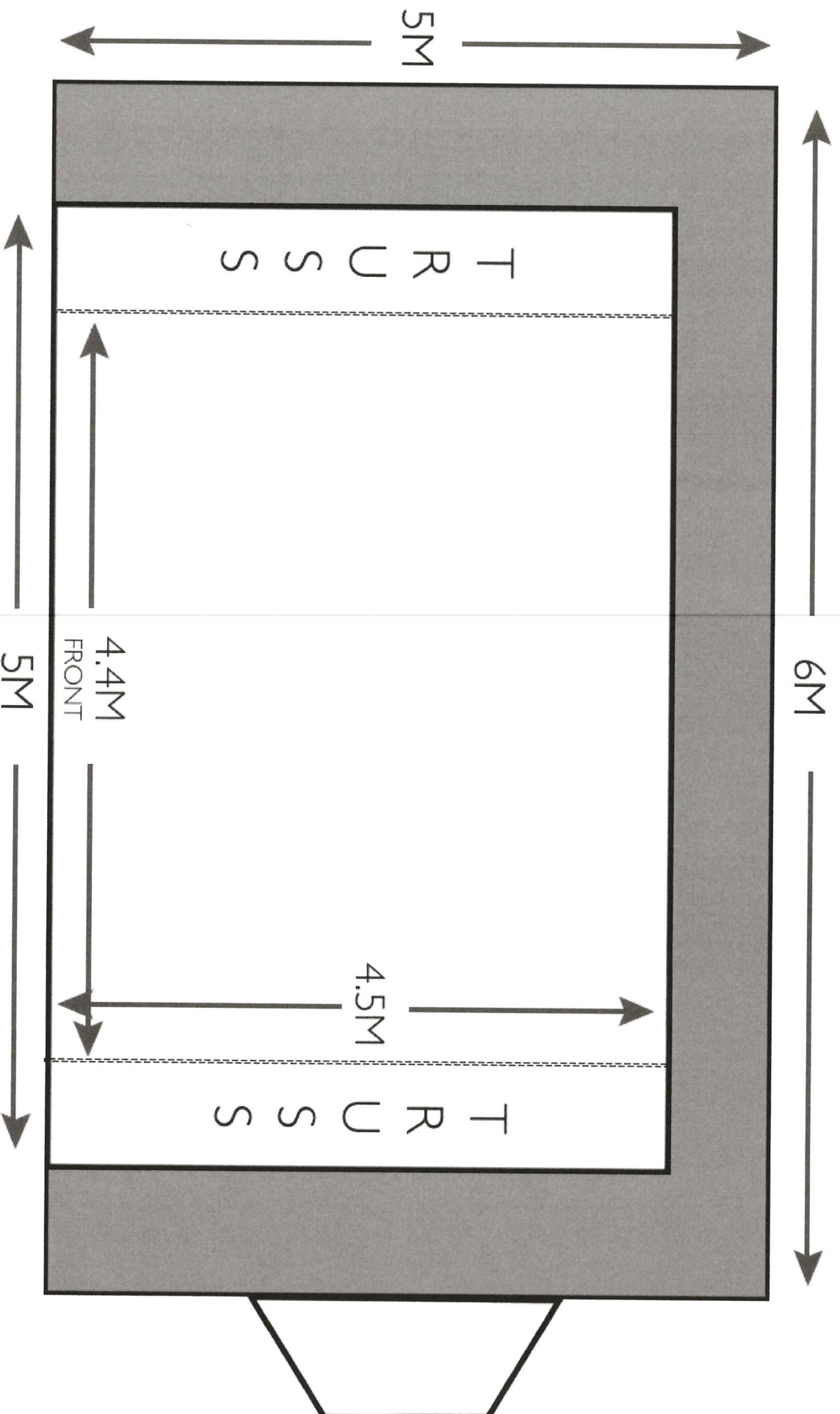
Monitoring the Pit: 2 Responsive

Entrance Point: 4 Static (2 Male/2 Female)

Main Stage: 1 Static

1

DIMENSIONS FROM TOP VIEW



Traffic Management Plan

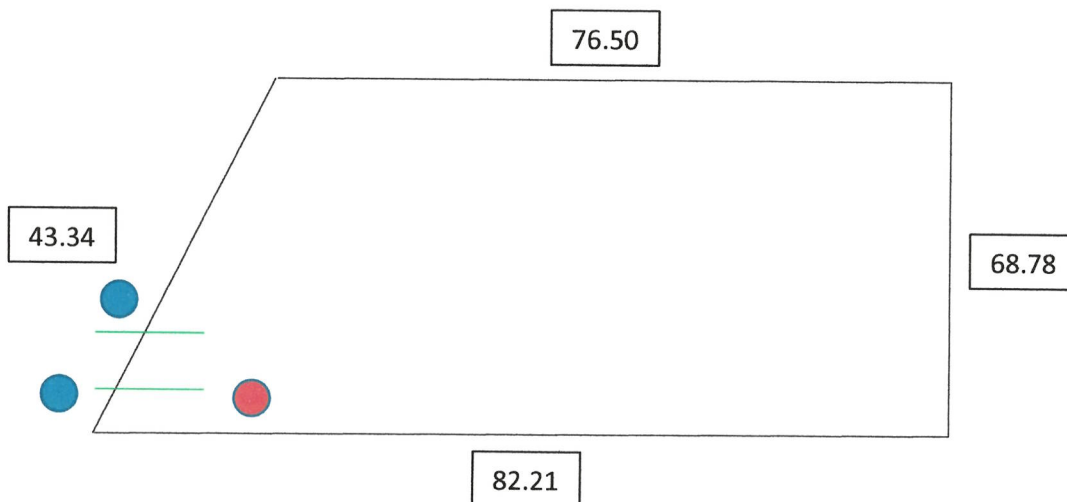
There will be dedicated stewards and volunteering marshalls to help guide traffic between 2 sections being the parking area & drop-off/pick-up bay. At the drop-off/pick-up bay there will be 2 stewards ensuring that the flow of traffic is smooth and that all vehicles are at the bay for only a very short section of time just to allow participants to leave the vehicles and enter the site. Anyone who has got a parking ticket or wishes to park will be guided down to the parking area where they'll be met by another 2 stewards. Parking tickets will cost £5 online but can also be paid for from the stewards at the parking area for an extra £5. Parking is limited to 100 and this will be kept recorded by a clicker. It will be informed on social media that parking is limited and to avoid disappointment it will be advised to purchase parking tickets online ahead of the event. Having tickets costing an extra £5 on the day is intended to ensure this happens. Although parking is limited to 100, we expect no more than 50 to actually want to park and instead most participants will be getting dropped off at the drop-off/pick-up bay. Volunteering marshalls will help ensure vehicles maintain the path intended to reach the appropriate destination. There will also be multiple signs placed upon the side the roads and inside the site to ensure participants know the where the designated areas are. On social media we'll also post these areas before the event takes place to ensure all participants know where they're going. The parking area's dimensions are below.

Colour Key Code:

BLUE: Stewards

RED: Waste Bins

GREEN: Entrance



Morgan, Lee

From: West LPA Licensing Team <WestLPALicensingTeam@gwent.pnn.police.uk>
Sent: 22 July 2019 09:21
To: Morgan, Lee; West LPA Licensing Team; Brown, Abbie
Cc: Godfrey, Maria; Smith, Paul; Allen Daniel
Subject: RE: Gelli Farm TEN info

Hi Lee

Further to our conversation this morning, I can confirm that the applicant has addressed the majority of the issued/objections raised by Gwent Police, however I would appreciate further clarification on the following points.

1. Has the applicant identified a First Aid Area. If somebody needs medical attention of any kind where will they be taken for treatment and to wait for the ambulance if it is required?
2. Challenge 21 or 25 to be adopted at the bar.
3. Any fake ID seized – what will happen to it once its been seized?
4. How are the organisers/applicant monitoring numbers?
5. What arrangements have been made for any animals?
6. Consideration to be given to providing Taxi Numbers for people needing to get home, potentially under the influence of alcohol. Advertise to potential customers on social media prior to event for people to arrange their taxis/lifts home. Taxi numbers to be readily available for people at the event.

If these points were addressed satisfactorily Gwent Police would be satisfied that their objections had been met.

Regards

Karina

Karina Williams

Harm Prevention Officer/Licensing

Caerphilly/Blaenau Gwent/Torfaen LPA

Internal/Mewnol: 737 2784 DDI 01495 238058

Works Mobile. [REDACTED]

Address: Ystrad Mynach Police Station, Caerphilly Road, Ystrad Mynach, CF82 7EP
 Cyfeiriad: Gorsaf Heddlu Ystrad Mynach, Fford Caerffili, Ystrad Mynach, CF82 7EP

To find out what is happening in your neighbourhood and more about your local Neighbourhood Policing Team
karina.williams@gwent.pnn.police.uk

I welid beth sy'n digwydd yn eich ardal a darganfod mwy am eich Tîm Plismona yn y Gymdogaeth lleol ymwelwch â www.gwent.police.uk a rhoiwch eich cod post i mewn.

**Gwent
now**



From: Morgan, Lee [mailto:MORGAL16@CAERPHILLY.GOV.UK]
Sent: 22 July 2019 08:30
To: West LPA Licensing Team; Brown, Abbie; Williams Karina
Cc: Godfrey, Maria; Smith, Paul
Subject: Gelli Farm TEN info

Hi Karina / Abbie

Please see attached information submitted by the TEN applicant.

Are you able to confirm whether the attached addresses your concerns in respect of the event? If you still have concerns then we will proceed to hearing on the 29th July 2019.

Ideally I need to know your position before 2.30pm today as the report will need to be forwarded to Committee Services in readiness for next week.

I'm happy to discuss any issues.

Regards

Lee

Rheolwr Trwyddedu / Licensing Manager
Trwyddedu / Licensing
Cyngor Bwrdeistref Sirol Caerffili / Caerphilly County Borough Council
Diogelu'r Cyhoedd / Public Protection
Ty Penallta Parc Tredomen / Penallta House Tredomen Park
Ystrad Mynach, Hengoed
CF82 7PG
Rhif Ffôn / Tel No. 01443 866750

From: Jonathan Price [mailto: [REDACTED]@hotmail.co.uk]
Sent: 20 July 2019 23:53
To: Smith, Paul
Cc: WestLPALicensingTeam@gwent.pnn.police.uk; Morgan, Lee; Brown, Abbie
Subject: Fwd: ESAG Notification Form received

Hi Paul

In regards to the recent temporary event licence application submitted by myself, please see the further information requested by yourselves from the event organiser.
Please let me know if there is any further information required.

Best Regards
Jonathan Price
+44 (0) [REDACTED]

Begin forwarded message:

From: Dan Newman <[REDACTED]@gmail.com>
Date: 19 July 2019 at 9:02:34 am BST
To: [REDACTED]@hotmail.co.uk
Subject: Fwd: ESAG Notification Form received

----- Forwarded message -----

From: AchieveForms <confirmation@caerphilly.gov.uk>
Date: Thursday, July 18, 2019
Subject: ESAG Notification Form received
To: [REDACTED]@gmail.com

Thank you for using our on-line service.

Your unique reference number is ESAG2190087 should you wish to contact us about it.

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Mae'r e-bost hwn ac unrhyw ffeiliau sy'n atodol yn gyfrinachol a dim ond ar gyfer defnydd yr unigolyn neu'r sefydliad y cyfeiriwyd atynt. Os ydych wedi derbyn yr e-bost hwn ar gam rhwch wybod i reolwr eich system. Nodwch fod unrhyw sylwadau neu farn o fewn testun yr e-bost yw sylwadau a barn yr awdur yn unig ac nid yn angenrheidiol yn cynrychioli barn Cyngor Bwrdeistref Sirol Caerffili. I orffen, dylai'r person sy'n derbyn yr e-bost sicrhau nad oes firws ynghlwm nac mewn unrhyw ddogfen atodol i'r e-bost. Nid yw'r Cyngor yn derbyn unrhyw gyfrifoldeb am unrhyw ddifrod achoswyd gan unrhyw firws sy'n cael ei drosglwyddo gan yr e-bost hwn.

Rydym yn croesawu gohebiaeth yn Gymraeg, Saesneg neu'n ddwyieithog (yn unol â'ch dewis), ac mewn ieithoedd a fformatau eraill. Cewch ymateb yn unol â'ch dewis iaith os nodwch hynny i ni, ac ni fydd cyfathrebu â ni yn Gymraeg yn arwain at oedi.

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We welcome correspondence in English, Welsh or bilingually (according to your choice) or in other languages and formats. We will respond in your declared chosen language, and corresponding with us in Welsh will not lead to any delay.

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Kind Regards,
Dan Newman & Ross Davies.

Brand Managers:
16'an half men

Dan's Mobile: [REDACTED]
Ross's Mobile: [REDACTED]
Email: [REDACTED]@gmail.com

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Rydym yn croesawu gohebiaeth yn y Gymraeg a byddwn yn ateb yn y Gymraeg.
Os hoffech dderbyn gohebiaeth o hyn ymlaen yn y Gymraeg neu os ydych
wedi cael eich gwahodd i gyfweiliad neu gyfarfod a hoffwch
ddefnyddio'r Gymraeg, danfonwch e-bost at: cymraeg@gwent.pnn.police.uk.
Darperir gwasanaethau cyfieithu.

We welcome correspondence in Welsh and will reply in Welsh.
If you would like to receive future correspondence in Welsh or if you
have been invited to an interview or meeting and would like
to use the Welsh Language, please email: welsh@gwent.pnn.police.uk.
Translation services are available.

Heddlu Gwent. Mae'r wybodaeth yn yr ohebiaeth hon ar gyfer yr unigolyn
neu'r sefydliad y'i cyfeiriwyd ato. Os derbyniwch hwn mewn
camgymeriad, dywedwch writhym a'i ddifa. Gall datgelu neu ddefnyddio
gwybodaeth o'r fath fod yn weithred anaddas, ac yn groes i
ddeddfwriaeth neu gyfrinachedd.

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addressed. If you have received it in error please notify us and
destroy it. Unauthorised disclosure or use of such information may be
inappropriate, in breach of legislation or confidentiality.

Morgan, Lee

From: Brown, Abbie
Sent: 22 July 2019 12:56
To: Morgan, Lee; Police Generic; Karina Williams
Cc: Godfrey, Maria; Smith, Paul
Subject: RE: Gelli Farm TEN info

Hello Lee,

Following our conversation this morning, I can confirm that I have reviewed the information provided. Please see my comments below:

- The supporting information provides no information in relation to where the stage is sited, therefore, we are unable to identify any residential properties to assess potential noise impacts.
- There is no information provided to show drop off/pick up points to appropriately address noise impacts caused from mass arrival of vehicles to and from site.
- There is no information provided on the amount of/orientation of speakers, or any information to suggest how the DJs will seek to control the dB level of sound from appropriate mixing decks.

Without the information above I am unable to make appropriate judgements/recommendations on how noise should be controlled at the event to minimise disturbance to relevant dwellings.

I would also seek clarification of the no of days the event is proposed as there seems to be some confusion between whether the event is taking place just on the 3 August or the 3&4 consecutively. Also, I would seek clarification on when the event is due to end i.e. 23:00 or 23:30.

Therefore I would maintain my objection until such information is provided. Should this information be provided and the event deemed suitable, I would still require that the event adhere to appropriate noise monitoring of sound levels emanating from the DJ set in accordance with the following document:

The Noise Council - Code of Practice on Environmental Noise Control at Concerts.

Kind regards,

Abbie

Abbie Brown

Environmental Health Officer | Swyddog Iechyd yr Amgylchedd
 Caerphilly County Borough Council | Cyngor Bwrdeistref Sirol Caerffili

☎ 01443 811347

✉ browna2@caerphilly.gov.uk

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Watch our YouTube Channel

www.youtube.com/caerphillycbctv

View our photo galleries on Flickr

www.flickr.com/photos/caerphillycbc

From: Morgan, Lee
Sent: 22 July 2019 08:30
To: Police Generic; Brown, Abbie; Karina Williams
Cc: Godfrey, Maria; Smith, Paul
Subject: Gelli Farm TEN info

Hi Karina / Abbie

Please see attached information submitted by the TEN applicant.

Are you able to confirm whether the attached addresses your concerns in respect of the event? If you still have concerns then we will proceed to hearing on the 29th July 2019.

Ideally I need to know your position before 2.30pm today as the report will need to be forwarded to Committee Services in readiness for next week.

I'm happy to discuss any issues.

Regards

Lee

Rheolwr Trwyddedu / Licensing Manager
Trwyddedu / Licensing
Cyngor Bwrdeistref Sirol Caerffili / Caerphilly County Borough Council
Diogelu'r Cyhoedd / Public Protection
Ty Penallta Parc Tredomen / Penallta House Tredomen Park
Ystrad Mynach, Hengoed
CF82 7PG
Rhif Ffôn / Tel No. 01443 866750

From: Jonathan Price [mailto: [REDACTED]@hotmail.co.uk]
Sent: 20 July 2019 23:53
To: Smith, Paul
Cc: WestLPALicensingTeam@gwent.pnn.police.uk; Morgan, Lee; Brown, Abbie
Subject: Fwd: ESAG Notification Form received

Hi Paul

In regards to the recent temporary event licence application submitted by myself, please see the further information requested by yourselves from the event organiser.
Please let me know if there is any further information required.

Best Regards
Jonathan Price
+44 (0) [REDACTED]

Begin forwarded message:

From: Dan Newman <[REDACTED]@gmail.com>
Date: 19 July 2019 at 9:02:34 am BST
To: [REDACTED]@hotmail.co.uk
Subject: Fwd: ESAG Notification Form received

----- Forwarded message -----

From: **AchieveForms** <confirmation@caerphilly.gov.uk>

Date: Thursday, July 18, 2019

Subject: ESAG Notification Form received

To: @gmail.com

Thank you for using our on-line service.

Your unique reference number is ESAG2190087 should you wish to contact us about it.

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Mae'r e-bost hwn ac unrhyw ffeiliau sy'n atodol yn gyfrinachol a dim ond ar gyfer defnydd yr unigolyn neu'r sefydliad y cyfeiriwyd atynt. Os ydych wedi derbyn yr e-bost hwn ar gam rhowch wybod i reolwr eich system. Nodwch fod unrhyw sylwadau neu farn o fewn testun yr e-bost yw sylwadau a barn yr awdur yn unig ac nid yn angenrheidiol yn cynrychioli barn Cyngor Bwrdeistref Sirol Caerffili. I orffen, dylai'r person sy'n derbyn yr e-bost sicrhau nad oes firws ynghlwm nac mewn unrhyw ddogfen atodol i'r e-bost. Nid yw'r Cyngor yn derbyn unrhyw gyfrifoldeb am unrhyw ddifrod achoswyd gan unrhyw firws sy'n cael ei drosglwyddo gan yr e-bost hwn.

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#####

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Kind Regards,
Dan Newman & Ross Davies.

Brand Managers:
16'an half men

Dan's Mobile: 

Ross's Mobile: [REDACTED]
Email: [REDACTED]@gmail.com