Public Document Pack

# Notice of Meeting

# Licensing Sub-Committee

## Friday 23 September 2016 at 10.00am

in the Council Chamber  Council Offices
Market Street  Newbury

**Members Interests**

Note:  If you consider you may have an interest in any Application included on this agenda then please seek early advice from the appropriate officers.

Date of despatch of Agenda:  Wednesday 14 September 2016

**FURTHER INFORMATION FOR MEMBERS OF THE PUBLIC**

If you require further information about this Agenda, or to inspect any background documents mentioned in the reports, please contact Jo Reeves.

Further information and Minutes are also available on the Council's website at www.westberks.gov.uk

**Recreation Ground, Recreation Road, Burghfield Common**

West Berkshire COUNCIL

**To:** Councillors Billy Drummond, Tony Linden and Quentin Webb (Chairman)

**Substitute:** Councillor Manohar Gopal

# Agenda

## Part I

**Page No.**

1 **Declarations of Interest**
To receive any declarations of interest from Members.

2 **Schedule of Licensing Applications**

(1) **Application No. 16/01174/LQN - Recreation Ground, Recreation Road, Burghfield Common** 3 - 140
**Proposal:** Application for a Premises Licence
**Location:** Recreation Ground, Recreation Road, Burghfield Common
**Applicants:** Mr Glyn Townsend, Mr Tim Ansell, Mr Christian Frankum

Andy Day
Head of Strategic Support

If you require this information in a different format or translation, please contact Moira Fraser on telephone (01635) 519045.

**Licensing Act 2003**

**Application for a Premises Licence**
**Application Number: 16/01174/LQN**
**Site: Recreation Ground, Recreation Road, Burghfield Common**

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16/01174/LGN RIN 22WS 00208715 £100

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**West Berkshire Council, Market Street, Newbury, RG14 5LD**
**Application for a premises licence to be granted**
**under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

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

**I/We** Glyn Townsend, Tim Ansell, Christian Frankum
*(Insert name(s) of applicant)*
**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

**Part 1 – Premises Details**

| Postal address of premises or, if none, ordnance survey map reference or description | | | |
|---|---|---|---|
| Recreation Ground, Recreation Road, Burghfield Common | | | |
| **Post town** | Reading | Postcode | RG7 3EN |

| | |
|---|---|
| Telephone number at premises (if any) | n/a |
| Non-domestic rateable value of premises | £ |

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

| | | Please tick as appropriate | |
|---|---|---|---|
| a) | an individual or individuals * | ☑ | please complete section (A) |
| b) | a person other than an individual * | | |
| | i. as a limited company | ☐ | please complete section (B) |
| | ii. as a partnership | ☐ | please complete section (B) |
| | iii. as an unincorporated association or | ☐ | please complete section (B) |
| | iv. other (for example a statutory corporation) | ☐ | please complete section (B) |
| c) | a recognised club | ☐ | please complete section (B) |
| d) | a charity | ☐ | please complete section (B) |

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

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

Please tick yes

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

I am making the application pursuant to a

statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

| | | | | | |
|---|---|---|---|---|---|
| Mr ☑ | Mrs ☐ | Miss ☐ | Ms ☐ | Other Title (for example, Rev) | |
| **Surname** Townsend | | | | **First names** Glyn | |
| I am 18 years old or over | | | | ☑ Please tick yes | |
| Current postal address if different from premises address | 32 Birch Road, Burghfield Common | | | | |
| Post town | Reading | | | Postcode | RG7 3LX |
| **Daytime contact telephone number** | 07824623583 | | | | |
| **E-mail address (optional)** | glyn.townsend@glyntech.com | | | | |

**SECOND INDIVIDUAL APPLICANT** (if applicable)

| | | | | | |
|---|---|---|---|---|---|
| Mr ☑ | Mrs ☐ | Miss ☐ | Ms ☐ | Other Title (for example, Rev) | |
| **Surname** Ansell | | | | **First names** Timothy | |
| I am 18 years old or over | | | | ☑ Please tick yes | |
| Current postal address if different from premises address | 3 Park View, Burghfield Common | | | | |
| Post town | Reading | | | Postcode | RG7 3EJ |
| **Daytime contact telephone number** | 07808816520 | | | | |
| **E-mail address (optional)** | TimAnsell@me.com | | | | |

**(B) OTHER APPLICANTS**

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

| | |
|---|---|
| Name | Christian Peter Frankum |
| Address | 12, Alderglade, Burghfield Common RG7 3HW |
| Registered number (where applicable) | |
| Description of applicant (for example, partnership, company, unincorporated association etc.) | Individual |
| Telephone number (if any) | 07710404929 |
| E-mail address (optional) | cfrankum@outlook.com |

**Part 3 Operating Schedule**

When do you want the premises licence to start?

| DD | | MM | | YYYY | | | |
|---|---|---|---|---|---|---|---|
| 2 | 2 | 0 | 9 | 2 | 0 | 1 | 6 |

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

| DD | | MM | | YYYY | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

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

A Recreation Ground of approx 21,000 m2 incorporating a football pavillion with changing rooms and a small kitchen area.

This Application is to allow the sale of Alcohol and performance of live and recorded music for events to be run at the recreation ground. This will be for a maximum of three events per year, over a maxiumum of 2 consecutive days. These events are not for profit, and will support local charities and causes.

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

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

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

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

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

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

**In all cases complete boxes K, L and M**

**A**

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

**B**

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

C

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

**D**

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

E

| **Live music**<br>Standard days and timings (please read guidance note 6) | | | **Will the performance of live music take place indoors or outdoors or both – please tick** (please read guidance note 2) | Indoors | ☐ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☑ |
| Day | Start | Finish | | Both | ☐ |
| Mon | | | **Please give further details here** (please read guidance note 3)<br>Provision of Live Music within marquee on the recreation ground in support of events to be run for the community | | |
| Tue | | | | | |
| Wed | | | **State any seasonal variations for the performance of live music** (please read guidance note 4) | | |
| Thur | | | | | |
| Fri | 12:00 | 23:00 | **Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list** (please read guidance note 5) | | |
| Sat | 11:00 | 23:00 | | | |
| Sun | 11:00 | 23:00 | | | |

**F**

| **Recorded music** Standard days and timings (please read guidance note 6) | | | **Will the playing of recorded music take place indoors or outdoors or both – please tick** (please read guidance note 2) | Indoors | ☐ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☑ |
| Day | Start | Finish | | Both | ☐ |
| Mon | | | **Please give further details here** (please read guidance note 3)<br>Provision of recorded music, in support of events for the community | | |
| Tue | | | | | |
| Wed | | | **State any seasonal variations for the playing of recorded music** (please read guidance note 4) | | |
| Thur | | | | | |
| Fri | 11:00 | 23:00 | **Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list** (please read guidance note 5) | | |
| Sat | 11:00 | 23:00 | | | |
| Sun | 11:00 | 23:00 | | | |

**G**

| **Performances of dance** Standard days and timings (please read guidance note 6) | | | **Will the performance of dance take place indoors or outdoors or both – please tick** (please read guidance note 2) | Indoors | ☐ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | ☐ |
| Mon | | | **Please give further details here** (please read guidance note 3) | | |
| Tue | | | | | |
| Wed | | | **State any seasonal variations for the performance of dance** (please read guidance note 4) | | |
| Thur | | | | | |
| Fri | | | **Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list** (please read guidance note 5) | | |
| Sat | | | | | |
| Sun | | | | | |

**H**

| **Anything of a similar description to that falling within (e), (f) or (g)** Standard days and timings (please read guidance note 6) | | | Please give a description of the type of entertainment you will be providing | | |
|---|---|---|---|---|---|
| Day | Start | Finish | **Will this entertainment take place indoors or outdoors or both – please tick** (please read guidance note 2) | Indoors | ☐ |
| Mon | | | | Outdoors | ☐ |
| | | | | Both | ☐ |
| Tue | | | **Please give further details here** (please read guidance note 3) | | |
| Wed | | | | | |
| Thur | | | **State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)** (please read guidance note 4) | | |
| Fri | | | | | |
| Sat | | | **Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list** (please read guidance note 5) | | |
| Sun | | | | | |

I

| **Late night refreshment** Standard days and timings (please read guidance note 6) | | | **Will the provision of late night refreshment take place indoors or outdoors or both – please tick** (please read guidance note 2) | Indoors | ☐ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | ☐ |
| Mon | | | **Please give further details here** (please read guidance note 3) | | |
| Tue | | | | | |
| Wed | | | **State any seasonal variations for the provision of late night refreshment** (please read guidance note 4) | | |
| Thur | | | | | |
| Fri | | | **Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list** (please read guidance note 5) | | |
| Sat | | | | | |
| Sun | | | | | |

**J**

| **Supply of alcohol** Standard days and timings (please read guidance note 6) | | | **Will the supply of alcohol be for consumption – please tick** (please read guidance note 7) | On the premises | ☑ |
|---|---|---|---|---|---|
| | | | | Off the premises | ☐ |
| Day | Start | Finish | | Both | ☐ |
| Mon | | | **State any seasonal variations for the supply of alcohol** (please read guidance note 4) | | |
| Tue | | | | | |
| Wed | | | | | |
| Thur | | | **Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list** (please read guidance note 5) | | |
| Fri | 12:00 | 23:00 | | | |
| Sat | 11:00 | 23:00 | | | |
| Sun | 11:00 | 23:00 | | | |

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

| | |
|---|---|
| Name | Geoffrey Patrick O'Brian |
| Address | 15 Lamden Way, Burghfield Common |
| Postcode | RG7 3LZ |
| Personal licence number (if known) | |
| Issuing licensing authority (if known) | |

K

| |
|---|
| **Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 8). |
| None |

L

| **Hours premises are open to the public** Standard days and timings (please read guidance note 6) | | | **State any seasonal variations** (please read guidance note 4) |
|---|---|---|---|
| Day | Start | Finish | |
| Mon | | | |
| Tue | | | |
| Wed | | | |
| Thur | | | **Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list** (please read guidance note 5) |
| Fri | 11:00 | 23:00 | |
| Sat | 11:00 | 23:00 | |
| Sun | 11:00 | 23:00 | |

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

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

Staff and volunteers will be briefed, professional security and first aid will be provided. bar-staff are experienced having worked at festivals and licensed premises.

**b) The prevention of crime and disorder**

All nominated Team Leaders will be Safety Marshals at the event and will report and potential or actual incidents
Police will be contacted via the local presence or by a Team Leader using 999 / 101 service
External Security team - A 4-person team of SIA licensed staff will be provided during the event, dog patrol overnight
Alcohol will be stored in the Pavilion on site ovenight, this is locked, with CCTV, a dog patrol will also cover the overnight period

**c) Public safety**

Safety Marshalls available that are briefed on action to take in event of public disorder/crime taken place
Marshals (Volunteers) in hi-viz jackets to patrol event (can litter pick at the same time).
Security Team in place, SIA Certified
First Aid Responders available
Lighting on around the ground Check connections before event - Lighting will be provided in key areas.
Festoon lights will be utilised to light up key access points, party tents, toilet locations
Supervision of public when entering and leaving site.
The Number of Safety Marshalls on site to adhere to insurance co/safety guidelines
Marshals briefed on action to ensure orderly entrance and exit from site.
Ensure enough marshalls to cover unforeseen circumstances. > 1 Safety Marshal:100 Attendees
Marshals / Organisers to remain until last member of public leaves site at a ratio of 1:100

d) The prevention of public nuisance

Designate person to ensure sound levels do not go above maximum permitted.
Noise Levels will not exceed 103dBa at any one time measured at 50 metres from the Loud Speakers
Marshalls to ensure orderly exit from site at the earliest opportunity following the closure of the event at 11.00pm.
The stage manager will be responsible for ensuring that the music finishes promptly at the end of the event.
The target finish time will be 10.45pm and there will be a 15minute period for Encores.
Power to amplifiers will be cut at 10.55pm

e) The protection of children from harm

Notices stating – 'children responsibility of parents at all times' will be posted
Marshalls to be briefed on unsupervised children / Lost children?
Marshalls to be vigilant throughout event.
The Ticket tent (which is within a closed off area will be designated as lost children meeting point
PA announcements will be made upon request from parents or lost children.

**Checklist:**

**Please tick to indicate agreement**

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

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

**Part 4 – Signatures** (please read guidance note 10)

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

| | |
|---|---|
| Signature | |
| Date | 05/08/2016 |
| Capacity | Applicant |

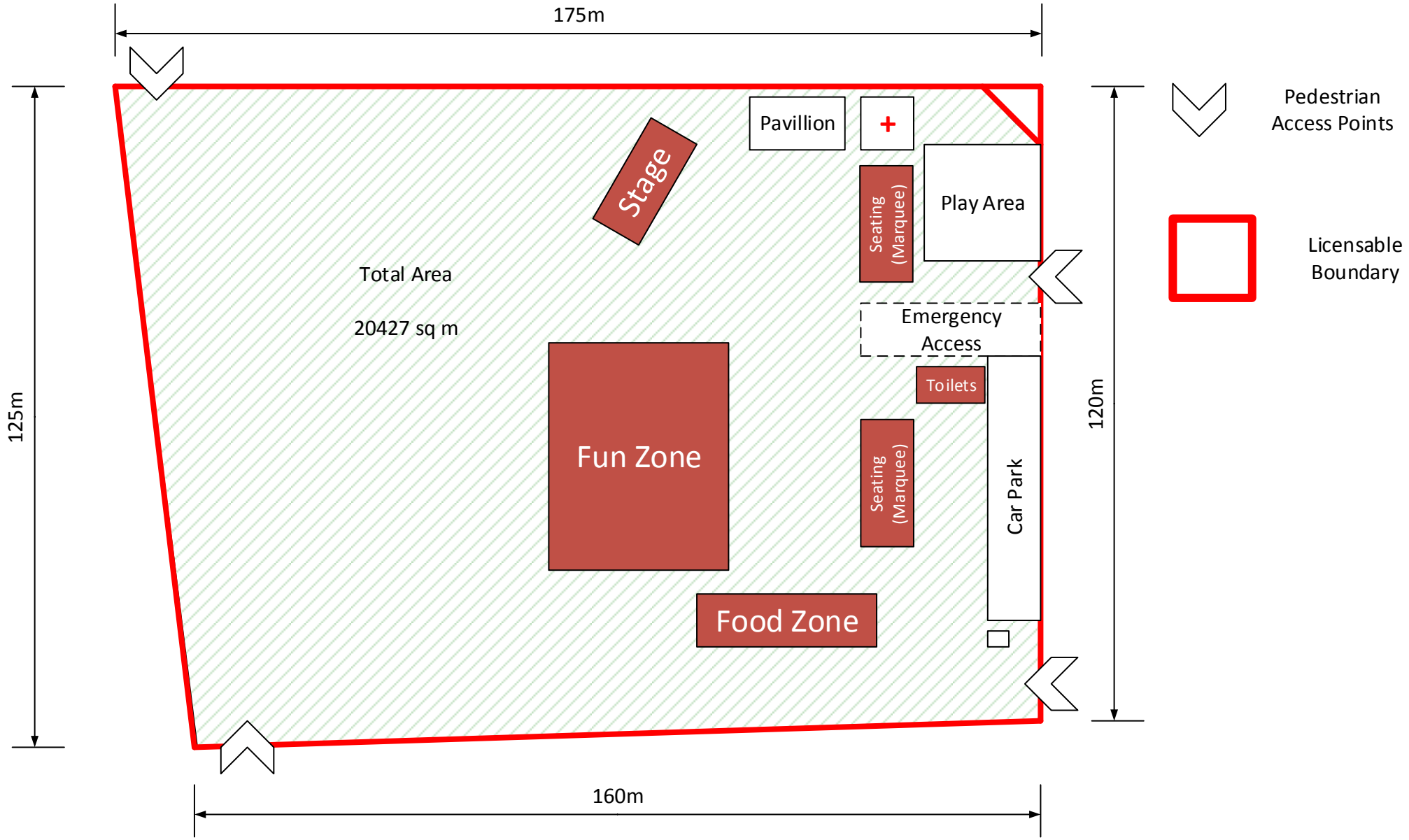
**For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent** (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

| | |
|---|---|
| Signature | |
| Date | 05/08/2016 |
| Capacity | Applicant |

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

**Notes for Guidance**

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


175m
125m
160m
120m
Pavillion
Stage
Seating (Marquee)
Play Area
Total Area
20427 sq m
Emergency Access
Toilets
Fun Zone
Seating (Marquee)
Car Park
Food Zone
Pedestrian Access Points
Licensable Boundary


Recreation Rd

# RISK ASSESSMENT – Burghfest 2016

| Document History: | | |
|---|---|---|
| Date | Version | Notes |
| 26/06/2016 | 0.1 | First draft |
| 05/08/2016 | 0.3 | Updated - table error and alignment fixed. No changes to content |
| | | |
| | | |
| | | |
| | | |

The purpose of this document is to define safety procedures and control measures for risks or hazards that could arise from the Burghest Event 23rd and 24th September 2016. The venue is the Recreation Ground in Burghfield Common.

**ORGANISATION AND PLANNING**

The designated person to take total responsibility on the day of the event / Health & Safety Manager is Glyn Townsend. Team leaders have a particular role in supervising and implementing health and safety issues in their specialist areas but also in the more general context given their senior role in the organisational structure. As such all should be familiar with the content of this document. Ultimately safety is everyone's responsibility.

| ***Areas*** | ***Leaders*** |
|---|---|
| *Logistics* | *Tim Ansell* |
| *Finance* | *Christian Frankum* |
| *Entertainment* | *Julian Earl* |
| *Performance Stages and Equipment* | *David Kilshaw* |
| *Licences/permissions/finance* | *Christian Frankum* |
| *Publicity* | *Glyn Townsend / Hellen Baird* |
| *Overall Event & Risk Assessment* | *Glyn Townsend* |
| *P/A / Sound Engineering* | *David Kilshaw* |
| *Stage & General Lighting* | *David Kilshaw* |
| *Concessions* | *Christian Frankum* |
| *Volunteers* | *Gareth Green* |

**THE ENVIRONMENT**
The best available local weather forecasting will be used to determine additional risks/ hazards and the control measures to be put in place. In the event of high winds or electric storm a decision will be made to cancel the event to prevent injury and possible loss of life.

**WELFARE**
Welfare facilities are provided by portable toilet blocks which will have hand washing facilities. First Aid will be undertaken by qualified First Aiders

# RISK ASSESSMENT – Burghfest 2016

**EMERGENCY TELEPHONE NUMBERS**
In the event of an incident or life threatening situation an appointed person (one of the listed team leaders) will call the emergency services. Under no circumstances will other persons call the emergency services as multiple calls could result in confusion and waste of Emergency Services resources. Note: Team leaders will have two way radios on site.

**INCIDENT RECORDING**
Every incident or 'near miss' will be documented/recorded in accordance with a document to be provided to all team leaders. This will record the time, circumstances and witnesses to the incident. Under terms of our hire of the site the Event Leader Julian Earl will be advised of any incidents.

**SAFEGUARDING**
All children and vulnerable adults will remain the responsibility of their parents/carers.

**Franchise Catering:**
**All to provide copy of their own £5m Public Liability before the day**

**Activities and Displays:**
**All to provide copy of their own Public Liability Insurance before the day.**

**Risk Assessment - All staff to comply with the terms and conditions laid down in:**

1. **the conditions in the Parish Insurance**
2. **the TENS Licence requirements**

| HAZARD | COMMENT/HAZARDS | Pre event Action | Event day Action | Responsible person | Completed |
|---|---|---|---|---|---|
| Prevention of crime and disorder | Unruly behaviour especially during hours of darkness. | All nominated Team Leaders will be Safety Marshals at the event and will report and potential or actual incidents | Police will be contacted via the local presence or by a Team Leader using 999 / 101 service | Team Leaders | |
| | | External Security team hired and in place | A 4-man team of SIA licensed staff will be provided during the event, dog patrol overnight | Glyn Townsend | |
| | | Thames Valley police will be advised of the event to ensure that the PCSO's are present on the day. | PCSO's planned to be present during the event | Glyn Townsend | |

# RISK ASSESSMENT – Burghfest 2016

| HAZARD | COMMENT/HAZARDS | Pre event Action | Event day Action | Responsible person | Completed |
|---|---|---|---|---|---|
| Public Safety | Safety of members of the public and their belongings while on site. Safety of franchises takings. | Brief Safety Marshalls on action to take in event of public disorder/crime taken place | Marshals (Volunteers) in hi-viz jackets to patrol event (can litter pick at the same time). Security Team in place | Team leaders / Safety Marshalls / Security Team | |
| | Lighting on around the ground | Check connections before event | Lighting will be provided in key areas.<br>• Festoon lights will be utilised to light up key access points, party tents, toilet locations (Festoon lighting to be provided by County Hire) | Tim Ansell | |
| | Supervision of public when entering and leaving site. The Number of Safety Marshalls on site to adhere to insurance co/safety guidelines | Marshalls briefed on action to ensure orderly entrance and exit from site. Ensure enough marshalls to cover unforeseen circumstances. > 1 Safety Marshal:100 Attendees | Marshalls / Organisers to remain until last member of public leaves site at a ratio of 1:100 | Event Leader / Team leaders / Safety Marshals / Security team | |
| Site Security | Security of equipment during event especially during darkness. | Franchises to be advised of safety. Adequate insurance cover. | Marshalls / Security to check equipment throughout event / Overnight Dog patrol | Event Leader/ Team leaders / Marshalls / Security team | |
| | Security of site particularly during hours of darkness | Order placed for Security Cover | A Dog Unit will be employed to be on site throughout Friday night | Glyn Townsend | |
| | | | | | |
| | | | | | |

# RISK ASSESSMENT – Burghfest 2016

| HAZARD | COMMENT/HAZARDS | Pre event Action | Event day Action | Responsible person | Completed |
|---|---|---|---|---|---|
| Prevention of Public Nuisance / Noise Nuisance | Sound level of music throughout event. Prevention of public nuisance when members of the public are leaving the site – either by car or on foot. | Public notified of event in advance through advertising materials, newsletter and social media. | Designate person to ensure sound levels do not go above maximum permitted. Noise Levels will not exceed 103dBa at any one time measured at 50 metres from the Loud Speakers<br><br>Marshalls to ensure orderly exit from site at the earliest opportunity following the closure of the event at 11.00pm.<br>The stage manager will be responsible for ensuring that the music finishes promptly at the end of the event. The target finish time will be 10.45pm and there will be a 15minute period for Encores. Power to amplifiers will be cut at 10.55pm | David Kilshaw<br><br>Event Leader/ Team leaders / marshals<br>David Kilshaw | |
| Protection of Children from Harm | Notices stating – 'children responsibility of parents at all times' will be posted<br><br>Marshalls to be briefed on unsupervised children / Lost children? | Posters to be displayed at entrances to site. | Marshalls to be vigilant throughout event.<br>The Ticket tent (which is within a closed off area will be designated as lost children meeting point<br><br>PA announcements will be made upon request from parents or lost children. | Event Leader / Team leaders / marshals<br><br>Tim Ansell | |
| Erection of tents and attractions / | It is not expected that any working at heights or heavy lifting by untrained persons (helpers) will be involved in erection of the party tents | Ensure specialist erection where necessary (as part of hire agreement). Check insurance details and risk assessments where applicable. | Tim Ansell or deputy to inspect for location, stability and condition. | Team leader, Supplier's and contractors. | |
| | A number of the smaller structures will be little more than domestic garden awnings and require no specialist tools or skills.<br>High winds could be an issue. | Helpers using ladders is to be prohibited unless with permission of a Team leader. There will be no climbing attractions. | Glyn Townsend/Tim Ansell or Deputy to visually inspect Helpers to be briefed. | All Team leaders | |

# RISK ASSESSMENT – Burghfest 2016

| HAZARD | COMMENT/HAZARDS | Pre event Action | Event day Action | Responsible person | Completed |
|---|---|---|---|---|---|
| Working at heights | Stage construction at height | Minimise use of ladders | Step Ladders (robust short) be used to assist working at Height | Glyn Townsend | |
| | It is not expected that any of the temporary structures will carry a significant fire hazard or load risk leading to escape issues. | Require contractors and operators to have appropriate fire extinguishers etc.. The Mortimer Sausage company will use LPG) heating to cook sausages / burgers | Visual checks for general hazards by Event, Logistics and Stage Leaders or their deputy. Also review escape arrangements where there is a significant fire load *such as in the bar.* | All team leaders operators, suppliers and contractors. | |
| Fire | A strict 'no smoking' policy will be enforced inside all structures | Sand Buckets for cigarette disposal | No smoking signs plus sand buckets to be *sited* in prominent *locations* e.g. at entrances to the tents | Tim Ansell or Deputy | |
| Slips and Trips | Most likely hazard. Avoid exposed guy ropes where possible and mark clearly where unavoidable. | High viz. Tape needed. *Consider lighting levels and plan for any expected 'black' spots.* | | Event, Logistics and Stage Leaders or their deputy | |
| Safety Fencing around performers area + stage | Ensure safety or barrier fencing is secured against falling. Secured by restraints if required. | Hi Vis tape where hazards are possible | | All Team leaders and contractors. | |
| First Aid | First Aid will be provided by a contracted organisation First Aid Cover | First aiders available at all times. | Additional qualified first aiders will be on site throughout the event to provide first Aid Cover | Glyn Townsend | |
| Electrical Supplies | Generators will be sited away from public areas. | | | Tim Ansell | |
| | Electrical cables will be run along boundaries, buried in a shallow trench or located in specialist protective box sections. | | Inspect cable protection (trench or box) to ensure there is no no-visible trip hazard | Tim Ansell | |

# RISK ASSESSMENT – Burghfest 2016

| HAZARD | COMMENT/HAZARDS | Pre event Action | Event day Action | Responsible person | Completed |
|---|---|---|---|---|---|
| | *Note: Later stages of the event will be in darkness.* | | | | |
| | A suitably qualified contractor using a self-contained 10, 8 and 6 KVA generators | Ensure contractor provides instruction for isolating the supply in an emergency | | David Kilshaw | |
| | | Check insurance details of contractor | Visual check by Event, Logistics, Stage Leaders or deputy for exposed cables, connections and safe siting | David Kilshaw | |
| | | Agree location of generator.<br>Confirm safety checks completed have been completed with Supplier | Check noise levels and confirm that they do not exceed recommended levels | David Kilshaw | |
| | | | Check electrical supply including phase balancing | David Kilshaw | |
| Food & Drink | All food/drink suppliers are professional caterers | Obtain copy of £5M PL cover. Obtain copy of TENs license. Ensure health and hygiene certificates are available for inspection and regulations adhered to. | Visual inspection by Event / Logistics Leader or deputy of all facilities inc. outside caterers.<br>Litter collectors throughout event and clear up duty next day | Event, Logistics Leader, contractors / caterers and operators | |
| | | Ensure only plastic glasses used. Ensure terms to TENs license is adhered to. Ensure that sale of alcohol regulations are adhered to. | Brief bar personnel regarding assistance in the event of an altercation. | Glyn Townsend | |
| | | Only Those with age-verified wrist bands can consume alcohol during event | Periodic visual inspection from security team. All bad volunteers briefed on wrist band needs. No more than 4 drinks per customer | Glyn Townsend | |
| Car Park | Parking site will be allocated away from public circulation areas at the Village hall or on-street | Allocate location. Minimal Parking requirement is expected | Rope off as necessary. Erect directing notices. | Tim Ansell | |

# RISK ASSESSMENT – Burghfest 2016

| HAZARD | COMMENT/HAZARDS | Pre event Action | Event day Action | Responsible person | Completed |
|---|---|---|---|---|---|
| | | | | | |
| Hazardous Liquids and Materials | It is not envisaged that hazardous liquids (beyond domestic cleaning brands) will be on site in any significant quantity. | Check contractors risk assessment | Visual inspection by Event, Logistics, Stage Leaders or deputy for location, stability and quality of LPG equipment. | Team leader, contractors and operators. | |
| Overnight Security | A dedicated Security Officer will be employed and remain on site on 23rd to 24th September | Burghfest will employ a Security Guard from Midnight with Dog Unit | Security Guard will be present throughout the night | Glyn Townsend | |
| Live Music | Several live performances will take place. | Dedicated stage and locations will be put in place | Event, Logistics, Stage Leaders or deputy to visually check locations for obvious hazards. *Periodically check 'stage' or obvious electrical and other related hazards particularly at changeover between sets.* | Julian Earl / David Kilshaw (MML) | |
| Performance Stage | Artiste's will perform on a stage to be erected by the Stage Provider (0.8 – 1.0m from ground) | Steps will be provided to gain access to the stage | Safety of any access steps or additional staging | Julian Earl | |
| | | Ensure premises license is available on site for inspection if required. | | Glyn Townsend | |
| | | Ensure adequate lighting to allow performers safe access to stage area. | Lighting adequate for entertainers | David Kilshaw | |
| Toilets | Unsanitary conditions due to over use. Protection after the event | Ensure adequate supply of cleaning materials/toilet paper | Monitor throughout event and clean as necessary. Lock after event over. Security in place | Gareth Green | |
| Waste Disposal | | Franchises to be asked to remove their own litter. Obtain necessary equipment – bags/pickers | Litter pickers will complete final clear up in daylight the next day. Fairground bins to be emptied by event personnel the next day. | Organising Team & volunteers | |
| Generators | | Generators supplied by the Contractors will be checked by logistics to ensure sufficient fuel and general condition particularly as regards access barriers | Generator sited away from public areas. *Periodic inspections during event.* | Glyn Townsend/ MML / David Kilshaw | |

# RISK ASSESSMENT – Burghfest 2016

| HAZARD | COMMENT/HAZARDS | Pre event Action | Event day Action | Responsible person | Completed |
|---|---|---|---|---|---|
| | | | | | |

In support of this overall Risk assessment a Technical Risk Assessment has been completed and is attached below

Technical Risk Assesment - Burghfe

Steve Badger and Ella Staneke
Little Acorns
School Lane
Burghfield Common
Berkshire, RG7 3JZ
[redacted]
3rd September 2016

Ms Sharon Gavin
Environmental Health (Licensing)
West Berks District Council
Market Street
Newbury, RG14 5LD

EH & L
06 SEP 2016
RECEIVED

Re License application 16/01174/LQN

Dear Ms Gavin,

Thank you for your letter dated 26th August, after a week we have received no response to address our concerns by the organisers of this event. However, they have continued to market the event and sell tickets even though the license decision has not been made. We also understand that with each ticket the organisers will be providing a free glass and not using plastic. These represent a danger both during the event and afterwards for footballers, dog walkers and children. It seems that they think they have the entitlement to force this event through without regard for those impacted or the licensing law.

We understand that the Parish Council have already approved this event, however, they did so without consulting the people of Burghfield Common. There was no advertisement of the event, it has not been covered in their newsletter and even the agenda and minutes of the meeting in July where the decision was taken is not available on the Parish website. It has also come to our attention that two of the applicants; Mr Townsend and Mr Ansell are part of the Parish Council NDP committee.

The committee was formed to manage that growth of our village and ensure that a sense of community was fostered for the common good of all residents. Their goals state that communication with the public and knowing their feedback is of high importance. However, the first many us knew about this event was the posting of the licensing notices by WBC. Members of the community we have spoken to, at the 80 houses directly impacted by this event, had no knowledge of it taking place and do not feel that the Recreation Ground is suitable for a beer and music festival, many, with similar concerns to those represented in our last letter.

We feel that as a community we have not been consulted by those elected to represent us at the parish council. Meanwhile the applicants do not respond to our concerns while forging forward with their plans. Hence we would like to make a formal request for the Licensing Sub Committee to hold a hearing so that fair representation can be made and the people who would be impacted by this event can have a voice.

Please would you detail the formal process that is required to request a hearing.

Yours sincerely

[redacted]

Steve Badger and Ella Staneke

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EH & L
26 AUG 2016
RECEIVED

Steve Badger and Ella Staneke
Little Acorns
School Lane
Burghfield Common
Berkshire
RG7 3JZ
[redacted]

24th August 2016

Environmental Health (Licensing)
West Berks District Council
Market Street
Newbury
RG14 5LD

Re License application 16/01174/LQN

Dear Sir / Madam,

I am writing to voice our objection to the granting of an alcohol license for Burghfield Recreation Ground .

Whilst the generation of funds for the air ambulance is indeed a worthy cause, we believe that there are other sites or other activities that could be undertaken without the impact and risks that the proposed "Burgfest" would have on the residents of Burghfield Common.

I was also deeper concerned to find the misdirection contained within the letter distributed by Mr. Townsend that leads the residents to believe that a premises license will provide more protection through greater control for residents than a temporary events license. In contrast on his own facebook page (https://www.facebook.com/Burghfest) he states that the real reasons they are applying for a premises license is so that more than 499 people can attend and that they plan to repeat this event 3 times per year.

*"All very exciting! Instead of a temporary event notice that limits us to 499 people, we are seeking a premises license for the whole recreation ground.*

*We have asked for three events per year so if this goes well we can do two more events at the top of the hill for you all! Wish us luck!!! Fingers crossed that not too many people object"*

The recreation ground is surrounded 360 degrees by residential housing. People here enjoy the peace and quiet afforded them by the small quiet streets and closes with many of our gardens backing onto the Rec. In our own Parish Council plan and design statement our village is deemed as "quiet and rural" and that this should be maintained and protected.

More specifically our concerns fall into 4 areas :

1/ Protection of children from harm :

The Parish actively encourages the use of this area by young children. There is a toddler's playground attracting lots of very young children and Mum's, in addition, the new MUGA attracts many young teenagers. Mixing this environment with a large number of un-vetted adults and a lot of alcohol is a very high risk to the kids in terms of possible interference, influence and that they may get access to the alcohol.

2/ Prevention of crime and disorder :

The Recreation ground already suffers from a string of anti-social, criminal damage and threatening behavior issues fuelled by youngsters consuming alcohol illegally there. The Parish Council has not taken any proactive action against these activities, in fact the security camera's that are in place do not work and reported incidents are not followed up.

We do not believe that the infrastructure is there to prevent the existing crime and disturbance. Therefore Adding a further 500-1000 people mixing with alcohol, will increase the risk of crime against the surrounding area and properties.

The recreation ground is also a very open area with access points all around it and fences that are easily climbable, we do not see how this area can be protected and controlled for this event.

Public urination is already a problem along the path to Blands Close and around the pavilion from gangs of teenagers drinking and smoking drugs. With no access to proper toilet facilities and the general aversion to temporary low quality toilets, this, will also be a problem with large numbers of people consuming lots of fluids. We don't want people using our gardens and fences as a toilet. More concerning it does not seem the toilets are covered in a way that would be required for an event like this.

Insert (https://www.facebook.com/Burghfest)

*We are on! Date for your diary is Friday 23rd and Saturday 24th September.*

*We have some work to do, as we can't access the pavilion for the toilets, so need to rent portable-loos etc so if anyone can get these at bargain prices let us know!*

3/ Public Safety

With many people driving to the event and attendances between 500 and 1000 and no proper parking areas of suitable volume provided, we think that there is a high risk that cars will be parked blocking drives, blocking our narrow residential roads and making access for the bus routes and more importantly access for emergency services difficult. We already have these problems with football matches where only 50 people are in

attendance. Specifically we see problems for residents on Recreation Road, School Lane, Blands Close, Oak Drive, Firs End and Goodwood Close.

Liability will also be a problem for this event, we have seen no provision of insurance covering any damage to our infrastructure, fences, properties either public or private. We would also expect to see public liability covering things such as injury, fire etc for the event itself, without this we are left completely unprotected

4/ Prevention of public nuisance

Littering is already an issue around the Rec, with so many people and bottles, tins and plastic glasses this will be a big problem, especially for those of us that have gardens next to the rec and next to the bus stops on Recreation Road and School Lane.

Noise of live music, many people and disturbances late into the night over the whole weekend as revelers disperse will disrupt our quiet and rural area. We all work hard in the week and to have our weekends disrupted by these events will be unacceptable. There are also a lot of elderly and frail residents living close by on their own that could well be frightened by this event.

In summary we do not believe that the "Burgfest" event can be run on the Recreation Ground as there are just too many security, access, disturbance and safety of children issues. While we feel that supporting charity is a good thing, the risks of running it at this site are overwhelming. Especially as the organisers are misguiding the local population with flyers setting expectations different to that which they intend to execute upon given this license

Yours sincerely

[redacted]

Steve Badger and Ella Staneke

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3 Blands Close
Burghfield Common
Reading
RG7 3JY

August 29th

Licence Application 16/01174/LON

Regarding the above licence application. I should like to voice both my husband's and my concern over the above licence application. We live opposite the entrance to the recreationfield and find it very worrying that the organisers are applying for a licence for the entire recreation ground for a music/drinking event over 2 days, three times a year. The field is surrounded by family housing; there is very little parking; roads are narrow; there is a children's play area in the ground itself and there are no facilities for coping with large numbers. Drinking for two days should

be something carried out somewhere where it can be properly controlled & not on our recreation ground.

[redacted]

We are both disabled - my husband has Parkinsons, and it is difficult enough when some dog-walkers park cars in our narrow road.

West Berkshire COUNCIL

**LICENSING ACT 2003**

**Representations form**

Details of the representee:

Name MARTIN KELLAWAY

Address 4 BIRCH ROAD, BURGHFIELD COMMON READING

Postcode RG7 3LS

[redacted]

Please note the Council is required under the Licensing Act 2003 (Hearings) Regulations 2005 to provide the applicant with copies of the relevant representations made.

Details of the application to make representation(s) on:

Application Reference Number 16/01174/LQN

Name of Premises BURGHFIELD COMMON RECREATION GROUND

Premises Address RECREATION ROAD, BURGHFIELD COMMON

Postcode UNKNOWN

Under the Licensing Act 2003, for a representation to be relevant it must be one that is about the likely effect of the application on the promotion of the four licensing objectives.

Please give details of your representation(s) and include information as to why the application would be unlikely to promote any of the following objective(s):

**The Prevention of Crime and Disorder:**

4 Events a year are planned including the beer festival. This is too many events and the frequency will lead to drunkenness and rowdy behaviour. One event a year is enough.

**Public Safety:**

The area for serving alchol needs to be secure and properly monitored through security staff and passes.

**The Prevention of Public Nuisance:**

The premises is close to residential housing and the music & rowdiness will be a nuisance. One event a year is acceptable not four. The proposed hours are too long. There should be no music on one night and up to 11.00pm on another.

**The Protection of Children from Harm:**

The Grand is open to all and it is likely that underage drinking will occur. There needs to be a secure area for all these events. Coloured wristbands will not operate to prevent harm.

Signed: [illegible]

Date: 31st August 2017.

Please Note: I support a beer festival once a year, subject to my comments above.

Please send completed form to the Senior Licensing Officer at:

West Berkshire Council, Culture and Environmental Protection, Environmental Health & Licensing, Council Offices, Market Street, Newbury, Berkshire RG14 5LD

## Moira Fraser

**Subject:** FW: Burghfield Common Recreation Ground

----- Forwarded Message -----
**From:** MARTIN KELLAWAY <[redacted]
**To:** "Townsend, Glyn" [redacted]
**Cc:** Gareth Green [redacted]
**Sent:** Thursday, 8 September 2016, 10:09
**Subject:** Re: Burghfest

Dear Glyn,

Thank you for your email. Set out below my replies in italics.

We were granted a Temporary Event Licence (TENs) for Burghfest after extensive work and conditions with both the Parish Council and West Berkshire, the event will proceed under this cover and we are looking forward to what promises to be a great community event, helping to raise much needed funds for the charity

> *As I said in my objection, I have no issue in principle with a two day beer festival once a year. A TENs license is ideal for this type of event.*

Why 3 events per year?
This was actually because of costs of application, and effort vs the TENs licence and because applying for a TENs where a Premises licence exists is actually more complicated, so we have given ourselves some flexibility. What you can take as a commitment now is that we have no intention of running more than one beer festival a year. It is also true to say we are unable to run any event without Parish Council Approval.

What could the other events be?
Examples we have mooted, but not agreed or planned could include a Winter Ball, or a Summer ball on a Sat night, or even a Sat night and Sunday Night disco type event on a bank holiday.

The Premises says maximum of a 2 day event, and no more than 3 a year, this does not mean we will use them, or plan to, or even that it may not be 2 more evening events. You can certainly register any objections to further events with the Parish Council and we can agree to include you in any consultation.

> *Noted. But if you only have the firm intention of holding one event a year, I really can't see why you need to ask for three events. I said in my objection that I feel the Rec is not suited to frequent (i.e. 3 a year) events. It is too close to residential accommodation and unnecessarily fetters the right of residents to full access.*

Why did we apply for a Premises Licence anyway?

A Premises licence means we can cast a wider 'net' around the area to be defined as the premise. Under a Premises licence, everything being run will fall within the 'Premise' in that

- Teenagers can't fill 2l bottles of pepsi with Vodka and drink them
- Large picnics will not be brought with cans and bottles that can be left behind, or broken
- We can ensure only those age verified are drinking anywhere in the park
- We can clear the entire recreation ground at 'closing' hours (and a suitable drinking up time before those)
- Unsociable behavior can be met with a stronger response, people can be ejected from the entire recreation ground
- 'Drunkenness' can be met with a response anywhere in the recreation ground

> *I note the differences here and in particular the fact that defining the whole are as a premises could give you some greater control. But would reiterate that I support only one event a year not three.*

Why not just stick to the TENs like any other event?

A TENs licence would limit us to 499 people in the 'premise' area, in this case we defined the premise as the beer/music tent. It does not limit how many people we can sell alcohol to, nor how many people can attend the recreation ground as people can leave the tent to walk the recreation ground with their drink. This would have the following negative implications: *[not sure these are all negative implications]*

· We would need to 'co-locate' the bar and the band tent, as they both fall under licensable activity. This would force the families into the same area as the beer tent *I really can't see any issue here. I attended the Reading Beer Festival in Kings Meadow with my family for many years on this basis.*

· We would need to have people dedicated to 'head counting' or provide a fenced off area and control entry/exit to the beer tent. *Another good thing and exactly the one I made in my objection.*

· We would have no control from a licence stand-point outside of the 'premise' area, we would not be able to control: *But you won't have this outside of the Rec ground under the basis proposed. All you would do is push this into surrounding residential areas. I think you are worried about something that is unlikely to happen given that this should be a once a year only event.*

· people brining their own drink, cans, bottles etc into the park

· people/youth drinking from 'unmarked' bottles – for example teenagers obviously drinking pre-mixed alcohol from bottles would not be within our powers

· the ability to enforce a bar close/drinking up time

· would be unable to eject people from the public space without police assistance

· people bringing their own cans, bottles and food will increase the litter to be cleared up by the volunteers

Burghfest will proceed as planned with our TENs licence, but the organisers had hoped to provide more control and fun, and allow two spaces - one for drink, and one for music that all people in the park could enjoy without screening them off and freedom of movement between the two. Access to the consumption and sale of alcohol will be controlled through wrist bands – only people wearing wristbands will be able to consume alcohol, under a premises licence we can control the entire recreation ground in this manner, with the police under a statutory obligation to assist enforcement as needed. *I don't agree with your thinking here. The event needs to be in one place, with controlled access in part of the Rec only.*

Other items you may be interested to know:

<u>Insurance</u>
We are fully insured by Thames Valley and Chiltern Air Ambulance, and all of the vendors at the event have also provided their liability insurance certificates. These are part of the agreement in place with the Parish Council, and the requirements laid down before approval was granted. *Noted.*

<u>Parking</u>
We are planning to have parking available 'off site' this is not being advertised ahead of the time to reduce the likelihood of trespass to the site. Access has been negotiated, some site prep work is required
All posters and tickets state parking is limited to encourage people not to drive
The parking at the recreation ground will be reserved for disabled parking
The primary reason for selecting the Recreation Ground in the common, was to reduce the amount of driving required. Good bus routes are available, and the event Is being run for those of the village, it is not being advertised by the Burghfest team outside of the village area. *Noted.*

<u>Waste/Litter</u>
Air Ambulance volunteers and the Burghfest team will be clearing litter during the events on a rota basis, in addition on the Sunday morning a team of volunteers will complete a full litter sweep of the immediate area
Veolia waste management are providing recycling facilities for the event, as we are trying to stay as 'green' as possible
Ticket holders will receive a commemorative 'glass' from unbreakable Polycarbonate that they can use for the event, it is not envisaged there will be a large number of cans/bottles resulting from the beer tent
Soft drinks and food containers - There is likely to be coffee cups, cans and plastic bottles, and food containers from other concessions on site. It is envisaged that the recycling bins will be used, but the marshals and litter patrols will continue to tidy during the event. *Noted.*

<u>Toilet facilities</u>
Toilet facilities will be provided in two locations at the recreation ground. The lack of toilet facilities resulting in teenagers currently urinating in the park of an evening will not be compounded by this festival, as toilets are provided and, subject to a premises licence, the entire recreation ground would be under the licence control
Disabled toilets will be provided

Toilets will be inspected during the event, and a full service on Saturday morning and cleaning throughout the event. *Noted.*

Children
The event is not a night club – beer festivals are not associated with drunken binges – there is no lager or spirits on offer. The intention is to provide a family friendly atmosphere. To this end there will be activities for children and families, but children are to remain the responsibility of the parents at all times The event will be well advertised, and known to be taking place, particularly sensitive children and parents will have opportunity not to attend the recreation ground during the event. *Noted.*

Crime and Disorder
There have been a spate of issues at the recreation ground in recent weeks, but this crime and nuisance is not related to, or caused by Burghfest. *Not surprising given that it hasn't happened yet!*

For Burghfest we will have a team of 4 SIA certified security personnel, supported by a team of volunteers in high visibility during the event. TVP have also offered a presence, but not committed given the operational nature of their planning. Overnight we will have a dog patrol, so the issues that would be expected on a normal weekend can be dealt with during the event

Past events at Mortimer and Burghfield that have been subject to unruly behavior have not suffered issues since the introduction of nighttime dog patrols and high visibility volunteers, the Burghfest team are adding further precaution to this with the inclusion of professional security team, first aid responders and Thames Valley Police

Under a Premises licence the police would have a statutory obligation to assist in the removal of drunk, unruly or nuance persons from the premise – in this case the entire recreation ground. This power would allow the organisers to act more quickly and decisively to prevent matters escalating into anything that would disrupt the atmosphere intended, these powers are not so extensive under a TENs. *I don't feel there is a massive difference between the two here. You can still manage out bad behaviour under the TENs licence and the statutory obligation relates only to the Rec ground itself. (i.e. chucking out a drunk).*

Under a Premises licence we would have much more flexibility to respond to nuisance behaviour than under a TENs. *See above.*

I really hope this helps with your concerns, and whilst I do appreciate that this event will have some impact because of your proximity, that you will feel able to join in and take part in this event in support of such an amazing cause. *See my first comment above.*

I honestly feel the event will be better and more successful under a premises licence, but understand that you may want to retain your objection to the event as a premises licence. I would, however, be grateful if you would consider withdrawing your formal objection, and instead working directly with me to mitigate the issues you have to make this the best event it can be for the whole community

> *I cannot agree with your conslusions here. A TENs licence is ideal for this type of arrangement. I know the Burghfield Santas do good work for the Air Ambulance and that the Burghfest will help this cause and as I said in my first comment, I supoport a once a year two day event. I cannot support a three events a year at this site and a full Licence application is unstutable in any event.*
>
> *I hope the Burghfest goes well. But I cannot support a Licence application for three events a year. Once a year under a TENs licence is appropriate.*

Regards

Martin Kellaway

---

**From:** "Townsend, Glyn" [redacted]
**To:** "martinkellaway [redacted]
**Cc:** Gareth Green < [redacted]

**Sent:** Wednesday, 7 September 2016, 16:45
**Subject:** Burghfest

Dear Martin

I am following up on the objection you have raised to the granting of the Premises licence for the event on the 23rd and 24th September, and hope to alleviate your concerns

We were granted a Temporary Event Licence (TENs) for Burghfest after extensive work and conditions with both the Parish Council and West Berkshire, the event will proceed under this cover and we are looking forward to what promises to be a great community event, helping to raise much needed funds for the charity

Why 3 events per year?
This was actually because of costs of application, and effort vs the TENs licence and because applying for a TENs where a Premises licence exists is actually more complicated, so we have given ourselves some flexibility. What you can take as a commitment now is that we have no intention of running more than one beer festival a year. It is also true to say we are unable to run any event without Parish Council Approval.

What could the other events be?
Examples we have mooted, but not agreed or planned could include a Winter Ball, or a Summer ball on a Sat night, or even a Sat night and Sunday Night disco type event on a bank holiday
The Premises says maximum of a 2 day event, and no more than 3 a year, this does not mean we will use them, or plan to, or even that it may not be 2 more evening events. You can certainly register any objections to further events with the Parish Council and we can agree to include you in any consultation.

Why did we apply for a Premises Licence anyway?

A Premises licence means we can cast a wider 'net' around the area to be defined as the premise. Under a Premises licence, everything being run will fall within the 'Premise' in that

- Teenagers can't fill 2l bottles of pepsi with Vodka and drink them
- Large picnics will not be brought with cans and bottles that can be left behind, or broken
- We can ensure only those age verified are drinking anywhere in the park
- We can clear the entire recreation ground at 'closing' hours (and a suitable drinking up time before those)
- Unsociable behavior can be met with a stronger response, people can be ejected from the entire recreation ground
- 'Drunkenness' can be met with a response anywhere in the recreation ground

Why not just stick to the TENs like any other event?
A TENs licence would limit us to 499 people in the 'premise' area, in this case we defined the premise as the beer/music tent. It does not limit how many people we can sell alcohol to, nor how many people can attend the recreation ground as people can leave the tent to walk the recreation ground with their drink. This would have the following negative implications:

- We would need to 'co-locate' the bar and the band tent, as they both fall under licensable activity. This would force the families into the same area as the beer tent
- We would need to have people dedicated to 'head counting' or provide a fenced off area and control entry/exit to the beer tent
- We would have no control from a licence stand-point outside of the 'premise' area, we would not be able to control:
    - people brining their own drink, cans, bottles etc into the park

- people/youth drinking from ‘unmarked’ bottles – for example teenagers obviously drinking pre-mixed alcohol from bottles would not be within our powers
- the ability to enforce a bar close/drinking up time
- would be unable to eject people from the public space without police assistance
- people bringing their own cans, bottles and food will increase the litter to be cleared up by the volunteers

Burghfest will proceed as planned with our TENs licence, but the organisers had hoped to provide more control and fun, and allow two spaces - one for drink, and one for music that all people in the park could enjoy without screening them off and freedom of movement between the two. Access to the consumption and sale of alcohol will be controlled through wrist bands – only people wearing wristbands will be able to consume alcohol, under a premises licence we can control the entire recreation ground in this manner, with the police under a statutory obligation to assist enforcement as needed

Other items you may be interested to know:

**Insurance**
We are fully insured by Thames Valley and Chiltern Air Ambulance, and all of the vendors at the event have also provided their liability insurance certificates. These are part of the agreement in place with the Parish Council, and the requirements laid down before approval was granted

**Parking**
We are planning to have parking available ‘off site’ this is not being advertised ahead of the time to reduce the likelihood of trespass to the site. Access has been negotiated, some site prep work is required
All posters and tickets state parking is limited to encourage people not to drive
The parking at the recreation ground will be reserved for disabled parking
The primary reason for selecting the Recreation Ground in the common, was to reduce the amount of driving required. Good bus routes are available, and the event Is being run for those of the village, it is not being advertised by the Burghfest team outside of the village area

**Waste/Litter**
Air Ambulance volunteers and the Burghfest team will be clearing litter during the events on a rota basis, in addition on the Sunday morning a team of volunteers will complete a full litter sweep of the immediate area
Veolia waste management are providing recycling facilities for the event, as we are trying to stay as ‘green’ as possible
Ticket holders will receive a commemorative ‘glass’ from unbreakable Polycarbonate that they can use for the event, it is not envisaged there will be a large number of cans/bottles resulting from the beer tent
Soft drinks and food containers - There is likely to be coffee cups, cans and plastic bottles, and food containers from other concessions on site. It is envisaged that the recycling bins will be used, but the marshals and litter patrols will continue to tidy during the event

**Toilet facilities**
Toilet facilities will be provided in two locations at the recreation ground. The lack of toilet facilities resulting in teenagers currently urinating in the park of an evening will not be compounded by this festival, as toilets are provided and, subject to a premises licence, the entire recreation ground would be under the licence control
Disabled toilets will be provided
Toilets will be inspected during the event, and a full service on Saturday morning and cleaning throughout the event

**Children**
The event is not a night club – beer festivals are not associated with drunken binges – there is no lager or spirits on offer. The intention is to provide a family friendly atmosphere. To this end there will be activities for children and families, but children are to remain the responsibility of the parents at all times
The event will be well advertised, and known to be taking place, particularly sensitive children and parents will have opportunity not to attend the recreation ground during the event

**Crime and Disorder**
There have been a spate of issues at the recreation ground in recent weeks, but this crime and nuisance is not related to, or caused by Burghfest.

For Burghfest we will have a team of 4 SIA certified security personnel, supported by a team of volunteers in high visibility during the event. TVP have also offered a presence, but not committed given the operational nature of their planning. Overnight we will have a dog patrol, so the issues that would be expected on a normal weekend can be dealt with during the event

Past events at Mortimer and Burghfield that have been subject to unruly behavior have not suffered issues since the introduction of nighttime dog patrols and high visibility volunteers, the Burghfest team are adding further precaution to this with the inclusion of professional security team, first aid responders and Thames Valley Police

Under a Premises licence the police would have a **statutory obligation** to assist in the removal of drunk, unruly or nuance persons from the premise – in this case the entire recreation ground. This power would allow the organisers to act more quickly and decisively to prevent matters escalating into anything that would disrupt the atmosphere intended, these powers are not so extensive under a TENs

Under a Premises licence we would have much more flexibility to respond to nuisance behaviour than under a TENs

I really hope this helps with your concerns, and whilst I do appreciate that this event will have some impact because of your proximity, that you will feel able to join in and take part in this event in support of such an amazing cause.

I honestly feel the event will be better and more successful under a premises licence, but understand that you may want to retain your objection to the event as a premises licence. I would, however, be grateful if you would consider withdrawing your formal objection, and instead working directly with me to mitigate the issues you have to make this the best event it can be for the whole community

Yours

Glyn

**Glyn Townsend**
[redacted]

N A LARKIN & M LARKIN



Jasmine Cottage
School Lane
Burghfield Common
Berkshire
RG7 3HA
[redacted]

Environmental Health (Licencing)
West Berkshire District Council
Market Street
Newbury
RG14 5LD

Dear Sirs,

OBJECTION
Licence Application 16/01174/LQN

We wish to object in the strongest possible terms to this application.

It would be entirely inappropriate for this event to take place on our village recreation ground which is used by families with young children and is situated close to established housing on all four sides.

Specifically

1) NOISE Living less than 100yards from the recreation ground the noise both of the music and the participants, especially when departing will be intolerable.

2) PARKING/ TRAFFIC There is no suitable parking for such a large event, this will result in local roads being congested to the point where access for emergency vehicles will be jeopardised. We also anticipate problems with vehicles blocking access to residents' houses.

3) ANTISOCIAL BEHAVOUR Events of this type inevitably lead to drunkenness which gives rise to numerous associated problems. We remember the last time an event on the recreation ground at which alcohol was available resulted in the police being called to deal with the problems.

4) PUBLIC NUISANCE Litter will be a big problem. No matter how well the clean up is performed ring pulls, bits of glass etc will get ground into the turf causing a hazard to children playing, and footballers using the area. There will inevitably be problems with urination and defecation in the area. Presumably the

organisers will provide mobile toilets, however our experience of outdoor events is that these are never adequate and there are no public toilets in the village.

In short Burghfield Common Recreation Ground containing a children's playground, surrounded by residential housing, with inadequate parking is not the venue for a pop festival.

[redacted]

Mr N A Larkin

Mrs M Larkin

[redacted]

Ps: Despite living less than 100yards from the "rec" the organisers have not bothered to inform us of their plans.

2 Oak Drive
Burghfield Common
Reading
RG7 3JF



29th August 2016

Environmental Health
(Licensing)
West Berks District Council
Market Street
Newbury
RG14 5LD

Dear Sirs

**RE: License Application 16/01174/LQN**

I am writing regarding the above Application for the following reasons:

Residents of Burghfield Common and in particular those living in the vicinity of the Recreation Ground, have been totally misled by the original information given out by the organisers, saying it was a one-off event to raise money for the Air Ambulance. Of course this is a very worthy cause but we have not been given any information to verify this and could just be a way of trying to gain support for a drinking festival. The organisers are now trying to extend this to three or more times per year. Why would any village need to have an event like this three times a year?

The event in question and others to follow are to be held on Burghfield Common Recreation Ground. This amenity is surrounded by houses and central to a quite and rural residential area. The Recreation Ground has children's play areas and is used throughout the week-ends by families and dog walkers.

It will not be a safe area for children and young people throughout the week-ends in question as there will be people drinking from 11.00 am to 11.pm and it is possible that people will bring their own alcohol and continue to drink late into the night after the "official" bar has closed. As this is a two-day event, it is also likely that people will try to camp-out at the venue. This could cause further problems with litter, noise, drunken behaviour, vandalism and people using resident's gardens and driveways as toilets, which is totally unacceptable.

Who is going to police this event ? Will the organisers have any kind of Public Liability Insurance to cover for any damage which may be caused to resident's properties ?

Cont'd...

2/

The type of event being planned is totally unsuitable for a village park. If the suggested 500+ people arrive, there is insufficient parking anywhere in the area and residents will either be blocked in to their driveways or not able to park outside their own home.

In summary, I do not believe that the "Burgfest" (whatever that may be?) should be run on the village Recreation Ground on the grounds of security, safety, access, parking issues, disturbance. Although supporting a charity is a good thing, this is not the place to do it and the risks of running it at this site are just too great.

The organisers are misleading the local residents with flyers which set expectations which differ from what they are actually intending. Their own website states that the reason for applying for this type of licence is so that more 499 people can attend.

On these grounds, I strongly object to this Licence being granted.

Yours faithfully

[redacted]

York House,
7 Blands Close,
Burghfield Common,
Reading.
Berkshire.
RG7 3JY
01 September 2016

*West Berkshire Council,*
Culture and Environmental Protection,
Environmental Health & Licensing,
Council Offices,
Market Street,
Newbury.
RG14 5LD

Dear Sir / Madam

Subject: Receipt - For Petition and Covering Letter, Objecting to the Granting of an Alcohol Licence (Application Ref: 16/01174/LQN) and to the 3 Events (Live Music/Recorded music) per Annum.

Attached subject Petition containing 37 signatures was today 01 September 2016 received and signed for by West Berkshire Council as outlined below. **Please ensure Environmental Health & Licencing Team is given the attached Petition today.** Thank you.

Received By West Berkshire Council:

Name (Please Print) [redacted]

Signature: MRS SHARON GAVIN
TECHNICAL OFFICER-LICENSIN

Date: 01.09.2016

**By Hand**

York House,
7 Blands Close,
Burghfield Common,
Reading.
Berkshire.
RG7 3JY
30 August 2016

*West Berkshire Council,*
Culture and Environmental Protection,
Environmental Health & Licensing,
Council Offices,
Market Street,
Newbury.
RG14 5LD

Dear Sir / Madam

Subject: Petition Objecting to the Granting of an Alcohol Licence (Premises and/or TENs or any Other Alcohol Licence. Also we object to the holding of the 3 Live Music and Recorded music Events per Annum at our Burghfield Common Recreation Ground. Please see Petition of Objection attached, relating to Application Ref: 16/01174/LQN.

The Residents of Burghfield Common in the attached **Petition of Objection** strongly object to the granting of an Alcohol Licence, (Premises / TENs and/or any other Alcohol Licence) and also object to the 3 Live and Recorded music Events per annum, proposed to be held in our Burghfield Common Recreation Ground for the reasons stated in attached Petition of Objection

**Furthermore it should be noted**:

- It should be noted that the attached Petition of Objection is in the main (approx. 95%) from residents along the 360 degrees Perimeter of the Burghfield Common Recreation Ground. The remainder being from very close proximity (The end of School Lane opposite the Recreation Ground and Blands Close)
- More Residents along the Perimeter of the Recreation Ground would be on our Petition had they been at home when the Petition was been done (As advised by neighbours in Garlands Close , Recreation Road, School Lane etc.,
- The Parish Council Plan and Design Statement advises that our village of Burghfield Common as 'Quiet and Rural' and that this should be maintained and protected. Is it possible that the Parish Council don't understand their own Plan/Statement, by approving (on 22nd July'16)the Burghfield Beer Festival (Burghfest) to go ahead, without any consideration whatsoever for all the Residents around the 360 degrees Perimeter and close proximity of the Burghfield Common Recreation Ground. It is hoped that the Parish Council will strongly object to the granting of a premises licence and also object to the 3 Live Music and Recorded music Events which are planned from 11.00AM to 11.00PM each for 2 consecutive days.
- It is a very misleading statement by the organisers to state that a premises licence will provide more flexibility and control, when the opposite is true. Common sense tells us the larger the crowd the more difficult it is to control.

- It is also concerning that the Organisers had a date of 02 September 2016 on their initial Application Notices (Application Ref: 16/01174/LQN) where local residents had to make representation to the Licensing Department at the Council, but now they have obviously changed the Notices as the date now (on the replaced Notices) by which you must make representation to the Council (Licensing Department) is 13th September 2016? This can only be considered as seriously inappropriate Behaviour to say the least as no mention was made on the new Notices as to why the date changed from 02 September to 13 September 2016? (Everything else on the replaced Notices around the Recreation Ground is the same as the initial Notices, except the date?)
- It is easily foreseeable that Parking will be a very serious problem resulting in potential risks to the Public at large, and in particular to the many children who use our Burghfield Recreation ground on a daily basis. There will be (most likely) double parking on both sides of various local roads/closes (with the potential risk that some Residents drives could be blocked), and in relation to Recreation road in particular this will cause mayhem for Reading Buses to get through, but more importantly for the Emergency Services.
- It is common sense that such Events as the Burghfield Beer Festival and the 3 Live Music / Recorded music Events (Each Event being over 2 consecutive days, 11.00AM to 11.00PM) with the sale of Alcohol should be held at an appropriate Venue, which has adequate Parking facilities and not situated smack bang in the centre of a Residential area (Burghfield Common Recreation Ground), causing disturbance to Residents around the Perimeter of the Burghfield Recreation Ground (having to suffer the noise of Live/Recorded music for such continuous long periods (11.00AM to 11.00PM) as well as the risks to Local children and dog walkers, who use the Recreation Ground on a Daily basis.
- The Burghfield May Fayre (Family day) in comparison (held at the Hatch, Burghfield Village) is for one day and finishes at 4PM
- Many local Children use the Recreation Ground on a daily basis and the holding of such Events could be a potential risk to Local Children especially if the consumption of Alcohol in our Burghfield Recreation Ground, is allowed (from 11.00AM to 11.00PM for 2 consecutive days per Event)
- Furthermore the Organisers won't be able to control Public Safety, Public Nuisance any potential crime or disorder after revellers have left the Recreation Ground after 11.00 PM at night some who may have been consuming alcohol all day, and considering these Events are proposed over 2 consecutive days/nights any/all risks must be avoided. Suck risks can only be avoided by the rejection of the Alcohol Premises Licence Application and any other Alcohol Licence Applications.

Considering all of the above and our attached **'Petition of Objection'** to the Granting of an Alcohol Licence (Premises and/or TENs or any Other Alcohol Licence, and to the holding of the 3 Live Music and Recorded music Events per Annum at our Burghfield Common Recreation Ground, it is hoped that the Licensing Authority and West Berkshire Council will take into account all of the risks highlighted in our Petition and as stated above, and reject the Alcohol Licence Application 16/01174/LQN outright and also **not allow** the staging of the 3 proposed Events (Live/Recorded music Events) per Annum.

Yours Sincerely

[redacted]

Patrick Foran

On Behalf of the Signatories to the attached Petition submitted 'By Hand' on 01 September 2016, to West Berkshire Council – Culture and Environmental Protection, Environmental Health & Licensing, Council Offices, Market Street, Newbury. Berkshire RG14 5LD

CC: Mrs Cally Morris, Burghfield Parish Council, PO Box 7381, Reading. RG1 9XP

Thames Valley Police (Policing Team for Burghfield), Newbury Police Station, Mill Lane, Newbury, Berks. RG14 5QU.

**PETITION**

**OBJECTING TO**

**THE GRANTING OF AN ALCOHOL LICENCE AND TO THE 3 X 2 CONSECUTIVE DAYS LIVE AND RECORDED MUSIC EVENTS PER ANNUM AT BURGHFIELD COMMON RECREATION GROUND APPLICATION REF: 16/01174/LQN**

**We the undersigned hereby strongly object to an Alcohol Licence being granted for the 3 Live and Recorded Events Per Year over 2 consecutive days Per Event, at Burghfield Common Recreation Ground, RG7 3EN, Application Ref: No. 16/01174/LQN and also object to the Music Events themselves for the following reasons:**

**1. Prevention of Crime and Disorder:**
**It is not clear who has responsibility with regards to implementing strategies to help with the prevention of crime and Anti-Social Behaviour for these 3 x 2 consecutive day Live and Recorded Music Events. There has been a number of break-ins in the close vicinity of the recreation ground (which can be verified with the Police) and there will most likely be a number of people who will sleep overnight in the recreation ground or in their cars, which in itself could lead to other potential risks to local residents and to the revellers themselves.**

**2. Public Safety:**
**There is only minimal parking close to the recreation ground, which is insufficient for 2 consecutive days Music Events, and will cause serious traffic problems, which again could lead to road traffic accidents and congestion. Rubbish and litter is also a safety risk to children, dog owners and others. Threats to community safety is also a factor considering the potential crowd size of several thousand people.**

**3. Public Nuisance:**
**The continuous noise from these consecutive 2 days music events would be totally unreasonable and unbearable especially for residential properties in the very near vicinity overlooking the Recreation ground and other local residents.**
**With the potential crowds being up to 5,000 people , the waiting times to use portable toilet facilities could result in Public nuisance behaviour, in or around local properties and local streets.**

**4. The Protection of Children from Harm:**
**The Recreation Ground at Burghfield Common is in the middle of a residential area surrounded on all sides by residential properties over-looking the recreation ground, which is continuously used by local children during the day and evenings. The numbers of people attending such 2 day musical festivals could be up to 5,000 people according to the Licensing Department at West Berkshire Council. This excessive amount of people attending could present serious risks (for example, over crowding in such a small area and drunken abuse accidents or worse etc.) to local children continuously using the recreation grounds and an Alcohol Licence should therefore not be granted.**

**The recreation ground is a very popular local amenity used extensively by all residents on a daily basis including dog walkers, children's play areas and for various sporting events. The lack of use by local Council Tax payers of our local amenity (Burghfield Common Recreation Ground) for 6 days per year is unacceptable, And furthermore an Alcohol Licence must be rejected for the above reasons.**

| SURNAME | INITIALS | ADDRESS (STREET/ROAD NAME) | POST CODE | DATE |
|---|---|---|---|---|
| FORAN | PJ | 7 BLANDS CLOSE | RG7 3JY | 26/8/16 |
| FORAN | E | " " " | " " " | 26/8/16 |
| FORAN | A | " " " | " " " | 26/8/16 |
| KENNEDY | P | 1 BLANDS CLOSE | RG7 3JY | 27/8/16 |

**PETITION**

**OBJECTING TO**

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|---|---|---|---|---|
| KENNEDY | D. | 1 BLANDS CLOSE | RG7 3JY | 27/8/16 |
| ELLIOTT | L.M. | 3 BLANDS CLOSE | RG7 3JY | 27/8/16 |
| ELLIOTT | L.A. | 3 BLANDS CLOSE | RG7 3JY | 27.8.16 |
| STONEHAM | S.A. | 6 BLANDS CLOSE | RG7 3JY | 27.8.16 |

**PETITION**

**OBJECTING TO**

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| SURNAME | INITIALS | ADDRESS (STREET/ROAD NAME) | POST CODE | DATE |
|---|---|---|---|---|
| MALIPHANT | A | 5 BLANDS CLOSE | RG7 3JY | 27/8/16. |
| Fox | J | 1 OAK Drive | RG7 3JF | 27/8/16 |
| FULFORD | M | 8 OAK DRIVE | RG7 3JF | 27/8/10 |
| ROY | GR | 1 GARLANDS CLOSE | RG7 3JS | 27/8/10 |

**PETITION**

**OBJECTING TO**

**THE GRANTING OF AN ALCOHOL LICENCE AND TO THE 3 X 2 CONSECUTIVE DAYS LIVE AND RECORDED MUSIC EVENTS PER ANNUM AT BURGHFIELD COMMON RECREATION GROUND**
**APPLICATION REF: 16/01174/LQN**

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| SURNAME | INITIALS | ADDRESS (STREET/ROAD NAME) | POST CODE | DATE |
|---|---|---|---|---|
| HEALING | G | 7 Garlands Close | RG7 3JX | 27-8-16 |
| SHERIFF | P | 8 GARLANDS CLOSE | RG7 3JX | 27-8-16 |
| LOCHRIE | R | 4 GARLANDS CLOSE | RG7 3JX | 27-8-16 |
| WATSON | C | HORSE CHESTNUT HOUSE | RG7 3JL | 27-8-16 |

**PETITION**

**OBJECTING TO**

**THE GRANTING OF AN ALCOHOL LICENCE AND TO THE 3 X 2 CONSECUTIVE DAYS LIVE AND RECORDED MUSIC EVENTS PER ANNUM AT BURGHFIELD COMMON RECREATION GROUND APPLICATION REF: 16/01174/LQN**

**We the undersigned hereby strongly object to an Alcohol Licence being granted for the 3 Live and Recorded Events Per Year over 2 consecutive days Per Event, at Burghfield Common Recreation Ground, RG7 3EN, Application Ref: No. 16/01174/LQN and also object to the Music Events themselves for the following reasons:**

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**2. Public Safety:**
**There is only minimal parking close to the recreation ground, which is insufficient for 2 consecutive days Music Events, and will cause serious traffic problems, which again could lead to road traffic accidents and congestion. Rubbish and litter is also a safety risk to children, dog owners and others. Threats to community safety is also a factor considering the potential crowd size of several thousand people.**

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**4. The Protection of Children from Harm:**
**The Recreation Ground at Burghfield Common is in the middle of a residential area surrounded on all sides by residential properties over-looking the recreation ground, which is continuously used by local children during the day and evenings. The numbers of people attending such 2 day musical festivals could be up to 5,000 people according to the Licensing Department at West Berkshire Council. This excessive amount of people attending could present serious risks (for example, over crowding in such a small area and drunken abuse accidents or worse etc.) to local children continuously using the recreation grounds and an Alcohol Licence should therefore not be granted.**

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| SURNAME | INITIALS | ADDRESS (STREET/ROAD NAME) | POST CODE | DATE |
|---|---|---|---|---|
| TYLER | P.J | RECREATION RD. | RG7 3EN | 27.8.16 |
| SCHOFIELD | P.J. | THATCHFIELDS RECREATION RD | RG7 3EN | 27-8-16 |
| SELWAY | D.A.S | ASHLEE, RECREATION RD | RG7 3EN | 27-8-16 |
| SELWAY | C.L | ASHLEE, RECREATION RD | RG7 3EN | 27.8.16 |

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|---|---|---|---|---|
| BADGER | SJ | Little Coins | RG7 3SZ | 27/8/16 |
| STANEKE | EC | " " | " " | " |
| MARTIN | MJ | 2 OAK DRIVE | RG7 3JF | 29/8/16 |
| MARTIN | A | " " " | RG7 3JF | 29/8/16 |

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|---|---|---|---|---|
| ARKLEY | J.W | 5 OAK DRIVE BC. | RG73JE | 29/8/16 |
| ARKLEY | A.J | — " — | — " — | — " — |
| TUCKER | NJ | 2 BLANDS CLOSE | RG7 3JV | 29/8/16 |
| Abery | | WYCHWOOD. REC RD | RG7 9EB | " |

13/08/2016

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|---|---|---|---|---|
| EAGLE | V R | 133 RECREATION RD | RG7 3EN | 29/8/16 |
| PEARSE | David | New House Recreation Rd | RG7 3EN | 29/8/16 |
| PEARSE | Dominique | " | " | " |
| SIMPSON | S | 130 Reading Road | RG7 3EH | 29/8/16 |

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|---|---|---|---|---|
| ROBINSON | P.P. | 'MUSKAT' | RG7 3ES | 29/8/16 |
| SWANBOROUGH | ES | NORTHLAKE HOUSE | RG7 3LA | 29/8/16 |
| SWANBOROUGH | JS | NORTHLAKE HOUSE | RG7 3LA | " " " |
| SWANBOROUGH | JO | ROUNDOAKS | RG7 3SZ | " " " |

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|---|---|---|---|---|
| MATTHEW | I | 2A GOODSMANS | RG7 3EZ | 27.8.16 |
| | | | | |
| | | | | |
| | | | | |

20 Garlands Close
Burghfield Common
RG7 3JX



30th Aug 2016

To whom it may concern
Re - License Application 16/01174/LQN

I would like to state my objection to the above license being issued for Burghfield Common Recreational Site.
I live in one of the roads that run by the side of the park and have done for many years and I don't feel that the site is suitable to host an event of up to 1,000 people and the items that

will accompany the organisers. While I would have no objection to an event (as has previously happened) during the day - I feel at night with the alcohol that will be consumed and the amount of time it will take to disperse that number of people - a disturbance of many kinds is inevitable - traffic? where will parking be? noise - litter possible public nuisance and damage to private property.

I hope this license will not be successful as there are more suitable sites about the village - we do have a BCSA site with bar and parking and football fields right on our doorsteps as well as the farm site on the Meseoak Rd which has also held successful events for the motorbike clubs

Yours sincerely [redacted]

EH & L
31 AUG 2016
RECEIVED

2 Blands Close
Burghfield Common
Reading
RG7 3JY

29TH August 2016

Environmental Health (Licensing),
West Berks District Council
Market Street
Newbury
RG14 5LD

**Re: Burghfest Licence Application 16/01174/LQN**

Dear Sir/Madam,

Re the recent licence application noted above for 'Burghfest' on the Recreation Ground, in Burghfield Common, *I strongly object to the issuing of any form of licence or permission for this event.*

I live virtually next door to the recreation with a disabled husband and as such object on the grounds of :

- Inevitable public drunkenness
- Noise nuisance created by Loud music at the event
- Lack of infrastructure to support parking, meaning our roads, driveways and paths will be obstructed (we need these for wheelchair access)
- The potential for crime and disorder.
- The risk to vulnerable young children that the proposed events would bring
- The inevitable nuisance and damage to private property.

I would ask that you refuse the licence on the above grounds.

Yours faithfully [redacted]

Mrs I Tucker

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2 Oak Drive
Burghfield Common
Reading
RG7 3JF



29th August 2016

Environmental Health
(Licensing)
West Berks District Council
Market Street
Newbury
RG14 5LD

Dear Sirs

**RE: License Application 16/01174/LQN**

I am writing regarding the above Application for the following reasons:

Residents of Burghfield Common and in particular those living in the vicinity of the Recreation Ground, have been totally misled by the original information given out by the organisers, saying it was a one-off event to raise money for the Air Ambulance. Of course this is a very worthy cause but we have not been given any information to verify this and could just be a way of trying to gain support for a drinking festival. The organisers are now trying to extend this to three or more times per year. Why would any village need to have an event like this three times a year?

The event in question and others to follow are to be held on Burghfield Common Recreation Ground. This amenity is surrounded by houses and central to a quite and rural residential area. The Recreation Ground has children's play areas and is used throughout the week-ends by families and dog walkers.

It will not be a safe area for children and young people throughout the week-ends in question as there will be people drinking from 11.00 am to 11.pm and it is possible that people will bring their own alcohol and continue to drink late into the night after the "official" bar has closed. As this is a two-day event, it is also likely that people will try to camp-out at the venue. This could cause further problems with litter, noise, drunken behaviour, vandalism and people using resident's gardens and driveways as toilets, which is totally unacceptable.

Who is going to police this event ? Will the organisers have any kind of Public Liability Insurance to cover for any damage which may be caused to resident's properties ?

Cont'd...

2/

The type of event being planned is totally unsuitable for a village park. If the suggested 500+ people arrive, there is insufficient parking anywhere in the area and residents will either be blocked in to their driveways or not able to park outside their own home.

In summary, I do not believe that the "Burgfest" (whatever that may be?) should be run on the village Recreation Ground on the grounds of security, safety, access, parking issues, disturbance. Although supporting a charity is a good thing, this is not the place to do it and the risks of running it at this site are just too great.

The organisers are misleading the local residents with flyers which set expectations which differ from what they are actually intending. Their own website states that the reason for applying for this type of licence is so that more 499 people can attend.

On these grounds, I strongly object to this Licence being granted.

Yours faithfully

[redacted]

2 Oak Drive
Burghfield Common
Reading
RG7 3JF



29th August 2016

Environmental Health
(Licensing)
West Berks District Council
Market Street
Newbury
RG14 5LD

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[redacted]

Milestones
Firs End
Burghfield Common
Reading
Berkshire
RG7 3EP
[redacted]
01 September 2016

Dear Sirs

**Licence Application number: 16/01174/LQN**
**Supply of alcohol, live and recorded music at 'Burghfest'**

I am writing to object to the licence application for 'Burghfest' which is scheduled to take place on Friday 23rd and Saturday 24th September on the Common Recreation Ground, Burghfield Common.

I live just 50 yards from the recreation ground and am concerned over a number of issues. Although this event is being arranged for a very worthy charitable cause, the decision to put on the event was made by a very small group of people without any consultation with those living close to the park.

The fact that the organisers are hoping to attract in excess of 500 people (although 700 has been mentioned by the organisers) in what is effectively a village, is in my opinion unacceptable.

I have already witnessed excessive noise, swearing, public urination and street parking issues from the football that takes place there for 10 months of the year. There has also recently been a noticeable increase in anti-social behaviour from youths, to the point locals are scared to walk across the recreation ground. The Parish Council and police are now involved in those issues.

As locals, we have been told by the organisers that people will walk to the event or come by bus and there won't be any parking issues. However I see that Burghfest has been advertised as far afield as Surry, and I suggest people coming from this sort of distance will indeed use cars. I therefore have concerns about the immediate residential streets being full of cars and not being able to get access to my driveway. What is being done to keep the streets clear from cars?

I am concerned that a licence to consume alcohol over many hours during these 2 days will fuel anti-social behaviour and that males will not use the temporary toilet facilities, but will instead urinate against peoples walls and hedges, particularly as they leave the event. How will this be controlled by the organisers of Burghfest outside of the recreation ground?

There is to be live music and I presume tannoy's, and although I appreciate there are no recommended noise levels for live events, when you live as close as we do, then I am expecting to have all doors and windows closed in the entirety and not to be able to sit or work in the garden during the day. This is a will therefore affect the enjoyment of my own home for 2 days.

Finally I was asked by one of the organisers, who contacted me following my enquiry to the Parish Council, not to write an objection letter to the Licencing section of West Berkshire District Council. I find that suggestion unacceptable as it is my right to object if I so consider there to be issues that need resolving.

Kind regards

[redacted]

Louise Willson

**Moira Fraser**

**Subject:** FW: Feedback Environment Health Licensing Application regarding application 16/01174/LQN

**From:** Georgina Fulford [redacted]
**Sent:** 29 August 2016 08:20
**To:** EHAdvice
**Subject:** Feedback Environment Health Licensing Application regarding application 16/01174/LQN

Hi there,

I am a local resident of Oak Drive, Burghfield Common RG7 3JF in West Berkshire. I would like to object to the Environmental Health Licensing application 16/01174/LQN.

I am very concerned of the implications of what a permanent license for serving alcohol to over 499 people in our local park within 5 minutes walking distance from my home would mean.

I would be concerned by the:
- potential for local crime from large numbers consuming alcohol nearby
- noise disturbance
- where those attending would park as the park's own car park has perhaps spaces for 10-20 cars
- the impact on my children aged 7 and 3 who may be influenced as they grow older
- the litter as we already have a litter issue in the park

I also don't understand the need. I would support and enclosed ticketed event for < 499 people as a one-off event.

I hope this email can be taken as feedback. If this is not the case and I need to submit it elsewhere,please let me know asap.

Best regards,
Georgina Fulford
[redacted]

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**Moira Fraser**

**From:** BT mail [redacted]
**Sent:** 29 August 2016 18:00
**To:** Licensing
**Subject:** License application: 16/01174/LQN

From: David Pearse, New House Recreation Rd, Burghfield Common RG7 3EN
[redacted]

Good afternoon

I object to the above license application for the following reasons:

The Recreation Ground is not suitable to accommodate crowds in excess of 499-1000people. It is right in the centre of the village, bordered on its 4 sides by private houses whose gardens or front drives are immediately adjacent to it. There is no parking facility and residents have no possibility of avoiding noise or disturbance caused by crowds of visitors and this supposedly for a whole 12 hrs on the Saturday of the Burghfest. In Mortimer or Silchester for instance, the recreation grounds are larger, have more parking and are not close to houses.

My main objection concerns safeguarding children. Our Rec is family orientated with dog walkers, a children play area, a multi sport area and is inappropriate for a venue devoted to selling alcohol to large crowds with people ending up drunk and disorderly. This is a totally unacceptable situation for young children or teenagers. The Burghfest is supposed to kick off at 3.00pm on a Friday just as youngsters come out of the Willink school and relax with friends on the Rec. Parents also take young children to the play area at that time. They should not be surrounded by alcohol drinkers or worse be tempted to purchase alcohol themselves. As a retired Director of Studies and Sixth form Tutor, the safeguarding of young people is paramount and I would expect the Council to agree.

In addition, has a risk assessment study been prepared in connection with running the event? Why have the residents not seen it and been asked for feedback? How is the event going to be policed to avoid undesirable visitors? Who will clean up after the event? Who will be responsible in case of damage caused to neighbouring properties? The list goes on...

If the licensing Officer takes the trouble to visit the site, it will become blatantly obvious that it is unsuitable for purpose. I notice furthermore that the organisers have been very economical with the truth in their letter to residents. They never mentioned the huge numbers expected and simply want a venue where they can sell as much alcohol as possible and don't care at all about the impact on the local residents.

Thank you for taking the above points into consideration David Pearse

Sent from my iPad

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## Moira Fraser

**From:** BT mail [redacted]
**Sent:** 27 August 2016 18:14
**To:** Licensing
**Subject:** License application 16/01174/LQN

From: Mrs Dominique Pearse, New House, Recreation Rd, Burghfield Common
[redacted]

Good afternoon

I am writing to oppose the above license for the planned 'Burghfest' on 23rd/24th Sept 2016 to take place on Burghfield Common recreation ground.

The organisers circulated a leaflet which misrepresented their intentions to residents. They indeed highlighted the charity element but failed totally to mention that they were applying for a license to include in excess of 499 people attending and that the event could be repeated 3 times a year.

The use of the recreation ground for such a large scale event is totally inappropriate. There is no planned parking facility for such numbers and the adjacent streets are already congested at week ends when football matches take place with a maximum crowd of about 50 people. It would be a free for all parking, blocking narrow roads, private entrances, obstructing pavements and making it difficult for emergency vehicles.

There are year round existing noise and littering issues around the Rec which is surrounded 360 degrees by residential housing. How far worse would the situation be with the expected mountain of bottles, cans, plastic cups scattered around as well as thrown into residents' private drives and gardens.

The Rec has suffered for years from issues of criminal damage and anti-social activity fuelled by youngsters consuming alcohol illegally at night. This poor image has slowly started to improve thanks to the parish council advocating using the Rec specifically for sporting and family friendly activities such as the new multi sport area and the large children playground. Mixing this peaceful environment with a large number of un vetted adults and a lot of alcohol is a very bad message to give to children as well as putting them at risk.

Who will be responsible to compensate local residents for potential damage done to their properties and possessions by drink fuelled crowds?

The Rec is suitable for family orientated entertainments not large scale drinking and loud music events. The organisers should not be allowed to mislead the local residents and be economical with the truth.

The environmental Health officer has a duty to protect the Burghfield residents and refuse this licensing application.

With regards
Dominique Pearse

Sent from my iPad

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**LICENSING ACT 2003**

**Representation from John Fredericks**

3 Oak Drive, Burghfield Common, READING RG7 3JF

[redacted]

Please note the Council is required under the Licensing Act 2003 (Hearings) Regulations 2005 to provide the applicant with copies of the relevant representations made.

Application to which the Representation refers:

| | |
|---|---|
| Application Reference | 16/01174/LQN |
| Name of Premises: | Recreation Ground |
| | Recreation Road |
| | Burghfield Common |
| | READING |
| | RG7 3EN |

Under the Licensing Act 2003, for a representation to be relevant it must be one that is about the likely effect of the application on the promotion of the four licensing objectives.

Please give details of your representation(s) and include information as to why the application would be unlikely to promote any of the following objective(s):

## 0. Preamble

0.1. The Event has characteristics of both a small event (based on the site) and large event (based on the multi-day nature). It is located within a quiet residential neighbourhood in a semi-rural setting, and the local residents are accustomed to a way of life characterised by this. In commenting on this Application, I have borne this context in mind, and my comments reflect the fact that my property shares a boundary with the Site, a fact which gives me an insight as to the site's regular utilisation and relative tranquility.

0.2. Although the Application seeks permission to operate on Friday, Saturday and/or Sunday (max 2 days per event) the advertising states that this first event is for Friday and Saturday operation only. This is a relief. I do not consider such an event would be appropriate to be licensed on this site after Sunday afternoon for the reasons stated below.

## 1. The Prevention of Crime and Disorder:

1.1. Current day-to-day use of the Recreation Ground includes use by teenagers and young adults, and this brings with it issues of minor drug and alcohol abuse, along with occasionally rowdy behaviour, especially in the summer months, when evenings are longer and young people have relatively few formal requirements on their time.

1.2. The Application would allow for up to 5,000 attendees, and the availability on-site of alcohol is likely to cause an increase in crime, both petty (such as graffiti or property vandalism), as well as more serious disorder as attendees left site. The main egress would occur after the entertainment had ended, making the task of marshalling more difficult to manage effectively.

1.3. No adequate policing plan has been included in the Application, and the goodwill of the site's neighbours is likely to be pushed beyond reasonable limits as a consequence. A post-event dog patrol will not be sufficient to control attendees dispersing radially from the site, neither will the 4-man SIA-licensed security team (said to be being provided during the event) be sufficient to manage the anticipated dispersal plan.

## 2. Public Safety:

2.1. Minimum standards for H&S and Welfare at events of this type are set out in The Event Safety Guide (The Purple Book, as it's commonly known). The Application provides scant detail as to how compliance with minimum standards of safety and welfare will be achieved, other than to state that the number of safety marshals will comply with safety guidelines, and that an arbitrary 1:100 stewarding ratio is to be employed. Depending on the nature of the entertainment, this is unlikely to be sufficient, especially at peak times (e.g. before, during and after headline acts, when attendees are likely to be in greater numbers and less compliant, due to the effects of alcohol.

2.2. No Traffic Management Plan (TMP) has been identified in the Application. Depending on the numbers attending the Event, it is likely that a TMP will be essential to ensure local residents and those driving or walking through the immediate area are not exposed to additional risk. It is also unlikely that sufficient car parking capacity can be provided, as parking generally reaches capacity around the Recreation Road area with the few dozen vehicles involved in the weekend football matches. This is for around 50 or so football participants. Few of the local roads have markings to restrict parking, as such restrictions are generally not needed. The likelihood of hundreds of attendees (a fair proportion of whom are likely to have driven) would result in chaos and significant additional risk to local residents and their children.

2.3. The Site is used on a daily basis by many dog owners, and also parents with young children. They make use of the outdoor space to exercise their dogs and allow their children to use the public play facilities in the north corner of the Site. The proposed envelope of the Site (indicated only by a rough sketch in the Application) seem to include the entire Recreation Ground demise, with no concession to dog owners or other local residents to continue to enjoy the use of the Site, for which they all pay Council Tax.

2.4. A workable compromise, that would show an element of considerate concession on the part of the Applicant, would be to exclude a ~10m corridor to the SW and SE extents of the Recreation Ground, to allow dog walkers to exercise their animals, and allow pedestrian access to local residents while the Event is in the build-up, operation and load-out phases. This area is marked in the Council's own online drawings mostly in green, so would be relatively easy to define. It is attached here as **Annex A**. This excluded L-shaped corridor would include the mature trees, thereby removing the need to protect them as part of the Applicant's safety and environmental protection planning, and the resulting clear zone would be very easy for Event stewards and security staff to monitor and

manage. Assuming Heras fencing to the external boundary of the licensed site, stewarded gates in this fencing adjacent to the west, south and east corner pedestrian access points, while not providing public entry points for the site, would provide emergency egress in the event of any major incident occurring at the Event.

**3. The Prevention of Public Nuisance:**

3.1. The local neighbourhood already has to deal with low-level public nuisance, caused largely by bored teenagers and young adults. Litter in local gardens is a consequence of this, although with proper site cleaning and exit point management, it should be possible to keep any additional problems to a minimum. A reasonable gesture to the local residents would be for roving litter-picking squads to patrol the local streets, removing and disposing of litter under the control of the Applicant, both during and after the event. Given the desire of the applicant to foster good relations with the local residents, I'm sure this would be deemed a reasonable requirement.

3.2. The issue of noise nuisance has not been dealt with adequately in the Application. Indeed, the stated methodology is entirely inappropriate for assuring local residents are able to enjoy the noise levels that occur generally.

3.3. No mention is made of disruption or noise nuisance to local residents during the build, load-in and load-out phases of the Event. This will cause disruption to local roads and potentially noise nuisance, unless plant operation and work curfew times are established to prevent night-time operations. This might prove to be difficult for the Applicant, if regular Sunday football fixtures are intended to be played the day after the Event, as there will be insufficient daytime hours in which to load out and clear the site before football starts.

3.4. It is inappropriate to state a peak SPL (sound level) at an arbitrary radius from the main PA or delay towers as the basis for defining a noise nuisance management plan. The Council's attention is drawn to the Code of Practice on Environmental Noise Control at Concerts (1995). Although now 20 years old, this is still regarded as the basis for best practice to ensure environmental noise is controlled and managed effectively, to the benefit of all stakeholders. A copy is attached at **Annex B**. Attention is drawn to Appendix III of this document, as it sets out very clearly an example of how noise nuisance should be defined, controlled and managed.

To paraphrase the method – the appropriate basis for assessing and specifying noise control is to establish and agree normal background noise levels, followed by propagation tests using the Event PA system once installed and commissioned, and SPL limits set such that Music Noise Levels do not exceed either a specified LEQ (A-weighted average) value, or an uplift in the average noise level as previously measured at any noise sensitive premises. In this instance, the term "noise sensitive premises" would mean neighbouring houses. A correlation is then established between this MNL and the resulting SPL at the mix position. This allows the mix engineer to limit his levels at his position, such that the MNL at the noise sensitive premises is likely to be within the agreed limits. It remains the Event licensee's responsibility to ensure (by way of ongoing monitoring at the mixer position during the event and overall site noise monitoring by the noise consultant) that noise levels remain compliant throughout the event.

3.5. I conducted some tests yesterday, albeit it using consumer equipment, to get an idea of LEQ values around the site. The hand-marked plan using a screenshot of the council's online map (**Annex C**) shows 1 minute and 5 minute LEQ values, sampled at 0930-1030 Monday 12th September. They vary between 46dBA and 55dBA, with traffic noise and a nearby angle grinder being the primary sources of noise readings exceeding 50dBA. I took an additional 5 minute LEQ sample in my own garden to the south west of the Site at 2100 that evening, which gave a reading of 40dBA. It is very quiet here.

3.6. It is clear that noise levels in the evening are significantly quieter than daytime readings, and this would be at a time when local residents, many of whom have young children, expect to be able to enjoy the peace and quiet of their location. The Application requests permission to operate until 11pm on a Sunday (though the event which is currently being advertised is for Friday and Saturday only). Sunday night is an entirely inappropriate time for young children to be prevented from sleeping at night due to noise nuisance. For that matter, Friday and Saturday are similarly precious hours for children to sleep.

3.7. Having been involved in the planning and management of many large- and mega-scale events in my career, I can appreciate the dilemma facing the Council and the Applicant, especially since the aims of the Event are stated as being entirely charitable. In this instance, however, I am one of the residents whose peaceful enjoyment of their property is affected. I believe that daytime SPL levels are less of an issue than those occurring during the evenings. The prospect of significant MNLs and crowd noise up to and beyond a 2300 noise curfew time are unacceptable in this context. Low frequency components (≤125Hz) are also likely to be more objectionable than higher frequencies, and must be controlled

appropriately.

3.8. No MNL values have been stated in the Application, and I was unable to find any guidelines on the West Berkshire website as to any code of practice published by them regarding noise control for outdoor events. In the absence of such a publication, I have consulted a recent (2012) equivalent publication issued by Bath & NE Somerset (**Annex D**). This sets out practical steps that describe a sensible real world implementation of best practice. Does West Berkshire's code of practice exist, and is it similarly based on the 1995 Noise Council's publication (**Annex B**)? From experience, I would expect an MNL uplift of no more than 20dB at the nearest sensitive premises (edge of site) during the day, with a reduced figure (5-10dB) in the evening. In my experience, the proximity of sensitive neighbouring premises will render this sort of noise performance almost impossible to achieve, and might be considered as grounds to force a rethink of the event, as the Event Organiser will want to keep the interest levels of attendees high to maximise his revenue and their enjoyment, and this is will rely on music noise as a stimulating factor.

**4. The Protection of Children from Harm:**

4.1. Having read other respondents' comments, I do not have anything further to add, other than the points raised above relating to noise nuisance and public safety risk, all of which are every bit as applicable to children as they are to the population in general, if not more so.

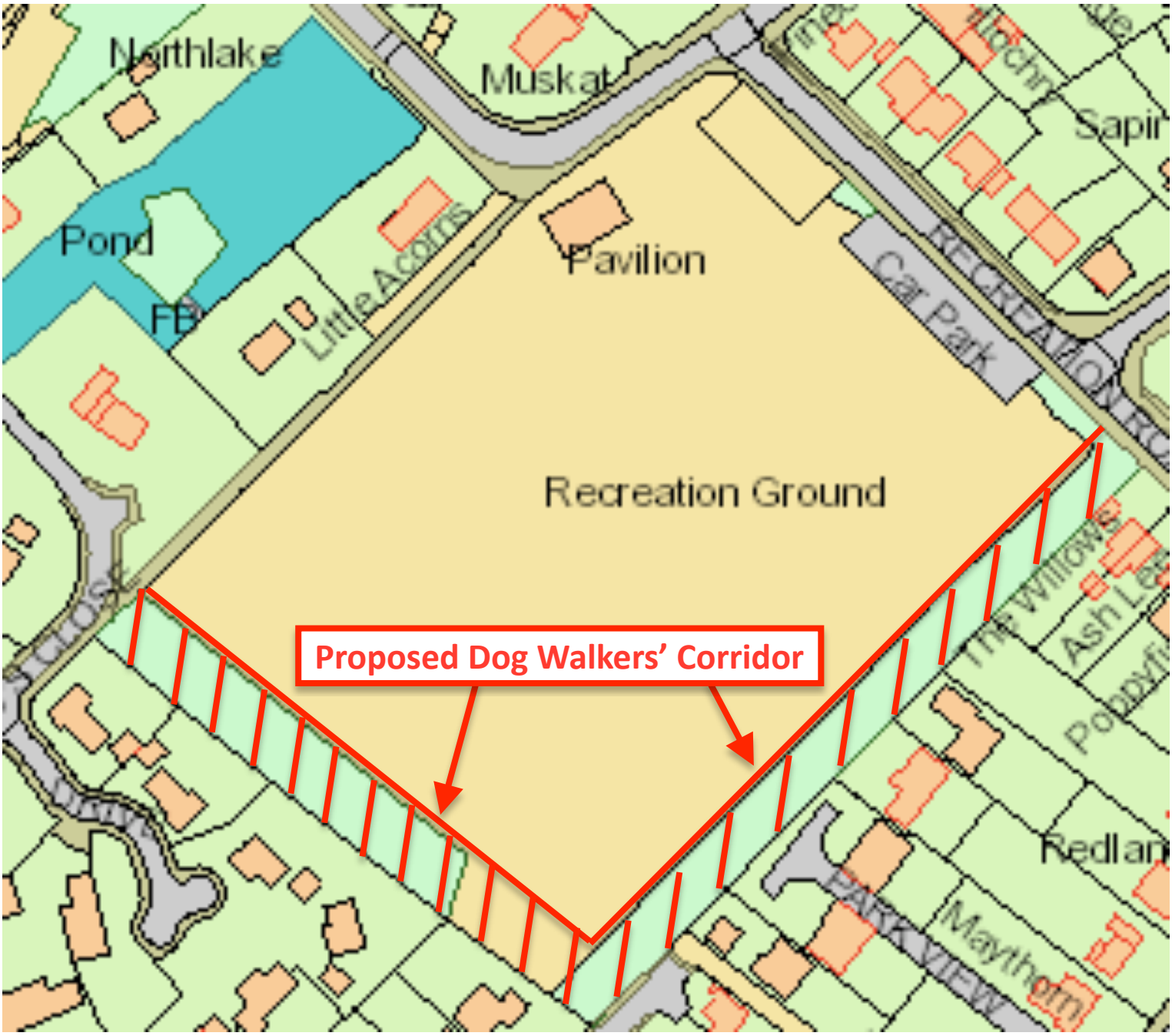
I would welcome any feedback regarding the Council's actions and decisions regarding this application, and would be willing to assist the Applicant where feasible in order to mitigate any of the risks and issues identified above.

Yours faithfully

[redacted]

**John Fredericks, (BMus (Hons) Tonmeister**

# Annex A


Northlake
Muskat
Sapir
Pond
FB
Little Acorns
Pavilion
Car Park
Recreation Ground
Proposed Dog Walkers' Corridor
The Willows
Ash Le
Poppyfi
Redlan
PARK VIEW
Maythorn

# Code of Practice on Environmental Noise Control at Concerts

# Annex B

THE NOISE COUNCIL

**CONTENTS** **PAGE**

## 1.0 INTRODUCTION

1.1 Large music events involving high powered amplification are held in sporting stadia, arenas, open air sites and within lightweight buildings. These events give pleasure to hundreds and in some cases thousands of people. However, the music from these events can cause disturbance to those living in the vicinity. The purpose of this code is to give guidance on how such disturbance or annoyance can be minimised.

1.2 This Code of Practice has been prepared by the Noise Council through a Working Party comprising specialists who are experienced in the particular problems that can arise with environmental noise control at concerts and similar music events. A list of members of the working party is shown in Appendix II and a list of technical papers providing some background data and more detailed information is given in Appendix I.

1.3 Various guidelines and criteria are described in this document covering a range of events from the single occasional concert to a full season. It is believed that compliance with the guidelines and the other advice given here will enable successful concerts to be held whilst keeping to a minimum the disturbance caused by noise. It is recognised, though, that full compliance with this code may not eliminate all complaints, and local factors may affect the likelihood of complaints.

1.4 This Code is not designed to address the question of environmental noise arising from discotheques, clubs and public houses, nor environmental noise affecting noise sensitive premises which are structurally attached to the venue.

1.5 This Code is designed to assist those planning a music event, those responsible for licensing such events and those responsible for enforcing the nuisance provisions of the Environmental Protection Act 1990 (England and Wales) and the Control of Pollution Act 1974 (Scotland). It addresses the environmental problem of noise from the performance and sound checks only. Other environmental impacts of concerts and the question of meeting the requirements of the Noise at Work Regulations 1989 and the guidance given in the Health and Safety Executive's Guide to Health, Safety and Welfare at Pop Concerts and similar events are beyond the scope of this document.

1.6 Compliance with this Code of Practice does not of itself confer immunity from legal obligations.

1.7 The Noise Council is keen to receive accounts of the practical application of the Code in order to improve and enhance its content.

## 2.0 DEFINITIONS

| | |
|---|---|
| Background Noise Level: | The prevailing sound level at a location, measured in terms of the $L_{A90,T}$, on an equivalent day and at an equivalent time when no concert or sound checks are taking place. |
| dB(A): | The A-weighted sound pressure level whereby various frequency components of sound are weighted (equalised) to reflect the way the human ear responds to different frequencies. |
| Delay Tower: | An additional set of loudspeakers employed to provide a better spread of sound to the audience. |
| $L_{Aeq}$: | The equivalent continuous noise level which at a given location and over a given period of time contains the same A-weighted sound energy as the actual fluctuating noise at the same location over the same period. |
| $L_{A90,T}$: | The A-weighted sound pressure level exceeded for 90% of the measuring period (T). |
| Mixer: | The location where the main sound system is controlled. As well as ensuring the correct sound balance between the various performers, the overall level of sound for the audience is controlled at this location. |

| | |
|---|---|
| Music Event: | A concert or similar event where live or recorded music is performed by a solo or group of artists before an audience. |
| Music Noise: | The noise from the music and vocals during a concert or sound checks and not affected by other local noise sources. |
| Music Noise Level (MNL): | The $L_{Aeq}$ of the music noise measured at a particular location. |
| Noise Consultant: | A person given responsibility by the organiser of the event for monitoring noise levels in accordance with the prevailing conditions, and who has the ability and authority to make decisions and implement changes in noise level during the event. |
| Noise Monitoring Position: | The location of the microphone within the venue from which the level of sound is monitored and controlled. For outdoor venues, this location tends to be at the mixer. |
| Noise-sensitive Premises: | Includes premises used for residential purposes hospitals or similar institutions, education establishments (when in use), or places of worship (during recognised times and days of worship) or any premises used for any other purposes likely to be affected by the Music Noise. |
| Other Urban Venue: | An urban park or similar area which is not normally used for major organised events. |

| | |
|---|---|
| Rural Venue: | A park, open space or grounds of a country house in a rural area not normally used for major organised events. |
| Sound Engineer: | Person employed to control the sound quality of the music for the audience. |
| Urban Stadia or Arenas: | A regular venue for major sporting or similar events in an urban area. |

## 3.0 GUIDELINES

3.1 The Music Noise Levels (MNL) when assessed at the prediction stage or measured during sound checks or concerts should not exceed the guidelines shown in Table 1 at 1 metre from the façade of any noise sensitive premises for events held between the hours of 0900 and 2300.

**TABLE 1**

| Concert days per calendar year, per venue | Venue Category | Guideline |
|---|---|---|
| 1 to 3 | Urban Stadia or Arenas | The MNL should not exceed 75dB(A) over a 15 minute period |
| 1 to 3 | Other Urban and Rural Venues | The MNL should not exceed 65dB(A) over a 15 minute period |
| 4 to 12 | All Venues | The MNL should not exceed the background noise level[1] by more than 15dB(A) over a 15 minute period |

Notes to Table 1

1. The value used should be the arithmetic average of the hourly $L_{A90}$ measured over the last four hours of the proposed music event or over the entire period of the proposed music event if scheduled to last for less than four hours.
2. There are many other issues which affect the acceptability of proposed concerts. This code is designed to address the environmental noise issue alone.
3. In locations where individuals may be affected by more than one venue, the impact of all the events should be considered.
4. For those venues where more than three events per calendar year are expected, the frequency and scheduling of the events will affect the level of disturbance. In particular, additional disturbance can arise if events occur on more than three consecutive days without a reduction in the permitted MNL.
5. For indoor venues used for up to about 30 events per calendar year an MNL not exceeding the background noise by more than 5dB(A) over a fifteen minute period is recommended for events finishing no later than 2300 hours.

6. Account should be taken of the noise impact of other events at a venue. It may be appropriate to reduce the permitted noise from a concert if the other events are noisy.

7. For venues where just one event has been held on one day in any one year, it has been found possible to adopt a higher limit value without causing an unacceptable level of disturbance.

3.2 For events continuing or held between the hours 2300 and 0900 the music noise should not be audible within noise-sensitive premises with windows open in a typical manner for ventilation.

Notes to Guideline 3.2

1. The use of inaudibility as a guideline is not universally accepted as an appropriate method of control. References 6 & 7 (Appendix 1) set out the various issues. This guideline is proposed as there is insufficient evidence available to give more precise guidance.
2. Control can be exercised in this situation by limiting the music noise so that it is just audible outside the noise sensitive premises. When that is achieved it can be assumed that the music noise is not audible inside the noise sensitive premises.

3.3 The nature of music events means that these guidelines are best used in the setting of limits prior to the event (see 4.0).

3.4 Assessment of noise in terms of dB(A) is very convenient but it can underestimate the intrusiveness of low frequency noise. Furthermore, low frequency noise can be very noticeable indoors. Thus, even if the dB(A) guideline is being met, unreasonable disturbance may be occurring because of the low frequency noise. With certain types of events, therefore, it may be necessary to set an additional criterion in terms of low frequency noise, or apply additional control conditions.

Notes to Guideline 3.4

1. It has been found that it is the frequency imbalance which causes disturbance. Consequently there is less of a problem from the low frequency content of the music noise near to an open air venue than further away.

2. Although no precise guidance is available the following may be found helpful (Ref 8):

A level up to 70dB in either of the 63Hz or 125Hz octave frequency band is satisfactory; a level of 80dB or more in either of those octave frequency bands causes significant disturbance.

3.5 Complaints may occur simply because people some distance from the event can hear it and that, consequently, they feel the music must be loud even though the guidelines are being met. In fact topographical and climatic conditions can be such that the MNL is lower at locations nearer to the venue.

3.6 Although care has been taken to make these guidelines compatible with what occurs at existing venues, this may not be the case at every location. Where arrangements are satisfactory with either higher or lower noise levels than those contained in the guidelines, these limits should continue.

3.7 It has been found that if there has been good public relations at the planning stage between the event organisers and those living nearby, annoyance can be kept to a minimum.

3.8 The music noise level should be measured using an integrating-averaging sound level meter complying with type 2 or better of BS6698. The background noise level should be measured using a sound level meter complying with type 2 or better of BS5969. Time weighting F (fast response) should be used.

3.9 When measuring $L_{Aeq}$ in order to determine the music noise level, care must be taken to avoid local noise sources influencing the result. When the local noise is intermittent, a series of short term $L_{Aeq}$ measurements should be made of the music noise while the local source is absent or has subsided to typically low or mean minimum values. An average of these short term

readings will give an estimate of the music noise level. A further option would be to measure the A-weighted sound pressure level on a sound level meter complying with type 2 or better of BS5969 with the time weighting set to S (slow response) when the music is loudest and not influenced by local noise. If the local source is continuous, make a measurement of the $L_{Aeq}$ of the local source when the music is not occurring, and make a correction to the measured $L_{Aeq}$ when the music is occurring to obtain an estimate of the music noise level.

3.10 The nature of many concerts requires the sound volume level to be increased during the event to enhance the performance. The prevailing noise control restrictions should be borne in mind so that the sound volume at the start of the event is not too high, hence allowing scope for an increase during the event.

3.11 Some concerts are accompanied by associated activities (e.g. fairgrounds) which can be noisy. These should be taken into account when setting the limit for the music noise level.

3.12 When monitoring the music noise level, the sound of the audience applause can be a significant contributor. It is not possible to address this issue precisely; instead it is recommended that any such effect be noted.

## 4.0 RECOMMENDED NOISE CONTROL PROCEDURE

4.1 This procedure has been developed over several years and found to provide an effective means of addressing the problem of environmental noise control at events. The main features of the procedure are set out below and references are made to various technical papers which give more details.

**Planning**

4.2 Determine the sound propagation characteristics between the proposed venue and those living nearby who might be affected by noise, and carry out an appropriate background noise survey. This should be undertaken by a competent person who is experienced in noise propagation and control, particularly from music events.

4.3 Check the viability of the event against the relevant guideline levels. This is achieved by determining from 4.2 above the sound level experienced by the audience which would allow the guidelines to be met. Research shows that the music noise level in the audience by the mixer position at pop concerts is typically 100dB(A), and that levels below 95dB(A) will be unlikely to provide satisfactory entertainment for the audience.

4.4 Prospective licensees should give the local authority as much notice as possible of the proposed event especially if more than one event is planned during a calendar year.

4.5 The local authority should make use of licensing conditions and statutory powers to implement the procedures described in this Code of Practice. Examples of possible conditions are given in Appendix III.

4.6 The Noise Consultant should be appointed.

## Before the Event

4.7 Install the loudspeaker system early enough to enable alignment and orientation to be optimised to minimise noise disturbance.

4.8 Carry out a sound test prior to each event to ascertain the maximum level that can prevail at the monitoring position to enable the guidelines to be met. This effectively calibrates the system, taking into account as far as possible prevailing weather conditions, and, for indoor events, the sound insulation of the venue.

**Notes to Guideline 4.8**

1. It should be remembered that the introduction of an audience to a venue increases the acoustic absorption present. This has the effect of reducing the sound level in the venue for a given amplifier setting compared with the sound test. This should be borne in mind when setting the limit levels.

## During the Event

4.9 Advertise and operate an attended complaint telephone number through which noise complaints can be channelled. This will enable an immediate response to the complaints to be given and the Noise Consultant to judge whether or not any adjustment to the music noise level is needed.

4.10 Establish a communication network between all those involved in noise

control. This should include the local police authority.

**Note to Guideline 4.10**

1. It is difficult to communicate effectively in noisy environments, especially in the vicinity of the mixer. It has been found helpful for those involved in the communication network to use head-sets with their two way radio systems.

4.11 Carry out noise monitoring within the venue at the noise monitoring position and at sample locations outside the venue throughout the event. If the event is employing one or more delay towers, additional noise monitoring may be needed inside the venue to control the sound output from them.

4.12 Although the limit value set at 4.8 above would be in terms of 15 minute $L_{Aeq}$, useful control can be exercised by monitoring the $L_{Aeq}$ over one minute periods. This enables an early warning to be obtained of possible breaches in the 15 minute limit. It is sometimes appropriate to set an additional control limit in terms of the one minute $L_{Aeq}$ (typically some 2-3dB(A) above the 15 minute value) and to use a level recorder display to assist the sound engineer in checking compliance with the limit. The Noise Consultant should advise the sound engineer of any breaches in the prescribed noise limit, to enable a reduction in level as appropriate. The sound engineer should also be advised of occasions when the limit has only just been met.

## APPENDIX I

References


1. Noise Control Techniques and Guidelines for Open Air Concerts, J.E.T. Griffiths (ProcIOA, Vol. 7, Part 3, 1985).

2. A Noise Control Procedure for Open Air Pop Concerts, J.E.T. Griffiths, S.W. Turner and A.D. Wallis (ProcIOA, Vol 8, Part 4, 1986).

3. Noise Control in the Built Environment, edited by John Roberts and Diane Fairhall, Gower Technical, 1988 (Chapters 1, 2 and 3).

4. Environmental Noise Guidelines proposed for the new Health & Safety Executive Guide for Pop Concerts, J.E.T. Griffiths and A. Dove (ProcIOA, Vol 14, Part 5, 1992).

5. A Survey of Sound Levels at Pop Concerts, J.E.T. Griffiths (HSE Contract Research Report No 35/1991).

6. Inaudibility - an Established Criterion, A.W.M. Somerville (ProcIOA, Vol 13, Part 8, 1991).

7. Noise Control at All-night Acid House Raves, K. Dibble (ProcIOA, Vol 13, Part 8, 1991).

8. A study of Low Frequency Sound from Pop Concerts, J.E.T. Griffiths, J. Staunton and S. Kamath (ProcIOA, Vol 15, Part 7, 1993)

## APPENDIX II

**Noise Council Working Party Membership**

| | |
|---|---|
| S.W. Turner* | Technical Director, TBV Science |
| A. Somerville* | Department of Environmental Health, City of Edinburgh District Council |
| A.D. Wallis* | Cirrus Research Limited |
| J. Bickerdike | Leeds Polytechnic |
| K. Dibble | Ken Dibble Acoustics |
| J.E.T. Griffiths | Director, Travers Morgan Environment |
| S.S. Kamath | Director, Pollution & Scientific, London Borough of Brent. |
| J. Sargent | Building Research Establishment |
| J. Staunton | Associate, Travers Morgan Environment |

*** Full members of the Noise Council**

## APPENDIX III

### Sample Conditions Concerning Environmental Noise Control at Concerts

1.0 The licensee shall appoint a suitably qualified and experienced noise control consultant+, to the approval of the Licensing Authority, no later than..... weeks prior to the event. The noise control consultant+ shall liaise between all parties including the Licensee, Promoter, sound system supplier, sound engineer and the licensing authority etc. on all matters relating to noise control prior to and during the event.

2.0 If not already carried out, the noise control consultant+ shall carry out a survey to determine the background noise levels (as defined by the Code of Practice on Environmental Noise Control at Concerts) at..... locations around the venue representative of the noise sensitive premises likely to experience the largest increase in noise/highest noise level* as a result of the concert. The information obtained from this survey shall be made available to the licensing authority..... weeks prior to the event.

3.0 A noise propagation test shall be undertaken at least..... hours prior to the start of the event in order to set appropriate control limits at the sound mixer position. The sound system shall be configured and operated in a similar manner as intended for the event. The sound source used for the test shall be similar in character to the music likely to be produced during the event.

4.0 The control limits set at the mixer position shall be adequate to ensure that Music Noise Level (MNL) shall not at any noise sensitive premises exceed.....dB(A) over a 15 minute period/the background noise level by more than .....dB(A) over a 15 minute period* throughout the duration of the concert.

5.0 The control limits set at the mixer position shall be adequate to ensure that the MNL shall not at any noise sensitive premises exceed.....dB(A) over a 15 minute period/the background noise level by more than .....dB(A) over a 15 minute period* throughout any rehearsal or sound check for the event.

6.0 The Licensee shall ensure that the promoter, sound system supplier and all individual sound engineers are informed of the sound control limits and that any instructions from the noise control consultant+ regarding noise levels shall be implemented.

7.0 The appointed noise control consultant+ shall continually monitor noise levels at the sound mixer position and advise the sound engineer accordingly to ensure that the noise limits are not exceeded. The Licensing Authority shall have access to the results of the noise monitoring at any time.

8.0 Rehearsals and sound checks are permitted only between the following hours:

.....hrs to.....hrs.

9.0 Music from the event is permitted only between the following hours: .....hrs to.....hrs.

Note: Suitable noise conditions should also be considered with respect to minimising noise exposure to the audience and people working at the event as advised in the HSE document "Guide to Health, Safety and Welfare at Pop Concerts and Similar Events".

*delete as appropriate. +i.e. the Noise Consultant

**THE NOISE COUNCIL**

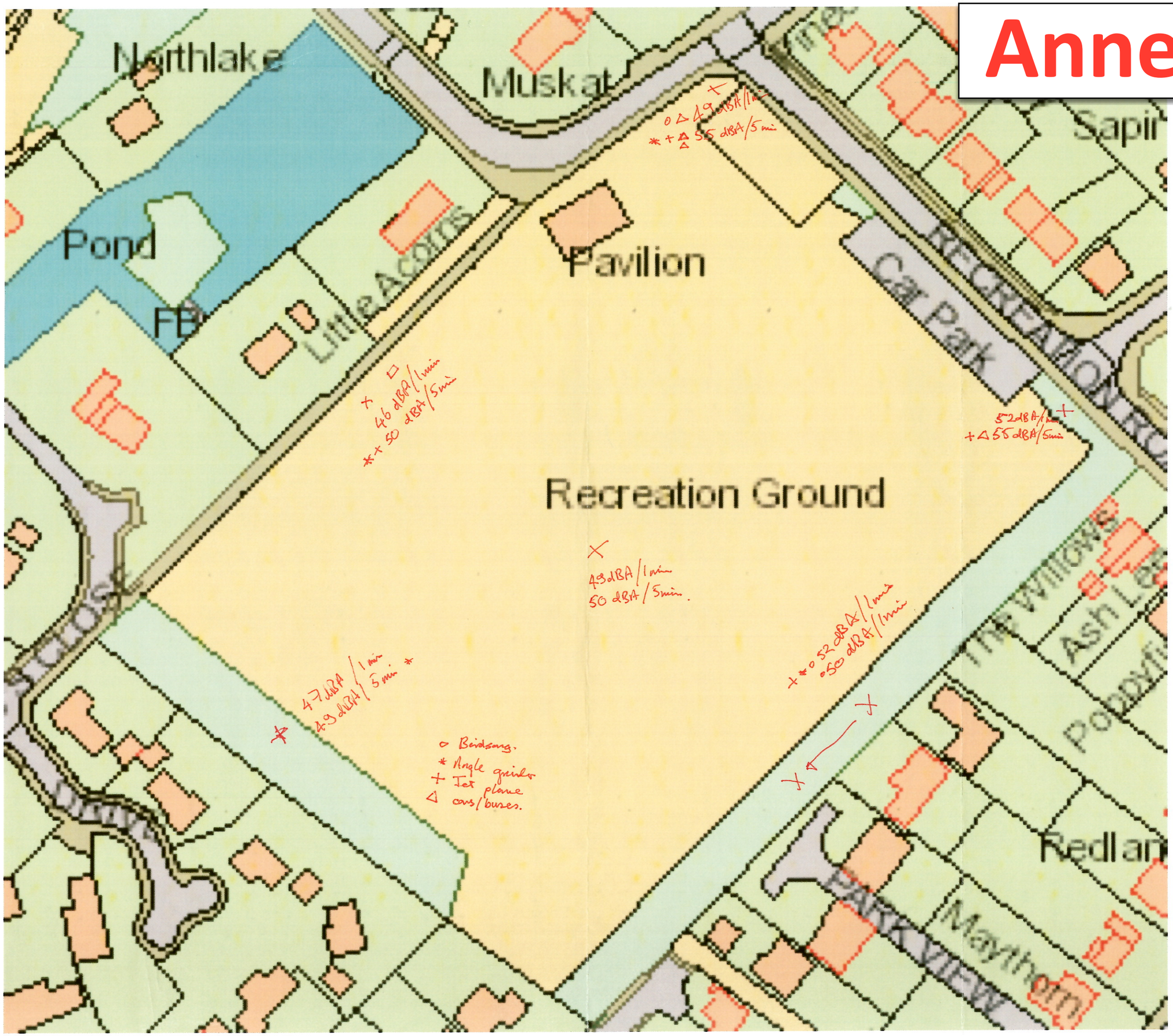
The Noise Council was established by a group of professional bodies concerned with problems relating to noise and vibration in the community and industrial environments. Its aims and objectives are to promote and respond to issues relating to noise and vibration, and to make independent technical and scientific expertise available to international and national agencies, central and local government, commerce and industry.

The Founding Bodies are:

- The Chartered Institute of Environmental Health
- The Institute of Acoustics
- The Royal Environmental Health Institute of Scotland
- The Institute of Occupational Safety & Health


The Noise Council, Chadwick Court, 15 Hatfields, London SE1 8DJ
Tel: 0171 928 6006 Fax: 0171 928 6953
ISBN 0 900103 51 5

# Annex C


Northlake
Muskat
Sapir
Pond
FB
Little Acorns
Pavilion
Car Park
RECREATION RD
Recreation Ground
The Willows
Ash Le
Redlan
PARK VIEW
Maythorn
0 △ 49 dBA/1min +
* + △ △ 55 dBA/5min
46 dBA/1min
* + 50 dBA/5min
52 dBA/1min +
+ △ 55 dBA/5min
49 dBA/1min
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+ * ○ 52 dBA/1min
○ 50 dBA/1min
47 dBA/1min
49 dBA/5min *
○ Birdsong.
* Angle grinder
+ Jet plane
△ cars/buses.

# Annex D

Bath & North East Somerset Council

# Code of Practice and Guidance Notes on Noise Control for Concerts and Outdoor Events

**September 2012**
Version 3.0

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**Acknowledgements**

Bath and North East Somerset Council acknowledge the work of Elmbridge Borough Council, Luton Borough Council and Oxford City Council in relation to the control of noise at outdoor events, in the preparation of this Code.

## CONTENTS

## 1.0 INTRODUCTION

1.1 Bath and North East Somerset Council supports entertainment and cultural events within the community that include music. However, the Council is also keen to ensure that an appropriate balance is achieved between the organisers' objectives, an attendee's enjoyment of such events and the interests of the community at large, who may be affected by such functions.

1.2 This document sets out the Council's approach in respect of controlling noise from outdoor events. The approach is essentially one based on active engagement with the Council's Environmental Protection Team at the earliest possible stage to ensure that the potential for noise disturbance is minimised. The document also outlines the relevant legal framework associated with such events as well as offering some guidance on the control of noise.

1.3 The Council hopes that by following this code of practice - as well as complying with relevant legislation - the right balance can be achieved between the needs of the event organiser and the musicians who are performing, and the right of the local community not to be unduly disturbed by noise.

1.4 This Code applies to all event organisers including Bath & North East Somerset Council.

## 2.0 PURPOSE OF THE CODE

2.1 This code of practice and guidance is aimed at:

- Interested parties who are involved in the planning or hosting of outdoor events in Bath and North East Somerset, which have the potential for noise;
- outdoor event organisers and promoters;
- owners of land where outdoor events may take place; and
- acoustic consultants.

2.2 These events may include music concerts, sporting events, discos in temporary structures, fairgrounds, etc. They could range in size from celebrations at a local pub for a special event up to a major pop concert.

## 3.0 PRINCIPLES OF THE CODE

3.1 An Event Information Questionnaire (see Appendix 1) must be prepared and submitted to the Council's Environmental Protection Team at as early a stage in the planning of an event as possible, but

- at least **two months** before the event for medium or large events (500-1500 attendees),
- and **one month** before the event for small events (less than 500 attendees).

3.2 Upon receiving the Event Information and associated information, the Council will advise the organiser whether, in its view, it believes that the event has the potential to cause an undue noise disturbance to the local community despite the intended control measure. The Council's Environmental Protection Team will work with interested parties to resolve any noise problems. However, there may be instances where more formal action is required, in accordance with the Council's Enforcement Policy.

3.3 It is recommended that an appropriate Event Checklist (see Appendix 2) is also completed prior to the event. Should the Council be satisfied that the proposed event has the potential to cause unreasonable disturbance and that the Organiser has not mitigated this potential, the Environmental Protection Team may take formal enforcement action, including the service of an Abatement Notice under the provisions of the Environmental Protection Act 1990.

3.4 If the terms of an Abatement Notice are not complied with, and evidence to substantiate this is obtained, then the organiser of the event will normally be prosecuted for the offence of failing to comply with the notice.

3.5 Where an event organiser disregards the recommendations and guidance contained within this document, then any future events undertaken by the same organiser will attract a higher degree of scrutiny, and greater emphasis will be placed on dealing with them on a formal basis from the outset.

3.6 This guidance will normally be applied to all outdoor events that have the potential to cause noise nuisance, other than in exceptional or unusual circumstances, in which case, any departure from this policy will only be as approved by the Environmental Protection Team Manager.

## 4.0 RELEVANT LEGISLATION AND GUIDANCE

### 4.1 Environmental Protection Act 1990

4.1.1 Each year, Bath and North East Somerset Council receive a number of complaints about noise from outdoor music events. The Council aims to work with all parties to resolve any noise problems that may arise, however there may be occasions when formal action is necessary to protect the interests of residents.

4.1.2 Where it is established that noise from an event is causing, or is likely to cause, a statutory nuisance under Part III of the Environmental Protection Act 1990, this legislation requires the Council to serve an Abatement Notice, requiring that the nuisance is abated. It is a criminal offence not to comply with such a notice and may result in prosecution with a maximum penalty on conviction of a fine of up to £20,000. It is therefore important that effective noise control procedures are implemented.

4.1.3 The Council's Enforcement Policy states that enforcement notices may be served where it is considered that a more informal approach would be ineffective. It also allows for enforcement notices to be served without prior discussion with the prospective recipient in cases where immediate action is required in the interest of environmental protection.

### 4.2 Code of Practice on Environmental Noise Control at Concerts

4.2.1 This national Code of Practice was issued by the Noise Council and is the most up to date guidance on the control of noise from outdoor concerts. It is available free from the Chartered Institute of Environmental Health website at **http://www.cieh.org/policy/noise_council_environmental_noise.html**

4.2.2 That Code of Practice recommends the sound levels that should be achieved at noise sensitive premises for events that take place between the hours of 09:00 hrs and 23:00 hrs. The recommended sound levels are dependent upon the nature of the area and the number of events held in a year. It should be noted that compliance with the Code of Practice does not, of itself, confer immunity from legal obligations. If the event is to continue after 23:00 hrs it should be inaudible at the nearest noise sensitive premises.

4.2.3 The table below indicates the maximum Music Noise Levels (MNL) recommended by the code of practice for functions that do not go beyond 23:00 hours.

| Concert days per calendar year, at the same venue | Venue Category | Guideline |
|---|---|---|
| 1 to 3 | Urban Stadia or Arenas | The MNL expressed as an $L_{Aeq}$ should not exceed 75dB(A) over a 15 minute period |
| 1 to 3 | Other Urban and Rural Venues | The MNL expressed as an $L_{Aeq}$ should not exceed 65dB(A) over a 15 minute period |
| 4 to 12 | All Venues | The MNL expressed as an $L_{Aeq}$ should not exceed the background noise level by more than 15dB(A) over a 15 minute period |

## 4.3 Licensing Act 2003

4.4 Any premises where regulated entertainment or the sale or supply of alcohol takes place must either have a Premises Licence or must be the subject of a Temporary Event Notice (TEN). If such activities take place without the benefit of either then an offence may be committed. For further information see the Council's website at www.bathnes.gov.uk/licensing or else contact the Council's Licensing Team.

4.5 Please be aware that a TEN can only be used for functions where the number of the members of the public in attendance is less than 500. Please also note that for legal reasons, a Premises Licence can take an average of six to eight weeks before it is granted even where all the details of the application have been discussed and agreed before the application is submitted.

## 5.0 EVENT GUIDANCE

### 5.1 Event Information

5.1.1 The Environmental Protection Team requires initial information about your event as detailed in Appendix 1. Event Checklists have also been provided in Appendix 2 for small and large events. These Checklists summarise the main aspects of the Code which you should comply with and have regard to, depending on the size and scale of your event.

5.1.2 Organisers will need to demonstrate that the location of all external stages and marquees where music is to be played has been planned so as to minimise their impact on the noise sensitive premises identified.

5.1.3 Organisers will need to demonstrate that the programme of events for stages and marquees where music is to be played has been planned so as to minimise the impact on the noise sensitive premises identified.

5.1.4 Any measures to mitigate the noise levels from the music sources must also be considered, for example the use of delay or circuit speakers, and compressors or limiters on the sound system.

### 5.2 Noise Conditions

5.2.1 Based on the Event Information and whether or not the appropriate checklist has been completed and submitted for the concert or event, the Responsible Authority for Environmental Health (Environmental Protection) may seek to apply conditions controlling the hours and noise levels at the event through the licensing regime. Such conditions may include:

- All amplified music in an outside marquee or in the open air shall finish no later than (*) hours.
- Rehearsals and sound checks are permitted only between the following hours: (*) hours to (*) hours.
- Music from the concert or event is permitted only between the following hours: (*) hours to (*) hours.
- Music from other sources (e.g. food traders, fairground rides) is permitted only between the following hours: (*) hours to (*) hours.
- The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed [(*)dB(A) over a fifteen minute period / the background noise level by 15dB(A) over a fifteen minute period] throughout the duration of the concert or event.
- The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed [(*)dB(A) over a

fifteen minute period / the background noise level by 15dB(A) over a fifteen minute period] throughout the duration of the concert or event.

- The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed [(*)dB(A) over a fifteen minute period / the background noise level by 15dB(A) over a fifteen minute period] throughout the duration of any rehearsal or sound check for the concert or event.

- The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed [(*)dB over a fifteen minute period / the background noise level by (*)dB over a fifteen minute period in the 63Hz and 125Hz octave frequency bands] throughout the duration of the concert or event.

- The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed [(*)dB over a fifteen minute period / the background noise level by (*)dB over a fifteen minute period in the 63Hz and 125Hz octave frequency bands] throughout the duration of any rehearsal or sound check for the concert or event.

- The Event Organiser shall have full control over the sound amplification equipment and the volume shall be adjusted according to the requirements of the Responsible Authority for Environmental Health (Environmental Protection).

- The Event Organiser shall ensure that all persons (including individual sound engineers) involved with the sound system are informed of the sound control limits and that any instructions from the Responsible Authority for Environmental Health (Environmental Protection) regarding noise levels are complied with.

- Unrestricted access to the front of house position and backstage areas shall be allowed at all times to the Responsible Authority for Environmental Health (Environmental Protection) for the purpose of sound level measurements, communications with the nominated noise consultant / sound engineer and monitoring licence conditions.

- All complaints about noise received by the site office / event organiser shall be logged, and shall be notified to the Responsible Authority for Environmental Health (Environmental Protection) within [*] minutes of the complaint being received.

- The Event Organiser shall effect full control over traders or other organisations on site where there is amplified music being played. At the request of the Responsible Authority for Environmental Health (Environmental Protection) the Event Organiser shall arrange for the volume to be reduced or the playing to cease, or if necessary the equipment to be confiscated.

## 6.0 PREPARATIONS BEFORE THE EVENT

### 6.1 Event Location

6.1.1 When deciding the location for your event, you need to consider the potential impact that noise from the event may have on local residents. Is the proposed site suitable? If it is surrounded by residential properties the site may not be appropriate or very tight controls on noise may be required.

6.1.2 You will need to consider all of the potential noise sources including, music, people, fairground rides, loudspeakers, public address systems etc. If there are residents in close proximity to the site, you will need to take steps to reduce the impact that your event will have on them.

### 6.2 Performance Areas

6.2.1 Once the site is decided upon, you need to consider the most appropriate position on the site for the stage and consider the direction of the speakers. There will be a higher sound output in the forward direction of the speakers and lower sound output from the rear, although output from the rear of the speakers will still be significant. Loudspeakers should be facing away from noise sensitive premises.

### 6.3 Bands and Live Music

6.3.1 The amplification of most bands consists of amplifiers and speakers for the instruments and vocalists. The sound is mixed and balanced by a Sound Engineer at a sound desk prior to the performance. The use of noise limiters/compressors are advised for the main stage as this sets a maximum volume for the music. It is also important to set maximum levels for the low frequency levels (bass) as these cause the most disturbance to local residents. Seek advice from the sound engineer you employ.

6.3.2 In order that the performers can be aware of the sound around them, a "backline" of speakers is positioned on stage. This is not controlled by the sound desk and it is essential, therefore, that the Sound Engineer is made fully aware of the necessary restrictions on sound levels and so is in a position to set up the backline to enable full control to be exercised during the performance. Organisers should satisfy themselves that the levels are set accordingly. This is especially important, since when the performance is taking place the sound desk will be in control of only about 15-20% of the total volume of sound produced.

6.3.4 One of the most frequently encountered problems is that an unnecessarily large amount of sound equipment is provided, which makes effective control very difficult. The output of the sound system(s) should be suitable for the size of the event, and as a general rule it should be calculated on the basis of 1KW per 100 people in the audience expected.

6.3.5 It is important that bands booked to appear should be aware of the need to be sensitive to potential noise problems and should accept restrictions that may be

imposed. In some cases verbal assurances have been proven quite inadequate and organisers are strongly advised to include suitable clauses in contracts so as to ensure that they retain effective control over sound levels.

6.3.6 An advantage of using a single production company to run a particular stage is that the sound engineer may be the same for all bands and this makes liaison much more straightforward.

6.3.7 Where more than one entertainment venue is proposed they should be spread throughout the premises or site. Simultaneous performances should be held at different places so as to minimise the likelihood of large crowds being drawn to one place. This will also avoid music from one sound system interfering with another and noise levels being increased as a result. There should be a conscious effort to plan quieter entertainment at the end of the concert or event. Sensitive sites should be reserved for non-amplified music and only used early in the programme.

6.3.8 It is always difficult to keep the programme running to schedule. Bands take longer than expected to set up or fail to arrive on time and slippage frequently takes place. Organisers should make sure that sufficient change over time is allowed between bands.

**6.4 Sound Systems**

6.4.1 Employ a sound system whenever possible that uses circuit speakers (i.e., a range of relatively low powered speakers sited around the premises or site marquee rather than one with a bank of speakers on either side of the stage to force sound out over the whole audience). Ensure that the sound engineer strictly controls the low frequency levels of the music, as this causes the most disturbance to local residents.

6.4.2 Ensure, when booking a sound engineer, that they fully understand the need to work within the restrictions imposed and are prepared to accept direction from the Premises Licence Holder, Event Organiser, or Responsible Authority regarding sound levels. You are recommended to draw up a suitable contract giving clear and detailed information about your expectations regarding the management of acceptable sound levels based on this code of practice..

## 6.5 Local Geography and Topography

6.5.1 Local geography and topography can provide both benefits and problems.

| Feature | Comment |
|---|---|
| Wind | Noise can be carried by the prevailing wind towards noise receptors. If the prevailing wind is away from the audience to the performers then the audience will have difficulty hearing the performers and the temptation is to turn up the volume. Noise receptors downwind will suffer as a result. |
| Water | Noise carries well across stretches of water such as rivers or lakes and this can cause noise problems. |
| Hills | Can provide useful noise barriers. |
| Trees | These do not provide an effective noise barrier so do not rely on them. |
| Nearby buildings | Noise may be reflected off nearby buildings and this may direct the sound in unexpected directions. |

## 6.6 Loudspeaker Location

6.6.1 Modern day loudspeakers are normally able to direct sound at a target area, i.e. the audience. You should ensure that loudspeakers are focused on the area where the audience will be, in order to reduce the over-spill into the surrounding area. You need to consider the area where the audience will be located and ensure that your sound engineers set up the music system accordingly.

## 6.7 Type of Event

6.7.1 You should consider the type of performers that you are going to have. Some acts will result in higher sound levels than others, for example, solo singers are likely to be quieter than bands. Some acts may have higher levels of low frequency noise. Low frequency noise has more energy than high frequency noise and will travel further and penetrate buildings. Low frequency noise can result in increased disturbance to local residents and may require additional control measures.

## 6.8 Council Owned Sites

6.8.1 If the proposed event site is on land owned by the Council, there may be terms and conditions of the land hire agreement which you will need to comply with. You should contact the Council's Events Office on 01225 396181 for further information on hiring Council owned open-air sites.

## 6.9 Cumulative Event Days

6.9.1 If your event, or the total number of events held at the venue, exceeds three days in any year then the maximum noise level recommended by the Code of Practice is reduced– see paragraph 4.3.2 above. This is regardless of whether these events were organised by you or someone else.

## 6.10 Public Relations

6.10.1 We strongly recommend that you let local residents and businesses know in advance that events are going to take place so that they can make alternative arrangements, for themselves, and their pets, should they wish to do so. This could be done by leafleting the households and businesses around the site. You should provide the telephone number for the complaints hotline in order that they may contact you should they have any concerns during the event.

## 6.11 Other Permissions and Liaison

6.11.1 You may need specific consents or licences before the function can go ahead and this may include Planning Permission and/or a Premises Licence under the Licensing Act 2003. It is essential that these are obtained before any booking of the event venue is finalised or advance publicity undertaken or tickets sold.

6.11.2 You may also need to liaise with other enforcement authorities including Avon Fire and Rescue, Bath and North East Somerset Public Protection, Highways and Planning Teams, and The Avon and Somerset Constabulary. Contact details of all these agencies are included in Appendix Three.

## 7.0 MEASURING NOISE

### 7.1 Noise Monitoring

7.1.1 Officers from the Responsible Authority for Environmental Health (Environmental Protection) may monitor such events. They should receive co-operation from the Premises Licence Holder or Organisers in charge of the entertainment when carrying out monitoring inspections. They may monitor the event to ensure that no unreasonable disturbance is being caused, no statutory nuisance is being created and the conditions on the Premises Licence are being complied with.

7.1.2 A Premise Licence Holder or a member of the organisers or a designated person shall be responsible for monitoring the noise level/and any noise complaints received regarding the event. The noise level should be monitored

7.1.3 Throughout the event any advice/or instruction given by the Environmental Health Officer shall be complied with.

7.1.4 An inspection will normally be made before the start of the concert or event to check on its general organisation and layout, with further inspections carried out during the course of the event. Officer(s) may request a reduction in sound levels if they are satisfied that it is necessary for compliance with the noise conditions set for preventing unreasonable disturbance. The propagation of sound is frequently complex and may be affected by atmospheric conditions. There are occasions when sound levels (especially low frequency music) appear to be relatively low close to the source but are still intrusive some considerable distance away.

7.1.5 Organisers should not rely solely on the Environmental Health Officers to advise them of noise problems. Wherever possible the organisers should monitor noise levels at noise sensitive premises around the premises or site to assess whether noise is likely to be disturbing.

7.1.6 To be able to carry out your own noise monitoring using measurements, you need to be competent in using a sound level meter. These can be complex and the more sophisticated instruments will require training before they can be used correctly. Some basic meters can be purchased cheaply from high street electronics stores, however these are not recommended for monitoring noise from outdoor events. The meter used must be capable of applying an A weighting and be capable of automatically calculating LAeq.

7.1.7 “A weighting” allows a sound level meter to measure noise in a way that approximates to how a human ear hears noise.

7.1.8 LAeq is a way of measuring noise over a period of time to produce a single measurement that approximates to the average of all the noise levels occurring during that time period.

7.1.9 If you do carry out your own monitoring using a sound level meter, you will need to measure the following two parameters during the event to establish whether you are

complying with the recommendations included in the Code of Practice on Environmental Noise Control at Concerts:

- $L_{Aeq,\ 15\ mins}$
- $L_{Aeq,\ 1\ min}$

7.1.10 It is also recommended that you monitor frequency levels in octave bands, particularly the 63 and 125 Hertz octave bands.

7.1.11 If you are in doubt as to your or your staff's capability to use a sound level meter, and noise measurements form a critical part of your control measures, then you will need to employ a noise consultant.

7.1.12 Depending on the size of the event, it may be necessary to take noise measurements, however, you will still need to regularly monitor the event by listening to the noise and noting a description of what can be heard at points around the boundary of your premises. For more complete definitions of noise terms you should consult British Standard 7445.

## 7.2 Acoustic Consultants

7.2.1 It is expected that, for large events and for some medium events, a suitably qualified acoustic consultant will be employed to help to plan the event and to monitor noise levels throughout the event.

7.2.3 The Institute of Acoustics is the professional body for acoustic consultants and there is a list of registered consultants on their website at www.ioa.org.uk You may also wish to look at the website of the Association of Noise Consultants : www.association-of-noise-consultants.co.uk It is recommended that you discuss who you propose appointing with Bath and North East Somerset Council, (in terms of the relevance of their experience and qualifications), before placing the contract.

## 8.0 DURING AND AFTER THE EVENT

### 8.1 Setting up

8.1.1 A sound propagation test should be carried out on the day of the event, after 10:00 hours, to ensure that the sound levels at the agreed monitoring positions are as expected, taking into account the weather conditions on the day. If the agreed sound levels at the sound desk need to be adjusted this should be done, the levels noted and preferably the controls taped over to prevent any further adjustment.

### 8.2 During the event

8.2.1 It is expected that the event organiser will be responsible for monitoring noise levels and ensuring that they comply with any agreed noise conditions. However, where complaints have been received, or there is reason to suspect that licence conditions may not be complied with, the Council may also carry out monitoring of events.

8.2.2 Sound levels should be monitored from the agreed monitoring positions throughout the event and a record kept of the monitoring results. Action should be taken to reduce noise levels where the agreed noise levels are exceeded, and a record kept of the reason for the breach and the action taken to resolve the problem.

8.2.3 The complaint hotline should be manned at all times during the event, from before the sound propagation test and until all members of the public have left the premises. Any complaints should be passed on to the responsible person as appointed by the event organiser. Action should be taken to investigate all complaints and, where appropriate, remedial action taken.

8.2.4 Please remember that noise levels set during the sound propagation test may vary at noise sensitive premises and may need to be reduced in the light of experience. Please remember that whilst setting maximum levels is recommended, sound levels should not be run at these levels if lower noise levels are sufficient for the purposes of the event.

### 8.3 After the Event

8.3.1 The results of the noise monitoring should be sent to the Council along with details of any complaints received and the action taken to resolve them. If you have plans to run the event again, you should keep a checklist of what went well and what could be improved next time.

## 9.0 CONCLUSION

Remember that you are running a large event that has the potential to cause serious noise pollution and so have a corresponding professional duty of care.
However if you:

- choose a suitable location;
- plan the event with noise control in mind and complete the Event Checklist;
- follow all relevant codes of practice;
- run the event so as to minimise the generation and spread of noise;
- respond to complaints appropriately;
- do not cause a statutory noise nuisance;
- comply with other relevant legislative requirements;

then the Council believes that the right balance can be achieved between the organiser's objectives, the attendee's enjoyment and the rights of the local community not to be unduly disturbed by noise.

We welcome your feedback on this document. Please direct your views to environmental_protection@bathnes.gov.uk

## 10.0 Appendix One – Event Information

We need you to supply your event planning information well in advance of the event date so that any potential for noise nuisance arising from the event can be carefully managed from the outset. . Please fill in the Event Information Questionnaire and return it to the Environmental Protection Team This information, plus a site plan and an Itinerary of bands and music will enable the Team to give you helpful and detailed advice.. The aim is to make sure that your event can go ahead without causing unnecessary disturbance.

**Event Information Questionnaire**
**(Information Required by Environmental Protection)**

1. Name and Address of Premises/Site:

……

……

……

2. Date of the Event:……..... Maximum Numbers:……...

3. Start Time:…… Finish Time:……..

4. Names, Duties and Telephone Numbers of the Premises Licence Holder/Organiser:

| Name | Duties | Tel. Number |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

(Ensure that the person responsible for the control of noise during the event is identified)

5. Name: Premises Licence Holder/Organisers in charge of the event:

……..

6. Plan of the premises/site to a scale of 1:500 attached: Yes/No

(Plan to show the locations of all music areas/fairground rides and dimensions of marquees and other temporary structures to be used during the event)

7. Details of the Sound Engineer or Production Company to be Employed

Name:……..

Address:……..…

……..…

……Tel Number:……..

| | | | |
|---|---|---|---|
| 1. | Signed:…… | 2. | Signed:…… |
| | Print Name:……. (Premises Licence holder as named in 5 above) | | Print Name:……. (Organiser of Event as named in 5 above) |
| | Date:…….. | | Date:…….. |

The completed application for should be sent to:

**Responsible Authority – Environmental Protection**
**Environmental Services**
**1st Floor Lewis House**
**Manvers Street**
**BATH**
**BA1 1JG**

Please make sure the following are enclosed:

- Itinerary of bands and music (required as soon as possible before the event)
- Scale plan showing the premises/site to be used

## 11.0 Appendix Two – Event Checklists

Thetwo Checklists below suggest issues that you might need to address to prevent causing noise disturbance.
It is unlikely that there will be the same potential for noise nuisance from small and medium sized events as from larger-scale events, and therefore the control measures required may differ. It is for the applicant to propose how they intend to control noise from the event(s) taking into account the Council's guidance, as contained in this document.

There are two checklists, one for small events and one for larger events. The expected audience number at your event and the duration of your event will determine which checklist you use. .

Prior to the event taking place, the Environmental Protection Team would request that the '*Before the Event'* section has been completed. The sections relating to *'During the Event'* and *'After the Event'* will serve as a useful reminder of appropriate actions to comply with the requirements of the Code during and after the event.

## Checklist for Noise Control at **Small** Outdoor Events

This checklist is appropriate for events:

- Where there are 500 people or less in attendance;
- Where the event is limited to one day only;
- Where the regulated entertainment ends before 11.00pm

| BEFORE THE EVENT | Done? Yes/No |
|---|---|
| 1. Decide who will be the noise control person for the event. This person will deal with complaints and will control noise on the day of the event. | |
| 2. Visit the event site and make a list of all addresses which may be affected by noise from the event. | |
| 3. Choose a mobile phone number which will act as a Complaint Hotline. The noise control person must have this with them throughout the event. | |
| 4. Write a letter and deliver it to all the addresses on the list you have made above. This letter should tell people about:<br>1. The event (you could offer free tickets and invite people along);<br>2. Start and finish times;<br>3. The Complaint Hotline number if they want to make a complaint. | |

| DURING THE EVENT | Done? Yes/No |
|---|---|
| 5. Place generators away from residential properties and if possible behind a building or screen. Always use the quietest generators available | |
| 6. Test the Complaint Hotline number to make sure it's working. It's usually best to have the phone on 'vibrate' as you may not hear calls during the event. | |
| 7. Walk around the local area regularly. Listen out for music noise from the event at the nearest houses, flats and businesses. Make a note of the areas you've visited and what you heard.<br><br>**If you can hear music from the event, reduce volume levels as much as possible. Usually the bass part of the music is the most disturbing, so reducing the volume of the bass can help.** | |
| 8. Deal with any noise complaints in a professional way and take them seriously:<br>• Ask the caller for their name, address and contact number;<br>• Advise the caller that their complaint will be investigated;<br>• Listen to noise levels near the caller's property<br>• Take action to deal with any noise problems;<br>• Call the person who made the complaint to let them know what you have done<br>• Make a note of everything you do | |
| 9. Make sure the event finishes at the advertised time. | |

**Any questions?**

Please contact the Environmental Protection Team

- 01225 477563
- Environmental_Protection@bathnes.gov.uk
- www.bathnes.gov.uk

## Checklist for Noise Control at **Large** Outdoor Events

This checklist is appropriate for events:

- Where there are more than 500 people in attendance;
- Where the event will run for one or more days.

| BEFORE THE EVENT | Done? Yes/No |
|---|---|
| 1. Decide who will be the **noise control person** for the event. This person will deal with complaints and will control noise on the day of the event. | |
| 2. Appoint a **noise consultant**. You should use someone who is a member of:<br>• Association of Noise Consultants, Tel: 01727 896092, www.association-of-noise-consultants.co.uk<br>• Institute of Acoustics, Tel: 01727 848195, www.ioa.org.uk<br><br>**You will need a noise consultant even if you are organising a free or charity event.** | |
| 3. Give your noise consultant a copy of this Code of Practice which should be complied with for the duration of the event. | |
| 4. Visit the event site and make a list of all addresses which may be affected by noise from the event. | |
| 5. Choose a mobile number which will act as a Complaint Hotline. The noise control person must have this mobile phone with them throughout the event. | |
| 6. Write a letter and deliver it to all addresses on the list you have made above. This letter should tell people about:<br>• The event (you could offer free tickets and invite people along);<br>• Start and finish times;<br>• The Complaint Hotline number if they want to make a complaint. | |
| 7. Email a copy of your letter to Environmental_Protection@bathnes.gov.uk<br><br>In your email, include:<br>• A list of addresses your letter has been delivered to;<br>• The name and contact details of the noise control person;<br>• The name and contact details of your noise control consultant. | |

| DURING THE EVENT | Done? Yes/No |
|---|---|
| 8. Test the Complaint Hotline number to make sure it's working. It's usually best to have the phone on 'vibrate' as you may not hear calls during the event. | |
| 9. Test the contact numbers you have for your consultant. | |
| 10. Deal with any noise complaints in a professional way and take them seriously:<br>• Ask the caller for their name, address and contact number;<br>• Advise the caller that their complaint will be investigated by your noise consultant;<br>• Pass the details to your noise consultant and ask them to investigate;<br>• Ask your consultant to let you know what action has been taken;<br>• Call the person who made the complaint to let them know what you have done;<br>• Make a note of everything you do.<br><br>**If your consultant tells you that the music is too loud, you must ensure that the volume levels are reduced.** Usually the bass part of the music is the most disturbing, so reducing the volume of the bass can help. | |
| 11. Make sure the event finishes at the advertised time | |

| AFTER THE EVENT | Done? Yes/No |
|---|---|
| 12. Get a report from your noise consultant about the event and email a copy to Environmental_Protection@bathnes.gov.uk | |

**Any questions?**
Please contact the Environmental Protection Team

- 01225 477563
- Environmental_Protection@bathnes.gov.uk
- www.bathnes.gov.uk

## 12.0 Appendix Three – Liaison with Other Authorities

You may need to contact other enforcement authorities in order to ensure that they do not have any additional requirements. Below are website contact details for other responsible authorities that will find it useful to know of your event plans in advance. Contacting and liaising with them is your responsibility as event organiser. You should not assume because you have contacted the Environmental Protection Team of Bath and North East Somerset Council that any details of the event have therefore been passed on to any other of the council departments or authorities listed below.

Ambulance Service - **www.gwas.nhs.uk**

Food Safety - **www.bathnes.gov.uk/healthandsocial/foodsafety**

Health and Safety at Work - **www.bathnes.gov.uk/business/healthandsafety**

Licensing - **www.bathnes.gov.uk/business/LicencesStreetTrading**

Avon and Somerset Police - **www.avonandsomerset.police.uk**

Avon Fire and Rescue - **www.avonfire.gov.uk**

Planning - **www.bathnes.gov.uk/environmentandplanning/planning**

# Annex E

## LA2003 Applications

## Premises Licence, Club Premises Certificate and Variations

| Reference | Applicant | Address of Premises | Details of Application | Last date for Representations |
|---|---|---|---|---|
| 16/01174/LQN | Mr Glyn Townsend, Mr Timothy Ansell, Mr Christian Peter Frankum | Burghfield Common Recreation Ground, Recreation Ground, Recreation Road, Burghfield Common, Reading, Berkshire, RG7 3EN | Application for a new premises licence - Recorded Music – Fri to Sun: 11:00 – 23:00; Supply of Alcohol & Live Music – Fri: 12:00 – 23:00; Sat & Sun: 11:00 - 23:00 | 13/09/16 |
| 16/01242/LQN | Gourmet Burger Kitchen Ltd | 17 Market Place, Newbury, RG14 5AA | Variation - change of layout of premises, addition of alcohol off sales and removal of 2 Operating Schedule conditions originally imposed by TVP | 15/09/16 |
| | | | | |



A Public Register showing the address, operating schedule and plan of a premise can be viewed by appointment at the Council Offices by contacting:

Environmental Health (Licensing)
West Berkshire District Council
Market Street
Newbury
RG14 5LD
Tel. 01635 519184
Email : Licensing@westberks.gov.uk

For more information regarding licensing, please visit the
Department of Culture, Media and Sport's website.

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